WEST MIDLANDS POLICE

ROLE PROFILE

OCU/DEPARTMENT: **Force CID**	**POST NUMBER:**
SECTION **Homicide / Major Crime Team**	**POST TITLE:** **CCTV Coordinator**
GRADE: **Grade 6**	**DATE:** **August 2022**

1. JOB PURPOSE

To develop and implement bespoke CCTV strategies for Major/Complex/Homicide investigations, being responsible for the management, coordination and supervision of resources to deliver strategic objectives. To be responsible for the delivery of CCTV evidence at court and managing and supervising a dedicated CCTV team in the recovery, review and presentation of CCTV evidence.

2. MAIN DUTIES AND RESPONSIBILITIES

- Developing a bespoke CCTV Strategy in line with SIO's investigative objectives for Homicide investigations and/or Serious/Complex investigations ensuring a timely and quality of service.

- To manage and coordinate staff to support the effective gathering, submission and use of best practice when dealing in all aspects of CCTV. Undertake risk assessments of CCTV recovery, managing priorities and evidential material which will be lost due to natural overwrite periods.

- Conduct regular briefings and debriefings, ensuring staff receive and understand all relevant information, which may affect the investigations objectives and performance. Co-ordinate and support the effective gathering, submission and use of best practice when dealing in all aspects of CCTV ensuring accuracy and relevance whilst continuing to manage risk regarding data management, staff welfare and the organisation's reputation.

- To provide leadership by setting objectives, regularly interacting and talking with staff, providing clear direction and support regarding all areas of CCTV throughout a complex investigation.

- Ensure staff understand the importance of identifying and addressing issues of vulnerability, in accordance with the relevant force policy.

- Understand all other forms of evidence and information within these investigations i.e. forensics, phones, intelligence etc. and maximise their potential use to support the CCTV evidence or vice versa.

- Make clear, timely and justifiable decisions in line with the National Decision Model (NDM). Take ownership for resolving problems and supporting staff in dealing with difficult and challenging situations.

- Participate in investigation management meetings, highlighting and escalating any issues pertaining to threat, vulnerability, risk or harm which are likely to impact on or affect any ongoing investigation.

- Promote the effective and appropriate use of all available technology within the Force environment. This will include all relevant Force IT systems and developments within the field of CCTV.

- Undertake the review, test and implementation of relevant processes, policies and products available within the CCTV environment.

- Assist in monitoring, reviewing, and recording data/information in compliance with national and force guidelines including Criminal Procedure and Investigations Act (1996), information security and data protection.

- Comply with statutory requirements in relation to the management of information including the Data Protection Act 1998, the Freedom of Information Act 2000 and the Guidance on the Management of Police Information (MOPI) 2010, as appropriate.

- To comply and assist with Force Reviews of serious/complex investigations

- Work closely with fellow partnership agencies/departments providing support in the management of major and complex investigations.

- Maintain regular contact with other internal departments / LPU's to recognise issues/events which may impact on service delivery.

- To work with external partners, building relationships to ensure the best evidence is presented to court.

- To lead, supervise and work as part of a team setting a clear direction and promoting team work to achieve high standards of professionalism and performance in all situations, managing all professional, welfare and personal issues as they arise.

- Monitor and manage the efficient and effective use of resources liaising with the relevant NPU / Departments to prioritise the efficient recovery of CCTV material in major/complex enquiries.

- To provide training and development to staff across the Force in regards to CCTV recovery and viewing.

- Develop people by coaching, mentoring, supporting and encouraging staff in the taking on of new responsibilities. Ensure recognition is provided. Motivate staff by highlighting success and recognising good performance.

- Take personal responsibility for your own continuous development by maintaining a full understanding of all operating systems, protocols, policies, procedures, national trends and new technological advances in the field of CCTV.

- Provide a positive team working environment adhering to force values, involving and motivating others to act and behave with courage and dignity.

- Ensure compliance with force policies in relation to Diversity, Equalities Act, Community and Race Relations, Health and Safety legislation and any other Force legislation. Ensure the facilitation of the Force Complaints procedure when applicable.

- Support the department with the recruitment and selection of any CCTV staff employed to conduct recovery, viewing and presentation of CCTV evidence in the short and long term.

- Undertake any other responsibilities commensurate with the role as directed.

3. QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCIES

Essential Requirements

- Proven background in developing bespoke investigative strategies to deal with complex investigations.

- Have an effective understanding of other forms of evidence or information i.e. phones, forensics, medical, witnesses, intelligence, covert options etc, which a complex investigation will encounter. Be able to parallel these with the creation of a complimentary CCTV strategy to suit the investigation.

- Clear decision making ability being able to make informed independent decisions

- Provide a flexible approach with an ability to prioritise and adapt to changing demands.

- Effective communication and presentation skills.

- Proven background at leading people and delivering performance.

- Demonstrate a commitment to delivering a high level quality of service.

- Proven ability to work as part of a team

- Manage staff performance effectively.

- Demonstrate forward thinking and proactive approach to self-development and others.

- Evidence of effective working relationships with internal and external partners.

- Experience in using IT systems including Windows based applications.

- Ability to problem solve using a multitude of methods, information, and skills, with an eye for detail.

- Have a proven record of innovation and development of practices and processes to ensure the integrity of current and future investigations.

- Have a proven track record of preparing and presenting evidence to the court and have a working understanding of the judicial system.

- Be experienced with CCTV and its limitations and court proceedings.

Desirable Skills

- Awareness of role relevant information and legislation.

- Have an understanding of expert evidence in the realms of CCTV i.e. being aware of their limitations, cost implications and evidential value.

- Access to and understanding of Force systems, i.e. Crimes, custody, intelligence etc.

- Experience, Knowledge and understanding regarding the varied manufactures of motor vehicles as to assist in the identification.

- Knowledge of the National Decision Model (NDM).

- Previous experience in the presentation of CCTV evidence in court proceedings.

- Knowledge of editing software as to compile CCTV compilations for interview and or court processes.

4. SUPERVISORY RESPONSIBILITY

Provide supervisory responsibility for the implementation of CCTV Strategies and effectively manage resources for time critical actions involved in major/critical investigations. Provide supervisory responsibility for staff and effectively manage resources for time critical actions involved in major/critical investigations.

5. SUPERVISION RECEIVED

Line management will be through the Homicide or the Major Crime Teams.

6. CONTACTS OUTSIDE OWN SECTION

Expected to liaise with WMP Police staff and officers from a variety of internal departments, other Police Services, external partners and members of the public.

7. SPECIAL CONDITIONS

The CCTV coordinator will be required to work an agreed working pattern, which may be rotating and include weekends and Public Holidays.

The CCTV coordinator will have a nominated work location, but maybe required to travel around the force area and visit other stations as to support other departments/investigations or travel to offence locations as to assist in the evidential process.