# Policing Professional Role Profile

## Sexual Offences Investigation Trained Officer

<table>
<thead>
<tr>
<th>Job Family:</th>
<th>Investigation</th>
</tr>
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<tbody>
<tr>
<td>Sub group:</td>
<td>Public Protection</td>
</tr>
<tr>
<td>Level:</td>
<td>Service Deliverer</td>
</tr>
<tr>
<td>Code: (For College use only)</td>
<td>INV-PP-SD-Sexual Offences Investigation Trained Officer v1.0</td>
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## Role Purpose

*(This section summarises the key function of the role)*

The Sexual Offences Investigation Trained Officer is responsible for acting as a first responder to allegations of a sexual offence, to gather evidence and information from the victim in a manner that contributes to the investigation, preserves its integrity, and secures their confidence and trust. Role holders also provide support and information, in a sensitive and compassionate manner, to victims of sexual crime, ensuring they are given timely information about other police departments and support agencies, where available.

## Key Accountabilities

*(This section details the key responsibilities required of the role)*

- Collect and gather evidence and record and retain material from a range of sources, during initial investigation stages, in a format that is evidentially admissible to support the investigative process.

- Interview victims and gather all required evidence and information within the criminal law and the legal framework to bring offenders to justice.

- Support the management of crime scenes taking appropriate action to ensure the initial preservation of the scene is complete in order to progress the investigation.

- Use designated powers to arrest and apprehend where necessary and issue special warnings, as well as carry out associated custody procedures to protect and safeguard the public in accordance with legislation and policy.

- Complete risk assessments and provide appropriate support and information for victims during an investigation, provide appropriate support for victims during an investigation to ensure their safety and wellbeing.

- Liaise and work with other investigators and managers to support victims through the criminal justice system processes.

- Carry out analysis, assess evidence, and evaluate material generated by the investigation of volume and priority crimes to identify offenders.

- Work alongside the Investigating Officer, acting as a liaison between them and the victim, to keep the victim engaged and committed to the investigation process, where appropriate.
Provide information regarding additional services available for families and victims, including signposting to support agencies, and explain Criminal Justice and Coronial procedures, so that they can access all available services and support.

Contribute to the Multi Agency Public Protection Arrangements (MAPPA), providing updates on offenders, and update records to support and enable joined up public agency management of offenders.

**Behaviours**
*Outlines the behavioural requirements of the role*

All roles are expected to know, understand and act within the ethics and values of the Police Service.

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.

It is suggested that this role should be operating or working towards the following levels:

<table>
<thead>
<tr>
<th>Resolute, compassionate and committed</th>
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</thead>
<tbody>
<tr>
<td>We are emotionally aware</td>
<td>Level 2</td>
</tr>
<tr>
<td>We take ownership</td>
<td>Level 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inclusive, enabling and visionary leadership</th>
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<tbody>
<tr>
<td>We are collaborative</td>
<td>Level 1</td>
</tr>
<tr>
<td>We deliver, support and inspire</td>
<td>Level 1</td>
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<table>
<thead>
<tr>
<th>Intelligent, creative and informed policing</th>
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</thead>
<tbody>
<tr>
<td>We analyse critically</td>
<td>Level 2</td>
</tr>
<tr>
<td>We are innovative and open-minded</td>
<td>Level 1</td>
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</table>

**Education, Qualifications, Skills, and Experience**
*Outlines the skills and educational and qualification requirements to be able to fulfil the role*

**Prior Education and Experience:**
Trained at serious and complex level (PIP 2) when required to conduct the victim interview.

Successfully completed Level 2 of the Public Protection Learning Programme (PPLP).
Successfully completed SOIT course aligned to College of Policing standards.

**Skills:**
Good communication skills with the ability to listen, empathise, provide support and adapt language, form, and message to meet the needs of different people / audiences.

Skilled in the use of use IT packages, systems and/or databases to fulfil role requirements.

Able to break down a problem into component parts and determine appropriate action.

Ability to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required.

Able to review own performance objectively and to develop and follow an appropriate improvement plan.

Able to appropriately prioritise and plan own work.

Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.

Able to produce clear and concise reports and other documents within best practice procedures.

Able to interpret and apply guidance to a specific activity.

### Continuing Professional Development (CPD)

*(Outlines continuing professional development activities which will enable the individual to maintain and enhance competence in the role)*

Keep up-to-date with changing legislation and current national priorities relating to all key areas within Public Protection and how these might affect sexual offence investigations e.g. Modern Slavery and Female Genital Mutilation.

Join the POLKA community, Sexual Offences Investigation Techniques (SOIT) and Adult Sexual Offences Investigations and participate in relevant discussions.

Read published research from the What Works Centre and external bodies relating to rape and public protection and evaluate potential to inform current working practices.

Develop and/or maintain knowledge of College of Policing Guidance on Rape and sexual offences.

Maintain an awareness of national policing priorities and current public protection initiatives.

Analyse the impact of the Independent Police Complaints Commission’s (IPCC) Learning the Lessons reports relating to sexual offence cases.

Ensure that regular discussions with line manager around the welfare of the officer are taking place.

Maintain awareness of the capabilities and responsibilities of specialist support groups and NGOs working to support victims and address rape and sexual assault.

### Professional Registration/Licences

*(Outlines any ongoing registration or licensing requirements of the role)*

**PIP Accreditation**

Assessed competence against relevant professional standards for this role is required to achieve PIP accreditation. Maintenance of this accreditation requires the demonstration of continued competence against professional standards as well as evidence of CPD, in line with the College’s Model.
Links to other profiles:
(Indicates links to NPoCC role profiles, or other professional profiles which should be read in conjunction with this professional profile, please note this may not be exhaustive)