TRIAL DRAFT Policing Professional Profile

Missing Persons Co-ordinator

<table>
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<tr>
<th>Job Family:</th>
<th>Investigation</th>
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<td>Sub group:</td>
<td>Public Protection</td>
</tr>
<tr>
<td>Level:</td>
<td>Service Deliverer</td>
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<tr>
<td>Code: (For College use only)</td>
<td>INV-PP-TL-Missing Persons Co-ordinator v1.0 Trial Draft June 18</td>
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Role Purpose

Manage missing person cases, providing timely information, advice and assistance to operational police officers and partner organisations and escalating incidents as appropriate; to support the location of missing persons and the safeguarding of vulnerable individuals.

Key Accountabilities

Attend operational meetings, including professional and strategy meetings with partner agencies; to share information, to identify opportunities to reduce and prevent missing episodes, to identify safeguarding opportunities, and to improve and consolidate best practices.

Review open reports of missing persons, to identify fast track actions and a robust investigation plan to locate the missing person as quickly as possible.

Manage the administration of Child Abduction Warning Notices (CAWN), to create a clear and auditable process that allows all relevant information to be recorded and accessible to all officers; to safeguard the child and prevent further association.

Identify and evaluate repeat missing person reports, working in collaboration with partner agencies to identify interventions that would reduce the frequency of these.

Review all return interview notes, to identify new information or intelligence and any disclosures made; ensuring appropriate, timely action and completing relevant referrals as necessary.

Review outstanding historic missing reports to identify any new information or intelligence that may assist with lines of enquiry to locate the missing person.

Deliver training on best practices, systems and policy to police officers, police staff and external partners, to implement best practice advice and guidance and ensure staff and partners are working in accordance with national policy and guidelines.

Build strong working relationships with care providers, to build a timely and accurate picture of residents placed within the care setting, to share intelligence (including that gathered from other forces), and to support providers in developing safeguarding strategies.
Develop and maintain strong subject matter knowledge, to provide expert advice in relation to missing persons issues and to liaise with relevant internal departments and external organisations.

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:

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<th>Resolute, compassionate and committed</th>
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<tr>
<td>We are emotionally aware</td>
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<tr>
<td>We take ownership</td>
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<tr>
<th>Inclusive, enabling and visionary leadership</th>
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<tr>
<td>We are collaborative</td>
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<tr>
<td>We deliver, support and inspire</td>
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<tr>
<th>Intelligent, creative and informed policing</th>
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<tr>
<td>We analyse critically</td>
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<td>We are innovative and open-minded</td>
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### Education, Qualifications, Skills and Experience
*(Outlines the skills and educational and qualification requirements to be able to fulfil the role)*

**Prior Education and Experience:**

Successfully complete and undertake further training to achieve Professional Investigation Programme (PIP) level 1 accreditation.

Successfully completed Level 1 of the Public Protection Learning Programme (PPLP).

Good working knowledge of the national missing person policy, current force policy and local protocols and procedures.

Good understanding of the functionality of the relevant force IT systems.

Good working knowledge of child protection procedures.

Good working knowledge of protection of Adults at risk.

Understanding of confidentiality, Data Protection and Freedom of Information issues.

Understanding of the National Intelligence Model regarding the collation and dissemination of relevant information and Management of Police Information.

Radio training.

Basic driving assessment.

Experience of working in a multi-agency environment.

Trained in taking statements (CAWN).

**Skills:**

Able to set out logical arguments clearly, adapting language, form and message to meet the needs of different people / audiences.

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

Able to interpret and apply guidance to a specific activity.

Able to appropriately prioritise and plan own work.

Able to produce concise reports or other documents.

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

Able to use resources efficiently in own role and to comply with financial rules and procedures.

Good team working skills demonstrating awareness of individual differences and providing support as required.

Able to review own performance objectively and to develop and follow an appropriate improvement plan.
**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 missing person cases.
- Keep up-to-date with all technological advances that might facilitate offenders in committing crimes.
- Develop and/or maintain knowledge of College of Policing guidance on missing persons.
- Analyse the impact of the Independent Office for Police Conduct (IOPC) Learning the Lessons reports relating to missing person cases.
- Familiarise yourself with National Police Chiefs Council (NPCC) and Her Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) reports on missing person issues and associated inspections.
- Read the Crown Prosecutions Service’s (CPS) guidance relating to cases of missing persons and identify how this can be applied to working practices.
- Ensure that regular conversations with line manager take place regarding the emotional and psychological welfare of the officer.
- Maintain a working knowledge of local, regional and national specialist support agencies for referrals.
- Develop a working knowledge of multi-agency responsibilities.

**Professional Registration/Licences**
*(Outlines any ongoing registration or licensing requirements of the role)*

**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)*

- Child Abuse Investigator
- Domestic Abuse Investigator
- Rape and Specialist Sexual Assault Investigator
- Sexual Offences Investigation Trained Officer
- Sexual or Violent Offender Manager
- Victim Identification CAID
- Modern Slavery Investigator