



12 WEEK CID ATTACHMENT DEVELOPMENT FOLDER

NAME:
ATTACHMENT DATES:
STATION OF ATTACHMENT:

OBJECTIVES

The objectives of the twelve week CID attachment are to provide:

- An understanding of the roles and responsibilities of CID Officers.
- An opportunity to work with a Detective Officer on a variety of tasks.
- An appreciation of policy and procedures relating to serious complex crime functions, e.g. forensic examination, crime scene considerations, sexual offences investigation etc.
- An opportunity to pursue areas identified by the officer/supervisor for development purposes.
- An opportunity to gather evidence in support of the Performance Development Review (PDR) process, based upon the National Competency Framework.
- An opportunity to improve investigation skills, knowledge and capabilities.

NOTES OF GUIDANCE

1. The officer should read pages 6 - 8, which provide details of attachments, tasks and assessment process, which are expected to be undertaken during the 12 week attachment. On completion of the attachment if the required level of assessment is achieved it will allow for the officer to be accepted onto the TI programme.
2. In advance of the first official day of the attachment, the officer should discuss the attachment with their supervisor identifying what they expect the officer to gain from the attachment and areas where opportunities may exist for development. These should be listed on page 3, 'Development Expectations'.
3. The Action Plan on page 4 should be completed, prior to the commencement of the attachment, by the officer, together with the Detective Sergeant who will supervise them during the attachment. Any additional tasks identified should be added on the reverse of page 8.
4. During the attachment, the Detective Sergeant should seek to provide an opportunity for all attachments/tasks listed on pages 6 - 8 to be completed.
5. At the end of the sixth week the officer and Detective Sergeant should complete the Progress Review at page 5.
6. On the final day of the attachment, the officer and Detective Sergeant should complete the final Progress Review at page 10 (a sample is provided at page 9 to aid completion). The Detective Sergeant will also provide an assessment of the officers suggested future development within the CID environment.
7. The form will then be held indefinitely on the officer's personal file and embedded within their current PDR.
8. The twelve week CID Attachment provides an opportunity to gather evidence in support of the 'Investigation', 'Intelligence', 'Custody and Prosecution' and 'Personal Responsibility' activities in the PDR (the Attachment has been based on the activities of a Patrol Constable, attached at Appendix A – the activities of a Detective Constable are provided at Appendix B, for reference). Key evidence gathering opportunities have been indicated throughout via a symbol, which can be deciphered by reference to Appendix A.

DEVELOPMENT EXPECTATIONS

To be completed after discussion between the officer and his/her immediate supervisor.
In shaping the candidates 'Development Expectations' both parties may find it helpful to refer to the
core competencies for a Constable/Detective Constable

Signed: (officer) _____

Signed: (supervisor) _____

Date: _____

ACTION PLAN

(To be completed by the officer and Detective Sergeant)

Signed: (officer) _____

Signed: (D/Sergeant) _____

Date: _____

PROGRESS REVIEW (WEEK 6)

(To be completed by the officer and Detective Sergeant. Review of progress against initial action plan and, if appropriate, to include revised action plan.)

Signed: (officer) _____

Signed: (D/Sergeant) _____

Date: _____

RECORD OF ACHIEVEMENT

TASK/ATTACHMENT	COMPLETED	
	Date	VCSI
<u>Officer CSI Attachment Checklist</u>		
Officers and (V)CSI's are to complete the below as a minimum during the attachment. Each section is to be covered by joint discussion and covered with a practical demonstration where possible. Please complete the check boxes when areas are completed.		
Section 1 – CSI service overview - Provide an overview of the following:		
Departments within Forensic Investigation and collaboration		
CSI levels (Volume, CSI, Senior); locations & areas covered in the counties		
Volume crime and Serious/Major crime attendance		
How scenes are received and allocated		
Section 2 – Pre-scene attendance		
Prioritisation of work load		
Discussions with IP's, officers and/or SCSI's to establish events and actions		
Scene preservation – volume/serious crime (cordons, scene logs, CAPs, etc.)		
Section 3 – Scene Attendance		
Processes and priorities during examinations – to understand how and why some actions are taken before others		
Priorities of exhibits – why would one be considered more evidentially useful than another		
Footwear examination techniques and recovery processes		
DNA examination techniques and recovery processes		
Fingerprint examination techniques and recovery processes – enable the officer to better understand how to preserve items for fingerprints		
Recovery of trace evidence:		
Forensic window / retention time scales/Elimination of cross-contamination / ISO 17025		
PPE, preservation, packaging and continuity of exhibits		
Section 4 – Post scene attendance & submissions		
Storage of exhibits and PSE		
Exhibits seized by officers & issues with items packaged by officers		
CSI exhibit processing for fingerprints and DNA (including fast track, scanning, etc.)		
Officer CSI exam requests: C010 (photographs and fingerprints) and MG21 (DNA casework) forms:		
Exhibits to external providers/Turnaround times / bail dates		
Section 5 – Other areas for consideration		
CSI Contact – Consider liaising with CSI direct when on duty (08:00-22:00hrs)		

CAD and CR requests – Essential details and update information where CSI are being tagged		
Prisoner / people processing – Hand swabs Prisoner / people processing – Hand swabs		
Injury photographs – times and locations		
Elimination samples: DNA and fingerprints – Including practical F/P exercise		
AREA INTELLIGENCE UNIT (INTELLIGENCE)		
D/Sgt or SNR LIC	DATE	D/Sgt
Role of AIU's and NIM tasking process		
Role of Area Intel/JFIU and ERSOU Confi, RIU		
Role of Intelligence Developer and Intel support officer		
CHIS policy and procedures		
Intel profiles/Builds		
Commissioned Operations		
Handling of Sensitive material		
Attend Area Daily (and fortnightly) Tasking		
Charter Phone/cell site applications		
Input re Charter and DSA		
Input re the work of analysts, JPAD		
Input re the searching of premises		
Intelligence assessment TREADS		
Explain Role of OCU		
Crime stoppers		
TSU equipment		
Public Protection Officer	DATE	D/Sgt
Role of PPO		
Part 2 Sexual Offences Act 2003 (requirements to notify, Civil Orders etc.)		
Explanation of Sex Offenders Register - VISOR		
Explanation of MAPPA		

RECORD OF ACHIEVEMENT		
TASK/ATTACHMENT	COMPLETED	
	Date	D/Sgt
Introduction by D/Sgt to include:		
Role of Sector and Area CID		
Overview of Area Crime Strategy and Priorities		
*Procedures for dealing with property (<i>PR</i>)		
E-Fit policy and procedures		
*Unused material – sensitive, undermine/assist		
INVESTIGATIONS:		
*Use of major crime scene logs and major inquiry note books <i>Manage/ control scene</i>		
Demonstrate understanding of Threshold/full evidence Test		
Case File preparation including full, remand and handover		
Conduct Forensic seizures including sexual crimes		
Scribe for ABE		
Complete suspect/witness interview(verbal written disclosure to solicitor)		
Take significant witness statement, complete MG2 and explain special measures		
Conduct CPS charging/ advice on phone		
Court visit as OIC(or Shadow),special measures		
Custody Intel interview		
Demonstrate understanding of Vcop		
Attend scene of burglary dwelling and take statement		
Prepare and swear out a search warrant		
Mash visit		
SG day visit		
Athena/crime research e.g. patterns		

FINAL PROGRESS REVIEW - SAMPLE

(To be completed by Detective Sergeant with the Officer on the final day of the attachment. This is not an appraisal but should include a final review of progress against the action plans, achievements during the attachment AND identification of any future development needs. We suggest that any development needs be discussed with the officer's Line Manager and are included on his/her PDR Development Plan where appropriate.) **GRADE appropriately for future CID development**

Whilst on CID Attachment I have:

Investigated 10 crimes.

Detected 5 crimes.

Searched 4 people and buildings.

Taken 9 statements.

Interviewed 8 suspects.

Submitted 1 full file and obtained CPS advice

Attended a crime scene with a CSI

Have a better understanding of Safeguarding

I have been fortunate enough to achieve many of my initial aims and objectives, such as interviewing suspects and attending a crime scene with a CSI.

I have worked closely with an advanced interview trained Detective who has guided me through the process of an interview from planning to disclosure. I have then obtained charging advice from the CPS on a more complex case and have a better understanding of Disclosure. This has been an invaluable experience, as it will assist me in my uniform duties.

I was involved in a serious assault allegation (██████████), I took one of the statements from the victim, seized items from the address and visited obtained stills from the seized CCTV. This is without doubt the most in-depth investigation I have been involved in, resulting in two suspects being remanded which again I prepared the file for.

My experience on CID has been positive.

PC ██████████ has completed a very successful attachment. He/she has applied himself fully to his action plan and was eager to learn new experiences. PC ██████████ would benefit from getting involved in more in-depth investigations and this would increase their confidence. They have displayed all the required skills to become a Detective.

Signed: (officer) _____

Signed (D/Sergeant) _____

Date: _____

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Signed: (officer) _____

Signed (D/Sergeant) _____

Date: _____

Assessment	D/SGT (please endorse)
Suitable for CID TI	
Suitable/requires further development	
Not Suitable	

To: Area Detective Inspector

Comment (if any on suitability of becoming a Detective)

Signature: _____

Date: _____

To: Officers Line Manager (Patrol Sgt)
NB link all feedback with PDR.

Comment (if any)

Signature: _____

Date: _____

To: Personnel Section, FHQ
Authority to file.

Signature: _____

Date: _____

TO BE HELD ON PERSONAL FILE AND CURRENT PDR

APPENDIX A

Policing Professional Framework (PPF)

Constable

The frontline of the criminal justice system and community engagement. Under general supervision, but often operating independently. Responsible for the protection of life and property, the prevention and detection of crime and the maintenance of public order through a range of sworn powers in line with organisational standards.

National Occupational Standards (NOS)

A Constable must be able to

[Gather and submit information that has the potential to support law enforcement objectives](#)

[Provide an initial response to incidents](#)

[Arrest, detain or report individuals](#)

[Conduct priority and volume investigations](#)

[Interview victims and witnesses in relation to priority and volume investigations](#)

[Interview suspects in relation to priority and volume investigations](#)

[Search individuals and their personal property](#)

[Carry out systematic searches of vehicles, premises and open areas](#)

[Manage conflict](#)

[Provide initial support to victims, survivors and witnesses and assess their need for further support](#)

Personal Qualities

Decision making [\[view \]](#)

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Leadership [\[view \]](#)

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism [\[view \]](#)

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Public service [\[view \]](#)

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Working with others [\[view \]](#)

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Associated Qualifications, Accreditation and Learning Programmes

[Level 3 Diploma in Policing](#)

Policing Professional Framework (PPF)

Detective Constable

To carry out this role you must be a competent [Constable](#).

National Occupational Standards (NOS)

A Detective Constable must be able to

[Conduct serious and complex investigations](#)

[Interview victims and witnesses in relation to serious and complex investigations](#)

[Interview suspects in relation to serious and complex investigations](#)

Personal Qualities

Decision making [\[view \]](#)

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

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