



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Detective Constable (CID)		
<b>Department:</b>	Emergency Services	<b>Section:</b>	Royal Falkland Islands Police
<b>Reports to:</b>	Detective Sergeant		
<b>Grade:</b>	Falkland Islands Government Grade - E1	<b>Job Code:</b>	

## Job Purpose

- Assist in managing the day-to-day operation of the Royal Falkland Islands Police and Prison Service, by providing visible, accessible and effective presence in order to ensure the provision of an excellent quality of service to the community and the achievement of the aims of the departments Business Plan and the Islands Plan.
- Investigate all crime and prepare case files.
- Make recommendations to support and assist the Attorney General's Chamber in the prosecution of criminal cases in the Magistrate's and Supreme Courts of the Falkland Islands.

## Main Accountabilities:

The Detective Constable (CID) is accountable for achieving the preservation of the peace, the maintenance of law and order, the apprehension and guarding of offenders, the protection of life and property, and generally assist the public as well as ensuring that best value is made of all operational and support resources. The main duties of a Detective Constable are outlined below under their respective headings:

### Personnel Matters

- ❖ Promote and maintain a high standard of self-discipline and self-motivation throughout the force, both amongst officers and support staff.
- ❖ Maintain a high level of morale.
- ❖ Undertake key operational issues and prepare reports for senior staff eg Chief Police Officer, Inspector and Detective Sergeant etc, as and when required.

### Intelligence Matters

- ❖ Assist the Detective Sergeant in maintaining a Criminal Records & Intelligence function and ensure the accurate collation and the appropriate and timely dissemination of information of operational significance.

### Operational Matters

- ❖ Undertake serious and/or complex investigations and act as the Investigating Officer as and when required.
- ❖ Conduct criminal enquiries.
- ❖ To recognise and report criminal offences and to investigate as instructed by senior officers.
- ❖ To take statements and compile typed reports and associated paperwork as directed.
- ❖ Carry out the functions of Special Branch officer at MPA as directed.



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<b>Job Title:</b>	Detective Constable
<b>Main Accountabilities: (<i>continued</i>)</b>	
<b>Operational Matters</b>	
<ul style="list-style-type: none"><li>❖ Liaise with the Law and Regulation department on matters relating to charging of offenders.</li><li>❖ Assist and support the Law and Regulation department in the prosecution of criminal cases in the Magistrate's, Supreme and Coroner's Court.</li><li>❖ In the event of a Major Incident, take on the role of investigating officer, as well as duties directed to you by Detective Sergeant.</li><li>❖ Support and assist with all aspects of training for uniform constables and reserves.</li><li>❖ If appointed as DC, be on call in relation to all CID matters.</li><li>❖ Manage property, observing safe practice in relation to the use of hazardous materials.</li><li>❖ Perform the duties of Custody Officer.</li><li>❖ Ensure safe use of all police vehicles and equipment at all times.</li><li>❖ Maintain personal clothing and equipment items to a high standard.</li><li>❖ Identify requirements for specialist investigation equipment and replenish stocks of consumables and ensure that timely demands are submitted to the Senior Clerk for procurement action.</li><li>❖ Receive telephone calls and emails in relation to CID, (and other related fields of work as applicable) and take the appropriate action, answering all within the guidelines set down by the Chief of Police.</li><li>❖ Communicate effectively and work with all local agencies and the general public, as well as overseas police forces and technical support agencies.</li><li>❖ Update and maintain all relevant CID records and other force information as appropriate.</li><li>❖ Be aware of the contents of Force Standing Orders and to comply with Code of Practice, local and adopted legislation and standards of good practice, as well as policies and instructions.</li><li>❖ Be aware of, and act in accordance with, Force and FIG policies, on Equal Opportunities, Health and Safety and Data Protection.</li></ul>	
<b>Administrative Matters</b>	
<ul style="list-style-type: none"><li>❖ The job holder is required to have extensively studied the Criminal and associated Administrative law of the Falkland Islands and must be able to understand, interpret and apply it.</li><li>❖ The job holder is required to continue the study by maintaining knowledge when new or supplementary legislation is brought into being by the Falkland Islands Legislature and ensure that this knowledge is passed onto and understood by those under the post holder's command.</li><li>❖ Give technical and procedural advice to officers.</li></ul>	



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<b>Main Accountabilities: <i>(continued)</i></b>	
<p><b>General Matters</b></p> <ul style="list-style-type: none"><li>❖ Give correct and up to date technical and procedural advice to officers.</li><li>❖ Undertake lawful orders and carry out such tasks as directed.</li><li>❖ Undertake other such duties as directed by the Chief Police Officer/Inspector/Detective Sergeant.</li><li>❖ Provide help and assistance to the general public as and when required.</li></ul> <p><b><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></b></p>	
<b>Additional Information:</b>	
<p>The post holder will be expected to travel to any part of the islands to carry out their duties. The post holder will also liaise with JSPSU SIB and maintain and develop good working relationships with the military.</p> <p>The post holder will be required to work during unsociable hours, including weekends and public holidays and must be available in the event of a major incident if on the Falkland Islands.</p> <p>The post holder may be expected to wear the full police uniform of the Royal Falkland Islands Police if required for operational reasons.</p>	
<b>Criminal Record Checks - This post is regarded as a sensitive post</b>	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	



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<b>Person Specification:</b>	Detective Constable (CID)		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Qualifications:</b>			
Good general education (GCSE/CSE/O level or equivalent) or completion of a recognised police probationers' course or military police equivalent	✓		A
Hold a full drivers licence, (being able to drive both manual and automatic vehicles)	✓		A
Relevant operational certification/qualifications (Firearms, Public Order, Negotiation)		✓	A
<b>Knowledge, Skills and Experience:</b>			
5 years satisfactory police experience either with a civil police service or the military police	✓		A/I
Possess a robust knowledge of all relevant Criminal and Administrative Law and Procedure and their application in the Falkland Islands, (or possesses equivalent knowledge of English Criminal and Administrative Law and its application and so has the capacity to readily learn and interpret FI legislation as a result)	✓		A/R
Proven evidence of frequent constructive interaction with people from all backgrounds	✓		A/R
Experience of working in a reactive environment	✓		A/I/R
Proven ability to work effectively on own initiative and as a member of a disciplined team	✓		A
Ability to produce reports for senior management and elected Members drawing in different information sources and respecting confidentiality	✓		A/I/R
Ability to ensure that all local Ordinances and applied other relevant criminal law is being interpreted and applied correctly	✓		I/R
Solid presentation and verbal reasoning skills	✓		I/R
Good numeracy skills	✓		A/I/R
Proven record in dealing with problems quickly and efficiently	✓		I/R
Strong interpersonal skills and good communication skills, (both verbal and written)	✓		I/R
Demonstrated a flexible attitude towards learning new legislation and techniques	✓		I
Good IT and keyboard skills	✓		I/R
Crime Investigation skills	✓		I/R
Good prioritisation and time management skills	✓		I/R



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Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience: (<i>Continued</i>)</b>			
Provides a high level of service to customers; maintains contact with customers, works out what they need and responds to them; is aware of issues of diversity, and understands and is sensitive to cultural differences	✓		I/R
Good 'active listening' skills	✓		I/R
Good geographic knowledge of Stanley and the Falkland Islands		✓	A/I/R
Knowledge of the Royal Falkland Islands Criminal Justice system and Police organisation and structure, including IT systems.		✓	A/R
<b>Personal Attributes:</b>			
Keen observational skills, an eye for detail and a methodical approach to work.	✓		I/R
Recognised ability to cope with unpleasant and distressing situations.	✓		I/R
Ability to think laterally and creatively to generate novel but realistic solutions.	✓		I/R
Well organised with the ability to be responsible for and deliver on, a range of different tasks simultaneously.	✓		I/R
Able to deal credibly with members of the community and general public.	✓		I/R
Understands other people's views and takes them into account; is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times	✓		I/R
Sufficiently fit to undertake the duties of the role	✓		I/R
Takes personal responsibility for own actions	✓		I/R

## Method of assessment:

A - Application Form  
I - Selection Interview  
P – Presentation  
R - Reference