

**Northamptonshire Police
Job Description**

JOB TITLE: LEGACY CRIME REPORTS /RECORDS ADMINISTRATION CLERK

POST NO:

GRADE:	Scale 4
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DEPARTMENT:	Information Management Unit PSD
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ACCOUNTABLE TO:	
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STAFF SUPERVISED:	Legacy Retention and Disposal Officers
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LOCATION/WORK BASE:	FHQ Wootton Hall Northampton
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JOB PURPOSE AND SCOPE:

This will involve the review of historical paperwork relating to crimes /enquires recorded and investigated by Northamptonshire Police.

The post holder will be required to research and review paper records against data held on Force systems (Niche, FIS) along with Regional systems (GENIE) and National systems (PNC/PND). The reviews will be conducted alongside and in conjunction with Review, retain or disposal (RRD) decisions made by the Regional Review Team in Lincolnshire.

Paper records will require detailed reviews to access as to their relevance and accuracy ensuring that data is reviewed in line with the management of Police Information (MOPI) and Data Protection Act (DPA) requirements.

Decisions will need to be made regarding what or how much of the file needs to be retained or destroyed. Retained documentation will require scanning and adding to current Force crime systems to support the wider organisation in safeguarding, investigations, vetting and information sharing.

To ensure that all data imputed or contained in the Force Crime Recording and Information Systems and National systems is accurate. Where data quality issues are identified to ensure rectification at the earliest opportunity. All data must be appropriately linked on crime systems to ensure the Regional review team are able to conduct detailed overarching RRD reviews.

MAIN RESPONSIBILITIES

1. To review historical paperwork and apply decisions regarding the retention or disposal of files/paperwork. To ensure that Paper records still have a Policing Purpose for retention (MOPI) and those that do not are appropriately destroyed.
2. To ensure Paperwork /documentation is appropriately scanned to the Niche Occurrence as an occurrence report. Where there is a requirement to still hold paper records that these are stored securely and appropriately signposted on Niche within the OEL.
3. To ensure paper records are destroyed in accordance with Force Procedure and legislative guidelines, including the 'management of police information-MOPI'.
4. Where Exhibits are identified within paperwork to ensure CPIA requirements are met as to retention or disposal. (Flow chart).
5. To ensure all data is accurate on **all systems** NICHE/PNC/PND and GENIE. All data that is incorrect must be amended at the earliest opportunity by the post holder or where this cannot be rectified raised to the supervisor to progress.
6. To complete National Retention assessment Criteria reviews (NRAC) where there are concerns over the retention of data to enable a timely review by the Supervisor.
7. To review, Retain or dispose of data in line with Data Protection Principles.
8. To identify and appropriately flag to the supervisor data that does not appear on Force crime recording systems where there appears to be a Policing purpose to retain. This could include unrecorded data or data that has not correctly back record converted. Where this is the case for NRAC must be completed.

9. To ensure that all occurrence IDS are updated on Niche occurrences (Operation names /Holmes references etc) to enable the linking of documents and data.
10. To ensure all suspects are added as involved persons to enable GENIE to risk assess the nominal and provide accurate MOPI grades of them.
11. To link all associated crimes together (associated occurrences) to support RRD reviews and risk assessments by officers and staff.
12. To identify and maintain a comprehensive filing and tracking system for the effective retrieval of information within OELS/spreadsheets. To maintain a comprehensive filing and tracking system for the effective retrieval of information.
13. To identify data to other Departments where there are additional considerations for retention. (Undercover policing UCPI, Child protection IICSA or Major Crime Data MIT).
14. To undertake any other duties reasonably considered by the Crime Administration Team leader to be within the scope of the post.

OTHER DUTIES:

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general nature of the post. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

REQUIRED SKILLS

Can competently use Force/Regional and National Police computer systems including the GENIE, FIS and Niche, PNC and PND to research individuals.

Experience of working within an administrative role of creating and maintaining accurate records and imputing onto Force systems, with competent IT skills.
Experience of using spreadsheets.

Working knowledge and application of MOPI, data Protection and CPIA to aid with decision making of records and exhibits.

Ability to risk assess data retention /disposal based on Policing Purpose /NRAC.

The post holder is required to carry out their duties in a way that supports the Force Diversity strategy.

HEALTH AND SAFETY:

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.