



May 2017

Freedom of Information Request Reference N°: FOI 004748/17

I write in connection with your request for information received by Norfolk Constabulary on the 24th April 2017 in which you sought access to the following information:

- 1 How does an officer apply for/undertake the Initial Crime Investigators Development Programme (ICIDP)?
- 2 How would an officer apply for a detective based role in the police service?

Response to your Request

The response provided below is correct as of 24th April 2017

Norfolk Constabulary has located the following information as relevant to your request.

The Constabulary has a current Joint *Interim* policy document entitled 'Detective Career Pathways'. The following sections are relevant to your request:-

6. Applying to become a Detective

PDR Evidence

6.1 The diverse nature of the organisations means that staff may enter the investigations arena from a variety of roles. By their very nature, serious or complex investigations carry significant responsibility and it is therefore necessary to set and maintain a standard entry requirement, specific to each rank, which will help ensure the best service to victims, the public, partner agencies and the organisations.

Detective Entry Prerequisites

6.2 Through the PDR process, uniform Officers, **irrespective of rank**, wishing to become Detectives must be able to evidence that they can perform an effective investigation into a variety of crime types and be able to demonstrate their *potential* to be trained in order to meet the specified standards for serious or complex investigation. The officer is to document this career plan within the PDR 'development required'.

Constables

6.3 In readiness for a Detective Constable role, potential applicants for selection must have completed a four month attachment to the CIU or be able to demonstrate the appropriate level of competency and skills by virtue of having already achieved 'professional registration' status in either (i) 'conducting priority and volume investigations' or (ii) 'serious and complex investigations', according to the investigative standards assigned to their current role.

6.4 Therefore, the following stages are required:

- Expression of interest or developmental need recorded in PDR.
- Request for CIU attachment by completion of form NS7 'Application for CIU Attachment', endorsed by line manager. A record of officers requesting attachments will be maintained by CIU and circulated as part of a monthly CIU Tolerance Report. All requests will then be discussed with the CPC Head at the CPC HR meeting and officers appropriately selected.
- Successful completion of four month CIU attachment (endorsement received from CIU D/Inspector).
- Approval to apply for Investigator post within CID.

Sergeants and Above

6.5 In readiness for a Detective Sergeant, Detective Inspector or Detective Chief Inspector role, potential applicants for selection must be able to demonstrate the appropriate level of competency and skills by virtue of having already achieved 'professional registration' status in either (i) 'conducting priority and volume investigations' or (ii) 'serious and complex investigations', according to the investigative standards assigned to their current role. Individuals who are already qualified and accredited Detectives will be eligible to apply for supervisory posts when they are advertised on Force Orders and take part in a selection process in accordance with the constabularies' policy.

6.6 Individuals who do not possess the necessary accreditation will need to complete the following stages in their progression towards a career in the Detective arena:

- Expression of interest or developmental need recorded in PDR.
- Written application to a joint force advert for a place on a 'Supervisory Detective Development Centre' (SDDC). Endorsement from the officer's line manager and departmental head is required. The applications will be marked in accordance with the constabularies' policy and the successful applicants invited to attend the SDDC.
- Completion of a one day SDDC, designed and facilitated by the Learning and Development (L&D) Department. The centre is intended to ascertain an individual's knowledge, skills and potential as a Detective and an organisational leader. It will provide officers from all professional backgrounds an opportunity to demonstrate their ability and potential and include an evaluation of softer skills, such as emotional intelligence and team working.
- Every candidate will be provided with individual feedback after the SDDC which will confirm one of three outcomes:
 - Unsuccessful – no further progression on the DCP at this time. A future application would be required.
 - Development required – the individual has shown potential, but is not yet ready for an application for a Detective post. They will be given a structured action plan, to be monitored by L&D, with a maximum of six months provided for the candidate to make any

required developmental progress, the evidence for which must be agreed by their line manager and departmental head before further progression on the DCP can be made.

- Successful - these candidates performed well and are ready to apply for a supervisory Detective's position. Consideration will be given to the allocation of a Detective mentor to assist and advise their development during this period. Appropriate attachments to Detective roles will be facilitated, where possible, according to organisational capacity and need.

Supervisory Detective Vacancies

- 6.7 When a supervisory Detective post presents itself, individuals will be deemed ineligible to apply unless the applicant has passed the SDDC or has the requisite Detective experience and accreditation.
- 6.8 Therefore potential applicants will include:
- Successful SDDC candidates.
 - Existing detectives requesting a lateral move.
 - Colleagues within non-detective postings with the requisite Detective accreditation and experience.
- 6.9 Vacant posts are to be advertised in Force Orders (jointly if relevant), noting the above criteria restrictions. To ensure no applicant is disadvantaged, there will then be a selection process for the advertised post in accordance with the Constabularies' policy.
- 6.10 Any SDDC colleagues selected will need to undergo the training noted in the Detective Career Pathways document, obtaining a full Detective accreditation at their relevant rank once they have taken their posting. Any failure to complete this requirement will require them to return to a non- detective role.

N.B: These instructions relate to permanent postings. Nothing in this policy precludes the selection of an 'Acting or temporary' supervisor from within the relevant department.

CIU Attachment

- 6.11 We are committed to a formal CIU attachment programme in order to identify future Detectives. The aim of this programme is to enable uniform officers to sample the investigative environment, enhance their own performance and to provide them with an opportunity to see if this is the career pathway they wish to pursue. It will also enable the organisation to see whether the prospective candidate is suitable for a longer-term Detective role. The attachment will last for four months (and may only be amended in exceptional circumstances).
- 6.12 Officers will be informed by the HR Department when their appointment to a CIU post has been confirmed and the date it will commence. For the duration of their attachment, officers will work alongside experienced investigators.
- 6.13 If, at the conclusion of the attachment, the officer decides that this is the career pathway they wish to pursue - and that this is supported following an assessment of suitability by their CIU Supervisor - then they will be eligible to apply for an Investigator post.

6.14 If an officer is deemed unsuitable for an Investigator post then a decision will be taken by the Head of CIU with regards their continued posting within that unit.

7 Detective Title

7.1 Officers who are appointed to a Detective role will have their rank prefixed by the term 'Police' until they become fully qualified through the ICIDP,

e.g. Constables remain a 'Police Constable' until fully qualified as a 'Detective Constable'.

8 Attaining Detective Status: Constables

The Initial Crime Investigators Development Programme (ICIDP)

8.1 In order to attain Detective status, all officers are required to successfully complete the Initial Crime Investigators Development Programme (ICIDP) in full.

8.2 The aim of the ICIDP is to develop the ability of individuals in tackling investigations into more serious and complex offences, thereby becoming competent Detectives.

8.3 Aspiring investigators selected for Investigator positions will be required to undertake the ICIDP as soon as possible following their appointment to a Detective post.

8.4 Each individual will be allocated an appropriately accredited mentor at the start of their training to guide and assess them through each stage of the programme. The Detective Superintendent, Investigations (Norfolk) / CID (Suffolk) will ensure that there are an adequate number of mentors who have undergone a three-day accreditation programme.

8.5 It is expected that a trainee will show competency for a range of crime investigations, e.g. burglary, fraud, sexual offences, drug trafficking.

8.6 Successful completion of all of the following elements of the ICIDP is required in order that an individual can attain full Detective status:

- Attendance at the ICIDP induction;
- Passing the National Investigators Examination (NIE). The trainee DC must pass the examination to progress on to subsequent stages of the ICIDP. In accordance with College of Policing instructions, no officer will be permitted to attend the ICIDP course without first having passed the National Investigators Examination.
- Attendance and completion of the ICIDP course (five weeks full-time study);
- Completion of Professionalising Investigations Programme (PIP) Level 2 via the Personal Development Portfolio (PDP) to the required investigative standards 2G3, 2H3, 2H4 assessed within the workplace;

The endorsement of a qualified force verifier (Departmental Detective Superintendent) for confirmation to Detective status.

8.7 The newly appointed DC will then receive a graduation certificate of their achievement and be invited to an award ceremony in recognition of their efforts.

- 8.8 Officers who fail to successfully complete all elements of the ICIDP must wait 18 months from the date they were informed of the result, before they will be eligible to re-apply for an Investigator post.
- 8.9 All officers, irrespective of rank, are to successfully complete the NIE, relevant national Investigators course and attain PIP Level 2 status. Those officers in post at present who do not meet these criteria are to be highlighted by Learning and Development for consideration at the Joint Detective Career pathways Group. All legacy 'grandparent' rights are to be discontinued. A professional evaluation, via the Detective Career Pathways Group, will be made of those persons in incumbent posts and a determination made and recorded as to their continued placement in that role, or otherwise.

This response will be published on the Constabulary's web-site under the Freedom of Information pages:-

<https://www.Norfolk.police.uk/services/freedom-information/disclosure-logs>