



# Staffordshire Police - Role Profile

## Drugs Liaison Officer (DLO)

<b>Grade/Rank:</b>	Grade F
<b>Directorate:</b>	Investigations
<b>Reports to:</b>	Forensic Submissions Coordinator
<b>Direct Reports:</b>	N/A

### Role Purpose

Criminal investigations in Staffordshire are a key strand in the delivery of our Policing Plan. We aim to focus on what matters to the people of Staffordshire through modern policing, early intervention, supporting victims and witnesses, managing offenders and providing public confidence.

Forensic science is used to support the investigation of crime. It can be used to provide evidence to support or refute an allegation, a version of events, and a person's involvement in an offence. The Forensics Department is committed to providing quality, objective, timely and effective forensic services to inform investigations, identify offenders, safeguard victims and witnesses, and streamline justice through good and early case management. This is achieved by:

- Designing and delivering effective forensic strategies for each and every case that we are involved in
- Delivering all forensic examinations using recognised, validated and robust techniques
- Maintaining qualifications and competence to deliver techniques
- Maintaining and following documented procedures that reflect best and validated practice
- Being committed to and complying with the ISO/IEC 17025, 17020 and the Forensic Science Regulators Codes of Practice and Conduct

The role of the Drugs Liaison Officer is crucial, to ensure that the Force delivers a quality of service to the public of Staffordshire in an effective and efficient manner. This is a dedicated and specialist role, located within Forensic Services and will be working closely with members of staff from the Provider service Network and the Knowledge Hubs, to provide a service to investigations throughout the Force.

The purpose of this role is for the post holder to be responsible for:

- The co-ordination and provision of focused information and specialist advice and support to colleagues through the network of Drugs Expert Witnesses (DEWs)
- The collection, analysis and dissemination of information in relation to drugs
- The ongoing provision of drugs expert witness evidence in particular to Level 2 drugs investigations across the force and region.
- Working on Investigations relating to cross-border, regional, national and



international drug trafficking undertaken by (but not exclusively) Crime Support, Regional Organised Crime Unit and National Crime Agency.

- Robustly presenting drugs expert witness evidence in court proceedings.

### Key Tasks and Responsibilities:

- Have a thorough knowledge of the current illicit drugs market for controlled drugs and prescription drugs on a local to national level
- Complete written drugs expert evidence statements at both Level 1 and 2, attend court and present evidence as required
- Carry out peer reviews of colleagues Level 1 and 2 drug expert witness work
- Evaluate statements prepared by Independent Drugs Expert Witnesses acting on behalf of the defence to be able to comment upon them and prepare Joint Statements with the defence relating to 'Agreed Facts' where directed by the Crown
- Assist in the development of other Drugs Expert Witnesses within the force
- Have a thorough knowledge of Misuse of Drugs Act 1971, RIPA, Criminal Procedure Rules and Crown Prosecution Service: 'Guidance on expert Evidence'
- Have a full awareness of current 'Case File Standards' and the ability to evaluate and assimilate evidence from these in order to produce detailed expert witness statements
- Work with the senior case workers to provide advice and guidance to all officers ensuring that best evidence is provided to CPS to ensure early charging decision on all cases
- Offer guidance in drugs related investigations where required to officers and supervisors
- Assist/Maintain the Drugs Expert Witness Database of work with Staffordshire Police
- Working closely with other officers and staff within law enforcement and partner agencies
- Assist in the in-force training of Police Officers and staff in drugs related matters
- Conduct field tests on suspected controlled drugs in line with Home Office and College of Policing legislation and guidelines
- Monitor and evaluate the quality of evidence provided for files

### Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

#### **Resolute, compassionate and committed**

We are emotionally aware	2	Valuing Diversity	2
		Managing Sensitivities/Political Savvy	2
We take ownership	2	Customer Service	2
		Maintaining Accuracy/Sustainable Working	2

#### **Inclusive, enabling and visionary leadership**



We are collaborative	2/1 b	Partner Working	2
		Managing Complexity/Strategic Planning	1b
We deliver, support and inspire	2/1 b	(self) Leadership	1b
		Supporting Colleagues/Coaching & Mentoring	2
<b>Intelligent, creative and informed policing</b>			
We analyse critically	2	Problem Solving	2
		Situational Judgement	2
We are innovative and open-minded	2	Continuous Improvement	2
		Futurology	2

### Education, Qualifications and Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Experience of building effective working relationships with a range of key stakeholders including partnership agencies evidencing an ability to succeed in negotiating and influencing others to achieve common goals.</li> <li>• Experience of gathering and analysing information from a range of sources demonstrating excellent problem solving skills, in order to make effective decisions and support action.</li> <li>• IT literate demonstrating experience of Windows based applications including Microsoft Office packages, specifically Excel, with good keyboard skills evidencing the ability to learn and utilise new packages.</li> <li>• Experience of working to multiple deadlines and delivering results through effective planning and organising of work demonstrated by the ability to prioritise own time and workload, working methodically, accurately and with minimal supervision.</li> <li>• Demonstrate the ability to work calmly and accurately under pressure, displaying attention to detail, thoroughness in approach and concentration for long periods of time.</li> <li>• Have excellent written and verbal communication skills demonstrating the ability to communicate clearly and</li> </ul>	<ul style="list-style-type: none"> <li>• Have completed or able to attend a nationally accredited 'Police Drugs Expert Witness course'</li> <li>• Membership of DEWVA (Drugs Expert Witness and Valuation Association)</li> <li>• Experience of having undertaken or worked on Level 2 drugs expert witness (DEW) work and involved in the peer reviews of level 1 and 2 DEW work.</li> <li>• Demonstrate relevant experience of investigative skills</li> <li>• Experience of handling drug exhibits and testing using appropriate kits, demonstrating forensic awareness</li> </ul>



<p>concisely with a diverse range of people ensuring their needs are identified and met within resources constraints and in writing presenting information which is clear, logical and focused.</p>	
---	--

### Skills Matrix (See Skills Matrix)

Essential:	Desirable			
<p>Ability to analyse information and provide an assessment</p> <p>Problem solving and decision making</p> <p>Excellent negotiating, communication and interpersonal skills</p> <p>Proficient in use of Microsoft Office &amp; force systems</p> <p>Working as part of a team</p>	<ul style="list-style-type: none"> <li>• Drugs Expert Witness (DEW) qualification</li> <li>• Membership of DEWVA (Drugs Expert Witness and Valuation Association)</li> </ul>			
Leadership Passport Level	Practitioners & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	<b>1</b>	2	3	4

\* Indicates that training will be provided as part of the role in this skill

### CPD Requirements

<p>Complete all annual and mandatory training.</p> <ul style="list-style-type: none"> <li>• Maintenance of current knowledge (in such matters such as drugs prices, emerging trends and legislative changes)</li> </ul>
---

### Professional Registration/Licences

<p>Accreditation, registration of licences will be provided following the completion of training</p> <p>Membership of DEWVA (Drugs Expert Witness and Valuation Association)</p>
--

### Special Conditions

Own car for business use	Yes– full driving licence required as there will be a requirement to work across the county and/or region as necessary.
Higher level vetting required	No
Requirement to wear Uniform	No
Requirements for post entry training	Complete a nationally accredited 'Police Drugs Expert Witness course' and membership of DEWVA (Drugs Expert Witness and Valuation Association)



Hours	37 hours flexible working per week Monday to Friday				
Weekend working expected	May be occasions when there is an operational need to work weekends. Appropriate remuneration will be paid				
Shift allowance	No				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period			<b>1 month</b>		

				<b>Agile Profile (See Agile Matrix)</b>		
Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
2	2	5	2	3	4	3