

ANNEX C

Police Functions

- (1)
 1. **ACPO and Directors - Operational** - Police officers of ACPO ranks and support staff at equivalent levels
 2. **ACPO and Directors - Operational Support** - Police officers of ACPO ranks and support staff at equivalent levels.
 3. **ACPO and Directors - Organisational Support** - Police officers of ACPO ranks and support staff at equivalent levels, e.g. finance director.
- (2)
 1. **Air - Operational** Police staff who are predominantly employed as pilots, ground crew, or air observers.
 2. **Air - Operational Support** - Police staff who are predominantly employed as support to pilots, ground crew, air observers or in administrative functions connected with air support.
- (3)
 1. **Asset Confiscation – Operational** - Staff who predominantly identify and seize assets from the proceeds of crime under the Drugs Trafficking Offences Act 1986, the Criminal Justice Act 1988 and the Prevention of Terrorism (Temporary Provisions) Act 1984.
- (4)
 3. **Buildings – Organisational Support** - Staff who are predominantly employed on duties relating to the cleaning, maintenance, security and administration of police buildings, but not including staff employed as part of a contract. Include handymen, grounds maintenance and cleaners.
- (5)
 1. **Burglary – Operational** - Staff who predominantly investigate offences of burglary. Includes "Operation Bumblebee". Do not include analysts or administrative assistants.
 2. **Burglary – Operational Support** - Staff who predominantly support the investigation of offences of burglary. Include analysts or administrative assistants.
- (6)
 3. **Catering – Organisational Support** - Staff who are predominantly employed in the provision of catering facilities but not including catering staff employed as part of a contract.
- (7)
 1. **Child/Sex/Domestic – Operational** - Staff who predominantly investigate and resolve offences against children and/or cases of domestic violence involving any member of a family. Include those employed on Missing Persons.
 2. **Child/Sex/Domestic – Operational Support** - Staff who predominantly support the investigation and resolution of offences against children and/or cases of domestic violence involving any member of a family. Include those employed on Missing Persons. This category should include analysts and administrative assistants.
- (8)
 1. **CID – Operational** - Staff mainly employed in plain clothes for the investigation of crime and who are not part of a specialist unit. Staff who predominantly investigate crime (not including the National Crime Squad) and who are not shown under other specific squad headings. Include any specialist squads or units not specifically mentioned elsewhere e.g. Robbery, Major Crime Units, Car crime unit/Stolen vehicle squad etc. Do not include members of a squad set up on an ad-hoc basis to deal with a temporary or local problem. These should be included under their normal category.
 2. **CID – Operational Support** - Staff mainly employed in supporting those employed in plain clothes for the investigation of crime and who are not part of a specialist unit. Staff who predominantly support the investigation of crime (not

including the National Crime Squad) and who are not shown under other specific squad headings. Staff mainly employed in the co-ordination of the policing of football matches (Football Liaison) and collating associated intelligence. Include any analysts or administrative assistants employed in specialist squads or units not specifically mentioned elsewhere e.g. Robbery, Major Crime Units, Car crime unit/Stolen vehicle squad etc. Do not include members of a squad set up on an ad-hoc basis to deal with a temporary or local problem. These should be included under their normal category

3. CID – Organisational Support - Staff who are predominantly employed on administrative, clerical or other support duties on behalf of general CID, asset confiscation, burglary, drugs, fraud, stolen vehicles, vice or other permanent CID squads (not including National Crime Squad).

- (9) **1. CID Aides/Trainee Investigators – Operational** - Officers temporarily seconded to CID (8) but not those on short attachments for familiarisation or assessment purposes, i.e. permanent post within a unit occupied by a CID aide.
- (10) **2. Communications – Operational Support** - Staff who are predominantly employed in the provision, maintenance, research, development and administration of radio, telephone and communications networks.
- 3. Communications – Organisational Support** - Staff who are predominantly employed in the provision, maintenance, research, development and administration of radio, telephone and communications networks.
- (11) **1. Community Safety/Relations – Operational** - Staff who predominantly undertake community safety work, including community relations, schools liaison, crime reduction, youth offender teams, closed circuit television or visual aids unit. Staff who are predominantly employed as Crime Prevention/Crime Reduction or Architectural Liaison Officers, or dealing with repeat victimisation
- 2. Community Safety/Relations – Operational Support** - Staff who predominantly support staff undertaking community safety work (including Crime Prevention/Crime Reduction and Architectural Liaison Officers). Include analysts and administrative assistants.
- (12) **1. Complaints and Discipline – Operational** - Staff who are predominantly employed in the investigation and administration of complaints and discipline matters.
- 2. Complaints and Discipline – Operational Support** - Staff who predominantly support those employed in the investigation and administration of complaints and discipline matters.
- 3. Complaints and Discipline – Organisational Support** - Staff who are predominantly employed in the administration of complaints and discipline matters.
- (13) **1. Control Room (Call Handlers) – Operational** - Staff who are predominantly employed as Control Room Operatives in either force or area control rooms including officers employed as telephonists. Do not include Staff who are predominantly employed in dealing with front office enquiries from the public (see 25).
- 2. Control Room (Call Handlers) – Operational Support** – Staff who are predominantly employed as Control Room Operatives in either force or area control rooms including officers employed as telephonists. Do not include Staff who are predominantly employed in dealing with front office enquiries from the public (see 25). Include CAD Controllers.
- (14) **1. Coroner's Officer – Operational** - Staff who are predominantly assigned to duties in connection with sudden deaths and inquests.

2. **Coroner's Officer - Operational Support** - Staff who are predominantly assigned to support duties in connection with sudden deaths and inquests.
- (15) 3. **Corporate Development - Organisational Support** - Staff who are predominantly employed within force or area inspection units, including quality assurance and similar functions. Staff who are predominantly employed in the collation of statistics within the force. Staff who are predominantly employed in research and development, operational and strategic planning and information and policy analysis units. This section does not include officers employed on research and development in connection with computers or communications (see 34).
- (16) 1. **Court Security – Operational** - Staff who are predominantly assigned to security duties at magistrates' courts and the Crown Court.
- (17) 2. **Crime and Incident Management – Operational Support** - Staff who are predominantly employed on Crime Desks, Crime management units or in Identification Parade Suites.
3. **Crime and Incident Management – Organisational Support** - Staff who are predominantly employed on Crime Desks, Crime management units or in Identification Parade Suites.
- (18) 1. **Criminal Justice Units – Operational** - Staff who are predominantly employed in the administration, checking and processing of prosecution files including liaison with the Crown Prosecution Service and staff who are predominantly employed in the making of additional enquiries required to supplement the quality of files. Staff who are predominantly employed in the processing and administration of applications in connection with licensed premises, registered clubs and matters concerning betting, gaming and lotteries. Staff who are predominantly employed in the execution of warrants, service of summonses and dealing with general/routine enquiries.
2. **Criminal Justice Units – Operational Support** - Staff who are predominantly employed in the administration, checking and processing of prosecution files including liaison with the Crown Prosecution Service and staff who are predominantly employed in the making of additional enquiries required to supplement the quality of files. Staff who are predominantly employed in the processing and administration of applications in connection with licensed premises, registered clubs and matters concerning betting, gaming and lotteries. Staff who are predominantly employed in the execution of warrants, service of summonses and dealing with general/routine enquiries.
3. **Criminal Justice Units – Organisational Support** - Staff who are predominantly employed in the administration, checking and processing of prosecution files including liaison with the Crown Prosecution Service and staff who are predominantly employed in the making of additional enquiries required to supplement the quality of files. Staff who are predominantly employed in dealing with the processing of fixed penalty tickets and the recovery of penalties. Staff who are predominantly assigned to liaison duties with magistrates' courts and the Crown Court. Also include those otherwise employed in Administrative Support Units.
- (19) 3. **Criminal Records Office – Organisational Support**
Staff who are predominantly employed in maintaining the force Criminal Records Office including officers working in PNC units.
- (20) 1. **Custody - Operational** - Staff who are predominantly employed as custody officers performing duties in accordance with PACE.

2. **Custody - Operational Support** - Gaolers, i.e. staff who are predominantly employed in looking after prisoners in police custody.
- (21) 2. **Departmental Heads – Operational Support** - Staff designated Heads of more than one operational unit or department specified on this form, e.g. Superintendent - Operations.
3. **Departmental Heads - Organisational Support** - Officers with supervisory responsibility for more than one support department or unit.
- (22) 1. **Dogs – Operational** - Dog handlers including those employed for general policing, drugs and explosive detection duties.
2. **Dogs – Operational Support** - Staff who are predominantly employed within Dogs Sections other than dog handlers.
- (23) 2. **Drivers – Operational Support** - Staff who are predominantly employed on driving duties relating to the transportation of personnel and/or property but not including officers shown at 30 or 54.
- (24) 1. **Drugs – Operational** - Staff who predominantly investigate of drug offences, including Staff who are predominantly assigned to the inspection of chemists' registers in connection with dangerous drugs but not including officers specifically assigned to asset confiscation duties (see 3).
- (25) 1. **Enquiry/Station – Operational** - Staff who are predominantly employed in dealing with front office enquiries from members of the public at any police station but excluding any officer who deals exclusively with property (see 45) or whose primary function is that of telephonist or radio controller (see 13).
- (26) 3. **Finance – Organisational Support** - Staff who are predominantly employed in the administration of force finance.
- (27) 1. **Fingerprint/Photographic – Operational** - Staff who are predominantly employed as Fingerprint Officers or employed in a Fingerprint Bureau; and Staff who are predominantly employed as photographers or in photographic laboratories. Do not include Scenes of Crime Officers (see 47).
2. **Fingerprint/Photographic – Operational Support** - Staff who are predominantly support Fingerprint Officers or photographers. Do not include Scenes of Crime Officers (see 47).
- (28) 1. **Firearms - Tactical – Operational** - Staff who are predominantly employed in the use of firearms either as tactical advisors, trainers or in the provision of firearms support to operational incidents. Officers employed in Armed Response Vehicles should only be included if they are mainly employed within the Force Firearms Unit as described above. Officers employed in Armed Response Vehicles but not employed within the Force Firearms Unit should be shown within their regular deployment category.
- (29) 2. **Firearms/Explosives – Operational Support** - Staff who are predominantly employed in the processing of applications and in making enquiries for firearm and shotgun certificates, renewals, rejections, appeals and firearms surrendered to police custody, or in connection with the licensing and security of explosives and explosives stores.
- (30) 1. **Foot/Car/Beat Patrol – Operational** - The ACPO Working Group on Patrol settled on the definition: "The overt presence, whether on foot or mobile, of a locally accountable uniformed police constable who provides public reassurance and who is approachable and available to ensure an appropriate response from all the resources of the police service, to the needs and demands of the general public". Thus, include staff who are predominantly assigned to operational patrol in uniform either on foot, on a pedal/motor cycle or in a motor vehicle (includes 'Home Beat', etc). Also include Task force/support group/territorial

patrol. Do not include traffic and motorway patrol (see 54) and members of dogs' sections (see 22). Officers of supervisory rank who perform patrol duties, e.g. shift supervisors, should be included. Local beat/home beat officers should be included. Specials should be included. Do not include recruits undergoing training on modules 1 - 7 (see 46).

- (31) **1. Fraud – Operational** - Staff who predominantly investigate fraud cases. Do not include staff who are predominantly employed in asset confiscation duties (see 3).
- 2. Fraud – Operational Support** - Staff who predominantly employed to support the investigation of fraud cases. Do not include staff who are predominantly employed in asset confiscation duties (see 3).
- (32) **1. Hate Crime - Operational** - Staff mainly employed in the investigation of hate crime, including race and homophobic incidents.
- 2. Hate Crime - Operational Support** - Staff mainly employed in supporting those employed in the investigation of hate crime, including race and homophobic incidents.
- 3. Hate Crime - Organisational Support** - Staff who are predominantly employed on administrative, clerical or other support duties on behalf of those employed in the investigation of hate crime, including race and homophobic incidents.
- (33) **2. HOLMES Unit – Operational Support** - Staff who are predominantly employed in duties connected with the operational use of HOLMES. Officers employed as full time HOLMES Training Instructors should not be included in this section (see 56).
- (34) **2. IT/Communications/Audio – Operational Support** - Staff who are predominantly employed in the provision, maintenance, research, development and administration of computer or telecommunications systems.
- 3. IT/Communications/Audio – Organisational Support** - Staff who are predominantly employed in the provision, maintenance, research, development and administration of computer or telecommunications systems.
- (35) **1. Intelligence – Operational** - Staff who are predominantly employed in criminal intelligence units including Field Intelligence Officers and Local Intelligence Officers and staff who are predominantly employed in the co-ordination of the policing of football matches and collating associated intelligence.
- 2. Intelligence – Operational Support** - Staff who are predominantly employed in criminal intelligence units including Field Intelligence Officers and Local Intelligence Officers. Other staff who maintain indices and records for criminal intelligence purposes should also be included.
- 3. Intelligence – Organisational Support** - Staff who are predominantly employed in criminal intelligence units including Field Intelligence Officers and Local Intelligence Officers. Other staff who maintain indices and records for criminal intelligence purposes should also be included.
- (36) **1. Local Commanders – Operational** - Operational local commanders and their deputies (Basic Command Units or equivalent)
- (37) **1. Marine – Operational** - Staff who predominantly conduct marine or boat patrol including supervisors. Members of Underwater Search Units should be shown at 56.
- 2. Marine – Operational Support** - Staff who predominantly perform support functions within Marine Sections/Units. Members of Underwater Search Units should be shown at 57.

- 3. Marine – Organisational Support** - Staff who predominantly perform support functions within Marine Sections/Units. Members of Underwater Search Units should be shown at 57.
- (38) **1. Mounted – Operational** - Staff who predominantly conduct mounted patrol duties, including supervisors.
2. Mounted – Operational Support - Officers in support roles within mounted units.
3. Mounted - Organisational Support - Staff in support roles within mounted units.
- (39) **2. Operational Planning – Operational Support** - Staff who are predominantly employed in planning operational events include those planning special events and contingency planning.
3. Operational Planning – Organisational Support - Staff who are predominantly employed in planning operational events include those planning special events and contingency planning
- (40) **3. Other Admin/Clerical – Organisational Support** - Staff who are predominantly employed on administrative or clerical duties anywhere in the force not covered in other categories.
- (41) **3. Personnel/Human Resources – Organisational Support** - Staff who are predominantly employed in personnel/career development and management, equal opportunities and diversity, including associated administrative support. Staff who are predominantly employed in the administration and management of recruiting personnel to the force.
- (42) **2. Plan Drawing – Operational Support** - Staff who are predominantly employed in the production of plans for court or other purposes.
- (43) **1. Ports – Operational** - Staff who are predominantly employed at sea or airports on general policing and security duties, excluding protection staff (see 48).
2. Ports - Operational Support - Staff who are predominantly employed at sea or airports to support general policing and security duties, excluding protection staff (see 48).
3. Ports - Organisational Support - Staff who are predominantly employed at sea or airports to support general policing and security duties, excluding protection staff (see 48).
- (44) **3. Press and Public Relations – Organisational Support** - Staff who are predominantly employed in media relations and publicity about the force. Include press officers
- (45) **2. Property – Operational Support** - Staff who are predominantly employed in the administration, retention and disposal of property coming into police possession.
- (46) **1. Recruits Modules 1 - 7 – Operational** - Officers being trained under Modules 1 - 7 (or equivalent in the Metropolitan Police).
- (47) **1. Scenes of Crime – Operational** - Staff who are predominantly employed in providing scientific support including Scenes of Crime Officers, their supervisors and those engaged in administrative duties relating thereto. Do not include staff who are predominantly employed in connection with Fingerprints and Photographs (see 27).
2. Scenes of Crime – Operational Support - Staff who are predominantly employed in providing scientific support including Scenes of Crime Officers, their supervisors and those engaged in administrative duties relating thereto. Do not include staff who are predominantly employed in connection with Fingerprints and Photographs (see 27).

- (48) **1. Special Branch/Protection/Immigration/Nationality – Operational** - Staff who are predominantly employed on Special Branch duties including officers posted to Units situated at ports. Staff who are predominantly employed in the protection of persons or property, excluding staff at ports e.g. armed patrol/counter terrorists (see 43).
- 2. Special Branch/Protection/Immigration/Nationality – Operational Support** - Administration staff who are predominantly employed in Special Branch units including ports units. Staff permanently employed in the registration of foreign nationals and the conduct of naturalisation enquiries other than Special Branch Officers. Administration staff who are predominantly employed in providing administrative support for staff employed in the protection of persons or property but excluding staff at ports (see 43).
- 3. Special Branch/Protection/Immigration/Nationality -Organisational Support** - Administration staff who are predominantly employed in Special Branch units including ports units. Staff permanently employed in the registration of foreign nationals and the conduct of naturalisation enquiries other than Special Branch Officers. Administration staff who are predominantly employed in providing administrative support for staff employed in the protection of persons or property but excluding staff at ports (see 43).
- (49) **3. Staff Associations – Organisational Support** - Staff who are predominantly employed in Staff Association work.
- (50) **3. Staff Officers – Organisational Support** - Staff who are predominantly employed as Staff Officers to Senior Command within the force.
- (51) **3. Stores/Supplies – Organisational Support** - Staff who are predominantly employed in the administration and handling of stores/supplies.
- (52) **1. Surveillance Unit – Operational** - Staff who are predominantly employed on surveillance duties.
- 2. Surveillance Unit – Operational Support** - Staff who are predominantly employed on surveillance duties.
- (53) **1. Technical Support Unit – Operational** - Staff who are predominantly employed in the provision, maintenance and installation of technical support equipment.
- 2. Technical Support Unit – Operational Support** - Staff who are predominantly employed in the provision, maintenance and installation of technical support equipment.
- (54) **1. Traffic – Operational** - Staff who are predominantly employed on motor-cycles or in patrol vehicles for the policing of traffic and motorway related duties. This does not include officers employed in accident investigation, vehicle examination and radar duties.
- 2. Traffic – Operational Support** - Staff who are predominantly employed to support the traffic function of the force including radar, accident investigation, vehicle examination and traffic administration. Include officers working with hazardous chemicals.
- 3. Traffic – Organisational Support** - Administrative staff predominantly serving the internal needs of the traffic function of the force.
- (55) **1. Traffic Wardens – Operational** - Traffic Wardens engaged in patrol and other duties.
- 2. Traffic Wardens - Operational Support** - Staff (including Senior Traffic Wardens) who are predominantly employed in the supervision of Traffic Wardens, otherwise than on patrol.

- 3. Traffic Wardens - Organisational Support** - Staff who are predominantly employed in administrative duties connected with Traffic Warden Units.
- (56) **2. Training – Operational Support** - Staff who are predominantly employed in the training and instruction of other officers including training management, force training school instructors, divisional training officers, public order trainers, driving school instructors, detective training instructors, HOLMES training instructors, physical training instructors and officers employed in training administration. Do not include officers employed in Firearms Training (see 28).
- 3. Training – Organisational Support** - Staff who are predominantly employed in the training and instruction of other officers including training management, force training school instructors, divisional training officers, public order trainers, driving school instructors, detective training instructors, HOLMES training instructors, physical training instructors and officers employed in training administration. Do not include officers employed in Firearms Training (see 28).
- (57) **1. Underwater – Operational** - Staff who are predominantly employed in an Underwater Search Unit but not including officers employed in Marine Units (see 37).
- (58) **1. Vehicle Crime – Operational** - Staff who are predominantly assigned to the investigation of theft of or from motor vehicles.
- (59) **2. Vehicle Workshops/Fleet – Operational Support** - Staff who are predominantly employed in the administration and maintenance of the Force vehicle fleet.
- (60) **1. Vice – Operational** - Staff who are predominantly employed in the investigation of offences relating to obscene publications and prostitution.
- 2. Vice - Operational Support** - Staff who are predominantly employed in the investigation of offences relating to obscene publications and prostitution.
- (61) **3. Welfare - Occupational Health and Welfare – Organisational Support** - Staff who are predominantly employed as welfare officers, occupational health Officers, nurses and Force Medical Officers.
- (62) **1. Other - Operational**
2. Other - Operational Support
3. Other - Organisational Support
Please specify functions included