



Policy on the College of Policing National Investigator's Examination & PIP 2 Investigator Process

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Policy on the College of Policing National Investigator's Examination & PIP 2 Investigator Process

1. Policy statement

- 1.1 The PIP 2 Investigator Process is recognised as being vital for the development of skilled crime investigators within Cleveland Police.
- 1.2 This Policy is intended to provide clear guidance on how Cleveland Police will apply the requirements of the National Investigator's Examination (NIE) and the PIP 2 Investigator Process to staff in roles that require successful completion of this training and accreditation.
- 1.3 Cleveland Police will adhere to the College of Policing (CoP) National Investigators' Examination (NIE) Rules & Syllabus, NIE Candidate Handbook and Professionalising Investigations Programme Policy.

These are updated regularly and the latest versions can be accessed by searching within <https://www.college.police.uk/Pages/Home.aspx>.
- 1.4 The principles detailed in CoP Authorised Professional Practice (APP) and the Code of Ethics form the foundation of investigation training and development programmes.
- 1.5 This procedure coordinates the corporate delivery within Cleveland Police across all Commands of the Professionalising Investigations Programme Level 2 Investigator Process (PIP 2 IP) formerly known as the ICIDP.
- 1.6 The aim is to ensure the appropriate development of PIP 2 IP Students (Trainee Investigators) and Tutor Detectives (Investigative Tutors) to maintain the organisation's ability to effectively respond to the challenges presented by Volume, Major and other specialist or serious crime investigation.
- 1.7 The provision of Policy on this issue will allow for a consistent and fair approach to be applied across the organisation and ensure that all staff are treated in the same impartial manner.

2. Underpinning procedures

- 2.1 The NIE Rules & Syllabus state that *'the NIE is a pre-requisite to the ICIDP'* and also that *'All candidates applying to sit the NIE must be able to demonstrate current investigative competency against the assessment criteria for the Professionalising Investigation Programme (PIP) Level 1'*. Such competency can be graded via a satisfactory PDR assessment where PIP1 can be confirmed.

2.2 The NIE Rules & Syllabus is also clear that the NIE is open to warranted officers (in a detective role or not) and police staff investigators who express a commitment to be selected as a potential student for the PIP 2 Investigator Process.

2.3 The PIP 2 Investigator Process is the core mandatory programme at PIP Level 2 and the foundation course required for staff undertaking other optional additional PIP Level 2 training.

The CoP website provides specific guidance on the current PIP curriculum and criteria, along with the PIP 2 IP programme.

2.4 All Commands will ensure that the force Crime Training Department is notified immediately of Police Officers or Police Staff Investigators who are either posted into a role requiring PIP 2 accreditation, or, those not in such roles expressing a commitment to taking the NIE. This will ensure that they can be inducted into the NIE, be provided with learning materials, undertake the required study period and take the NIE at the earliest opportunity. For those posted into a PIP 2 role, first line managers will ensure as part of the induction that candidates are entered into the next available NIE.

2.5 All Police Staff Investigators, Detective Constables, Detective Sergeants, and Detective Inspectors in PIP Level 2 roles; both established in post or newly appointed who have not completed the PIP 2 IP must complete all 4 phases of the PIP 2 Investigator Process or appropriate rank related training (ISDP or MSCIDP) and become PIP Level 2 accredited, with the exception of staff meeting the criteria of 2.6.

For PIP 2 supervisors/managers individuals should:

- a) Have been working as an investigative supervisor/manager for a minimum of two years and;
- b) Provide evidence of knowledge through successfully completing of the NIE or previous equivalent and;
- c) Provide evidence of competency through the work-based assessment portfolio for the NOS level they are currently working against and have areas requiring development to achieve NOS competency identified and progressed via a Personal Development Plan and CPD set by their supervisor or manager.

Individuals should be able to meet these standards within six months of being set a development plan.

This will ensure that all staff inclusive of Detective Inspectors are better equipped for their role and that supervisors are fully supported by the organisation, providing a robust and defensible position in allowing them to give credible critical support to PIP 2 IP Students and Tutor Detectives during this process.

2.6 Police Staff Investigators, Detective Constables, Detective Sergeants, and Detective Inspectors who can evidence to the Head of Crime having completed

precursor courses to the PIP 2 Investigator Process such as the 'old-style' CID courses or other accepted prior accredited learning, will only be required to undertake the PDP completion, submission and sign-off (Phase 4). This will ensure that all staff meet the current standards of investigative competence and allow for any identified training requirements to be addressed.

Detective Sergeant's and Detective Inspector's courses do not have the same function or syllabus and will not therefore qualify as a precursor to the PIP 2 Investigator Process.

- 2.7 Police Officers up to and including Inspector rank who have been successful in Boards or otherwise posted into Departments requiring PIP 2 will take-up their posting on that team. Postings for Police Officers will not be delayed by the PIP 2 Investigator Process, but their option to remain in that posting will be subject to their successful passing of the NIE, PIP 2 Investigator Process (or other relevant rank related course) and achieving a completed and signed-off PDP under the criteria of this Policy.

Accreditation thereafter is maintained annually aligned to the individual's PDR.

- 2.8 Current Police Staff Investigators already employed by Cleveland Police as a PIP 1 investigator must undertake Induction and Pre-Course Study (Phase 1) and then successfully pass the NIE (Phase 2) if they are posted into any role requiring PIP Level 2 accreditation, after which they will complete Phases 3 and 4 in accordance with 2.10. They will be provided at all times with the same support and guidance as Police Officer colleagues during progression through the NIE and PIP 2 Investigator Process.

- 2.9 Police Staff Investigators externally recruited into a role requiring PIP Level 2 accreditation will be required to either:

- a) evidence accreditation prior to appointment and complete a work based assessment, or,
- b) if new to the role with no prior experience confirm PIP 1 within 6 months of completing the Cleveland Police training programme and then successfully pass the NIE and PIP 2 Investigator Process to become accredited at PIP Level 2 within the criteria and timescales set out by the CoP.

If an externally recruited Police Staff Investigator fails to achieve the required accreditation their contract may be terminated.

- 2.10 The PIP 2 Investigator Process is managed in 4 distinct phases:

- a) Phase 1 – Induction and Pre-Course Study. Induction of PIP 2 IP Student by the force Crime Training Department into the NIE and PIP 2 Investigator Process, along with the provision of training materials and notification of NIE date, rules and syllabus.
- b) Phase 2 – PIP 2 IP Student undertakes the NIE with Pass/ Fail criteria.

- c) Phase 3 – Skills Development Course. PIP 2 IP Student attends and passes a nationally recognised PIP 2 Investigator Process course.
- d) Phase 4 – Workplace Development. The PIP 2 IP Student completes a Personal Development Portfolio (PDP) to demonstrate competency with submission for review and sign-off (See 2.31) within the required timescales.

2.11 Each Command will be responsible for ensuring that there are sufficient trained Tutor Detectives on teams where PIP 2 IP Students will be posted. The Detective Inspector in command of a team with an PIP 2 IP Student will have responsibility in ensuring the effective management of that Student's workload and specific needs in order to maximise the opportunity for a successful completion of the PIP 2 Investigator Process.

2.12 PIP 2 IP Tutor Detectives will be appropriate in rank to the PIP 2 IP Student; that is a Tutor Detective Constable will tutor at Constable and Police Staff Investigator level, whilst a Sergeant should be tutored by a suitably qualified Detective Sergeant.

Tutors will be provided with additional training to support their vital role in progressing PIP 2 IP Students through this process.

2.13 All PIP 2 IP Students will be assigned an identified and trained Tutor Detective for the duration of the process. The Tutor will act as a trainer, mentor and PIP assessor to the PIP 2 IP Students. During the initial stages of the process, where possible the Tutor is expected to accompany the PIP 2 IP Student on each task or deployment, developing professional abilities, reinforcing good practice and promoting an open supportive learning environment.

In the event that the Tutor Detective is changed, the reasons for this change together with the supervisor making that decision will be annotated in the relevant PDP.

2.14 PIP 2 IP Students will be expected to sit the first available NIE after their selection (Police Staff Investigators) and posting (Police Officers) to a Department requiring PIP 2 accredited staff, or if in post at the earliest opportunity after the implementation of this policy.

2.15 Unless there are exceptional circumstances that will be considered by the Head of Crime, if a Police Officer PIP 2 IP Student fails to sit the NIE on the first 2 available dates they will be required to leave the posting necessitating PIP 2 accreditation at the earliest opportunity as identified by the force to a non-PIP 2 accredited post.

2.16 The PIP Level 2 accredited posting will not be held open for the officer, but they will be allowed to sit the NIE on the next available date whilst posted to the non-PIP 2 accredited post.

If the NIE is passed at this stage the officer will be permitted to apply for vacancies requiring PIP 2 accreditation as they are advertised.

- 2.17 The CoP NIE Rules & Syllabus is clear that there is a Pass/ Fail criteria in relation to the NIE *'to progress within the PIP 2, candidates will required to demonstrate a standard of performance that indicates that they have a sufficient level of knowledge and understanding of the syllabus'*.
- 2.18 If a Police Officer PIP 2 IP Student is unsuccessful in the NIE on 3 occasions and they have not therefore demonstrated an ability at that time to successfully complete the PIP 2 Investigator Process, they will be required to leave the posting necessitating PIP Level 2 accreditation at the earliest opportunity as identified by the force to a non-PIP 2 accredited post.
- 2.19 Likewise if the PIP 2 IP Student fails the PIP 2 Investigator Process course or does not achieve a completed PDP and is not therefore signed off as competent by the relevant parties (See 2.31) they will also be required to leave the posting requiring PIP Level 2 accreditation, unless there are exceptional circumstances that will be considered by the Head of Crime.
- 2.20 Individuals not achieving a pass on the PIP 2 Investigator Process course will be removed from the process and any further application to enrol on the PIP 2 Investigator Process by such a candidate will necessitate all aspects of the PIP 2 IP to be completed, including passing of the NIE.
- 2.21 Following the NIE, when the force is notified that a PIP 2 IP Student has been successful, the PIP 2 IP Student will be placed on a nationally accredited course. Attendance on this course (Phase 3) should be at the earliest opportunity. For Police Staff Investigators this will be the point at which they are posted into a PIP Level 2 role, which will allow them the best opportunity for successful completion of the remaining Phases to accreditation at PIP Level 2.
- 2.22 Following completion of a nationally accredited PIP 2 Investigator Process course the Tutor Detective along with the PIP 2 IP Student should complete a review of progress to complete the PDP after 6 months in order to identify and rectify any difficulties or issues, allowing sufficient time to maximise the opportunity to successfully complete the programme.
- 2.23 Supervisors, Tutor Detectives and the PIP 2 IP Students themselves are all responsible for monitoring the workload of the PIP 2 IP Student to ensure that it is manageable and allows for appropriate learning and development opportunities.
- 2.24 Cleveland Police staff who work reduced hours will be afforded additional time to complete the PIP 2 Investigator Process programme, proportionate to the hours worked and to the maximum period of 24 months. If the set timescales are not met the PIP 2 IP Student will be deemed to not be accredited and removed from the process, they may reapply after a period of 12 months.
- 2.25 PIP 2 IP Students will be issued with a PDP which will be used by PIP 2 IP Students to compile evidence against the National Occupational Standards (NOS) for the achievement of PIP Level 2. Only evidence obtained after completing Phase 3 can be used.

- 2.26 Whilst it is natural that PIP 2 IP Students will act as independent investigators during the PIP 2 Investigator Process, this should be limited and closely monitored by their assigned Tutor Detectives and first-line supervisor; with the appropriate support in place to protect both the PIP 2 IP Student and also the integrity and professionalism of the investigation.
- 2.27 Where possible PIP 2 IP Students should only be deployed where there is an opportunity for them to benefit from the process and develop in line with PIP 2 Investigator Process, supervisors have a responsibility to ensure that PIP 2 IP Students are not disadvantaged.
- 2.28 Officers working within specialist areas will be provided with specific attachments where appropriate. These attachments will be identified upon completion of the PIP 2 Investigator Process course and agreed between the PIP 2 IP Student and their first line supervisor.

The intention will be to ensure that the PIP 2 IP Student is able to cover all areas required for the successful completion of their PIP 2 IP portfolio.

- 2.29 All attachments and training undertaken by a PIP 2 IP Student will underpin the PIP 2 Investigator Process principles. This will be a flexible process tailored to the PIP 2 IP Student's individual needs to ensure that they experience each discipline within the PIP 2 IP portfolio required for full completion.
- 2.30 Police Staff Investigators, Detective Constables and Detective Sergeants who have completed the PIP 2 Investigator Process, but been away from an investigative role for 2 or more years must complete and submit a new PDP and be signed-off as competent within 12 months in line with PIP Level 2 accreditation (Phase 4). Where there is certified evidence of continued use of the relevant skills this requirement may be waived following consideration by the force Head of Crime.
- 2.31 Once completed the PDP requires sign off by various parties under the 'Investigator – Serious and Complex Crime Recommendation for Registration' section.

The signatories in order will be as follows:

- a) Assessor/ Supervisor – The PIP 2 IP Student's assigned Tutor Detective.
 - b) Line Manager – The departmental Detective Inspector.
 - c) Internal Verifier – Second Line Manager.
 - d) Crime Manager/ BCU Commander – The Head of Crime will sign-off PDPs for all staff across the force.
- 2.32 Police Staff Investigators and officers who have completed the PIP 2 Investigator Process and become accredited detectives in forces other than Cleveland Police and can satisfactorily evidence this, subject to the exceptions above, will not be required to undertake the PIP 2 Investigator Process.

- 2.33 Completed PDPs are retained by the OIC for future reference as they are no longer verified externally and the CoP do not hold a central register of who is accredited as a detective. Records of staff that have successfully completed the PIP 2 Investigator Process are entered on the Cleveland Police PIP register held within the Training Department and HR and are available for audit as required by the HMIC, CoP or other external agencies.
- 2.34 The PDP remains the property of Cleveland Police, however when complete it will be retained by the individual member of staff. The safe storage and retention of the PDP is particularly important as it may be required for scrutiny during any external verification process.

3. Risk Assessments / Health & Safety Considerations

- 3.1 It is the responsibility of everyone involved in the PIP 2 Investigator Process to continuously undertake risk assessments prior to deployments and adhere to force Policy in relation to the use of Personal Protective Equipment by non-uniform staff.

4. Compliance and monitoring

The Head of Crime and Justice Command is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of Crime and Justice Command will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

5. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	Feb 2016	New policy for consultation	██████████
0.2	May 2016	Revised policy following consultation	██████████
1.0	June 2016	Policy approved at Management Board	██████████

1.1	Feb 2017	Addition of paras 2.15 – 2.17	██████████
1.2	Oct 2018	Revised policy	██████████
1.3	Aug 2020	Renamed, revised and streamlined policy	██████████