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| ONR Guidance Document  The Role and Responsibilities of an Investigation Core Team Member |



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The Role and Responsibilities of an Investigation Core Team Member

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| 0 | New document. |
| 1 | Content transferred into latest ONR Guidance Document template and review date extended to align with wider enforcement suite of guidance. |
| 1.1 | Review date extended to April 2024 |

# Introduction

1. The Investigation sub-specialism, led by the Professional Lead (PL) for Operational Inspection includes an Investigation Resource Group (IRG), chaired by the PL, and inspectors and Divisional Delivery Support (DDS) who make up the Investigation Core Team (ICT).
2. The ICT provides a pool of ONR expertise to support investigative activity to ensure compliance with legislation underpinning the criminal investigation process as set out in [1] and promote consistency of investigation management.
3. The ICT Meeting Terms of Reference are available at [2]. The current list of ICT members is available [3].

## Purpose and Scope

1. This guide describes the roles and responsibilities of members of ICT.
2. ICT members can progress investigations carried out by ONR, either through direct involvement or by supporting less experienced inspectors and DDS staff undertaking investigations into incidents under ONR’s regulatory vires.

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# Investigation Core Team

## Inspectors

1. ICT members are drawn from across ONR’s five purposes, with individuals replaced as and when they are deployed to different roles. This will allow the team to have resilience and allow coaching of new team members.
2. The role and responsibilities of an **investigator** and **lead investigator** are described in [1]. An **investigator** is any warranted inspector involved in the conduct of a criminal investigation. The inspectors in ICT can operate as **investigators** and **lead investigators**. All **investigators** must comply with the duties imposed on them by the disclosure Codes and legislation relevant to England and Wales, and Scotland, including undertaking all reasonable lines of enquiry, whether these point towards or away from a suspect; recording information and retaining records of information and other material.
3. The **lead investigator** is responsible for directing the investigation and for ensuring that proper procedures are followed for recording information, and retaining records of information and other material, arising in the investigation.
4. Other members of staff may be co-opted for their specialist knowledge to support the work of the ICT.
5. Further information on the activities of an **investigator** and a **lead investigator** can be found in [1].
6. ICT inspectors must be knowledgeable on ONR’s latest investigation guidance.
7. As well as acting as an **investigator**, or a **lead investigator**, or supporting others undertaking these roles, ICT inspectors should:

* Attend ‘dedicated’ investigation learning and development as specified by the Professional Lead for Operational Inspection.
* Attend quarterly ICT team meetings (unless there are exceptional reasons for not doing so), sharing areas of good practice and development opportunities with other ICT members.
* Prepare/review internal investigation reports when asked by the IRG Chair. Case studies may be used for a mock review where investigation opportunities have been limited.
* Provide support to investigations as a team member when asked by ONR management in consultation with the IRG Chair to ensure knowledge transfer and to maintain consistency.
* Provide a source of investigation process knowledge to their respective Divisions and report to ICT periodically on how this knowledge has been provided.
* If requested, provide oversight and guidance to less experienced inspectors undertaking investigations and enforcement activities.
* Support the development and implementation of investigation guidance and training.
* Support Approval Officers defined in [1] appointed to investigations.
* If requested, support reviews looking at consistency of investigation practices across ONR.
* Maintain a portfolio to catalogue their investigation activities and steps they have taken to maintain Continued Professional Development (CPD). The portfolio will be sampled by IRG.

## Divisional Delivery Support (DDS)

1. Once a decision is taken to carry out an investigation, a DDS member of ICT should be briefed on their role, and, when permission of their management (in consultation with the DDS member of IRG) their appointment noted in the Key Decision Log (part of the ONR legal forms investigation documentation).
2. DDS support investigations in a number or ways. They may be a Material Store Management Officer, a role described in [4]. They may be a Material Officer, as described in [5]. They may take on transcription duties and may be responsible for the maintenance of investigation equipment, as described in [6], or other roles necessary for the effective management of an investigation. In whichever role performed, DDS should know, understand, and apply the information found in ONR’s current internal guides on investigations for that role, and also other guidance relevant to investigations such as work guides.

# References

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| [1] | ONR, “ONR-ENF-GD-005 - Conducting Investigations”. |
| [2] | ONR, “Investigation Core Team Terms of Reference (2018/239971)”. |
| [3] | ONR, “Investigation Core Team Members (2018/97557)”. |
| [4] | ONR, “ONR-ENF-GD-016 - Managing ONR Investigation Material”. |
| [5] | ONR, “ONR-ENF-GD-017 - The Role of the ONR Material Officer”. |
| [6] | ONR, “ONR-ENF-GD-015 - Guide for Managing Investigation Grab Bags”. |