



Job Description – Police Liaison Officer ICE Team

Basic Information

**POLICE LIAISON OFFICER (EMBEDDED)
IMMIGRATION OFFICER**

Description of Job

BACKGROUND

PURPOSE OF POSITION/ REASON FOR THE JOB'S EXISTENCE

To provide an on-site interface with operational police officers with a view to maximising the flow of relevant intelligence, enhancing working relationships, and establishing joint working initiatives looking at potential immigration solutions to police problems.

RESPONSIBLE TO Crime and Police Liaison Manager

RESPONSIBLE FOR No line management responsibilities

TASKS/ ACCOUNTABILITIES/ RESPONSIBILITIES

- Pro-actively establish and maintain excellent working relationships with operational police officers.
- Research opportunities to develop relationships with other units including police intelligence, PCSO's, Case Information Database, missing persons, warrants department and other civilian teams.
- Where appropriate, attend operational opportunities identified to further enhance relationships, offer support and provide advice on subjects of interest/referred.
- Ensure feedback is provided to officers who provided information.
- Liaise with Custody Officers, Intel staff, and Patrol officers on a daily basis to ensure they are aware of your presence and what services can be provided.
- Provide and/or arrange training on immigration procedures as necessary.
- Ensure all queries are responded to quickly and accurately.
- Attend police tactical tasking meetings and other forums as necessary to represent UK Border Agency interests, deal with immigration queries and identify where UK Border Agency can assist with police operations.

- Be an open and courteous point of contact, fielding queries and offering advice to police officers on all aspects of immigration policy, and legislation.
- Ensure the correct use of Livescan and, through daily liaison, ensure all useful information is collated and fed back to the Local Intelligence Units, or call-out officers as appropriate.
- Maintain accurate records of all referrals and pro-active work undertaken for performance management.
- Undertake Police call out interviews as required to establish nationality and status of suspected Immigration Offenders held within Police Custody suites across the county.

Job Description – Police Counter Terrorism Liaison Officer – Police Officer embedded in the Immigration National Security and Counter Terrorism Team.

Key Tasks

The post holder will:

- Enhance information sharing and capacity building with UK Border Agency in support of UK CONTEST Strategy.
- Enhance UK Border Agency systems and processes to respond to police counter terrorism investigations.
- Identify key areas for partnership working between UK Border Agency, the Police and other relevant agencies in relation to counter terrorism.
- Ensure the Office of the National Co-ordinator Prevent and related partners are fully briefed on all matters that may impact on efforts to combat terrorism.
- Assist the UK Border Agency in developing systems and processes.
- Represent the National Co-ordinator at meetings and provide advice and guidance where necessary in relation to counter terrorism policing.
- Assist the UK Border Agency Counter Terrorism and Organised Crime Unit (CTOCU), in developing UK Border Agency CT Strategy and managing CT related projects.