



HM Prison & Probation Service

HQ Job Description (JD)

Band 4

Directorate: Security

Job Description: Crime in Prison Coordinator

Document Ref.	HQ JES 3211 Crime in Prison Coordinator v 1.0
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	14 May 2026
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Crime in Prison Coordinator (CiPCo)
Directorate	Security
Band	4

Overview of the job	<p>The Crime in Prisons Coordinator (CiPCo) plays a crucial role in strengthening establishment security, supporting law enforcement, improving justice outcomes and supporting victims and witnesses of crime committed in prison. The primary focus is to ensure that offences committed in prison are effectively identified, addressed, and met with proportionate consequences.</p> <p>As a liaison between frontline staff, security teams, and law enforcement agencies, the CiPCo ensures the consistent application of relevant security policy frameworks, adherence to the obligations outlined within the Crime in Prison Referral Agreement (CiPRA) and the lawful consideration of the rights of victims, as per the Victims' Code. A key objective of the role is to enhance information-sharing processes related to crime in prisons, ensuring accurate, timely, and legally compliant communication between prison staff, key internal and external stakeholders and external law enforcement agencies. This focused collation and strengthened exchange of information aims to secure better justice outcomes but also ensure that there is improved focus on the wellbeing of those impacted by offences committed in prisons.</p> <p>The CiPCo role provides much-needed subject matter expertise, combining administrative, investigative, and coordination functions with relationship-building and strategic escalation capabilities.</p> <p>This is a non-operational role and has no line management responsibilities. The CiPCo role will be managed by either a band 5 above within an establishment or regional team.</p> <p>This role suits flexible working arrangements where the Governor or Regional Lead approves.</p>
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<p>Summary</p>	<p>The job holder will be responsible for managing crime-related activities within a prison setting, including gathering and maintaining crime-related information and evidence to support investigations and decision-making. They will develop an in-depth understanding of operational risks, legal frameworks, and security policies, providing expert guidance to senior managers to ensure compliance and informed action. Acting as a central communication point, they will liaise with internal teams, law enforcement, and external stakeholders to enhance crime management efforts.</p> <p>Their duties include assessing and triaging prison crimes, maintaining accurate crime-related records and identifying trends that impact case progression, escalating accordingly. They will coordinate meetings with key stakeholders and provide expert insights and updates, prepare information and evidence, and ensure adherence to protocols for efficient case handling. Additionally, they will facilitate collaboration across teams, liaise with victims regarding case developments, and connect them to appropriate support services.</p>
<p>Responsibilities, Activities and Duties</p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>The job holder will be responsible for:</p> <ul style="list-style-type: none"> • Developing a comprehensive understanding of the operational environment in the prison, including the establishment's priorities, risks, threats, and opportunities, to effectively contribute to crime management efforts. • Building expertise in relevant legal and policy frameworks relating to crime in prisons, security, and safety, providing bespoke advice and guidance to senior managers to ensure compliance and informed decision-making in all activities. • Acting as a central point of contact for communication regarding crime in prisons work, liaising with internal departments, law enforcement, and other key external stakeholders to ensure seamless coordination and information sharing. • Coordinating a triage and assessment process for crimes committed in prison, providing evidence-based advice and guidance to senior managers and law enforcement for decision making purposes. • Organising and maintaining accurate records of crime-related data, utilising appropriate local, regional, or national storage platforms to support evidence-based decision-making and compliance with relevant policies.

	<ul style="list-style-type: none"> • Identifying and monitoring trends, themes, and challenges affecting the progression of crime cases within the establishment, escalating recommendations to senior management to drive improvements in operational practices. • Supporting the coordination of crime management activities, liaising with victims, witnesses and key stakeholders, preparing information and evidence, and ensuring the dissemination of key information to relevant teams. • Ensuring positive working practices and adherence to established protocols surrounding crime case coordination, promoting efficiency, accuracy, and compliance across all required tasks. • Facilitating cohesion and collaboration between key internal and regional teams, contributing to the alignment of crime management strategies with broader organisational priorities and objectives. • Supporting the care and wellbeing of victims and witnesses by collating relevant information, maintaining regular updates on case progression and providing clear rationale for decisions made in relation to crime cases, signposting to relevant specialist support teams and services. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Changing and Improving • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	<p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>

Experience	Experience working in a prison environment is desirable.
Technical Requirements	Information technology knowledge and understanding is essential
Ability	<ul style="list-style-type: none"> • Strategic Awareness – Ability to understand broader organisational priorities, assess risks, and contribute to effective crime management. • Adaptability and Innovation – Capacity to identify areas for improvement, implement best practices, and enhance processes. • Judgment and Decision-Making – Skill in assessing crime-related information, making evidence-based recommendations, and supporting effective resolutions. • Clear and Persuasive Communication – Ability to convey complex information, influence stakeholders, and ensure alignment on crime management strategies. • Relationship Builder – Competence in working across teams, liaising with law enforcement and external partners, and fostering a cooperative work environment. • Operational Excellence – Skill in maintaining accurate records, ensuring compliance with policies, and delivering efficient, high-quality crime management services.

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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