Anness A

Ministeru	*Ministeru għall-Intern, is-Sigurta' Nazzjonali u l-Infurzar tal-Liġi*
L-impjieg	*Spettur tal-Pulizija*

MINISTERU GĦALL-INTERN, IS-SIGURTA' NAZZJONALI U L-INFURZAR TAL-LIĠI

201, TRIQ ID-DEJQA VALLETTA

Dmirijiet u responsabbiltajiet

i. Japplika l-liġi mingħajr diskriminazzjoni għal kwalunkwe raġuni.

ii. Iwassal bl-eżempju, jimmotiva, jagħti struzzjonijiet ċari u jissorvelja s-subordinati b'mod diliġenti waqt li jistitwixxi proċeduri dixxiplinarji għal kull imġieba mhux xierqa minn uffiċjali subordinati.

iii. Jiżgura li d-Detail of Duties ta' kuljum jiġu fformulati b'tali mod li uffiċjali tal-pulizija jiġu assenjati biex iwettqu dmirijiet fl-aħjar interess tal-komunità li jservu iżda wkoll b'mod li jiġġenera effettività u effiċjenza fl-operazzjonijiet tal-Korp tal-Pulizija ta' Malta.

iv. Jiżgura li rondi regolari jitwettqu fi ħdan il-komunità waqt li jibni relazzjoni qawwija mal-komunità li jservi.

v. Jiżgura li tingħata tweġiba immedjata għal sejħiet għal għajnuna, anke f'każijiet fejn ir-responsabbiltà aħħarija li jipprovdi għajnuna bħal din tista' ma tkunx tal-Korp tal-Pulizija u jaċċerta li l-vittmi tal-kriminalità jiġu ttrattati b'attenzjoni kbira u b'empatija.

vi. Iwettaq investigazzjonijiet sħaħ u bir-reqqa f'rapporti li jiġu għall-attenzjoni tiegħu/tagħha u jsegwi r-rapporti u jassigura li l-investigazzjonijiet kollha jitwettqu fl-aħjar interess tal-liġi u fil-ħin.

vii. Jagħti evidenza ċara u preċiża fil-Qorti meta mħarrek kif xieraq.

viii. Iżomm għarfien professjonali u tekniku billi jinżamm aġġornat mal-leġiżlazzjoni eżistenti u kwalunkwe bidla fiha minn żmien għal żmien.

ix. Jeżegwixxi r-rwol tiegħu/tagħha bħala prosekutur quddiem il-Qrati Inferjuri bi professjonalità kbira u livell għoli ta' tħejjija għall-każijiet.

x. Jiżgura li s-subordinati huma familjari ħafna u jaġixxu f'konformità mal-Politiki, Standard Operating Procedures (SOPs) u ċ-Ċirkolarijiet tal-GHQ rilevanti kollha, jimmaniġġjaw il-proprjetà tal-pulizija fdata lilhom bl-aħjar mod u li kwalunkwe tiswija meħtieġa tiġi eżegwita fil-ħin waqt li tistabbilixxi relazzjonijiet ta' xogħol armonjużi ma' uffiċjali tal-pulizija li min-naħa tiegħu jtejjeb l-esprit de corps tal-Forza tal-Pulizija.

xi. Jiżgura u josserva kunfidenzjalità etika stretta fil-kors tad-dmirijiet tiegħu/tagħha waqt li jikkonforma mal-prinċipji tal-Protezzjoni tad-Dejta.

xii. Ifittex li jipproteġi l-ambjent bħala parti mill-ġid komuni

xiii. Jaqdi b'mod onest u effettiv id-dmirijiet kollha assenjati mill-Kummissarju tal-Pulizija jew uffiċjal superjuri ieħor.

xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor, kif ikkonfermat mis-Segretarju Permanenti;

xv. Iwettaq dmirijiet oħra kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Home Affairs, National Security and Law Enforcement*
Job title	*Police Inspector*

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

201, STRAIT STREET VALLETTA

Duties and responsibilities

i. Applies the law without discrimination on any ground.
ii. Leads by example, motivates, gives out clear instructions and supervises subordinates diligently whilst instituting disciplinary proceedings for any undue behaviour by subordinate officers.
iii. Ensures that daily Details of Duties are formulated in such a way that police officers are assigned to carry out duties in the best interest of the community they serve but also in a way that generates effectiveness and efficiency in the operations of the Malta Police Force.
iv. Ensures that regular patrols are carried out within the community whilst building a strong relationship with the community s/he serves.
v. Ensures that an immediate response is provided to calls for assistance, even in cases where the ultimate responsibility to provide such help may not lie with the Police Force and ascertains that victims are handled with great care and empathy.
vi. Conducts full and thorough investigations into reports coming to his/her attention and follows up on reports and assures that all investigations are carried out in the best interest of the law and in a timely manner.
vii. Gives clear and accurate evidence in Court when summoned accordingly.
viii. Maintains a professional and technical knowledge awareness by keeping abreast of existing legislation and any changes thereto from time to time.
ix. Executes his/her role as a prosecutor before the Inferior Courts with great professionalism and a high level of case preparedness.
x. Ensures that subordinates are highly conversant and act in compliance with all relevant Policies, Standard Operating Procedures (SOPs) and GHQ Circulars, handle police property entrusted to them optimally and that any needed repairs are executed in a timely manner whilst establishing harmonious working relationships with fellow police officers which in turn enhances the Polices Force's esprit de corps.
xi. Ensures and observes strict ethical confidentiality in the course of him/her duties whilst complying with Data Protection principles.
xii. Seeks to protect the environment as part of the common good.
xiii. Performs honestly and effectively all the duties assigned by the Commissioner of Police or other superior officer.
xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
xv. Carries out any other duties as directed by the Principal Permanent Secretary.