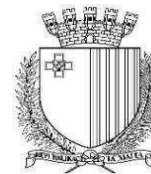


Ministeru	Ministeru għall-Intern u s-Sigurta`
L-Imjieg	Post ta' Spettur tal-Pulizija



MINISTERU GHALL-INTERN U S-SIGURTA`
35, TRIQ IL-FORN L-ANTIK, VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Japplika l-ligi minghajr diskriminazzjoni għal kwalunkwe raġuni;
- ii. Iwassal bl-eżempju, jimmotiva, jagħti struzzjonijiet ċari u jissorvelja s-subordinati b'mod diligenti 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-komunita li jservu iżda ukoll b'mod li jiġġenera effettività u effiċjenza fl-operazzjonijiet tal-Korp tal-Pulizija ta' Malta.
- iv. Jiżgura li rondi regolari jitwettqu fi ħdan il-komunita` waqt li jibni relazzjoni qawwija mal-komunita` li jservi.
- v. Jiżgura li tingħata tweġiba immedjata għal sejhiet għal għajnuna, anke f'każijiet fejn ir-responsabbilta` aħħarija li jipprovi għajnuna bħal din tista' ma tkunx tal-Korp tal-Pulizija u jaċċerta li l-vittmi tal-kriminalita` 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-ligi u fil-ħin;
- vii. Jagħti evidenza ċara u preċiża fil-Qorti meta mharrek kif xieraq;
- viii. Izomm għarfien professjonali u tekniku billi jzomm ruħu aġġornat mal-leġislazzjoni eżistenti u kwalunkwe bidla fiha minn żmien għal żmien;
- ix. Jeżegwixxi r-rwol tiegħu/tagħha bħala prosekutur quddiem il-Qorti Inferjuri bi professjonalita` kbira u livell għoli ta' thejija għall-każijiet;
- x. Jiżgura li s-subordinati huma familjari ħafna u jaġixxu f'konformita` mal-Poilitiki, Standard Operating Procedures (SOPs) u ċ-Ċirkolarjiet tal-GHQ rilevanti kollha, jimmanigjaw il-propejta` tal-pulizija fdata lilhom bl-aħjar mod u li kwalunkwe tiswija tiġi eżegwita fil-ħin waqt li tistabilixxi relazzjonijiet ta' xogħol armonjużi ma' uffiċjali tal-Pulizija li minn naħa tiegħu jtejjeb l-esprit de corps tal-Forza tal-Pulizija.
- xi. Jiżgura u josserva kunfidenzjalita` 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 d-dmirijiet kollha assenjati mill-Kummissarju tal-Pulizija jew uffiċjal superjuri ieħor;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/liha, kif jista' jkun meħtieġ;
- xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xvi. Kwalunkwe dmir ieħor kif ordnat mis Segretarju Permanenti Ewlieni.



Annex A

Ministry	Ministry for Home Affairs and Security
Job title	Post of Police Inspector



MINISTRY FOR HOME AFFAIRS AND SECURITY
35, OLD BAKERY 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 care 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 Police Force's esprit de corps;
- xi. Ensures and observed strict ethical confidentiality in the course of his/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. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary.



Ministry for Home Affairs and Security
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