

	HUMBERSIDE POLICE Role Requirement		Objective Analysis: Operational 1a
Position Title: Police Community Support Officer (designated Traffic Warden)		Grade: Scale 4	Post No: Various
Overall Purpose of the role: To provide a high visibility presence in order to prevent crime and disorder and build the public's trust and confidence in policing. Use a multi agency approach to solving crime and anti social behaviour problems and provide early identification and intervention to divert offending.			
Generic Roles/Tasks			
Conducts high visibility patrols that are specifically focused on areas identified to be experiencing crime and disorder or anti social behaviour to deter such incidents and make the community feel safe and reassured. Responds effectively to calls for service and requests for assistance, using designated powers to deal fairly with incidents of nuisance, anti-social behaviour and criminality. Provides support to Police Officers by attending crime reports, conducting initial scene investigations and obtaining victim and witness statements for crimes that fall within the Neighbourhood remit. Adopts a problem solving approach to achieving solutions and maintains good communicative links with persons involved. Utilises external agencies, when required, to assist with problem solving. Gathers intelligence and produces packages quickly and efficiently to be acted on by Police Officers and assists in them doing this. Provides support to Police Officers and acts to preserve the scenes of crimes and road traffic incidents as appropriate. Provides high visibility and assists Police Officers at Public Events as required, as determined by the Commanding Officer. Attends public meetings and take ownership of Schools and Community Groups, ensuring regular contact is maintained. Act as a point of contact and liaison for members of the Community promoting accessibility to the Police. Processes relevant information and documentation in accordance with procedures and in a timely and efficient manner. Attends Court and provides evidence as required. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.			

Responsibility	Decision Making
The post holder will be responsible for; Respond promptly to incidents and implementing an appropriate solution, within designated powers and dealing with both offenders and victims fairly and proportionately. Gaining trust and confidence in members of the public living within the community in which they work and promote accessibility to the Police. Liaising with other agencies to assist with providing a multi agency approach to addressing crime, environmental and social matters as appropriate Responsible for using the NDM and THRIVE model in all actions undertaken Ensuring that risks to the Force which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity; As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.	The poster holder will be required to; • Make day to day decisions on where to focus patrols and how to best use their time to prevent crime, disorder and criminality. • Risk assess all incidents that they attend using the National Decision Making Model. • Exercise judgement on a daily basis regarding the application of designated powers in order to achieve a satisfactory outcome. • Ensure that all powers are exercised appropriately, fairly and in a manner that build the publics trust and confidence in policing. Additional Information DESIGNATED POWERS The post holder will have the following designated powers conferred by the Chief Constable: - Power to remove abandoned vehicles - Power to stop cycles - Power to stop vehicles for testing - Power to carry out road checks - Power to seize vehicles used to cause alarm etc'. - Power to require persons drinking in designated places to surrender alcohol. - Power to require persons aged under 18 to surrender alcohol - Power to seize tobacco from a person aged under 16 - Power to require name and address for anti-social behaviour - Power to detain - Power to require name and address - Power to use reasonable force - Power to enter and search any premises for the purposes of saving life and limb or preventing serious damage to property.

	Power to stop and search in authorised areas (Terrorism Act) Power to enforce cordoned areas (Terrorism Act) Power to use reasonable force to prevent a detained person making off Power to disperse groups and remove persons under 16 to their place of residence Power to remove children in contravention of curfew notices to their place of residence Power to issue Fixed Penalty Tickets for: Cycling on a footpath Dog Fouling Graffiti and Fly posting Littering Dog control orders Truancy Powers requiring designation under Serious Organised Crime and Police Act: Power to require name and address for Road Traffic Offences Power to control traffic for purposes other than escorting a load of exceptional dimensions Power to place signs Power to enter licensed premises Power to search for alcohol and tobacco Power to seize drugs and require name and address for possession of drugs Power to require name and address for anti social behaviour Power to deal with begging Power to photograph persons away from a police station Power to use reasonable force to transfer control of detained persons Power to search detained persons for dangerous items or items that could be used to assist escape Power to enforce certain licensing offences Power to enforce bylaws Penalty Notices for Disorder (PND): Sale of alcohol to a person who is drunk Sale of alcohol to children Purchase of alcohol by or on behalf of children Buying or attempting to buy alcohol for consumption on licensed premises by a child
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	Consumption of alcohol by children or allowing such consumption Delivery of alcohol to children or allowing such delivery Drinking in a designated public area Causing harassment alarm or distress Destroying or damaging property (under £500) Throwing fireworks Breach of Fireworks curfew Possession of a category 4 firework Possession by a person under 18 of an adult firework Supply of excessively loud fireworks Trespassing on a railway Throwing stones on a railway. Drunk in the Highway Drunk and disorderly behaviour Wasting police time, giving false report Using public electronic communications network in order to cause annoyance inconvenience or needless anxiety Knowingly giving false alarm to a person acting on behalf of a fire and rescue authority Traffic Warden Powers: Fixed penalty Notice procedure Production of documents, document offences and issue of HORT/1. Driving Licences, Test Certificates and Insurance Notice of Intended Prosecution Pedestrian and School crossing offences Traffic Signs and signals Driver / Rider offences Vehicle registration and Licensing Lights on vehicles Leaving a vehicle in a dangerous position School crossing patrols Unnecessary obstruction Willful obstruction From 05 January 2015 PCSO's will be given additional Powers to the above which they will be able to use once they have received the appropriate training. Please refer to Schedule 10 of the Anti Social Crime and Policing Act 2014, points 37 – 42
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		inclusive for further detail.	
Reports to		Direct reports:	
Sergeant - Communities Command		None	
Prepared by:- Sarah Page Date:- December 2015 (Updated)	Confirmed by:- Chief Supt Young Date:- December 2015 (updated)	Received by:- Date:-	

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Person Specification

Scale 4	
Attainments/ Knowledge	Essential Must demonstrate an appropriate level of numeracy and literacy. Must demonstrate a basic awareness of current policing issues.
	Desirable Have knowledge of the problems affecting policing in a community and show innovative ideas in relation to combating these problems. Possess a range or legal and procedural knowledge which is operationally relevant and have an understanding of the Law and practical experience of preparing documents for a Court of Law.
Experience	Essential Must have experience of dealing with members of the public, including dealing with conflict situations, or dealing with people who can be confrontational. Working on own initiative to investigate problems, developing solutions and taking appropriate actions to solve these problems in a timely manner.
	Desirable Have experience producing letters, reports and statements in a structured and concise manner.
Skills/ Specialisms	Essential Must have the ability to communicate clearly, verbally and in writing, in both a formal and informal setting, on an individual or group basis. Must have the ability to work effectively, either independently or as a member of a team. Ability to listen effectively and use effective questioning techniques to obtain relevant information.
	Desirable Have experience delivering talks and advice to groups of people in a formal or informal setting. Have experience building relationships on a personal and organisational level, with community partners and external agencies.
Decision Making/ Problem Solving/ Planning	Essential Has the ability to identify and take, or recommend, appropriate actions based on sound judgement and having considered a range of factors. Able to prioritise tasks and works on own initiative with minimum supervision. Possesses knowledge of when to refer matters to Supervision. Displays good organisational skills and can identify which tasks need to take priority over others.
	Desirable Has experience managing a large work load. Has experience of being flexible with that work load and changing priorities of certain tasks at short notice. Has experience planning for events or activities and assists with the running of these.
Practical Effectiveness	Essential Demonstrates initiative and resourcefulness in a range of situations in order to achieve a positive outcome. Demonstrates integrity in situations where there is a conflict of interest and challenges any inappropriate attitude, languages and other forms of offensive behaviour as required. Able to work flexibly, including working shifts and weekends. Demonstrates assertiveness whilst remaining polite and calm in difficult situations. Must be physically fit and pass the Force medical assessment. Is willing to work in all weather at various locations throughout the Force area when necessary. Is of a smart appearance, adheres to the Force dress code and presents a professional image.
	Desirable Hold a full current UK/European Driving Licence. Be willing to change shifts at short notice if the role requires.
Citizen Focus	A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity	Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times.

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Understands and is sensitive to social, cultural and racial differences.

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