

Role Profile (CVF)

District/Department	OSU	Rank/Grade	Band C
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Role purpose:	To represent South Yorkshire Police at Magistrates Court, Crown Court and other hearings, in person or via video link as directed. To Check evidence submitted for Fail to Furnish files is accurate and sufficient for process.
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Key Accountabilities:

To check incoming digital or paper files for correct content and sufficiency of evidence ensuring compliance with instructions and statutory time limits.

Makes decisions on the proposal of each case presented to them, within the guidelines specified by policy and the Code for Crown Prosecutors.

Liaises with the Crown Prosecution Service, Judicial Prosecutors and other relevant internal parties regarding process files.

Liaises with external parties, including Road Safety Support for expert advice/reports and with defence solicitors if appropriate.

Upgrade files and carry out the disclosure of unused material in accordance with the Criminal Procedure and Investigations Act 1996, Code of Practice. Responding to daily enquiries from CPS.

Maintain an up to date calendar of court appearances, maintain prosecution statistics and provide management information as required.

Updates case records using the SYP CONNECT (case) system.

Maintain an up to date understanding of the legislation surrounding Road Traffic Law relating to Speed, Red Light and s172 offences.

Respond to telephone enquiries, emails, personal callers and replies to correspondence relating to prosecution matters.

Attends meetings relating to prosecution matters as and when required.

Any other duties commensurate with the grading of the post.

Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

<u>Competency</u>	<u>CVF Level</u> Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: Ideally between 4 and 6 of each

Essential:

Knowledge of NPCC guidelines on the operational use of road policing enforcement technology.

Experience of presenting evidence, both orally and material at Magistrates and Crown Courts.

Experience of evidence gathering and file preparation.

Experience of exhibit handling and presentation.

Desirable:

Knowledge of road traffic law, especially relating to speed, red light and s172 offences.

WFP (date)