

SPECIAL CONSTABLE

ROLE PROFILE

Location:	Police Station	Reports to:	Duty Sergeant
Main purpose of the role <i>(this section should describe the real reason for the role existing in no more than 2 sentences)</i> <ul style="list-style-type: none"> ♦ To patrol area for which responsible, working in partnership with the community and other agencies to ensure railway community safety and crime reduction, and provide a visible, accessible and familiar community presence 			
Main responsibilities <i>(this section should describe the main elements of the role in order of importance. The sentence should include what is done, how and why. There will normally be between 5 and 8 main responsibilities.)</i> <ul style="list-style-type: none"> ♦ To conduct high visibility uniformed patrols to counter public disorder and nuisance, responding to calls and requests for assistance appropriately. ♦ To enforce railway byelaws and summary offences using both conventional reporting methods and fixed penalty notices. ♦ To undertake minor crime investigation including, seizing and preserving of evidence. ♦ To work with relevant bodies to build and maintain community relationships and partnerships. ♦ To provide support and assistance to Police Officers to take the appropriate control of an incident. ♦ To prepare and submit their own written statements of evidence and to attend court to support prosecutions where necessary. 			

Core Responsibilities		Activities - the role holder should effectively deliver these key requirements:	
<u>Community Safety</u>		<u>Adopt a problem solving approach to community issues</u>	Work with the community partners and other agencies to solve community problems in accordance with the relevant legislation policy procedures and partnership agreements.
		<u>Conduct patrol</u>	Conduct patrol responding to calls and requests for assistance, countering criminal activity and public disorder and minimising risks to public safety.
		<u>Manage partnership arrangements with the community and other agencies</u>	Manage partnership arrangements which address community and agency needs and contribute to the reduction of crime and disorder.
		<u>Prepare and drive police vehicles safely (operational)</u>	Drive a police vehicle safely with consideration for others in accordance with organisational policy and in line with the system of car control.
		<u>Respond to road related incidents, hazards, offences and collisions</u>	Contribute to maintaining road safety by identifying and responding to hazards regulating traffic dealing with traffic offences and attending collision scenes in accordance with legislation and organisational policy.
<u>Managing the Organisation</u>		<u>Participate in meetings</u>	Prepare for and actively contribute within meetings in a clear, concise and relevant manner, ensuring decisions and actions are communicated to appropriate personnel.
<u>Police Operations</u>		<u>Prepare for, and participate in, planned policing operations</u>	Participate in police and agency-led operations, working within appropriate authority limits and carrying out tasks necessary for the successful implementation of the operation whilst managing risks to the operation and acting in accordance with legislation and procedure.
		<u>Provide an initial response to incidents</u>	Respond promptly and take control of the incident by correctly identifying the nature of incident and take appropriate action to ensure that it is dealt with and recorded correctly.
<u>Investigation</u>		<u>Conduct initial investigation</u>	Conduct the initial investigation and scene preservation in accordance with the relevant investigation policies and legal requirements, demonstrating support for victims and witnesses and recognising any possible impact on the community.
		<u>Interview suspects</u>	Interview suspects in accordance with the legislation and the 'Practical Guide to investigative interviewing' 2004.
		<u>Interview victims and witnesses</u>	Interview victims and witnesses in accordance with the law and with reference to the Victims Charter and the 'Practical Guide to Investigative Interviewing. 2004'

	<p><u>Investigate allocated enquiries</u> Act as officer in the case, ensuring the investigation is carried out thoroughly and expeditiously in accordance with investigation policy and relevant legal requirements.</p>
	<p><u>Provide care for victims and witnesses</u> Ensure that the necessary care for victims and witnesses is provided in an ethical and empathic manner and in accordance with the legislation, policies and procedures.</p>
	<p><u>Search person(s) or personal property</u> Search individual(s) or personal property in accordance with the relevant legislation, policy, procedures, whilst respecting the dignity of the individual and being aware of the possible impact on community.</p>
	<p><u>Search vehicles, premises and land</u> Conduct search procedures using the best practice techniques in accordance with the relevant legislation and policy, whilst having regard for the health, safety and Human Rights.</p>
	<p><u>Complete prosecution procedures</u> Complete prosecution procedures in accordance with codes of practice and relevant legislation.</p>

	<u>Conduct arrest and process procedures</u> Carry out arrest /process procedures in accordance with the relevant legal requirements and policy, having regard for human rights, security, health and safety of person(s) detained, members of the public, colleagues and self.
	<u>Conduct custody reception procedures (arresting officer)</u> Attend the custody suite, as the arresting officer with the person detained under escort. Whilst ensuring the security and welfare of the person detained, comply with the custody reception procedures required by law, current codes of practice and policy.
	<u>Prepare and present case files</u> Identify and present case materials, working with the CPS or other relevant agencies/organisation to progress the case.
	<u>Present evidence in court and at other hearings</u> Attend court and give evidence in accordance with legislation.
<u>Personal Responsibility</u>	<u>Complete administration procedures</u> Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.
	<u>Comply with Health and Safety legislation</u> Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.
	<u>Maintain standards of professional practice</u> Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.
	<u>Make best use of technology</u> Make best use of technology in support of your role, ensuring correct operation and compliance with organisational and legal requirements.
	<u>Promote equality, diversity and Human Rights in working practices</u> Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.
	<u>Provide an organisation response recognising the needs of all communities</u> Build and maintain community relations by providing a service that is responsive to the needs of all communities and by ensuring that those affected by crime receive a fair and anti-discriminatory service.
	<u>Work as part of a team</u> Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.
<u>Intelligence</u>	<u>Gather intelligence to support policing objectives</u> Gather intelligence to facilitate the achievement of crime and disorder reduction objectives. Ensure intelligence is obtained ethically and in accordance with the relevant legislation, policy, protocols and codes of practice.
	<u>Use intelligence to support policing objectives</u> Use intelligence to support the achievement of community safety and crime reduction objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practice.

<u>Health, Safety and Welfare</u>	<u>Provide first aid</u> Identify the nature of illness or injury and provide the necessary first aid treatment in accordance with approved procedures.
Behaviour Area	Behaviour

<u>Working with others</u>	<u>Respect for race and diversity - A</u> 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. Understands and is sensitive to social, cultural and racial differences.
	<u>Teamworking - C</u> Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.
	<u>Community and customer focus - C</u> Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them.
	<u>Effective communication - C</u> Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.
<u>Achieving results</u>	<u>Planning and organising - C</u> Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures.
	<u>Personal responsibility - B</u> Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.
	<u>Resilience - B</u> Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.