



## PERSON SPECIFICATION

<b>Directorate:</b>	Local Policing	<b>Job Title:</b>	Patrol and Resolution Officer	<b>Weekly Hours:</b>	40
<b>Section:</b>	Patrol & Resolution Hub	<b>Rank:</b>	Constable	<b>Version:</b>	1
<b>Post No:</b>		<b>Status:</b>	Established	<b>Version Date:</b>	24/10/14

Please describe, with example(s), in your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

<b>Criteria</b> <i>Justifiable as necessary for safe and effective performance of the job.</i>	<b>Essential</b> <i>A clear definition of the necessary criteria.</i>	<b>Desirable</b> <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
<b>Pre- Requisites:</b>	<ol style="list-style-type: none"> <li>1. Hold a standard driving authority, unless a student officer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold an advanced driving authority</li> <li>2. Be Fast Roads trained.</li> <li>3. Be PSU Trained</li> <li>4. Be Method of Entry trained</li> </ol>

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<p><b>Work Experience:</b></p>	<ol style="list-style-type: none"> <li>2. Possess knowledge of critical incident management, the “golden hour” principles and the five building blocks of investigation.</li> <li>3. Possess knowledge of forensic preservation and collection methods.</li> <li>4. Demonstrate your application of the National Decision Making Model in all considerations when dealing with risk, harm &amp; threat.</li> <li>5. Demonstrate experience of pro-active policing</li> <li>6. Demonstrate by example the ability to work with minimal supervision.</li> <li>7. Demonstrate an understanding of intelligence grading and the 5x5x5 model.</li> </ol>	<p>5. Demonstrate a high level of initial investigation &amp; problem solving skills.</p>
<p><b>Personal / Interpersonal Skills, Aptitudes:</b></p>	<ol style="list-style-type: none"> <li>8. Demonstrate by example high levels of self-motivation and the ability to work as part of a team.</li> <li>9. Demonstrate the ability to effectively communicate information effectively, both verbally and in writing.</li> </ol>	

**POLICE OFFICER****ROLE DESCRIPTION**

<b>Job title:</b>	Patrol and Resolution Officer
<b>Post no:</b>	
<b>Rank:</b>	Constable
<b>Responsible to:</b>	Patrol and Resolution Sergeant
<b>Responsible for:</b>	None
<b>Contacts:</b>	<p>Internal: Police, staff and wider police family of all ranks up to Chief Constable.</p> <p>External : Members of the public, local elected officials, members of partner organisations</p>
<b>Primary Role:</b>	<p>Working to protect communities and seek to increase public confidence through a range of activities including:</p> <ul style="list-style-type: none"> <li>• Responding to emergency and priority incidents and a limited number of negotiated response incidents where appropriate.</li> <li>• Provide initial action, advice and reassurance to victims and witnesses ensuring people's needs are assessed and represented.</li> <li>• Provide a 'golden hour' level of investigation to a set of agreed standards, taking appropriate action to identify offenders, take positive action where necessary and preserve/collect evidence.</li> <li>• Targeted patrol and appropriate anti-crime, ASB or community safety initiatives providing highly visible policing presence.</li> <li>• Support Night Time Economy operations as directed</li> </ul>

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<u>Duties</u>	<u>Responsibilities</u>
<b>Operational: (List of Daily Activities)</b>	<ul style="list-style-type: none"> <li>• Provide response to incidents including initial action and reassurance to victims and witnesses. This will include cases where case resolution is possible (e.g. Contemporaneous note interviews &amp; Community resolutions).</li> <li>• Provide an initial response to missing persons, and carry out tasks as directed by the Missing Persons Team.</li> <li>• Deal with self-generated prisoners for offences that are straightforward in nature and generally do not require interviews (e.g. drink drivers, Sect 5 POA, simple breach of bail)</li> <li>• Provide a visible and pro-active presence, pro-active in support of neighbourhood priorities and initiatives (such as ASB, vulnerability &amp; violent crime)</li> <li>• Provide an ANPR equipped cadre (where trained and appropriate).</li> <li>• Any other duties in support of Directorate priorities where directed e.g. by the Priority and Resource Commander.</li> <li>• Have responsibility for Bedwatch, constant prisoner supervision and scene preservation.</li> </ul>
<b>Communication:</b>	Communicate with local people to gather intelligence and other community based information which should be passed to others within the organisation to ensure a positive response.
<b>Intelligence:</b>	<p>Maintain detailed and up to date knowledge of crime trends, offenders, vulnerable people and locations in your response hub.</p> <p>Gather and submit intelligence in line with relevant legislation and policy</p>
<b>Public Reassurance:</b>	Seek to increase public confidence in the police and reduce fear of crime by ensuring a visible and pro-active presence thereby helping to reduce instances of crime and disorder.

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General:	<p>This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities</p> <p>Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role, particularly around job rotation opportunities with other departments.</p> <p>Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.</p> <p>Maintain current and future personal qualifications by agreeing to undertake approved courses/planned events within agreed timescales</p>
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Additional Information:

Risk Assessment:  
(to be attached)

Yes / No

Security Check Level:  
(Strike through checks not applicable)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

# LEICESTERSHIRE POLICE RISK ASSESSMENT FORM

AREA/DEPT.:                      DATE COMPLETED:                      REVIEWED  
 LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):

AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood