



## **Job Description**

**Title** – Patrol and Resolution Sergeant

**Version - 1 Date - 02/07/2018**

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<b>Post Number:</b>	NP055
<b>Grade /Scale:</b>	Sergeant or Temporary Sergeant
<b>Weekly Hours:</b>	40
<b>Department:</b>	Local Policing - Patrol & Resolution Hub
<b>Status:</b>	Established
<b>Responsible To:</b>	Patrol and Resolution Inspector
<b>Responsible for:</b>	Patrol and Resolution Teams
<b>Location Work base:</b>	
<b>Job Role /Purpose:</b>	<p>Conducting intelligence driven briefing, tasking and debriefing.</p> <p>Supervise the policing response to emergencies and priority incidents.</p> <p>Supervise targeted highly visible presence/patrols and appropriate anti-crime or ASB initiatives</p> <p>Manage the provision of initial action, advice and reassurance to victims and witnesses ensuring people's needs are assessed and represented.</p> <p>Oversee initial investigations and ensure appropriate enquiries are conducted, taking appropriate action to arrest offenders and preserve/collect evidence in accordance with the golden hour principles.</p> <p>Investigate complaints against the police.</p> <p>Where appropriate ensure staff development through appropriate measures (e.g. feedback, development plans) in line with the delivery of organisational goals.</p>
<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>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

### **Essential Criteria**

*A clear definition of the necessary criteria.*

#### **Knowledge/ Education** (including qualifications):

To be qualified to the rank of Sergeant or a temporary role with the support of the relevant Establishment Board.

Hold a Basic Driving authority.

#### **Work Experience:**

Demonstrate the potential to managing staff in the investigation of crime, ASB and incidents.

Demonstrate experience of prioritising and managing workloads.

Demonstrate your application of the National Decision Model in all considerations when dealing with threat, harm and risk.

Demonstrate experience of managing and motivating people and monitoring performance to achieve organisational goals.

Demonstrate experience of proactive policing.

To be able to manage critical incidents utilising and guiding staff in the golden hour principles, the building blocks of investigation and scene preservation methodology.

#### **Personal / Interpersonal Skills, Aptitudes:**

Demonstrate by example high levels of self-motivation and the ability to work as part of a team and lead a team.

Demonstrate the ability to effectively communicate ideas and information, both verbal & written.

Be able to recognise and respond to the need for change, using it to improve organisational performance

#### **Special Skills:**

N/A

#### **Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

#### **Knowledge/ Education** (including qualifications):

Hold a standard driving authority.

#### **Work Experience:**

N/A

**Personal / Interpersonal Skills, Aptitudes:**

N/A

**Special Skills:**

N/A

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Core Responsibilities/ Accountabilities**

#### **Operational:**

Manage resources to provide response to emergency and priority incidents including initial action and reassurance to victims and witnesses.

Carry out performance reviews recognising personal achievements and identifying areas for future development.

Investigate complaints from the public.

Ensure an appropriate response and investigation of Missing persons, working closely with the Missing From Home Team to locate and safeguard individuals reported missing.

Oversee the management of prisoners that are not dealt with by the FIU (simple cases not involving interview).

Supervise a visible presence and pro-active policing presence in support of neighbourhood priorities and initiatives.

Any other duties in where directed by senior management/ DMM/TT&CG/ Priority & Resource Commander.

Conduct intelligence led briefings tasking and de-briefing through use of IT systems and analytical skills.

Maintain detailed and up to date knowledge of crime trends, offenders, vulnerable people.

Seek to increase public confidence in the police and reduce fear of crime by working with partners to provide a co-ordinated response to crime and community issues.

#### **Management/Leadership:**

N/A

#### **Technical:**

N/A

#### **Communication:**

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.

#### **Administration:**

N/A

#### **General:**

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in

Force Objectives and priorities

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Maintain current and future personal qualifications by agreeing to undertake approved courses/planned events within agreed timescales.

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity  
Impartiality  
Transparency  
Social responsibility

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Please select one - Recruitment Vetting (RV) or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) or N/A

**Date line manager checked vetting level needed :**

**Car User:** Yes / No - Essential /Casual Allowance {per mile / day etc}: Please enter text here

**Budgetary Management:** Yes / No Budget Value approximate value £ Please enter text here

**Additional Information:** Please enter text here

### Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration  
Level

Administration  
Level

Administration  
Level

Clerk Level

Clerk Level

Clerk Level