**JOB DESCRIPTION**

**Communities**

Targeted Enforcement

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| **Post Title:**  | Community Safety Patrol Officer  |
| **Post No:** | 9911 |
| **Reporting to:** | Targeted Enforcement Manager |
| **Grade:** | 6 |

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| 1. Job Purpose & Objectives |
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| BCP Council has been accredited under the Community Safety Accreditation Scheme (CSAS) to supply trained and accredited personnel to patrol the local area in support of the local community, retailers and visitors. The scheme empowers you, as accredited individuals, to deter anti-social behaviour through the use of limited powers and through the maintenance of a highly visual and proactive service to the local area. The role works as part of the extended Neighbourhood police team, working within the police station and benefiting from enhanced information sharing. The role in essence involves patrolling a designated area and fulfilling the following objectives: |

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| 2. Main Duties & Responsibilities |
| * To create and maintain an attractive environment for the people who live, work, shop and visit the area through proactive patrols, a uniformed presence, ambassadorial skills and deterrence of crime and anti-social behaviours.
* To patrol around the area providing support, advice, reassurance and acting as the ‘eyes and ears’ of the community. This will involve working to a shift/rota system, which will include evenings and weekends and to cover for colleagues due to absence.
* To work collaboratively with the Police to provide an effective and co-ordinated service to improve the local area in terms of crime prevention, and to undertake enforcement as necessary.
* To share information pertaining to those committing offences, within the boundaries of information sharing protocols.
* To regularly check known problem areas/hot spots and liaise with relevant agencies to reduce the impact of crime.
* To report environmental issues such as accumulations and encampments and to follow up and ensure that the issues have been satisfactorily resolved.
* To respond to incidents as they arise and to take appropriate non-confrontational action to resolve the situation using negotiation skills, enforcement powers and escalation processes where required.
* To deter environmental crime including littering, fly-tipping, the writing of graffiti, dog fouling, fly posting by observing or reporting incidents to officers of the Council or the Police wherever it is possible to do so without personal risk.
* To deter begging, street drinking and street related anti-social behaviour through engagement and support of individuals and enforcement where required.
* To maintain a positive relationship with the Police and partner agencies, including information sharing, undertaking interviews, taking notes and appearing as a witness in court when required
* To work within the neighbourhood policing team, being privileged with sensitive personal and crime information.
* To write witness statements for prosecution.
* To gather evidence for prosecution in a pro active manner and take statements from key witnesses where necessary.
* To ensure vulnerable individuals access appropriate support agencies, making suitable referrals and signposting where required.
* To facilitate engagement by support agencies.
* To increase community confidence by listening, talking to and advising people using the area on a range of issues. This will range from simply providing directions to advising people of the relevant agencies e.g. Homeless persons services, drug and alcohol support services
* To liaise with any relevant agencies and groups to assist them and promote the service
* To promote the service with local businesses and ensure regular liaison regarding concerns.
* To assist with community safety and other local initiatives. This will include publicising, sign posting or assisting in these activities
* To be caring, polite, helpful and courteous to all members of the public
* To maintain detailed records of all reports made to you and observations you have made including the use of enforcement powers.
* To work in accordance with the ‘Community Safety Accreditation Scheme Partnership Protocol (which can be subject to revision).
* To use a range investigative tools and intelligence including referrals from partner agencies to identify persons operating immorally or illegally, providing support to agencies and undertaking necessary enforcement action.
* Establish, maintain and develop partnerships to ensure effective joint working towards targets and priorities
* To have a good working understanding of relevant criminal and anti-social behaviour legislation and the application of the available tools therein.

 * To support multi agency groups to tackle issues within the defined area
* To undertake administrative and clerical duties as required to include the usage of Council and police systems and a variety of evidence tools.
* Delivery of an effective and appropriate service to all service users, fairly and without prejudice.
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| 3. Supervisory / Managerial responsibility |
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| Not Applicable.  |

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| 4. Communication/Contacts |
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| Regular contact with Stakeholders from members of the public to local businesses and other public sector stakeholders such as the Police, St Mungos, Dorset Race Equality Council, Immigration Services and other support providers.  |

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| 5. Career/Salary Progression linked to this post |
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| Not Appropriate. |

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## *NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.*

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head of Business Unit.