

		 Job Description/Person Specification		
		Job Title:	Police Community Support Officer (PCSO) (Safer Neighbourhoods)	
		Post Number:	PCSO	
		Division/Department/Section:	Force-Wide Area	
		Line Manager (Name/Title & Post Number)	<u>1.</u> Safer Neighbourhood Sergeant or <u>2.</u> Safer Neighbourhood Officer.	
1. PURPOSE				
<p>The primary role of a PCSO in Dorset is to contribute to the policing of neighbourhoods, primarily through highly visible uniformed cycle or foot patrol, with the purpose of engaging and reassuring the public, increasing orderliness in public places and being accessible to communities and partner agencies, through joint working at local level. Thereby supporting the delivery of the strategic aims of ensuring that our communities are 'listened to, understood, informed, protected and safe'.</p> <p>PCSOs form an integral part of Safer Neighbourhoods Teams across the force, and will help deliver the objectives of the team within the framework of the PCSO Deployment Policy, and Safer Neighbourhood Team role requirement.</p>				
2. POSITION IN THE ORGANISATION				
<div style="text-align: center;"> Divisional Commander ↓ Section Inspector (s) ↓ <u>1.</u> Safer Neighbourhood Sergeant (s) ↓ <u>2.</u> Safer Neighbourhood Officer (s) ↓ PCSO's (<i>This Post</i>) </div>				
3. MAIN RESPONSIBILITIES				
(INPUT)		(OUTPUT)		

As an integral part of a neighbourhood team, be aware of any areas of concern, and if applicable, act as a professional witness, gathering evidence in relation to Acceptable Behaviour Contracts, and Anti Social Behaviour Orders (ASBOs).	Act as a deterrent to anti-social behaviour and crime, promote public reassurance, research the problems and assist the Safer Neighbourhood Sergeant or Safer Neighbourhood Officer identify possible solutions, and respond in a positive, professional and identifiable manner.
Maintain a high visibility presence as part of the Neighbourhood Team, in towns and rural areas in line with the Safer Neighbourhood Role Requirement. Where appropriate liaise with the Local Education Authority (LEA), schools and colleges to identify truants and unauthorised school absences. (Section 16 Crime and Disorder Act 1998).	To act as a deterrent to local crime and incidents, to help reduce the number of truants and unauthorised school absences, and to provide an effective presence in support of both Safer Neighbourhood Team and our partners.
Maintain a highly visible presence to enforce local byelaws, and the consumption of alcohol in public places, to deter and prevent the consumption of alcohol and/or tobacco, by confiscation of those materials from those persons under age.	To reduce the number of incidents relating to the purchase, and consumption of alcohol by persons under the age of 18, and similarly the purchase and use of tobacco from those persons under age.
Consult and work with our partners, and local agencies, on crime, contribute toward a suitable crime reduction strategy (where appropriate), regarding locally identified issues such as; graffiti removal, needle collection and abandoned vehicles.	To strengthen the effectiveness of the Crime and Disorder Strategy, find workable solutions to local issues, provide a faster response to environmental problems, and minimise the risk of accidental exposure by the public to potentially dangerous items.
Where applicable or appropriate, work with town centre, or area Closed Circuit TV (CCTV) and any associated radio links or watch schemes, to provide a proactive and regularly assisted patrol capacity in identified areas.	To ascertain the problems and assist managers and partners identify possible solutions, as well as help to reduce the fear of crime and raise confidence within the community.
Together with partners and communities identify and adopt a regular collaborative problem solving approach to locally highlighted issues.	Target areas of local concern, and identified hotspots, in order to implement long term sustainable solutions to locally identified priorities as part of your neighbourhood role.
**Where appropriate utilise the Community Support Vehicle, or other alternative means of transport as a highly visible base to engage with communities in locations of identified concern (hotspots), consult with the community and partners to identify fears and expectations in relation to crime or other incidents.	**Where appropriate utilise the Community Support Vehicle, or other alternative means transport as a highly visible base to engage with communities in areas of identified concern (hotspots), consult with the community and partners to identify fears and expectations in relation to crime or other incidents.
In appropriate circumstances, when directed, visit victims of crime and vulnerable people to help allay their fear of crime, support an investigation, to further reduce problems or offences and to act as a link with other policing teams and agencies.	Provide a, familiar, visible, consistent and accessible uniformed presence, and where appropriate, promote the use of personal safety and crime prevention measures, to achieve a reduction in potential or repeat victims.

Work together with local authorities, and voluntary groups by developing an in-depth knowledge of all sections of the community, in particular establish links with hard to hear/reach groups to promote and develop community cohesion, embrace diversity and develop strong community links.	Through the provision of a familiar, consistent and visible presence, encourage increased community confidence and cohesion.
Support the development of additional Community Contact Points, involving communities, local authorities and stakeholders, to enhance community engagement, and information provision in line with the Safer Neighbourhood Role Requirements.	To enhance the accessibility and availability of our neighbourhood teams, thereby ensuring our communities are listened to, informed, protected and safe.
Contribute toward road safety and other health and safety initiatives organised by agencies such as the police and partners, and act as a conduit for housing problems, visit, and (where applicable) report on the condition of 'void' properties within the community.	To strengthen the effectiveness of road safety initiatives and other health and community safety initiatives, and help minimise if not put a stop to any originating anti-social behaviour patterns, that may relate to 'void' properties thus alleviating problems within the community.
As directed act as a local conduit for non-police issues, thereby reducing non-service calls, and any other duties as directed by the appropriate team leader, to assist with local policing issues.	To provide people in the community with a regularly visible focal point for non-urgent issues, enabling more pro-active targeted and effective service provision by police and partners.

4. MAIN CONTACTS

i.	Relevant Line Managers – Neighbourhood Station Sergeant (s), Neighbourhood Police Officer (s), or Divisional PCSO Manager (if applicable).
ii.	Youth Offending Team, YISP, Shadow, Ladders, Countryside Commission, 'Friends of'
iii.	Local Authorities and (if applicable) their Anti-Social behaviour officers, housing authorities and associations, through Crime and Disorder Partnership and practice.
iv.	Victims of crime (where appropriate), and in consultation with the relevant agency or partner, and PCSO Deployment Policy.
v.	Local community representatives – (Home Watch, Industrial Watch, Neighbourhood Watch, Parish and Village councils).

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

Due to the nature and content of the post, applicants must be physically fit. The role also involves a large amount of foot and/or cycle patrol, and is therefore subject to all applicants passing a job-related fitness test, prior to appointment.

PCSOs are required to wear a uniform provided by the force, when on duty. Whilst it is not a specific role requirement successful applicants may be required to drive police vehicles on occasions, so a full UK driving licence would be advantageous, although not essential. Any offer of appointment will be subject to pre-employment/vetting checks including employment references that are satisfactory to Dorset Police in addition to a medical examination.

Due to the nature of the PCSO role being community based, there will be a requirement for publicity, and photographs may be used in external/internal publications.

PCSOs are empowered to issue Fixed Penalty Notices and Penalty Notices for Disorder as directed by the Chief Constable, and may be required to attend court and give evidence in accordance with legislation.

PCSOs can also exercise a number of additional powers including: -

Requiring members of the public to stop drinking within designated areas, use the Confiscation of Alcohol (Young Persons) Act 1997, confiscate tobacco from young persons under the age of 16 and deal with abandoned vehicles as prescribed by Force policy and agreements with the District Council.

6. HEALTH MONITORING

Appointments are subject to a pre-employment medical examination and applicants will be assessed against PCSO Medical and Fitness Standards.

7. TERMS OF EMPLOYMENT

Working an average 37 hours per week, a shift pattern is in operation for which a shift allowance at this time of 12.5% of salary per annum is payable. Weekend and Bank Holiday working is required for which appropriate rates of pay apply.

8. PERSON SPECIFICATION

Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills that are required for this post.

Criteria to be measured.	Competencies Required.
Criteria A	Excellent interpersonal and communication skills, as this position requires daily contact with members of the public and will require you to on occasions represent Dorset Police at court and community meetings.
Criteria B	Excellent negotiation skills.
Criteria C	Ability to deal with potentially sensitive situations.
Criteria D	You will be required to take positive action on problems presented to you whilst on patrol, therefore you must be able to demonstrate good problem solving and decision making skills.
Criteria E	Ability to work alone and as part of a team.
Criteria F	Enthusiastic, self-motivated and flexible.

Desirable Criteria (if applicable)

(a) Please list any desirable qualifications/specific training/alternative relevant experience, knowledge, skills that are required for this post.

Criteria to be measured.	Competencies Required.
Criteria G	Experience of working with young people.
Criteria H	A keen interest in environmental issues would be desirable, as you will be working in one of in one of the forces many Safer Neighbourhood Teams, to address issues such as abandoned vehicles, and social inclusion.
Criteria I	Basic computer skills, as there is a requirement to use the Force systems, however training relative to the role of a PCSO, will be provided.