POLICE CONSTABLE – JOB SPECIFICATION

THIS JOB SPECIFICATION IS INTENDED AS A GUIDE ONLY. IT SHOULD NOT BE REGARDED AS A DEFINITIVE DOCUMENT. THE NATURE OF POLICING REQUIRES FLEXIBILITY AND THEREFORE A RIGID FRAMEWORK IS NOT INTENDED

Post: Uniform Patrol Constable
Rank: Constable
Responsible to: Sergeant (Patrol, Station or Department)

PURPOSE AND OBJECTIVE OF POST

To perform the statutory role of protecting life and property, preserve order, prevent crime and detect offenders. To effectively patrol a designated area, providing an efficient response to matters arising. To identify with the community and foster and maintain close and courteous relationships and be committed to keeping people safe. To provide a quality service at all times.

MAIN JOB ACTIVITIES

• To provide an immediate response, or as soon as practicable, to calls for assistance from the public. To deal directly with any incidents or occurrences, either personally encountered or as directed by a supervisory officer or other authorised person.

• To conduct full and thorough enquiry or investigation into matters or offences coming to his/her attention, seeking advice or assistance of specialists or supervisory officers where required.

• To prepare for and attend any court, hearing or enquiry to give evidence as required by the Procurator Fiscal or other authorised person.

• To serve and execute when required any warrant, citation or summons.
• To keep abreast of all current crime trends/patterns, complaints and occurrences affecting his/her local area, liaising with specialist departments on matters pertaining thereto. To ensure that any relevant information during the course of his/her duties is logged on the Scottish intelligence database.

• To provide a high quality of service to the community and build strong relationships.

• To have a commitment to partnership working.

• To be responsible for the safety and wellbeing of all prisoners/detainees in his/her custody.

• To provide basic crime prevention advice when appropriate and, if required, ensure that further support is made available.

• To be responsible for the acceptance and safekeeping of all items of found property handed to him/her by members of the public. To seize, record and lodge, in accordance with Force Procedures, all items intended as productions.

• To be responsible for the maintenance and safekeeping of police property, including vehicles, radios and other equipment.

• The post holder will comply with the Force Health and Safety policy and be responsible for their own health and safety, applying safe working practices that will minimise incidents of injury and ill health in the working environment.

• The post holder will have knowledge of, and promote procedures and practices that comply with the Equality Act 2010 and Employment policies.

• To give practical advice and take an active interest in the training needs and requirements of probationary constables, including formally reporting on such activity as required.

• To actively pursue meaningful and harmonious working relations with colleagues and other police personnel ensuring that a positive team spirit is achieved.

• To prepare thoroughly and dispatch timeously, to the appropriate recipient, all reports and correspondence, ensuring the highest possible standards are achieved at all times.

• To carry out all other duties as instructed by supervisors or as dictated by circumstances.

• The post holder must comply with Data Protection Act legislation.