



## JOB PROFILE

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<b>Post Title</b>	Police Constable
<b>Directorate</b>	Police
<b>Responsible to</b>	Police Sergeant
<b>Responsible for</b>	None
<b>Grade</b>	

### Job Purpose

To perform the statutory role of protecting life and property, preserve order, prevent crime and detect offenders. To effectively patrol St Helena or Ascension Island 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.

### Key Tasks

1. To provide a response 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.
2. To conduct full and thorough enquiry or investigation into matters or offences coming to his/her attention, seeking advice or assistance of other officers or supervisory officers where required.
3. To prepare for and attend any court, hearing or enquiry to give evidence as required.
4. To serve and execute when required any warrant or summons.
5. To keep abreast of all current crime trends/patterns, complaints and occurrences affecting his/her local area, liaising with other officers on matters pertaining thereto. To ensure that any relevant information during the course of his/her duties is recorded correctly.
6. To provide a high quality of service to the community and build strong relationships.
7. To have a commitment to partnership working
8. To provide basic crime prevention advice when appropriate and, if required, ensure that further support is made available.
9. Act an immigration officer
10. To carry out all other duties as instructed by supervisors or as dictated by circumstances.



# **JOB PROFILE**

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## **Key Responsibilities**

1. To be responsible for the safety and wellbeing of all prisoners/detainees in his/her custody.
2. To be responsible for the acceptance and safekeeping of all items of property

## **Core Competencies**

As per attached

## **Special Conditions**

- High-risk working conditions
- Shift work and required to participate in on call rota
- Dealing with traumatic situations i.e. tragic deaths etc
- Work in adverse weather conditions, including situations at night where there is poor visibility
- Deal with violent and dangerous prisoners/offenders

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



# PERSON SPECIFICATION

## Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
<b>Qualifications</b>				
GCSE Maths and English at Grade C or above or pass the Policy Entry Exam	E	✓		
Clean drivers licence in Class A	E	✓		
Valid First Aid Certificate	D	✓		
<b>Skills &amp; Abilities</b>				
Communicates ideas and information effectively, both verbally and in writing. Use appropriate language and a style of communication that is relevant to the situation and people being addressed	E	✓	✓	✓
Capable of persuading and influencing others in a variety of situations	E		✓	✓
Able to plan, organise and manage your own work to effectively achieve organisational goals	E		✓	✓
Ability to gather information from a range of sources to identify problems, draws logical conclusions and makes effective decisions. Initiate new ideas when required	E		✓	✓
Applicants should be both physically and medically fit	E		✓	✓
<b>Experience</b>				
Previous experience working as a Police Constable	D	✓		
<b>Core Competencies</b>				
As per attached	D			
<b>Job Competencies</b>				
Take personal responsibility for making things happen and	E		✓	



## PERSON SPECIFICATION

<p>achieving results to required standards. Show motivation, commitment, perseverance, integrity and act in an ethical way.</p>				
<p>Show respect for values and considers the opinions, circumstances, feelings and views of colleagues and members of the public, taking into account their diverse backgrounds.</p>	E		✓	✓
<p>Show tact and diplomacy when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences and needs.</p>	E		✓	✓
<p>Proven ability to develop a strong working relationship inside and outside of the team to achieve common goals. Communicates within groups and considers others in discussions and decisions. Actively helps and supports others.</p>	E	✓	✓	✓
<p>Must take personal responsibility for own actions and for sorting out issues or problems that arise. Focused on achieving results, required standards and developing skills and knowledge.</p>	E		✓	
<p>Recognise the importance of partnership working and consultation. Establish and maintained an effective relationships with others to maximise shared outcome.</p>	E	✓	✓	
<p><b>Personal attributes</b></p>				
<p>Reliable and resilient, even in difficult circumstances and is able to recognise the need for change and is willing to adapt.</p>	E		✓	



# PERSON SPECIFICATION

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## **Responding to incidents**

- Safely respond to incident whilst driving using emergency equipment
- Establish the nature of an incident based on an assessment of the available information
- Prioritise and plan actions depending on the nature of the incident using the national decision making model
- Communicate with members of the public, other officers, control and partners
- Respond and take control of incidents based on current policies
- Identify and priorities casualties and give 1<sup>st</sup> aid as required
- Take action to protect the scene of the incident and preserve evidence
- Be aware of and know role in managing a major incident in line with SHG plans.
- Record actions, decisions and evidence in the correct manner via duty statement, crime reports, accident reports

## **Arrest and reporting offenders**

- Arrest offenders ensuring there is sufficient evidence and legal authority to do so, making sure that the arrest can be justifiable and proportionate in the circumstances
- Take action to prevent the loss, damage or contamination of evidence
- Present the arrested person to the custody officer giving the details of the arrest
- Report offenders ensuring there is sufficient evidence and legal authority to do so
- Record decisions and actions in the correct manner

## **Searching and property**

- Carry out searched on persons, using approved technique, complying with legal requirements.
- Carry out searched in premises, using approved technique, complying with legal requirements
- Document searches and results on search records, statements and investigation dairies
- Deal with seized, found and lost property, ensuring the legal power to do, and its packaged, recorded, exhibited and stored correctly

## **Managing conflict**

- Know and understand legislation and guidance surrounding the use of force
- Be able to safely and legally apply non-contact based conflict management skills
- Use personal safety skills and equipment, correctly and lawfully

## **Gather and submit information**

- Gather intelligence to support policing aim, record, evaluate and submit in the appropriate manner
- Record, evaluate and submit in the appropriate manner any concerns regarding safeguarding of children and vulnerable adults
- Refer information to partners in the appropriate manner

## **Conduct investigations**

- Investigate an incident to gain an understanding of its nature, identifying extra resources as required
- Identity and deal with victims, suspects and witnesses
- Take steps to protect and preserve the scene
- Gather available evidence, record and retain correctly



## PERSON SPECIFICATION

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- Identify and priorities lines of enquiry
- Investigate lines of enquires
- Update victims and witnesses
- Document all actions taken
- Submit case files and prepare evidence in the approved manner

### **Dealing with victims and witnesses**

- Make an interview plan, having gained an understanding of the incident and having reviewed all available evidence
- Carry out an interview, having determined the person is fit to do so, using the PEACE model
- Present the result of the interview in a five part statement, using exhibits and diagrams appropriately
- Give support to victims and witnesses

### **Dealing with suspects**

- Deal with suspects in custody diligently and expeditiously
- Carry out interviews outside of the police station, using the correct forms or PNB, legally and when appropriate
- Make an interview plan, having gained an understanding of the incident and having reviewed all available evidence
- Give discloser to the suspect's legal advisor
- Carry out an interview, having determined the person is fit to do so, using the PEACE model
- Complete records of the interview, present a summary of the case to a custody officer/supervisor and prepare disposal documents