

**Police Staff**  
**Community Support Officer - Patrol**  
**Allocated Area Command**  
**Role Definition:AC001/ 10319**

**ROLE DEFINITION**

Dept / Area Command:	Allocated Area Command	Section:	Neighbourhood
Post Title:	Community Support Officer - Patrol	Post Reference:	AC001/ 10319
Post Grade:	Grade C	Location:	Allocated Area Command
Car User Status:	NA	Telephone Allowance:	NA
Shift Allowance:	Dependant on Work Pattern	Standby Allowance:	NA
Weekend Enhancement:	Dependant on Work Pattern	Contractual Overtime:	NA
Line Manager:	Neighbourhood Sergeant		
Staff Responsibilities:	Not Applicable		
Purpose:	Provide public facing and problem solving services in connection with patrol, neighbourhood investigation, neighbourhood offenders and co-ordination / promotion of services for under-represented groups, by engaging with members of the community, both within police stations and community environments, in order to support Neighbourhood Policing Teams (NPT).		

**Key Responsibilities:-**

**Postholders undertaking the following roles may be required to undertake designated functions and will have associated powers conferred by the Chief Constable under the Police Reform Act 2002.**

- 1. Conduct patrol of allocated areas in order to provide reassurance to the public, respond to calls for assistance and counter crime and disorder, passing information gained during the course of duties to appropriate officers.**
- 2. Liaise and engage with the public, community partners and other agencies in order to resolve community problems, crime and disorder using the Force's problem solving approach.**
- 3. Respond to and take control of incidents occurring within allocated areas, conducting initial investigation and scene preservation where necessary, to ensure that appropriate action is taken and effective support for victims and witnesses is provided in accordance with legislation, policies and procedures.**

- 4. Participate in briefings and operations within appropriate authority levels to contribute to successful planning and conclusion.**
- 5. Gather and process intelligence/evidence from community contacts and victims of crime to support neighbourhood policing activities.**
- 6. Prepare case files to ensure their timely availability for court and attend court hearings to present evidence.**
- 7. Reception duties described within the Community Support Officer (Reception) role.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**