

LAW ENFORCEMENT

PROBATIONARY POLICE CONSTABLE

POLICE CONSTABLE SCALE 002 - 011

JOB DESCRIPTION

OVERVIEW OF POST:

The Guernsey Police Force, along with the Guernsey Border Agency, forms Bailiwick of Guernsey Law Enforcement. The Police Force is a public body which sits under the political control of the Committee *for* Home Affairs acting under the operational Head of Law Enforcement.

Guernsey Police, in association with partner agencies contributes directly to ensuring the Bailiwick is safe, maintaining high quality, accessible and responsive services benefiting our communities.

The purpose and objective of the post is:

- 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 can be committed to keeping the public safe.
- To provide a quality service at all times.

On successful completion of the probationary period Constables will be able, subject to selection criteria, to apply for a variety of roles within Law Enforcement.

GOVERNANCE RESPONSIBILITIES / RELATIONSHIPS:

Officers will be responsible to an Operational Shift Sergeant. Probationer Constables are also supported by a member of the training staff during their 2 year probationary period. All officers are required to work in partnership with other statutory and voluntary Agencies to ensuring the Bailiwick is safe, maintaining high quality, accessible and responsive services benefiting our communities.

MAIN AREAS OF RESPONSIBILITY:

1. To undergo a course of instruction and assessment in all aspects of Police work that will prepare the individual for independent patrol.
2. To work towards achieving the Police's strategic aims and key values as expressed through the Law Enforcement Business Plan objectives and to work as part of a team striving to keep the Bailiwick safe and secure.
3. To understand and apply primary and secondary legislation that applies to policing functions and activities.
4. To comply with appropriate standards of conduct, integrity and professionalism expected of the Office of Constable and to actively demonstrate the use of best practice in observing the rights and obligations relating to Human Rights, Data Protection and Regulation of Investigatory Powers Law.
5. To follow the rules and chain of evidence when evidence gathering, using note books, compiling or taking witness statements, collating and validating case material and making written applications under relevant legislation.
6. Patrol assigned areas and familiarise themselves with persons and property in the area to identify and document Policing needs and engender good relations with the public.
7. Provide an immediate response to calls for assistance from the public and deal directly with any incidents or occurrences either encountered or as directed by a supervisory Officer or other authorised person in accordance with Law and procedure.
8. Attend the scenes of crime to obtain details, preserve evidence and undertake criminal enquiries in accordance with Law and Force Policy, including the recording of witness/victim statements, providing crime prevention advice and where necessary arrest and interview suspects.
9. Attend and investigate road traffic collisions and administer first aid where necessary.
10. Prepare for and attend any Court hearing or enquiry to give evidence as required by the Law Officers or other authorised person.
11. To enter data into databases accurately and promptly and to maintain records and statistical data relevant to Law Enforcement activities and comply with reporting requirements.
12. Ensure the safe keeping and lawful disposal of any property that comes into their possession.
13. Attend scenes of sudden deaths and record details for the Coroner ensuring that all persons are dealt with in a caring and compassionate manner.

14. Monitor own personal and professional development whilst seeking continuous improvement and contribute towards achieving business objectives.
15. Comply with Health and Safety work practices for health and safety of him/herself, colleagues and members of the public.
16. To undertake other duties within Law Enforcement commensurate with the responsibilities of this post was and when required.

KEY CRITERIA:

1. Ability to act at all times with the highest degree of integrity, to be entirely trustworthy and to display an excellent understanding of the need for complete confidentiality when dealing with secure or sensitive information and documents.
2. Ability to develop sound investigative and detection skills and to acquire a sound working knowledge of the legislation, procedure, Codes of Practice and Guidance Manual under which Guernsey Police operates and to be committed to the delivery of a high quality Service.
3. Ability to analyse and evaluate information and make consistent and sound judgements, often under pressure and time constraints.
4. Self-motivated and well organised with the ability to prioritise workload and meet deadlines and the ability to work under own initiative.
5. Excellent interpersonal, written and oral communication skills with the proven ability to deal positively with a wide range of people at all levels including conflict situations.
6. Ability to produce comprehensive written reports to a high standard covering work undertaken across Law Enforcement.
7. Proven IT skills, including the knowledge of standard PC applications with the ability to learn new software programmes.
8. Willingness and ability to adapt to change, work flexibly as part of a team and to undertake shift working, standby and short notice attendance (subject to role).

QUALIFICATIONS / SKILLS PREFERRED ON ENTRY

1. Current valid driving licence.
2. Successful pass of the Law Enforcement Initial Recruitment Test (LEIRT).
3. Successful pass of Law Enforcement Fitness Test.
4. Considered suitably fit to become a Police Constable following a full medical examination by the Police Force Medical Examiner.

5. Candidates will be required to have a dental examination and any necessary treatment remedied at own expense. Written confirmation from a dental practitioner that this requirement has been met will also be required.

UNDERTAKEN WITHIN POST

1. Successful completion of the Initial Law Enforcement and Learning Development Programme.

COMPETENCIES:

Respect for Race and Diversity

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.

Teamwork

Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions.

Community and Customer focus

Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the makeup of the Island's communities that are served and shows an active commitment to policing that reflects their needs and concerns.

Effective Communication

Communicates ideas and information effectively, both verbally and in writing. Uses listening and questioning techniques to make sure that they and others understand what is going on and can effectively transfer ideas and information.

Investigation and Problem Solving

Obtains accurate information from a range of sources. Analyses information to identify problems and issues and makes effective decisions.

Personal Responsibility

Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.

Resilience

Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through

Following successful completion of their 2 year probationary period, candidates will be assessed against the Law Enforcement competencies.