

Date: 04/06/2024
Our ref: 01/FOI/24/012683/S

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/24/012683/S

I write in connection with your request for information dated 24/05/2024, received by Greater Manchester Police (GMP) for the following information:

Hello I would like to make a freedom of information request in regards to Speed Enforcement job roles. I would like to know the following.

- 1. The full current job description***
- 2. 4 week shift pattern***
- 3. Individual daily enforcement hours***
- 4. Are there any double crewing requirements***
- 5. Annual salary pay scales (bands)***
- 6. Individual performance requirements in relation to detections***

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information and I can confirm the information requested is held by GMP.

However, I am not obliged to provide all the information for this request as an exemption applies.

Section 17 of the Freedom of Information Act 2000 requires Greater Manchester Police, when refusing to provide such information (because the information is exempt) to provide you, the applicant, with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

Questions 2, 3 and 4 have been exempt from disclosure by virtue of the following exemption:

Section 31(1)(a)(b) – Law enforcement

Section 31 is a qualified and prejudice-based exemption and as such, subject to a harm and public interest test.

Harm

Disclosure of the speed enforcement officers shift patterns reveals tactical capability and vulnerabilities for this area of policing and would compromise the efficient and effective conduct of Greater Manchester Police. To disclose this information would hinder Greater Manchester Police in law enforcement capabilities.

The safety of the public is of a paramount importance to Greater Manchester Police and to release the daily enforcement hours would compromise the safety of the public that Greater Manchester Police serve to protect.

GMP enforcement officers are already subject to abuse while on duty, and to reveal the number of "crew" would leave them more vulnerable and would compromise the safety of our officers/staff.

Furthermore, this would impact on the law enforcement capabilities of Greater Manchester Police in the prevention and detection of crime and the apprehension or prosecution of offenders. This would also give an advantage to those intent on committing crimes and avoid detection.

Factors in favour of disclosure

To disclose how many officers are deployed per each enforcement crew and the number of hours patrolled within this area of policing would show accountability of Greater Manchester Police in performing a key policing function.

Disclosure would encourage public awareness and debate and may reduce crime or lead to more information being provided to Greater Manchester Police from the public for the prevention and detection of crime. Disclosure could be seen how Greater Manchester Police are using its resources to prevent crime.

Furthermore, there is always a need to disclose information which relates to the spending of public money. It is in the public's interest to see how resources are balanced across Greater Manchester Police.

Factors against disclosure

To disclose the daily hours of enforcement along with the relevant shift patterns would compromise the efficient and effective conduct of the force, especially the force's future law enforcement tactics being compromised. The safety of the public is of paramount importance to Greater Manchester Police and to release the requested information would compromise the safety of the community that Greater Manchester Police serve to protect and place individuals at risk.

Disclosure would lead to a greater impact on police resources, in that this could hinder the prevention and detection of crime and more crime being committed. It would allow a perception and encouragement that motorists may travel in excess of the speed limit without detection, which would impact of GMP's ability to prevent and detect crime and apprehend or prosecute offenders. Additionally, this would undoubtedly increase the risk of the health and safety of pedestrians and other motorists.

Balancing Test

When balancing the public interest Greater Manchester Police has to consider whether the information should be released into the public domain. Arguments need to be weighed against each other. The most persuasive reason for disclosing the information would be Greater Manchester Police's accountability. This needs to be weighed against the strongest reason for non-disclosure which is the police service is

charged with enforcing the law; preventing and detecting crime and protecting the people/communities we serve.

In this case this is the fact that individuals and officers may be placed at risk and the affect it may have on the prevention and detection of crime. In this case, I believe the case for disclosure is not made out.

The police will not divulge any information that would place the safety of an individual at risk or undermine law enforcement. Whilst there is a public interest in the transparency of policing, and in this case providing assurance that the police service is appropriately and effectively engaging with the threat posed by criminal activity, there is a very strong public interest in safeguarding the tactical resource capability which could highlight which forces are focussing more on this type of investigation than other force areas.

In accordance with the Act, this letter represents a Refusal Notice for the particular piece of information.

Please see the remaining information that can be disclosed.

Question 1.

Please see attached documents.

Question 5.

- Traffic PCSO Team Leader – E Grade - £27789 - £29874.
- Neighbourhood Roads Policing Manager - I Grade - £40005 - £41928.
- Camera Enforcement Team Leader – CTO – F Grade - £30781 - £32771
- Camera Enforcement Technician Analyst – C Grade - £23121 - £24462
- Traffic PCSO – D Grade - £24921 - £27351

Question 6.

No information held.

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Camera Enforcement Team Leader
DIVISION/BRANCH:	Specialist Operations
SECTION/UNIT:	Central Ticket Office (Camera Partnership)
GRADE:	F
RESPONSIBLE TO:	Central Ticket Office (CTO) Manager
RESPONSIBLE FOR:	Camera Enforcement Technicians
AIM OF JOB:	To be a working supervisor responsible for training, co-ordination and deployment of Camera Enforcement Technicians.

MAIN DUTIES AND RESPONSIBILITIES

- Perform all the duties of a Camera Enforcement Technician (both mobile and static):
 - Install, operate and check heavy camera and other traffic enforcement equipment;
 - Record, process and gather evidential data from all such devices;
 - Process images produced by the camera devices;
 - Assist in the maintenance and condition of camera sites;
 - Obtain updated information to identify vehicle e.g. Police National Computer from Force IT systems to assist in the processing and file building of offence cases;
 - In contested cases, attend and give evidence at court where required; and
 - Maintain/manage records in accordance with camera enforcement policy.
- Supervise the Camera Enforcement Technicians to ensure the work is carried out in accordance with the requirements of the role and use of Home Office Type Approved Equipment; GMP & Partnership strategies, policies and practices; evidential constraints and all other relevant guidance and directions.
- Monitoring and recommending improvements in site suitability which will enable the team to achieve its targets and provide best value.
- Testing and evaluating new technology for the role.
- Assist in the enforcement programme by preparing and briefing staff and organising the deployment of enforcement staff and equipment. This includes liaison with the local authority regarding site commissioning after clear discussion with Manager.
- Coordinate the education/training of staff for all enforcement speed and red light detection devices and back office systems.

- Supervise the use, maintenance and safe custody of equipment and vehicles, ensuring operational effectiveness through availability of resources. Take early action to correct faults and devise/implement systems for service, maintenance and calibration, keeping accurate records and paying attention to detail.
- Undertake, monitor and review all required risk assessments for camera sites and Camera Technicians in liaison with the Local Authorities.
- Liaise with manufacturers, suppliers and local authorities to obtain service and address problems with equipment/vehicles used by the unit in line with the Service Level Agreement.
- Assist in the development and commissioning process of new enforcement sites forming suitability of the site together with the prescribed signing as per the Road Traffic Act 1988.
- To understand the importance of evidential integrity of exhibits and the requirement for continuity when both preparing and overseeing files for the courts.
- Check and authorise the submission of Camera Technician's court files to iOPS. Submit court files & where necessary attend the relative courts.

General

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

Service Delivery

Delivering excellent policing services to the people of Greater Manchester

Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **Camera Enforcement Team Leader** has been identified as: **A First Line Leader**.

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE	Camera Enforcement Technician/Analyst
DEPARTMENT/DIVISION/BRANCH:	Specialist Operations
SECTION/UNIT:	Central Ticket Office
GRADE:	C
RESPONSIBLE TO:	Enforcement Officer Team Leader
RESPONSIBLE FOR:	N/A
AIM OF JOB:	To install, operate and service enforcement equipment. To process, record and interpret data from the equipment and take necessary action in accordance with GMP and partnership policy and procedures.

MAIN DUTIES AND RESPONSIBILITIES

- To install, operate and service heavy camera and other traffic enforcement equipment, fixed and mobile.
- To install, recover and re-deploy temporary roadside traffic flow monitoring equipment.
- Record, process and interpret data from all such devices.
- Process films produced by the camera devices, utilising automated film processor.
- Assist in the maintenance and condition of camera sites.
- Obtain details of registered keepers using Force IT systems, and assist in initiating Notice of Intended Prosecutions and statutory declarations.
- In contested cases, prepare files for court, attend and give evidence at court if required.
- Provide assistance to management/supervision on new technology and data collection in respect of camera technology.
- Maintain/manage records in accordance with camera enforcement policy.
- Be an integral part of a customer-focused environment.
- To comply with sickness reporting procedures in accordance with Force's sickness management policy.

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.
- To fully participate in GMP's development review process.
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- Peer
- First
- Middle
- Senior

The **Camera Enforcement Technician/Analyst** has been identified as: **A Peer Leader**

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Neighbourhood Roads Policing Manager
DEPARTMENT/DIVISION/BRANCH:	Specialist Operations
SECTION/UNIT:	Operations
GRADE:	I
RESPONSIBLE TO:	Inspector Enforcement Unit
RESPONSIBLE FOR:	Traffic Warden Supervisors, Traffic PCSO's and Special Constables
AIM OF JOB:	To supervise, motivate and deploy teams of area based Traffic Warden Supervisors, Traffic PCSO's and Special Constables to deliver Neighbourhood Roads Policing Strategies. Monitor initiatives and support a tasking and coordinating process for Neighbourhood Roads Policing.

MAIN DUTIES AND RESPONSIBILITIES

- Effectively task, support, assist and advise colleagues, stakeholders, partners and the community to effectively deliver a problem solving approach to neighbourhood roads policing issues.
- Responsibility to provide encouragement and guidance in order to enhance the welfare and efficiency of Traffic Warden Supervisors, TPCSO's and special constables.
- To apply the Force's "Managing Absence" policy and procedures in respect of all staff, ensuring their compliance.
- To be responsible for addressing all welfare, disciplinary and grievance issues within the team, in the first instance, ensuring GMP's policies are followed.
- Ensure staff present a professional image whilst carrying out their duties.
- Ensure health and safety standards are maintained.
- Assist in the delivery of the Force and TNS Vision and uphold the Force Values ensuring a citizen focused approach.
- Plan, co-ordinate and supervise problem solving, proactive enforcement and observations to tackle specific problems when necessary in line with Force and TNS policy and procedures.
- Responsibility for driving and delivering improved performance against the National Roads Policing Strategy priorities.

- Responsibility for generating and maintaining a culture of intrusive management where Supervisors have the confidence and skills to intervene when they encounter professional standards below those required in GMP.
- Maintain close regular contact with all sections of the community, in particular council officials, community leaders, religious groups, and business organisations, attending Force, Divisional and Neighbourhood Community meetings.
- To provide a citizen focused flexible approach to duty times to be responsive to problems within the community.
- Working with the Policy Standards Unit, NIM and TCG process, analyse crime, incident and KSI trends for the purpose of prioritising roads policing.
- Develop a problem solving process to identify causes and solutions to roads policing problems using the SARA process.
- Analyse SARA packages to redefine problems and strategies where appropriate.
- To ensure guidance/procedures relating to use of vehicles/scooters are communicated and followed e.g. fuelling, fault reporting.
- To assist with the planning and organisation of major public events and assist traffic management staff.
- To attend and participate in traffic warden supervisor meetings. To arrange and chair regular team briefings (ensuring staff have an awareness of on-going issues across their designated area), linking to Traffic Network Section communications/consultation processes. To liaise regularly and on an ad hoc basis with supervisory colleagues, particularly in relation to cross-area co-operations.
- Represent the Traffic Network Section and GMP at public meetings and deliver presentations to local bodies and groups on Police related matters to promote Greater Manchester Police and its policies when requested.
- Respond to concerns, complaints, requests and suggestions from residents about the strategy for Roads Policing the Neighbourhood Community in line with the business planning and performance process.
- Undertake media and press briefings in line with Force and Divisional policy and standards.
- Ensure regular liaison with local partners and stakeholders
- To brief Senior Management as appropriate.
- Provide a tasking and coordinating process for TPCSO's and special constables.
- To be responsible for carrying out all administrative tasks to an approved standard and within relevant timescales e.g. letters of acknowledgement.
- To undertake driving duties as required (after provision of training).
- Undertake uniform traffic warden patrol.
- Attend and supervise incidents where appropriate.
- Undertake special/sporting events duties when required.
- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations

- To fully participate in GMP's development review process
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Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The Neighbourhood Roads Policing Manager has been identified as: **A Middle Leader**

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Traffic PCSO Team Leader
DEPARTMENT/DIVISION/BRANCH:	Specialist Operations Branch
SECTION/UNIT:	Traffic Police Community Support
GRADE:	E
RESPONSIBLE TO:	Neighbourhood Roads Policing Manager
RESPONSIBLE FOR:	Team of Traffic PCSO's
AIM OF JOB:	To effectively supervise, motivate and deploy with a team of Traffic Police Community Support Officers (TPCSO's) to reduce road casualties by ensuring the safe free flow of traffic and pedestrians, ensuring the capability to deal with traffic related offences and supervise/undertake traffic control as required. To maintain the aims, objectives and standards of the unit. To ensure a high profile, visible, uniformed presence across Greater Manchester's roads networks, in order to deter or disrupt both criminal and anti-social behaviour by patrolling, gathering intelligence, proactively and reactively reassuring the public and assisting in the prevention of crime and disorder particularly in 'hot spot' areas. To build positive relationships within the Local Policing Teams (LPTs), in order to develop a partnership approach to problem-solving, thereby reducing crime, anti-social behavior and the fear of crime for all road users.

MAIN DUTIES AND RESPONSIBILITIES

Supervisory Duties

- To supervise Traffic Police Community Support Officers (TPCSOs), and being the point of contact for issues as: terms and conditions of service, shift patterns, rotas, refreshment breaks, annual leave, expenses and overtime claims..
- To assist the Road Policing Sergeant / Inspector with:
 - Appropriately deploying TPCSOs based on operational demands and in compliance with their role and remit, powers and training.

- Forward planning and resourcing of joint partnership operations and activities, ensuring the most appropriate response is in place to meet specific demand.
 - Ensuring TPCSO duties are undertaken safely and in compliance with the Health & Safety Risk Assessment, taking action to address any issues.
 - Ensuring good practice is shared across the Unit, in order to maintain and improve service delivery.
 - Monitoring the proficiency and competency of TPCSOs, and identifying additional training and development requirements.
 - Ensuring compliance of TPCSOs with the Home Office Counting Rules for Recorded Crime, National Crime Recording Standards, and the minimum investigative requirements.
 - Maintaining policing standards in accordance with policy and guidance, taking action to address any issues.
- To work as part of a team setting a clear direction and promoting teamwork, listening to, involving and motivating others, and mentoring, helping and supporting the team.
 - To liaise with local districts and divisional hubs regarding road safety matters establishing relevant sites /locations, completing Health and Safety checks prior to commencing enforcement to:
 - Reduce death and injury on the roads.
 - Improve the quality of life for local communities.
 - Reduce the speed of vehicles to the speed limit.
 - To participate in the recruitment, selection, training and completion of probationary reports of TPCSOs.
 - To participate in Roads Policing supervisors meetings, and meet on a regular basis with TPCSOs to disseminate information relevant to the role and to keep staff informed.
 - To ensure TPCSO's attend the Road Policing briefings as provided to the roads policing staff at the commencement of each shift.
 - To meet/represent the Force on issues relating to the TPCSO role, operational issues and initiatives on behalf of the Roads Policing Sergeant/Inspector when required.
 - To take responsibility to solve problems, implement and deliver change and identify opportunity to improve service delivery.
 - Monitor sickness absence, injuries on duty, welfare requirement, attend case conferences, deal with staff suspension issues, and manage recuperative duties/career breaks.
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 - To ensure TPCSOs are available for court attendance and ensure completion of appropriate statements of evidence.
 - Manage individual and team performance.
 - When required undertake the duties as that of a TPCSO.

Operational Duties

- To maintain a thorough knowledge of PCSO roles, powers, duties / relevant Force procedures and policies, through undertaking operational deployment as a Traffic PCSO.

- To control and regulate traffic and pedestrians e.g. during traffic light failure, at scenes of road traffic accidents, at public/sporting events and during periods of heavy traffic flow.
- To be responsible for carrying out all administrative tasks to an approved standard and within relevant timescales.

Quality of Service

- To participate in the Core Leadership programme and help develop TPCSOs and self to succeed and increase contribution to GMP.

General

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
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- Peer
- First
- Middle
- Senior

The Traffic PCSO Team Leader has been identified as: **A First Line Leader**

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Traffic Police Community Support Officer
DIVISION/BRANCH:	Specialist Operations (X)
SECTION/UNIT:	Roads Policing, Traffic PCSO Unit
GRADE:	D
RESPONSIBLE TO:	Traffic PCSO Team Leader
RESPONSIBLE FOR:	N/A
AIM OF JOB:	To reduce road casualties by ensuring the safe, free flow of traffic and pedestrians by dealing with traffic related offences as appropriate, and to undertake traffic control as required. To ensure a high profile, visible, uniformed presence, by patrolling, in order to deter or disrupt criminal and anti-social behaviour, gathering intelligence, reassuring the public and assisting in the prevention of crime particularly in 'hot spot' areas.

MAIN DUTIES AND RESPONSIBILITIES

- To respond to deployment directions from the Neighbourhood Roads Policing Manager, Traffic PCSO Team Leader or in their absence, police supervision, Spec Ops Roads Policing, undertaking vehicle duties and foot patrol of events/scenes as required.
- To provide contribution to local problem solving by identifying problems relating to local crime and disorder and quality of life issues.
- To gather intelligence/evidence and in liaison with the Spec Ops Roads Policing and District Hubs, paying particular attention to Community Intelligence which is linked to the use/activities of Motor Vehicles or Transport Environment.
- To work in partnership with police officers, special constables, police staff and other partners, in order to reduce crime and disorder in the local area.
- To undertake 'stop searches' of persons/vehicles as directed by supervision in compliance with the Terrorism Act 2000, in times of heightened security.

- To issue notices as designated under legislation (see Manual of Guidance for Police Community Support Officers for detail).
- To prevent criminal offences pursuant within any designated powers (including those under direction of a police officer) provided by legislation (see Manual of Guidance for Police Community Support Officers for detail).
- To report offenders for offences of Crime and Disorder in compliance with powers issued to Community Support Officers such as dealing with motor vehicles being used to commit anti-social behaviour.
- To foster and develop links within the community in which the Traffic Police Community Support Officer patrols, providing reassurance to the public especially in those 'hot spots' areas identified through our intelligence & resource management HUB's.
- To be knowledgeable about activities and movement of target criminals within the community and report on the same, where appropriate.
- To develop close links with vulnerable members of the community such as minority groups, young people and the elderly, and establish closer links with victim support and other agencies.
- To provide information and practical guidance to assist members of the community gain access to crime prevention initiatives, neighbourhood services and community projects such as leaflet drops and approaching potential victims of crime.
- To implement police strategies and tactics particularly those relating to enhancing quality of life or where antisocial behaviour occurs.
- To promote professional working relationships with other agencies.
- To build and foster links with police colleagues, special constables and police staff to enable an effective exchange of information and intelligence.
- To provide support as directed by supervisors such as assisting or facilitating at special community based events/parades/high profile presence at sporting events and crime scenes.
- To assist with traffic initiatives working alongside traffic officers and government agencies, operating automatic number plate recognition (ANPR) equipment where necessary.
- To provide support to police officers in the control of crowds.
- To undertake the necessary training to obtain the skills and knowledge necessary to operate portable roadside vehicles speed detection devices as directed by the Neighbourhood Roads Policing Manager.
- To undertake the necessary training to obtain the skills and knowledge necessary to operate CCTV equipment in Smart cars, to detect seat belt, mobile phone offences and prosecuting offenders where appropriate.
- To respond to deployment directions from the X Dept Resource Management Unit, Traffic Supervisor/ Manager, or in their absence, police supervision, Spec Ops Roads Policing, undertaking vehicle/scooter/foot patrolling duties, as required.
- To provide support to other policing Divisions & Traffic PCSO units e.g. to assist at special events, implementing council traffic management plans and effecting road closures.
- To enforce temporary restrictions/ offences of unnecessary obstruction and issue Traffic Offence Reports notices for breaches of legislation. To record all details in official pocket book.
- To issue Traffic Offence Reports for authorised offences i.e.:
 - vehicles parked on the zigzag approach or controlled area of a zebra, pelican or puffin crossing.

- parking in a dangerous position.
 - double white lines.
 - report offenders for refusal of name and address and, to issue HORT/1s as required. To record all details in official pocket book.
- To attend and deal with complaints regarding traffic flow, congestion and/or obstruction, liaising with all external customers, advising and/or assisting accordingly.
 - To control and regulate traffic and pedestrians:
 - Power to stop vehicles for testing under section 67(3) of the Road Traffic Act 1988 e.g. Vehicle Inspectorate, trading standards, census checks.
 - Power to stop vehicles under Section 163 of the Road Traffic Act 1988. This is both on foot and as directed by a vehicle, during traffic light failure, at scenes of road traffic accidents, at public/sporting events and during periods of heavy traffic flow).
 - To attend road traffic accidents if required and, at minor accidents, advise members of the public on correct procedures, to administer basic first aid if required (must be in possession of current appointed persons certificate, following basic/refresher training). To complete a report of such collision in accordance with the RTC Reporting Policy and complete primary actions (e.g. accounts / CCTV enquiries / hospital enquiries).
 - To produce reports and witness statement where required, concerning the circumstances surrounding the issue of Fixed Penalty Notices, and any matters arising from intelligence gathering etc.
 - To input information onto the ICIS custody and case system thus building prosecution files for submission to the Crown Prosecution Service (CPS).
 - To attend court when required to act as a professional witness in the prosecution of offenders. To complete statement writing and drawings for court, as required.
 - To complete all roles related documentation and administrative tasks; to assist and/or in the absence of the Supervisor, carry out all area related administrative tasks (including responding to internal/external customer enquires/complaints), to an approved standard.
 - To maintain an awareness of on going issues across the designated area and to report suspicious events and behaviour; to assist divisional/other officers in police observations, crime prevention including reporting and observing suspicious vehicles, abandoned vehicles, requesting and recording Police National Computer (PNC) checks, as necessary.
 - To attend abandoned vehicles at the request of the relevant OCR, report on condition, authorise removal if necessary, wait with a vehicle if it is wanted in relation to crime. Make local checks to locate keeper.
 - To report defects in street furniture e.g. missing or damaged traffic signs, direction/no waiting signs, defective traffic lights etc., to relevant parties e.g. Local Authority, Operational Communications Branch (OCB).
 - To assist in provision of temporary road closures for Police events (e.g. special events, operations etc) as required.
 - To comply with sickness reporting procedures in accordance with the Force's Attendance Policy.
 - To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
 - Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

Service Delivery

Delivering excellent policing services to the people of Greater Manchester

Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **Traffic PCSO** has been identified as: **A Peer Leader**