

Northamptonshire Police



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PCSO Deployment Policy

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1. Introduction

Northamptonshire Police introduced Police Community Support Officers (PCSOs) in 2001. Chief Officers of each Police Force can designate suitable, capable and trained persons as PCSO's under section 38 of the Police Reform Act 2002 (PRA).

PCSO's are the face of community policing. They have gained the trust and confidence of many communities and play a key role within Northamptonshire now more than ever.

The fundamental role of the PCSO is to contribute to the policing of neighbourhoods, primarily through highly visible patrol with the purpose of reassuring the public, increasing orderliness in public places and being accessible to communities and partner agencies working at local level. The emphasis of this role, and the powers required to fulfil it, will vary from neighbourhood to neighbourhood and force to force.

PCSO's are able to capture community intelligence that would not normally be available to police officers.

Police Community Support Officers (PCSOs) primary roles include high visibility patrolling, to increase public reassurance, support the community and police officers in tackling low-level crime, anti-social behaviour, specialist problem solving (OSARA) and community engagement.

Police Community Support Officers are not warranted officers so are not empowered to undertake the roles of a warranted officer. PCSOs will take lead roles in problem solving within the AO1, OSARA, reporting to their line manager.

PCSOs will patrol only within the county boundaries as directed by their line manager, in accordance with operational requirements. Designated powers are only sanctioned when officers are in full uniform, on duty and within the Northamptonshire county boundaries.

PCSOs can be moved to other areas of the county within their tour of duty if the need arises, to offer support across the county e.g. a major incident/vulnerable Missing person.

PCSOs will work in Neighbourhood Policing teams (NPTs), supporting team colleagues by using their problem solving skills and building relationships with local communities and partners. PCSOs will be supervised by the NPT Sergeant and, where appropriate, may be supervised and will take instruction from Senior Police Officers in the NPT. PCSOs will work within a corporate shift pattern, demonstrating flexibility when required in accordance to operational demand.

Where PCSOs are funded by partners there will be an agreement that the majority of the PCSOs time will be spent patrolling that area, be it a beat or ward or village location. Operational deployment will remain under the control of the district Inspector and not rest with partner organisations.

During the original scoping of PCSO Powers, consultation took place with UNISON, PCSO colleagues and several district Inspectors.

2. Legislative Compliance

This document has been drafted to comply with the principals of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individuals and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with current Equality Legislation and policies.

In addition, Data Protection, Freedom of Information and Health Safety issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all legislation and internal policies.

3. Policy Statement

Part A (Duties)

PCSOs WILL perform the following functions:

- **High visibility Uniform patrols on foot and Pedal Cycles or Motorcycles, if linked to specific operations.**

Only within the county boundaries

- **House visits to gather intelligence and offer public reassurance following incidents such as low level offences or anti-social behaviour.**

This only applies to house burglary, low level offences such as minor damage etc. (To be directed by supervisor). Crime enquiries are to be completed by police officers and are not to be confused with 'Super Cocooning'. Crime enquiries are not to be delegated to PCSO's.

- **Dealing with property found in the course of duty.**

PCSO's can seize lost/found property that has been found on the street. It is that officer's responsibility to book the property into the appropriate store in line with force procedures and policies. Property that is handed in at the front office remains the responsibility of Enquiry desk staff.

- **Collect CCTV evidence**

PCSO's can collect CCTV on behalf of officers, which must be booked into detained property, taking account of evidential continuity. A PCSO must not view the CCTV in criminal cases if unsupervised or unless going through an official identification procedure.

- **Scene preservation**

PCSO's will provide support when required for scene preservations/cordons at the direction of the Duty supervisor. Officers allocated to specific towns will redeploy as required.

- **Provide basic crime prevention and personal safety advice**

Refer to the Home Office 'Be Safe, Be Secure – Your practical guide to crime reduction', copies of which can be obtained from Prevention department via the crime prevention team. Crime prevention team officers can assist in providing advice and guidance to officers. Basic advice can also be found on the crime prevention pages of the Police website.

- **Undertake low level missing person enquiries in line with their role of increasing visibility**

Use local knowledge and contacts to assist in the search for vulnerable missing people. Search perimeters to be allocated by duty supervisor.

- **Act as a professional witness**

To achieve a competency in drafting personal statements. To attend court when necessary to deliver evidence to support prosecutions.

- **Undertake environmental visual audits to support crime prevention.**

To work with officers, partners and the community in delivering the EVA process. (Where required).

- **Regular visits to schools & Children's Care Homes**

To provide reassurance and problem solving support e.g. basic crime prevention advice and early intervention through working with schools (including Complementary education) and partners to prevent young people becoming involved in crime, anti-social behaviour and exploitation. Whilst engaging with schools the primary role is to offer support re challenging behaviours in order to reduce demand and protect the vulnerable from harm. To support force priorities, deliver presentations only Force around key messages i.e. gangs/fearless and to link in with early intervention & CIRV to provide long term support.

- **Visibility and accessibility**

Be available to the public by using agile working devices to good effect in touchdown points and areas of high footfall, as opposed to working from a police base, and if required a laptop will be provided to support agile formula of working.

- **Cadets (NESC)**

Offer support to the Emergency service cadets.

- **Support CSP priorities & LIPs**

To have an awareness of CSP priorities and initiatives in order to support local partnerships and deliver on joint targets as directed by sector commanders.

- **Issue Penalty notices**

Only where the power has been designated by the Chief Constable.

- **Attend ASB incidents**

A dynamic risk assessment will be required for ASB incidents. If there is a suggestion of violent as opposed to rowdy behaviour then PCSOs will not attend.

- **Update AO1s, Crimes, intelligence reports and OSARA**

PCSOs are required to update Crimes and take an active role in the problem solving and actions required via an AO1/OSARA recording all activities on the AO1 /OSARA. PCSOs will not be the OIC for Crimes, or AO1's. PCSOs will gather and record intelligence which will be submitted via NICHE. PCSOs will record a crime only where a PND has been issued by that officer

- **Conduct curfew checks and disruption visits.**

PCSOs will be required carry out curfew checks and disruption visits that have been risk assessed by a supervisor.

- **Offer support services in areas during active warrants.**

Offer high visibility public reassurance where warrants are being carried out by Police Officers. PCSOs are to remain at a safe distance from the warrant, and assist with cordons and post community engagement in and around the target area to offer reassurance if required. PCSOs are not permitted to take part in the execution of any warrant. During the latter stages of cannabis factory incidents, when all evidential enquires are complete, PCSOs are permitted to assist with dismantling and removal of factory equipment.

- **Community engagement**

PCSOs are to conduct community engagement activities as part of their daily business. To engage with partners/the community /watch schemes etc. as per each districts community engagement plans as directed by their line managers. This is to increase levels of public reassurance and engagement within their own communities and to support NPTs with problem solving initiatives, public reassurance and intelligence gathering and to support media engagement via Twitter, Neighbourhood Alert

- **Neighbourhood Alert & other social media**

PCSOs will use NA in order to communicate with a diverse section of the community to inform them of police activity and local crime concerns. Those with experience of Twitter can 'tweet on the beat' to produce good news stories whilst going about daily business to promote public perception of Northants Police.

- **Utilise dispersal powers under Section 35 of The ASB, Crime and Policing Act 2014:**

The dispersal power is intended to allow the police/PCSOs to disperse anti-social individuals and provide immediate respite to a local community. There must be approval from an officer of a least the rank of inspector to use the power. As designated by the Chief Constable, PCSO's are able to require a person to leave an area for a specific period of time. This is to be done in writing (unless it is not reasonably practical) using the dispersal forms as

provided. The designation of this power has been given for non-confrontational circumstances. If enforcement of this power takes a PCSO into a confrontational environment Police Officers should be used.

- **Utilise the powers contained with Section 43 – 58 of The ASB, Crime and Policing Act 2014:**

Community Protection Notices (CPN) can be issued under section 43 (1) of the Act. The issuing of such by PCSO's has been agreed by the Chief Constable. The CPN can be issued if a warning letter (which again can be issued by a PCSO) has been previously given. The CPN directs an individual, business, or organisation responsible for conduct which is 'having a detrimental effect, of a persistent or continuing nature, on the quality of life of those in the locality, and the contact is unreasonable' to take reasonable steps to ensure that it does not occur again. In using this power it is essential that the PCSO engages with their local Anti-Social Behaviour Unit before issuing a warning letter/ CPN to ensure consistent and appropriate use that does not duplicate any processes of our partner organisations to whom this power also applies.

Although this list of functions covers most areas, there may, on occasions be the need to deploy them to other responsibilities at the discretion of a Supervisor and in line with their designated powers.

PCSOs Will NOT perform the following functions

- **Deploy to emergency incidents**

There may be occasions when ASB or MISPERs are graded as an emergency where PCSOs may attend (risk assessment required)

- **Statements**

PCSO's will not take statements from the public unless they have been specifically trained to do so for incidents such as ASB. PCSOs can draft their own witness statements for basic offences. For more complex incidents, a statement will be drafted by a police officer.

- **Traffic offences**

PCSOs will not submit TOR (Traffic offence reports) for speeding offences nor issue penalty notices for this offence.

- **Crime recording**

PCSO's will not record crimes unless relating to a PND that they have issued.

- **Do not visit pubs/clubs**

PCSO do not have the designate power to deal with licensing offences. Only if representing sector at a 'pub watch' meetings/business, should PCSO's attend, however PCSOs will attend Pubs early mornings if required for engagement purposes and community enquiries.

- **Operate PNC terminals**

This does not refer to your SAMSUNG facility

- **Patrol in vehicles**

Other than to get from A to B. Rural officers may use vehicles to drive to designated points where they will be expected to alight from vehicles and patrol on foot to maximise visibility and public engagement.

- **Undertake plain clothes roles or covert observations**

PCSO designated powers only apply within duty time, when in uniform and within the county boundaries. Any duties undertaken outside of that scope would be without the consent of the Chief Constable.

- **Custody**

PCSOs are not trained to deliver this service, nor have they been designated with some of the accredited powers required to undertake aspects of these roles.

- **Deal with Traffic collisions**

If a PCSO comes across an incident during the course of a patrol then they may undertake basic initial scene management until the arrival of a Police Officer, However in the event the vehicle is drivable and safe to do so the vehicle should be moved so a safer location away from Traffic, Signage in rural areas is to be used at the professional discretion of the attending PCSO.

- **Double crew with Police Officers**

PCSOs must not double crew with officers, the only exception being dropped at a specific point in order to complete foot patrol. Under no circumstances must a PCSO be utilised for prisoner transportation/guarding under any circumstances. PCSOS may only double crew with an officer if required for a specific community issue, visit or community event.

- **Conduct house to house enquiries relating to serious and complex crime.**

H2H refers to serious and complex crime enquires, and does not refer to low level crime, super cocooning or community engagement and intelligence gathering. PCSOs are not to take part in high level criminal investigation.

- **Check driving licences**

- **Deploy on night time economy (NTE) policing.**

PCSOs must refrain from taking part in Op Night Safe deployments, or patrolling town centre areas involved with Night Safe.

- **Sex Offender visits**

PCSOs are not permitted to conduct visits to sex offenders that are generated from the DPMU. Specialist training is required for such visits which is not available to PCSOs. This does not include general visits such as a reassurance visit after a crime etc.

- **Violent incidents**

PCSO will not be deployed to violent incidents. If they come across any incidents within the course of their duties then they are required to *'withdraw, observe, report.'*

Part B (Current powers designated to PCSOs in Northamptonshire) –

Officers should make reference to the forcenet for details of the most up to date powers that have been designated to them. Any changes will however be communicated via the forcenet.

Part C (Uniform and equipment)

PCSOs will be provided with the following uniform and equipment:

- Police issue headwear
- Blue UBA shirts
- White shirt and light blue epaulettes (Court/ceremonial use only)
- Protective/stab vest with royal blue cover which will be worn at all times
- Standard issue black utility trousers
- Black boots. Boots should be ordered through Area Administration staff
- Black blouson marked 'Police Community Support Officer'
- Standard issue high visibility reflective jacket marked 'Police Community Support Officer'.
- Lightweight reflective jackets marked 'Police Community Support Officer'
- Black identification wallets with metal crest badge and warrant card
- Pocket Note Book
- Powers card
- Yellow, or other colour combination, fluorescent utility vests
- Airwave radio
- Name badges
- BWV
- Agile devices- mobile/ smart phone.

PCSOs will NOT be provided with any of the following uniform or equipment:

- Handcuffs
- Batons
- PAVA spray
- Black protective/stab vest cover

It is the responsibility of individual and their line manager to ensure that PCSOs are correctly attired in the corporate uniform. Uniform may vary due to recommendations made by the uniform advisory group.

Part D (Transport)

PCSOs may use the following transport:

A - Police vehicles, liveried or unmarked, or hire vehicles, following the completion of a basic driving assessment, with the permission of a Sgt and arranged via planning departments

- Vehicles will only be used for getting from A to B and not for mobile patrols. The can however be utilised for scheduled appointments
- No vehicle will be used in an emergency capacity - **no 'blues and twos'**
- No vehicle should be used operationally i.e. not for cordoning, response etc.(If allocated to a rural area this is at the discretion of the PCSO, using their professional judgement).

B - Public transport where this is available i.e. buses.

- Free travel on buses is available, from all the providers in the County
- London Midland trains from between London and Birmingham from Northampton (only in uniform) only on production of identification (excludes Kettering and Wellingborough)

C - Bicycles where appropriate

Part E (Shift Patterns)

Shift patterns will be subject to regular review depending on operational requirements. The correct amount of time for consultation and implementation will be given prior to any such changes being implemented, in consultation with Unison.

4. Monitoring and review

The senior owner will review the content of this guidance annually to ensure that this is relevant and up to date. The author has agreed that this document will be reviewed within 12 months of the effective date.

5. Related Documents

There are no additional documents