



# Kent Police

**Job title:** Neighbourhood PC  
**Grade:** Constable  
**Role code:** PDS001  
**Status:** Police  
**Home Office code:** Operational  
**Limited Duties Category:** O

**Main purpose of the role:**

Respond to calls and appointments as per the pre-determined deployment criteria, investigating relevant crimes and incidents and tackling problems impacting on crime and Anti-Social Behaviour locally in order to provide public satisfaction. Participate in proactive, intelligence led activity whilst providing high visibility policing and developing effective community and partner engagement.

**Main responsibilities:**

- As directed by the FCR, respond to calls in accordance with the pre-determined deployment criteria, providing a high quality professional service at all times.
- Attend crime and incident appointments in order to investigate relevant crimes and incidents, comprising of a holistic, ward based response including victim and witness care, scene management, evidential capture and continuity, house to house enquiries, arrest and interviews and case building, to ensure the thorough investigation of all such crimes.
- Undertake holistic investigations of relevant crimes and incidents in accordance with the crime and incident allocation model, including dealing with arrests, crimes and incidents that are handed over from other teams and the progression of divisional forensic opportunities.
- Undertake taskings eg. Missing Person enquiries in addition to pro-active, intelligence led activity, building on local knowledge and working with local communities and partners to problem solve and implement sustainable solutions eg. through crime prevention initiatives, including proactive policing of the Night Time Economy where appropriate.
- Act as the nominated point of contact for a specific ward or wards in relation to public, stakeholder and partner engagement, ensuring this is communicated widely and that any literature or website information is regularly updated and utilise local knowledge to maximise all opportunities for high visibility patrolling and wider engagement.
- Develop effective ways of engaging with all groups within the nominated ward(s) including residents, stakeholders and partners, ensuring that consistency, reliability and professionalism are maintained, including attendance and support for certain community based meetings and events.

- October 2011

**Vetting level:**

Recruitment Vetting (RV)

**Personal qualities:**

- Decision Making (Practitioner)
- Openness to Change (Practitioner)
- Professionalism (Practitioner)
- Service Delivery (Practitioner)
- Serving the Public (Practitioner)

## Working with Others (Practitioner)

### **Technical skills:**

Community Partnerships (Level 3)  
Crime Investigation (Level 3)  
Crime Reduction/Prevention (Level 4)  
Customer Services (Level 3)  
Drugs (Level 3)  
ECYPM (Level 4)  
First Aid (Level 3)  
Forensic - Crime Scene Management (Level 3)  
Health & Safety (Level 3)  
Incident / Scene Management & Contl (Level 3)  
Informant Handling (Level 3)  
Information Management & Technology (Level 3)  
Intelligence Gathering & Analysis (Level 3)  
Interviewing - General (Level 3)  
Knowledge of Legislation and Policy (Level 3)  
Licen & Reg - Liquor, Entertnmnt etc (Level 3)  
Mgmt of Police Information (MOPI) (Level 4)  
Preventing Violent Extremism (Level 3)  
Risk Management (Level 3)  
Search (Level 3)  
Staff Safety (Level 4)  
Victim Support (Level 3)

### **National Occupational Standards:**

AA1 (Level Accredited)