



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE: Area Operations/Local Policing and Criminal Justice
AREA/DEPT: Criminal Justice
SECTION: Safer Roads Unit
JOB TITLE: **CAMERA ENFORCEMENT OFFICER**
REPORTS TO: Safer Roads Unit Team Leader
CURRENT RANK/GRADE: **B**
DATE: April 2026
VETTING LEVEL:

1. JOB PURPOSE:

To provide an Integrated Information Technology based Operational Support Service with visible presence within Merseyside relating to road traffic enforcement activity thereby supporting the force in delivering the Safer Roads Agenda; being responsible for the capture, validation and processing of offences captured by static and mobile speed cameras.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Visually monitor traffic and using personal judgment to identify, capture and prosecute speeding offenders thus working as an integral part of force activity in addressing driver behaviour and improving road safety.
- b) Transport, install and operate fixed road safety cameras and operate road safety camera vehicles adhering to manufacturers guidelines to ensure the integrity and validity of captured offences.
- c) View, validate and process offences in accordance with National Police Chief's Council Guidelines and force policy ensuring matters are progressed in accordance with legislated time scales. Interrogate PNC, Pentip and all other relevant force IT systems to identify owners/drivers of vehicles detected by road safety cameras.

- d) Conducting scheduled risk assessments and dynamic risk assessments daily thereby ensuring the effective operation of road safety cameras, sites and operations.
- e) Report Site Equipment and Vehicle Faults and take proportionate steps to mitigate Health and Safety Risks, and report all matters to SRU Supervision to ensure the safety of colleagues, The Community and all Road Users.
- f) Deal with enquiries of a complex nature involving members of the public and operational officers ensuring an efficient service is provided and enquiries are dealt promptly and professionalism within statutory time limits.
- g) To hold designated authority as a policing support officer under the Policing and Crime Act 2017 to have the power and duty of a constable whilst deployed to enforce speed limits by detecting offences.
- h) Report where applicable, to requests from the Control Room for observations on vehicles/persons of interest and vulnerable members of the public. Take appropriate action when dealing with requests from members of the public for assistance, liaising and relaying information to the control room. Creating or adding to storm logs OSHENS if incidents occur during a site visit or van duty.
- i) Assist in the induction of and provide advice and guidance to newly appointed staff to enable them to comply with legislation, policies and procedures and to become competent in the role.
- j) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security in accordance with the NPCC guidance on the management of Police Information to achieve compliance with the Statutory Code of Practice.
- k) Making decisions using personal judgment to identify, capture and prosecute persons from an AI photographic capture device, using a mobile phone whilst driving (not being in proper control of the vehicle or persons not wearing a seatbelt in the correct manner.

3(a) KNOWLEDGE AND EXPERIENCE:

Essential successful completion of a Home Office approved Course to be able to operate a LASTEC LTI. 20.20 ULTRALYTE 1000 SPEED Camera Handheld Device including a 3 yearly Refresher Course.

To take personal responsibility for and have knowledge of all force orders, policies, and legislation with regards to traffic enforcement and to give advice

on these issues when required. To have the knowledge and skills to operate speed detection equipment working alone and alongside Police Officers in the enforcement of speed limits.

Must attend a Court Skills Course to be a Professional Witness on behalf of the Department to complete statements of evidence for inclusion in prosecution files and attend Magistrates and Crown Courts to give evidence as necessary to secure convictions and bring offenders to justice.

Must have working knowledge or be aware of the Camera Enforcement Deployment Policy.

The post holder spends a large part of their working day alone and without direct supervision in a highly visible and public facing role. Accordingly, they must possess ability to use and act on their own initiative, possess a high level of interpersonal and effective communication skills, especially an ability to defuse either a potential or actual confrontational incident. Representing the Force in a Professional manner.

Have good oral and written interpersonal skills to maintain a high degree of integrity ensuring a courteous and assertive manner when dealing with customers both internal and external of the organisation.

Computer Skills – To Operate PENTIP, PNC, NICHE RMS, EVIEW, ELVIS, OSHENS, QAS (not exhaustive) and other relevant IT Systems, Microsoft products including Outlook and force intranet to enable service delivery.

Organisational Skills to be able to plan and prioritise work effectively due to fluctuation of workloads.

Must be physically able to lift cameras and associated equipment and complete and pass a manual handling course.

Essential to have a current full and valid driving licence and pass a police approved basic driving assessment and undertake 5 yearly requalification.

Must be skilled to hold and maintain a current Personal Safety Protection programme qualification.

Can work as part of a team and liaise closely with colleagues to ensure the effective deployment of cameras and processing of offences. In doing, the post holder will support the safer roads agenda contributing towards the Government, Force and Merseyside Safer Roads Partnership activity for casualty reduction and road safety awareness.

Clear and demonstrable professional and ethical standards in line with all force policies.

3(b)

Delegated authority by the Chief Constable in order for the offence of obstructing a Policing Support Officer in the course of their duty in accordance with section 38 of the Police Reform Act 2002 as amended by the policing and crime act 2017 to have the power and duty of a constable subject to the exception as set out in part 1 of the said schedule whilst deployed to enforce speed limits by detecting offences.

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

None

(b) Supervision Received:

Supervision received from team leader, however the post holder will daily operate unsupervised during deployments.

(c) Other Contacts:

(i) Within Merseyside Police:

Daily contact with administration staff, Police Officers, Prosecutions Unit, Witness Care Unit and Criminal Justice.

(ii) Outside Merseyside Police:

Daily contact with general Public and road users when at sites and dealing with telephone calls. Other agencies engaged in road safety and road traffic enforcement. CPS and HMCTS in terms of prosecution cases and attending court.

5. CONTEXT:

(a) Operating Environment:

To communicate with members of the public and Merseyside Police Staff providing advice and information within guidelines in relation to road safety, road safety devices and the offences generated from them.

The post holder is required to work a Monday-Sunday shift pattern consisting of days and afternoons between 0800 and 2200 hrs to enable the appropriate deployment of mobile enforcement vehicles.

(b) Framework and Boundaries

To work within the confines of Data Protection and Misuse of Computers Act, Freedom of Information act and all other Force Policies and Procedures. Adhere to current legislation – Road Traffic Act 1988, Road Traffic Offenders Act, NPCC guidelines and the SRU Standard Operating Procedural Manual.

(c) Organisation: (For each type of post that reports directly to you, outline below the posts overall responsibilities).

None

6. DIMENSIONS

Financial: None

Staff: None

Other: Internal Customers are operational, external customers include partner agencies and members of the public.

7. JOB CHALLENGES:

Ensuring that the unit meets its obligations in terms of enforcement activity monthly and promote the safer roads agenda to improve driver behaviour and so reduce those killed and seriously injured on our roads.

Completing dynamic risk assessments at site to ensure own personal safety and the safety of other Enforcement Officers and members of the public.

May deal with conflict that may include hostility and abuse while deployed as post holder's primary working site is in a Merseyside Police Liveried Vehicle.

Ensuring, Developing and maintaining accuracy, knowledge and skills in an increasingly technical role within a constantly evolving digital Criminal Justice environment, to work to exacting deadlines to comply with legislation/targets.

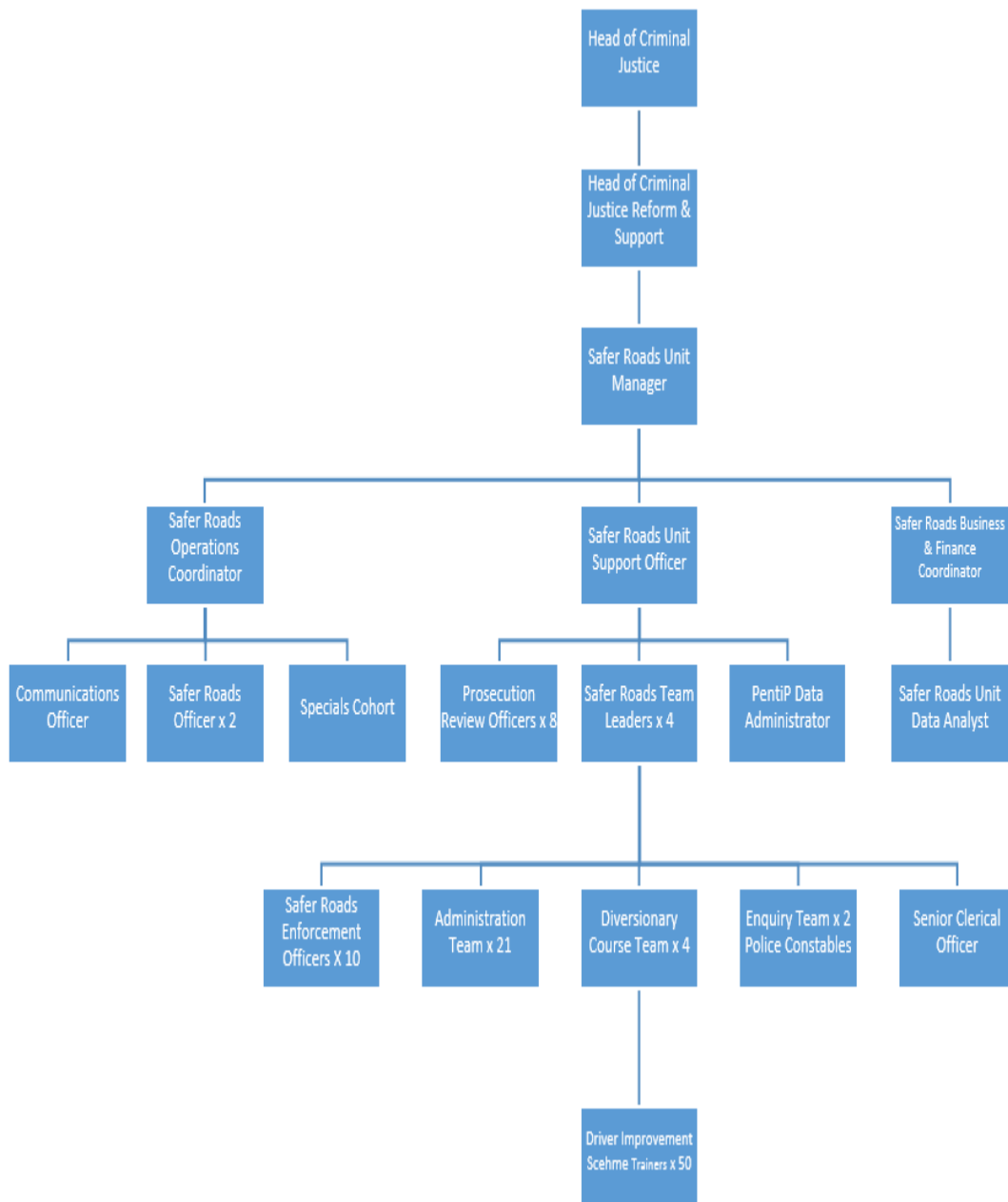
8. ADDITIONAL INFORMATION:

The camera enforcement deployment policy has changed, and the establishment has grown to meet a higher demand of enforcement activity. This means there is a requirement to form a close working relationship with operational policing colleagues and adopt a flexible approach in identifying deployment sites in accordance with activity and appropriate risk assessments.

Post holder will need to demonstrate adaptability within a constantly evolving Criminal Justice System, leading change but also reviewing service delivery to ensure that it provides value for money.

The designated authority does not give the role holder police powers but exists to include the role holder in the act to prosecute those who obstruct them in their duty.

9. ORGANISATIONAL STRUCTURE:



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn