



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Local Policing & Criminal Justice

AREA/DEPT: Prevention

FAU:

SECTION: Design Out Crime Unit

JOB TITLE: **DESIGN OUT CRIME OFFICER**

REPORTS TO: Design Out Crime Sergeant

CURRENT RANK/GRADE: **E**

DATE: June 2022

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....?)

To provide a specialist centre of expertise for Merseyside Police, acting as consultants, internally and externally, in the field of Crime Prevention using proven 'Crime Prevention Through Environmental Design' principles (CPTED), thereby assisting to reduce actual crime, and the fear of crime.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Identify and assess building developments and refurbishments that might be vulnerable to criminal activity, devise and develop appropriate preventative physical security and provide environmental design advice to minimise the potential impact of crime on those premises and their surrounding communities, to maintain the long-term stability and economic sustainability of Merseyside.
- b) Implement, promote, inspect and certificate Secured by Design standards and advice as recommended by NPCC CPI (Crime Prevention Initiatives).
- c) Generate comprehensive, site specific Design Out Crime reports which identify crime and disorder risks to proposed developments, provide solutions, and present that to Local Authority Planners, Architects, Building Developers, and communities.

- d) Undertake Level 3 Firearms Security Assessments (12 or more firearms held at a premises), to ensure the secure storage of weapons either at residential properties, armouries, gun clubs or museums. Assess the risk and provide advice on the security of those firearms, ensure that advice is implemented before approving the release of the Firearms Certificate.
- e) Act as a single point of contact within the Force for specialist Design out crime and crime prevention security advice, using extensive knowledge and experience acquired through mandatory (NPIA) National Police Improvement Agency training attendance and the subsequent completion of mandatory assessments.
- f) Deliver regular presentations, training and CPD (continuous professional development) seminars both internally and externally to all levels of organisations including Command Teams, operational officers, Architect's Practices, Local Authority Planning Committees and local Universities and colleges, about designing out crime in the built environment.
- g) Represent Merseyside Police when responding to Critical Incidents providing crime reduction advice to reduce opportunities for repeat victimisation and providing reassurance to victims and communities.
- h) To act as a conduit between the Local Planning Authority and Merseyside Police, assessing Risks from proposed designs and communicating to relevant departments e.g., CTSA (Counter Terrorism Security Advisor), Licensing and Intelligence.
- i) Support Policing operations to provide specialist crime prevention advice at major events e.g., Aintree Grand National.
- j) Undertake 'Park Mark' Safer Parking assessments on behalf of NPCC to assess crime risk on car park facilities/security, advise on issues and subsequently authorise and review awards.
- k) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- l) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder is required to attend and successfully complete the Architectural Liaison accreditation programme set by the NPIA (National Police Improvement Agency), both for Crime Reduction and Designing Out Crime.

The post holder is required to uphold their NPIA accreditation through continuous learning and development and will be required to attend refresher training and accreditation. This is required to make sure that the most up to date advice is provided regarding physical security and layout. And to ensure that the advice provided on behalf of Merseyside Police is appropriate.

A comprehensive knowledge of the Local Authority Planning policy and Procedure. Secured by Design Standards and Guidelines, Crime and Disorder Act 1998, Anti-social Behaviour Act 2003, domestic violence, Crime and Victims Act 2004, Licensing Act 2003, Environmental Protection Act 1990, Noise Act 1996, Housing Act 1996, Human Rights Act 1998, Town and Country Planning Act 1990, Firearms Act 1968 & 1982, Occupiers Liability Act 1957 in order to fulfil our statutory obligations in respect of crime prevention through environmental design (CPTED).

To work independently, provide professional advice with confidence and have the ability to negotiate and influence decisions based on the generation of professional reports to a high standard, which will be used at senior levels both internally and externally, and within the legal process.

The Post holder should have knowledge of Designing Out Crime site surveying and processes, the application of appropriate security measures, technical equipment, products, and systems and how to apply those to a risk assessment to ensure recommendations are appropriate, realistic, and cost effective.

Post holder must have the ability to interpret and understand Architectural drawings, plans and comprehensive Design & Access Statements to ensure that any advice given is pertinent to the scheme.

Presentation and training skills are required so that the post holder can deliver Crime Prevention Through Environmental Design (CPTED) awareness to a variety of target audiences as well as providing evidence at planning hearings when required.

A working knowledge and understanding of the Health and Safety at Work Act to ensure that DOCCO visits to sites/ premises are undertaken in a professional manner by appropriate conduct and use of PPE (Personal Protective Equipment).

Confidence and the ability to listen, clarify, influence, persuade and negotiate are all essential qualities and skills required when working with partners and businesses to deliver the Designing Out Crime ethos, whilst representing the Force in a professional manner.

Good keyboard and IT skills are essential, especially with Microsoft Office products, and particularly with MS Word, Excel, and PowerPoint. Ability to use Police systems e.g., Corvus, Niche and PNC are essential to identify & assess risks and generating data and drawings in such a format which is compatible with others.

Thorough working knowledge of the Government Protective Marking Scheme and the requirements for the handling, transmission and storage of information assets is required as the post holder will be required to deal with sensitive and protectively marked information.

Ability to make educated decisions is crucial as the post requires working for protracted periods without supervision and making independent decisions based on knowledge and experience where integrity is of the highest requirement. Decisions made at this level may have major impacts on capital investments that depend on Police certification.

Must be able to travel to other locations within the Force area both Police and Non Police Premises.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

None

(b) Supervision Received:

Line manager is the Design Out Crime Sergeant; this is for performance, discipline, and welfare purposes. The post holder is required to work for protracted periods of time with little or no direct supervision.

(c) Other Contacts:

(i) Within Merseyside Police:

Regular contact with all ranks, but in particular with Community Inspectors in relation to Area specific crime on a daily basis to establish crime risk to potential developments.

Regular contact with Facilities Management regarding the security of Police premises on a monthly basis.

Contact with Firearms Registry on a weekly (sometimes daily) basis when carrying out Level 3 firearms security assessments and also following requests to carry out security assessments when homes where firearms are stored/held have been burgled.

Contact with Intelligence roles for developments vulnerable to terrorist attack monthly (also weekly and daily depending on the type of development and issues identified).

(ii) Outside Merseyside Police:

Local Authority Planners across all 5 Boroughs on a daily basis.

British Parking Association Regional Development Manager on a weekly basis.

Homes and Communities Agency (HCA), Royal Institute of British Architects (RIBA), Department for Communities and Local Government (DCLG), Design Council (was CABE) and the Building Research Establishment Environmental Assessment Method (BREEAM) on a monthly basis.

Various commercial managers and directors of industries, who have requested advice on a daily basis.

Building Site Managers and Regional Development Managers from organisations such as Keepmoat Homes, Bellway, David Wilson Homes etc. on a daily basis.

Contact with Architect's Consultancies/Businesses across the country on a daily basis.

Crime Prevention Design Advisors/Design out crime Officers in the North-West Region to share knowledge and best practice.

Design Out Crime Officers / Crime Prevention Design Advisors nationally, every year for the national training session.

5. CONTEXT:

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

DOC role provides a crime prevention consultancy to all parties involved in the built environment. Ultimate customers are communities and the public who will experience less acquisitive crime because of the work of Design Out Crime Officers. This results in less calls for service and long-term investigative work to Merseyside Police.

The role operates in a flexible working environment covering days.

Responds to enquiries and requests from within the Force (at all levels), direct from the public, Building Developers, Architects, Site Managers, Local Authority Planners, and equipment providers.

The post holder is accountable to the Chief Constable in terms of the advice and guidance shared with partner agencies, and particularly in relation to the awarding of the Secured by Design certification to building developers, which are signed on behalf of the Chief Constable.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Role works within the principles of CTPED (crime prevention through environmental design), National Planning Policy Framework, Secured by Design Standards (SBD).

Post holder is consulted by Local Authority annually to input to the Core Development Strategy for the borough which influences the planning.

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

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: N/A

Other: Geographically the role covers the entire Force area with each team member taking responsibility for a specific geographic location.

In a 12-month period the post holder can expect to provide advice on approximately 2,000 individual dwellings, 1,500 parking areas and 25,000 commercial hectares of development.

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

Influence and persuade partners regarding the importance of incorporating crime prevention measures in the present time, to eradicate criminal activity and behaviour in the *future*.

To be able to work with accuracy and within tight time constraints in prioritising a challenging workload, often with demands from a number of directions as well as servicing the critical needs of the Force when required.

Maintain an up-to-date knowledge of changing standards relating to physical security in the built environment. This is essential to ensure that the appropriate advice is provided.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

Acting with utmost integrity and accountability by keeping auditable records when authorising and issuing Secured by Design accreditation is essential. This is key as when an DOCO issues a Secured by Design certificate to a developer, this results in the release of substantial sums of money to developers under the Central Government Code for Sustainable Homes scheme.

Developments must be continually monitored for compliance, and when necessary, negotiate changes to the building design. Other impact factors such as conservation issues, listed building status, fire, health and safety etc are all major considerations.

Researching and analysing crime patterns is a fundamental element to this role as advice is site specific. The advice provided by an ALO is influenced to a degree by the level of crime in an area and therefore an ability to act with professional judgement through the interpretation of law, standards and impact factors is essential. Together with an ability to justify decision in a legal appeal process.

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

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