



## JOB DESCRIPTION QUESTIONNAIRE (JDQ)

**DIRECTORATE:** Local Policing and Criminal Justice  
**AREA/DEPT:** Criminal Justice  
**SECTION:** Safer Roads Unit  
**JOB TITLE:** **PROSECUTION REVIEW OFFICER**  
**REPORTS TO:** Team Leader (SRU)  
**CURRENT RANK/GRADE:** **GRADE B**  
**DATE:** September 2016

### 1. JOB PURPOSE:

To process low level traffic offences and “accept” the case for prosecution as determined by Pentip. When appropriate, issue a Single Justice Procedure Notice to facilitate the prosecution of low level traffic offences.

### 2. PRINCIPAL ACCOUNTABILITIES:

- a) Use force systems to verify driver information to determine whether it is appropriate to issue a further request for driver information (172 notice) or progress the case to prosecution.
- b) Select the appropriate template of pre-populated evidential statements, inserting offence information captured on camera necessary to achieve a successful prosecution.
- c) Produce and issue Single Justice Procedure Notices and Certificates of Service in accordance with relevant legislation and statutory timescales to ensure offenders are brought to justice.
- d) Accurately input case data directly onto Court Libra system, adhering to agreed joint protocol to ensure accurate exchange of information to allow cases to be listed and processed by HMCTS and DVLA.
- e) Utilise various IT systems including internally Pentip, Niche, PNC, Elvis, C2S and externally Libra and Experian to gather, populate and disseminate data as required.
- f) Deal with enquiries from members of the public by telephone and in writing, ensuring appropriate and accurate information is provided and any issues are efficiently and effectively resolved without adversely affecting any impending prosecution.
- g) 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 in order to achieve compliance with the Statutory Code of Practice.

### **3a. KNOWLEDGE AND EXPERIENCE:**

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

Good knowledge of relevant police and criminal justice procedures and the Criminal Justice system to administer the duties of the role effectively.

Good knowledge of minor Road Traffic Offence legislation and timescales for prosecution.

Good IT skills are essential to fulfil this function and the postholder must be able to have knowledge and experience of relevant internal and external IT systems or the skills to become competent in their use. Specifically Pentip, Clarity, DORs, C2S, Elvis, PNC, Niche, Experian, Libra (not exhaustive) in line with Criminal Justice System digital working to deliver a quality of service to customers internally and externally.

Good communication skills to ensure accurate information is issued and obtained from all customers/agencies/partners.

Ability to plan and organise, manage priorities, balancing resources and work to deadlines monitoring delivery to ensure required standard is met.

Post holder will need to demonstrate adaptability within a constantly evolving Criminal Justice system.

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

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

Police staff require powers designated by the Chief Constable under the Police Reform Act 2002 as amended by Serious Organised Crime and Police Act 2005, Part 3, Section 120, Part 4a, 35A in order to authorise the prosecution of specified offences.

## **4. RELATIONSHIPS:**

### **a) Supervisory responsibilities:**

NA

### **b) Supervision Received:**

Reports to SRU Team Leader. However the post holder must be able to use own initiative to cope with the changing priorities that can come with the role, and to meet the non-negotiable deadlines. Daily supervision in respect of advice, allocation and monitoring of work from the team leader.

### **c) Other Contacts:**

#### **i) Within Merseyside Police:**

Daily contact with Operational Police and Camera Enforcement Officers, Other Criminal Justice departments.

*ii) Outside Merseyside Police:*

The Merseyside Roads Safety Partnership, outside forces, HMCTS, CPS, DVLA, members of the public.

**5. CONTEXT:**

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

The post holder will work within the flexible working hours scheme of 0700-1900 and be bound by the conditions of the scheme.

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

To work within the confines of the Data Protection and Misuse of Computers Act, freedom of Information Act, all Force Policies and Procedures. Adhere to current legislation EF Roads Traffic Acts 1988 & 1991, ACPO guidelines and the units Standard Operating Procedure

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

NA

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

*Financial:* NA

*Staff:* NA

*Other* Prosecuting minor road traffic offenders in order to improve road safety.

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

To be part of a highly motivated, professional and dedicated team able to deliver a high a quality, accurate and timely product to customers and satisfy the requirements of partners in terms of the Roads Safety agenda to reduce those killed and seriously injured on our roads.

**8. ADDITIONAL INFORMATION:**

The unit is funded by the Merseyside Roads Safety Partnership and deal with a large volume of offences that are governed by legislative timescales to ensure that the appropriate disposal is offered in terms of education, enforcement and prosecution. The unit has to satisfy the overall objectives of the partnership to meet the safer roads agenda both on a national and local level.

Pentip is national IT system used by 45 police forces and courts to process fixed penalties and conditional offer fixed penalties to drivers and vehicles (and in some cases cyclists) who offend.

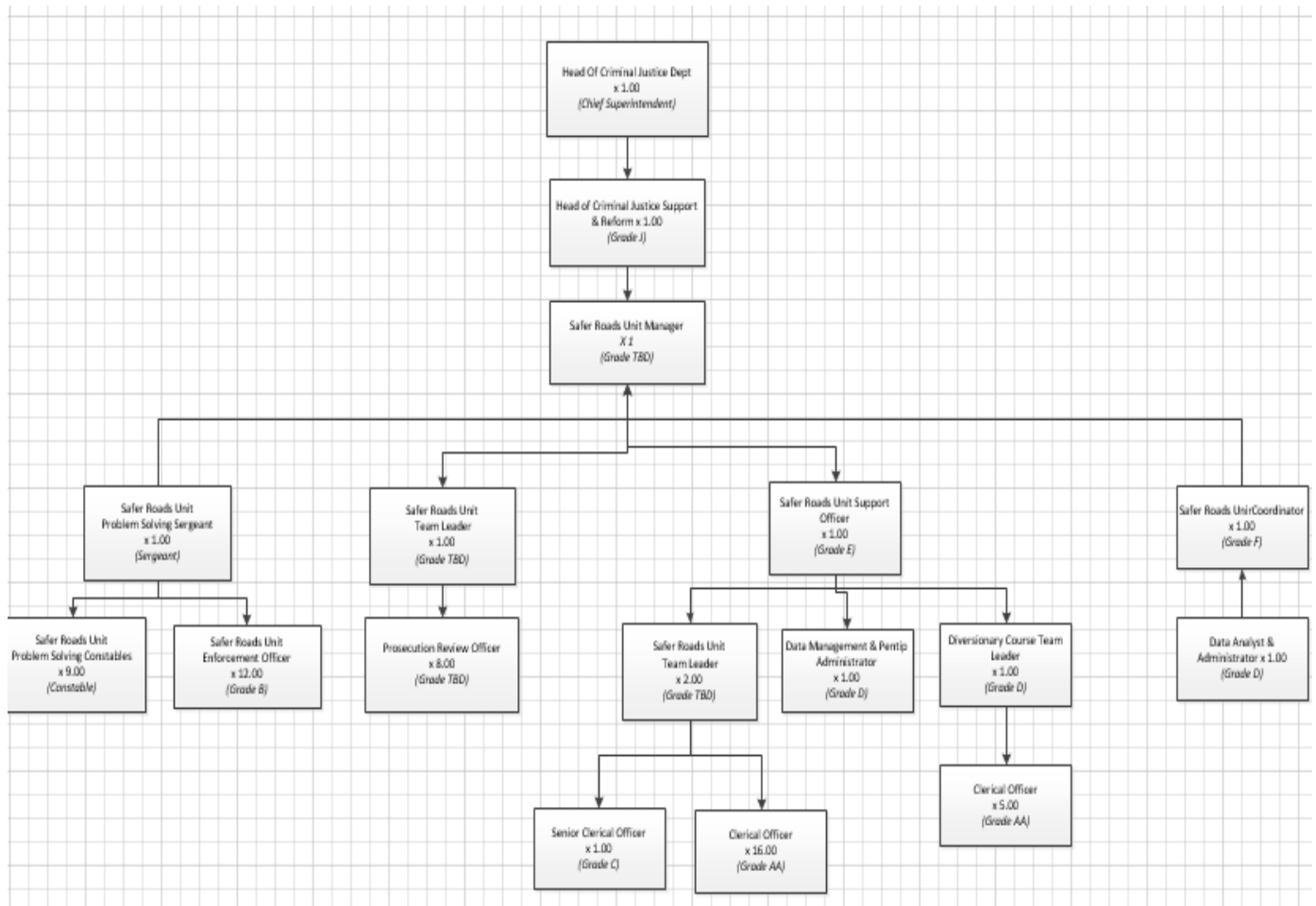
Pentip provides a platform for the standardisation of business processes and enables users to interrogate and update a central database and number of databases held by partner organisations to check

- the details of a driver/vehicle against PNC
- whether the driver has been disqualified
- whether the driver is eligible for a Speed Awareness or Driver Improvement Scheme Course
- whether the person has had a previous cannabis warning

Pentip uses the information available regarding the previous offending history of the driver and the details of the incident to determine whether or not the individual is eligible for a diversionary course or should be prosecuted.

## 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: