

# Probus Parish Council

## Enforcement Officer Procedure

### Background:

Probus Parish Council has zero tolerance against dog fouling, and against littering, starting from 1<sup>st</sup> December 2020.

The Officer must ensure they are wearing their 'Enforcement Jacket' and bodycam, as provided, along with a mobile phone.

The Officer must ensure they carry their identity card and pocket notebook at all times & inform offender they are being recorded.

Procedure for Offender's over the age of 18, do not issue FPNs to under 18s but speak to them about their crime:

- The Officer should approach the alleged offender and identify themselves.
- The Officer must inform the offender they are being recorded.
- Explain what you have witnessed and inform the alleged offender of the offence committed.
- Ask the person for their name, address and date of birth.
- The details given will need to be verified as far as practicable.
- The Officer to ensure their public safety at all times, must look out for aggression:
  1. The offender's speech could become less coherent, and the tone of voice hardens and often becomes louder.
  2. They speak quickly, often cutting into what you say before you have finished speaking.
  3. They often invade your personal space.
- Allow the offender to offer their reason or excuse for the offence, always be polite but firm.

- Try to understand how they see the offence, or they may not even consider it is an offence.
- You must remain calm, do not raise your voice to be heard over them.
- Do not become aggressive, just remain confident and firm, but be understanding to the offender's situation.
- In order to satisfy the requirements of R v Turnbull it is important that you are satisfied that the alleged offender is the correct person to whom you issue the fixed penalty notice. In most cases this will not be an issue, but should be borne in mind especially where the alleged offender is one of a crowd of people.
- You can call the police to attend, if the offender fails to give you their details, you must not physically restrain the person whilst waiting for them to attend.  
Remember do not put yourself in danger.
- Keep notes around all incidents that you have issued a FPN in case it goes to Court. This should be in a pocket note book, completed in ink, with no pages torn out. Anything said to you can be written down as direct speech for evidence. Make sure you write enough to remember the incident clearly, as a Court Case could be months away.