

POLICE COMMUNITY SUPPORT OFFICERS POLICY
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POLICE COMMUNITY SUPPORT OFFICERS

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Legal Basis

Legislation specific to the subject of this policy document:

- [Police Reform Act 2002](#)

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [The Civil Contingencies Act 2004](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies’ Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

1. Introduction

1.1 A Police Community Support Officer (PCSO) is a non-warranted Police Staff employee who is designated with certain powers by their Chief Constable.

1.2 The primary role of PCSOs in Suffolk Constabulary is adopted from the College of Policing role profile that states:

“Police Community Support Officers (PCSO) act as a key liaison point between local communities and policing. Publicly facing, they provide a visible, accessible and approachable uniformed presence in the community to offer reassurance, defuse situations with threats of conflict, improve confidence and trust, gather information and foster good community relations.”

1.3 PCSOs enhance neighbourhood policing and increase the police service presence on the streets, thereby providing reassurance to the public; and freeing up the time of regular officers for the tasks, which require their higher level of training and skills. They spend the majority of their day where they can be most effective – conducting high visibility patrols out on the street.

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1.4 The Suffolk Constabulary PCSO role profile can be accessed [here](#).

Please Note: This is a general overview; there are specialist PCSO posts within Suffolk Constabulary whose roles will differ from the primary role outlined above.

2. Policy Purpose

2.1 The main purpose of this policy is to set out the working conditions and deployment terms for Suffolk PCSOs as well as the powers designated to them.

2.2 The Designation Booklet, issued to all PCSOs when fully trained, will compliment this policy document and be a synopsis of the content for PCSOs to refer to and produce when requested by a member of the public.

3. Statement of Policy

3.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the CPC Command/Executive Services in conjunction with the Central Policy Unit.

3.2 The policy is intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.

4. Working Conditions

4.1 In general*, full time PCSOs work a 37 hour week, covering seven days on a rotational basis between the core hours of 08:00 and 18:00.

*There are exceptions to this, e.g., specialist PCSO posts may not work shifts or weekends.

4.2 PCSOs who work shifts/weekends, qualify for the shift/weekend working allowances once they start their shift pattern at their allocated station.

4.3 A PCSO's duty times will vary according to the requirements of the role to which they are posted, e.g., PCSOs in a specialist post such as school based PCSOs will have different duty times to a PCSO in a non-specialist post.

4.4 PCSOs can be required to work additional hours or to change shifts to meet operational requirements, but this must be within the required notification period within the guidelines of the Police Staff Council Pay and Conditions Handbook.

4.5 PCSOs will normally patrol alone, unless the supervisor considers, via a risk assessment, that solo patrols are not appropriate. The key issues for supervisors to consider when deciding whether lone or dual patrol is most appropriate are:

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- The experience of the PCSO.
- The likelihood of encountering disorder or anti-social behaviour.
- The environment, e.g., busy town centre.
- Recent events, e.g., recent spate of robberies in the area.
- The necessity for the PCSO to conduct the work required, e.g., important for reassurance at local level.

4.6 It is acknowledged that PCSOs may encounter confrontation during their patrols, however, supervisors and CCR Dispatchers should not send PCSOs to events where there is an obvious high risk of confrontation from the outset.

5. Deployment Terms

5.1 Effective deployment of PCSOs will need to take account of National and local policing priorities, including the relevant Police and Crime Commissioners' (PCCs) Police and Crime Plans.

5.2 PCSOs should be directed or tasked within the National Intelligence Model (NIM) framework and National Decision Making (NDM) model and participate in local tasking briefing sessions. They should be briefed and tasked with the rest of the team.

5.3 PCSOs are only allowed to fulfil their policing function within the county of the Constabulary to which they are employed, i.e., PCSOs employed by Suffolk Constabulary, or funded by partners within Suffolk can only patrol and use their designated powers in Suffolk, unless designated specifically by the Chief Constable.

5.4 PCSOs are primarily a uniformed role, however, there are some specific Suffolk PCSO roles which are not required to wear the uniform.

5.5 All PCSOs (whether uniformed or not) must carry their designation booklet and their photo ID with them at all times when on duty.

5.6 PCSOs are only empowered with their designated powers when on duty.

5.7 PCSOs can self-deploy, where necessary, to deal with a specific event, but they should notify the CCR at the earliest opportunity and seek guidance.

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6. PCSO Powers

- 6.1 PCSOs are designated with powers by the Chief Constable of their Constabulary from a range of powers under Section 38 of the Police Reform Act 2002 as amended. The powers designated to Suffolk PCSOs are listed in the table below. Whilst all powers contained in this policy are available to Suffolk PCSOs, the provision of TOR, FPN and PND paper books are subject to local availability. All out of court disposals are currently under national review, with this policy being subject to change.

POWER
Power to issue fixed penalty notices for cycling on a footpath: Power of a constable in uniform to give a person a fixed penalty notice under section 54 of the Road Traffic Offenders Act 1988 (fixed penalty notices) in respect of an offence under section 72 of the Highway Act 1835 (riding on a footway) committed by cycling.
Power to issue fixed penalty notices for littering: Power of an authorised officer of a litter authority to give a notice under section 88 of the Environmental Protection Act 1990 (fixed penalty notices in respect of litter).
Power to require name and address: Power to require the name and address of a person whom a PCSO has reason to believe has i) committed a relevant offence; ii) been acting, or to be acting, in an anti-social manner; or iii) failure to obey lawful traffic directions of a police constable or PCSO.. “Relevant offence” in the case of subsection i) means; an offence for which the PCSO is authorised to give a penalty notice; an offence committed under sections 3 or 4 of the Vagrancy Act 1824 (see para 3(3)(b) of Schedule 3C Police Reform Act 2002); an offence committed under the Parks Regulations Act 1872 (contravening regulations); Failure to comply with a dispersal order (section 39 Anti-Social Behaviour, Crime and Policing Act 2014); an offence listed under a byelaw or any offence which appears to the PCSO to have caused injury, alarm or distress to any other person or loss of, or damage to, any other persons property.
Power to require name and address for road traffic offences: Gives PCSOs the power to require the name and address of a driver or pedestrian who fails to follow the directions of a community support officer or police officer under sections 35 or 37 of the Road Traffic Act 1988.
Power to require persons aged under 18 to surrender alcohol: Power to require a person who he reasonably suspects is aged under 18 or is or has been supplying alcohol to a person aged under 18 to surrender any alcohol in his possession and to give their name and address. Power to require such a person to surrender sealed containers of alcohol if the PCSO has reason to believe that the person is or has been consuming or intends to consume alcohol. Power to dispose of alcohol surrendered. As per section 1, Confiscation of Alcohol (Young Persons) Act 1997.
Power to seize tobacco or cigarette papers from a person aged under 16 and to dispose of that tobacco/papers. Power granted under section 7(3) of the Children and Young Persons Act 1933

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<p>Power to seize drugs and require name and address for possession of drugs: Gives PCSOs the power to seize unconcealed drugs or drugs found when searching for alcohol, tobacco or other items if the PCSO reasonably believes the person is in unlawful possession of them. The PCSO must retain the drugs until a constable instructs them what to do with it. If a PCSO finds drugs in a person's possession or has reason to believe that a person is in possession of drugs and reasonably believe such possession is unlawful then the PCSO may require that person's name and address.</p>
<p>Power to enter and search any premises for the purposes of saving life and limb or preventing serious damage to property.</p>
<p>Power to seize vehicles used to cause alarm: Power to stop and seize a vehicle which a PCSO has reason to believe is being used in a manner which contravenes sections 3 or 34 of the Road Traffic Act 1988 (careless and inconsiderate driving and prohibition of off-road driving) and is causing alarm, distress or annoyance under section 59 of the Police Reform Act 2002.</p>
<p>Power to remove abandoned vehicles under regulations made under section 99 of the Road Traffic Regulation Act 1984. A PCSO designated under this paragraph has the power to order the removal of a vehicle under regulation 3 of the Removal and Disposal of Vehicles Regulations 1986. This relates to vehicles that have broken down or been permitted to remain at rest on a road:</p> <ul style="list-style-type: none">(a) in a position, condition or situation causing obstruction or danger to persons using the road, or(b) in contravention of a prohibition contained in Schedule 1 of the regulations (concerning the waiting of vehicles).
<p>Power to stop cycles: Powers of a constable in uniform to stop a cycle under section 163(2) of the Road Traffic Act 1988.</p>
<p>Power to control traffic for purposes other than escorting a load of exceptional dimensions: Powers to direct traffic (for purposes other than escorting loads of exceptional dimensions) based on the powers constables have under sections 35 and 37 of the Road Traffic Act 1988. It also gives PCSOs the power to direct traffic for the purposes of conducting a traffic survey.</p>
<p>Power to carry out road checks: Power to carry out a road check which has been authorised by a superintendent (or a police officer of higher rank) and power to stop vehicles for the purposes of carrying out a road check. As per section 163 of the Road Traffic Act 1988.</p>
<p>Power to place signs: enables PCSOs to be designated with the power of a constable under section 67 of the Road Traffic Regulation Act 1984 to place and maintain traffic signs.</p>
<p>Power to photograph persons away from a police station: Gives PCSOs the power to photograph a person who has been arrested, detained, made subject to a requirement to wait with a PCSO, given a direction to leave the area (pursuant to section 35 Anti-social Behaviour, Crime and Policing Act 2014), or given a fixed penalty notice away from the police station. As per section 64 (1A)-(1B) PACE 1984</p>
<p>Power to issue a fixed penalty notice for an offence of failing to comply with traffic directions, committed by the rider of a cycle (under section 35 of the Road Traffic Act 1988).</p>

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Power to issue a fixed penalty notice for an offence of failing to comply with traffic signs, committed by the rider of a cycle who fails to comply with the indication given by a red traffic sign (under section 36 of the Road Traffic Act 1988).

Power to issue a fixed penalty notice for an offence of contravening or failing to comply with a construction or use requirement (under section 42 of the Road Traffic Act 1988) about:

- lighting equipment or reflectors for cycles;
- the use on a road of a motor vehicle in a way that causes excessive noise;
- stopping the action of a stationary vehicle's machinery;
- the use of a vehicle's horn on a road while the vehicle is stationary or on a restricted road at night, or
- opening a vehicle's door on a road so as to injure or endanger a person.

Powers with regard to Charity Collectors:

- Power to require a person to give his name and address and to sign his name pursuant to section 6 of the House to House Collections Act 1939;

Power to issue penalty notices in respect of offences of disorder: Power of a constable in uniform to give a penalty notice under section 1 of the Criminal Justice and Police Act 2001 (fixed penalty notices in respect of offences of disorder).

Power to issue fixed penalty notices for excluded pupil found in a public place: Power of a constable to give a penalty notice under section 105 of the Education and Inspections Act 2006 (penalty notice in respect of presence of excluded pupil in public place).

Power to issue fixed penalty notices for dog fouling: The offence of leaving litter, contrary to section 87 of the Environmental Protection Act 1990 applies equally to dog faeces in accordance with article 2 of the Litter (Animal Droppings) Order 1991/961. A Public Spaces Protection Order may also cater for dog fouling.

Power to issue fixed penalty notices for graffiti and fly-posting: Power of an authorised officer of a local authority to give a notice under section 43(1) of the Anti-social Behaviour Act 2003 (penalty notices in respect of graffiti or fly-posting).

Power to detain: A PCSO may require a person to wait with them, for a period not exceeding 30 minutes, where: (1) the PCSO has requested the person give their name and address and that person has refused or, the PCSO has reasonable grounds to suspect the information is false or inaccurate; (2) the PCSO believes the person is committing an offence under sections 3 or 4 of the Vagrancy Act 1824, the PCSO requests that the person stop doing whatever gives rise to that belief and the person has not stopped.

If requested to wait with the PCSO, the person can elect to accompany the PCSO to a police station.

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The PCSO is under a duty to remain with the person until control of that person has been transferred to a constable (assuming the constable arrives within 30 minutes).

Where the person elects to accompany the PCSO to a police station, the PCSO is under a duty to remain at the police station until they have transferred control of the person to the custody officer. Until transfer to the custody officer, the PCSO is treated as having the person in their lawful custody and, is under a duty to prevent their escape and keep them under control.

Power to enforce byelaws: A relevant byelaw is a byelaw from a list of byelaws that has been agreed between a chief constable and a relevant byelaw-making body. As well as being able to require name and address for breach of a byelaw, and issue a fixed penalty notice, PCSOs can also enforce a byelaw by removing a person from a place if a constable would also have the power to enforce a byelaw in that way, as per section 38 of the Police Reform Act 2002 and, Schedule 3C

Power to enforce certain licensing offences: These offences are sale of alcohol to a person who is drunk (s.141 of the Licensing Act 2003 ('LA03'), obtaining alcohol for a person who is drunk (s.142 of the LA03), sale of alcohol to children (s.146(1) of the LA03), purchase of alcohol by or on behalf of children (s.149(1)(a), (3)(a) or (4)(a) of the LA03), consumption of alcohol by children on licensed premises (s.150(1) of the LA03) and sending a child to obtain alcohol (s.152(1)(a) of the LA03). Where these offences apply specifically to clubs they are not relevant licensing offences. PCSOs may require name and address but may not detain for those relevant licensing offences that are most likely to be committed by license holders whether or not in the relevant police area.

Power to remove truants to designated premises etc: Gives PCSOs the power of a constable under section 16(3)of (3ZA) of the Crime and Disorder Act 1998 to remove a truant or excluded pupil found in a specified area (as specified in a direction under section 16(2) of the 1998 Act) to designated premises and (in the case of a truant) to the school from which the truant is absent.

Power to search for alcohol and tobacco: Where a PCSO reasonably believes that the person is in possession of alcohol or tobacco then a PCSO may search them (search is not permitted to remove any clothing other than an outer coat, jacket or gloves) for it and dispose of anything found. It is an offence to fail to consent to be searched and PCSOs can require name and address for this offence, as long as they have been told that failing to consent is an offence as per para 4(5), Sch 3C PRA 2002.

Power to seize drugs and require name and address for possession of drugs: If a PCSO finds a controlled drug in someone's possession or, reasonably believes it is unlawful for that person to possess it, they may seize and retain it. If a PCSO finds a controlled drug (as above) or, reasonably believes someone to be in possession of a controlled drug and reasonably believes it is unlawful for that person to possess it, they may request the person's name and address. Failure to provide their details permits the PCSO to request the person wait with them for up to 30 minutes pending the arrival of a constable..

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Limited power to enter licensed premises: Gives PCSOs the power to enter licensed premises under section 180 of the Licensing Act 2003 for the purposes of investigating relevant licensing offences. They may not enter clubs and must enter all premises with a constable unless the premises are licensed for the sale of alcohol off the premises.
Power to stop vehicles for testing: Powers of a constable in uniform to stop vehicles for the purposes of testing under section 67 of the Road Traffic Act 1988.
Power to direct traffic for the purposes of escorting abnormal loads.
Power to exclude a person from an area, when an Inspector's authority is in place, and where members of the public are being harassed alarmed or distressed or there is crime and disorder in that locality. Powers which, by virtue of an authorisation under section 34 of the Anti-social Behaviour, Crime and Policing Act, are conferred on a constable in uniform by section 35 are designated to a PCSO.
Power to issue a Community Protection Notice: Section 43 Anti-social Behaviour, Crime and Policing Act 2014 and issue a fixed penalty notice for failing to comply in accordance with Section 52.
Power to require persons drinking in breach of a prohibition in a public spaces protection order not to drink alcohol and to surrender alcohol: Power under Section 63 Anti-social Behaviour, Crime and Policing Act 2014 to require a person whom a PCSO reasonably believes is, or has been, consuming alcohol in breach or intends to do so, to not consume that alcohol and to surrender any alcohol or container for alcohol. Power to dispose of alcohol surrendered.
Power to issue a fixed penalty notice for an offence under Section 63 Anti-social Behaviour Crime and Policing Act 2014 (above) and for an offence under Section 67 of doing anything that is prohibited by or failing to comply with a public spaces protection order.
Power to carry out an out of court disposal by way of community resolution.
Offences for which PCSOs may issue PNDs under Section 1(1) of the Criminal Justice and Police Act 2001
Sale of alcohol to a person under 18.
Purchase of alcohol by or on behalf of a person under 18
Delivery of alcohol to a person under 18 or allowing such delivery.
Destroying or damaging property (under £500).
Use of certain fireworks at night.
Possession of a category F4 firework.
Possession by a person under 18 of an adult firework.
Wasting police time, giving false report.
Using public electronic communications network in order to cause annoyance, inconvenience or needless anxiety.

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Knowingly giving false alarm to a person acting on behalf of a fire and rescue authority.
Causing harassment, alarm or distress.
Throwing fireworks in a thoroughfare.
Drunk and disorderly behaviour in a public place.
Consumption of alcohol by a person under 18 or allowing such consumption.
Buying or attempting to buy alcohol by an under 18.
Sells or attempts to sell alcohol to a person who is drunk.
Trespassing on a railway.
Throwing stones at a train.
Drunk in the highway or other public place.
Drinking in a designated public area.

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