



Metropolitan Police Service Information Pack

Safety Camera Operations/Processing

Welcome to a changing city, a changing
organisation and a fascinating and exciting
role

NEW
SCOTLAND
YARD



**METROPOLITAN
POLICE**

NEW
SCOTLAND
YARD

BACKGROUND TO MO10 TRAFFIC

The Metropolitan Police Service (MPS) Safety Camera department works in partnership with Transport for London (TfL) and we are responsible for the enforcement of automated speed and red light offences received from the digital network of automated cameras distributed throughout the network of roads in London. This activity results in police sending a Notice of Intended Prosecution to the registered keeper of a vehicle requesting details of the driver. The team handle a high volume of offences to manage offending and ensure a suitable outcome. Offences are processed through an adjudication system and drivers identified are offered an appropriate disposal outcome subject to eligibility criteria.

The Safety Camera department are currently looking for 2 candidates to fulfil the roles as either a Safety Camera Operations Viewer (Part Time) or as a Safety Camera Processing Caseworker (Full Time).

Please ensure you stipulate your preference to either role or indicate both on your application form.



JOB DESCRIPTION – SAFETY CAMERA OPERATIONS/PROCESSING

Job title: Safety Camera Operations Viewer

Location: Sidcup

Responsible to: Band D Safety Camera Operations Viewing

This role is Part Time - 20hrs per week

Job Summary:

Ensuring Speed and Red Light violations have been correctly captured by the Digital Safety Camera Network and for a Notice of Intended Prosecution to be served on the Registered Keeper within the 14 day statutory time limit to satisfy the legal requirement.

Key Responsibilities:

The role holder will:

- Ensure all Speed and Red Light related offences received via the digital Safety Camera systems are viewed in accordance with legislation
- Undertake secondary checks on the offences received from the digital network as part of the viewing process
- Undertaking Police National Computer (PNC) checks for all Safety Camera Activations and searching PNC to identify the correct vehicle involved
- Ensure all offences are accounted for in accordance with guidelines and procedures
- Handling telephone calls from MPS teams and other Police Forces regarding Safety Camera Activations concerning vehicles involved in other serious crimes, members of the public and other organisations
- Complete evidential statements in relation to cases that are being dealt with through the Prosecutions process
- Identify any persistent offenders and ensure all appropriate action is taken
- Attend court and give evidence if or when necessary.
- Undertake any other administrative duties as directed.

JOB DESCRIPTION - SAFETY CAMERA OPERATIONS/PROCESSING

Communications and Working Relationships:

The post holder will be responsible for:

- Participate in regular face-to-face meetings with line manager and colleagues to discuss relevant topics.
- Working in a small team and sharing best working practices.

Scope for Impact:

The role of the Band F is critical to the effective and timely delivery of Notices of Intended Prosecutions of Safety Camera Related Offences. Failure to process Safety Camera related offences in line with statutory time limits means we are unable to process the case any further under legislation.

Dimensions:

- There are no budgetary responsibilities associated with this role.
- There is no line management responsibility associated with this role.

Knowledge, Skills and Experience:

The role holder will demonstrate:

Knowledge

- An understanding of legislation relating to the Road Traffic Offenders Act 1988 and the Road Traffic Act 1988.
- The Mayors 'Vision Zero' action plan to eliminate all deaths and people seriously injured on London's Roads by 2041.

Skills

- Effective communication skills: in person, via telephone, e-mail or in writing
- Good working knowledge of information technology, including Microsoft Office programs.
- Be willing to undertake and pass a PNC training course, in order to fulfil the role

Experience

- Working as part of a team
- Working under pressure
- The ability to prioritise and manage workloads
- Competent using IT systems

JOB DESCRIPTION - SAFETY CAMERA OPERATIONS/PROCESSING

Job title: Safety Camera Processing Caseworker

Location: Sidcup

Responsible to: Band D Camera Processing

This role is full time – 36hrs Per Week

Job Summary:

Ensure the efficient and accurate Processing of cases detected by Traffic Safety Speed and Red Traffic Light Enforcement Cameras and input of related documentation.

Being part of a team responsible for tracing drivers of vehicles identified by Speed and Red Traffic Light Safety Camera Enforcement located throughout MPS.

Ensuring appropriate enforcement is taken which may vary depending on the circumstances, from the issue of a National Safety Awareness course or Conditional Offer of Fixed Penalty or prosecution at court. The latter two outcomes both result in the payment of a fine and driving licence endorsement.

Key Responsibilities:

The role holder will:

- Collect, distribute, sort all incoming post for the team and scan documents received.
- Process Nominations and Admissions from Notices of Intended Prosecution received.
- Respond to correspondence received relating to automated safety camera activations.
- Respond to telephone calls received from members of the public, HMCTS - Conditional Offer Unit, Drivetech - or any other Course Provider for National Safety Awareness Courses as well as internal calls from police officers within and outside MPS.
- Keep computer records updated of any correspondence or telephone calls received and record action taken or response details.
- Take any necessary or appropriate action relating to the administration of safety awareness courses to conclude the disposal outcome.
- Process cases for prosecution and retrieve any associated paperwork as necessary, including print reconciliation documents.

JOB DESCRIPTION - SAFETY CAMERA OPERATIONS/PROCESSING

- Undertake enquiries to establish identity of driver.
- Identify any persistent offenders and pass to Band D for consideration of referral to investigation team or for prosecution.
- Collate papers for prosecution of original offence by retrieval of original documents from filing system, replicate any documents served that have not been returned. Provide evidential statements where admission received and print off copies of images. Provide any additional documents when requested for Trial cases.
- Collate papers for prosecution of failing to comply with Section 172 by replicating documents sent and any other papers associated with case. Replicate any documents served not returned, provide evidential statements and print off copies of images. Provide photocopies of all relevant documents and update computer records. Provide copies of print reconciliation lists and evidential statements when requested for Trial cases.
- Attend court and give evidence if or when necessary.
- Undertake any other administrative duties as directed.

Communications and Working Relationships:

The post holder will be responsible for:

- Participating in regular face-to-face meetings with line manager and colleagues to discuss relevant topics and to agree and deliver shared knowledge of best working practices.
- Communicate (via telephone, email and letter) with internal and external partners including HMCTS, National Course Providers, DVLA and TfL.
- Dealing with enquiries from members of the public (via telephone, e-mail and letter)

Scope for Impact:

The role of the Band F is critical to the effective and timely delivery of Notices of Intended Prosecutions of Safety Camera Related Offences. Failure to process Safety Camera related offences in line with statutory time limits means we are unable to process the case any further under legislation.

Dimensions:

- There are no budgetary responsibilities associated with this role.
- There is no line management responsibility associated with this role.

JOB DESCRIPTION - SAFETY CAMERA OPERATIONS/PROCESSING

Knowledge, Skills and Experience:

The role holder will demonstrate:

Knowledge

- An understanding of legislation relating to the Road Traffic Offenders Act 1988 and the Road Traffic Act 1988.
- The Mayors 'Vision Zero' action plan to eliminate all deaths and people seriously injured on London's Roads by 2041.

Skills

- Effective communication skills: in person, via telephone, e-mail or in writing
- Good working knowledge of information technology, including Microsoft Office programs.
- Be willing to undertake and pass a PNC training course, in order to fulfil the role

Experience

- Working as part of a team
- Working under pressure
- The ability to prioritise and manage workloads
- Competent using IT systems

