

APPENDIX 2

Community and Civil Enforcement Officer duties

Direct duties

- Fly-tipping investigations
- Littering investigations
- Dog Fouling, Dogs off lead, other dog related offences
- PSPO (Dog & Alcohol) Reviews
- Bins on Street
- Preparing Prosecution Packs
- Abandoned Vehicles
- Car Park Enforcement
- Car Park Machines
- Cash Collection / Maintenance Contractors oversight
- Removal of Waste / Litter Picking
- Initiatives. Visits and educational stalls
- Covering Phones / Emails
- Permit Deliveries

Working with other Council teams / agencies

- Enforcement – Officers assist the team with requested observations as well as supporting them on their Initiatives in specific wards. The CCE team also assists with the first line process for dealing with fly tipping (detailed above)
- Environmental Health – Officers assist the team with observations e.g., bonfires, vermin, waste. Officers carry leaflets to pass on to buskers in the town centre.
- Licensing – Officers undertake taxi observations and pass on any breaches of conditions they observe. Officers also hand deliver important letters for the team.
- Waste Management – Officers assist the team with the hand delivery of Contaminated Bin letters to residents.