

# ISSUING FIXED PENALTY NOTICES

## Course Outline

As part of the Keep Britain Tidy Enforcement Training suite, this course offers a day's comprehensive training on all the legal aspects and practical operations front line staff should be aware of in order to effectively carry out their role. It's delivered by our legal expert, an experienced and practicing solicitor with a strong background in environmental legislation and enforcement.

## Course Aims

This course aims to provide patrolling officers with a full understanding of the law in relation to Fixed Penalty Notices and the practical implications of issuing notices, along with the techniques required to prepare a prosecution case for trial.

## Course Objectives

By the end of the training candidates will be able to:

- Understand the options available for controlling offences in order to protect the local environment
- Understand the purpose of Fixed Penalty Notices and their practical application
- Effectively manage incidents in their locality
- Know how to collate information for use against an offender
- Understand how to conduct PACE interviews and some related techniques & practice
- Develop a case file for prosecution of an offender
- Create effective witness statements and know how to give evidence at trials
- Understand court powers and sentencing guidelines

## Who would benefit from attending this course?

This course is suitable for Environmental Crime and Patrolling Officers carrying out general patrolling duties and issuing fixed penalty notices.

## Course duration

One day

## What have others said?

*"As an introduction for our staff into the legal process of issuing fixed penalty notices, the course leader gave a clear, engaging and informative outline, enabling us to confidently move forward with effective education and enforcement in the city."*

Jason Evans, Southampton City Council

This course can be run in-house, or the hosting can be shared between local authorities to keep costs down.

Discounts are available for Expert & Exemplar Network Members. For a quote or for more information, please contact us by emailing [training@keepbritaintidy.org](mailto:training@keepbritaintidy.org) or call us on 01942 612 655.

Did you know that Keep Britain Tidy also runs The Enforcement Academy? A course that provides all the knowledge, skills and tools required when working in frontline enforcement.