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## Overview

This NOS is for community wardens and sets out the skills, knowledge and understanding for you to provide evidence or information through witness statements. It is likely that this NOS will be relevant in high risk environments.

This NOS covers the following activities:

- Recognise and record details of breaches of law and regulations
- Prepare witness statements of breaches of law and regulations

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## Performance criteria

*You must be able to:* **Recognise and record details of breaches of law and regulations**

1. recognise situations where there are breaches of law or regulations using reliable information from relevant sources
2. observe significant and relevant evidence of breaches of law and regulations sufficient to prepare witness statements
3. maintain your own safety in line with organisational procedures whilst witnessing breaches of law or regulations
4. follow the guidance of relevant codes of practice and your organisation when witnessing breaches of law or regulations
5. record accurate evidential details of breaches of law and regulations in line with organisational requirements

### **Prepare witness statements of breaches of law and regulations**

6. prepare witness statements in approved formats suitable for your use and others
7. provide information that is factual, accurate, complete and relevant to breaches of law or regulations
8. maintain the confidentiality and security of witness statements as required by the law, codes of practice and in line with your organisation's policies and procedures
9. provide authorised persons with witness statements within agreed timescales

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## Knowledge and understanding

*You need to know and understand:* **Legal and organisational requirements**

1. current relevant legislation, regulations, codes of practice and guidelines relating to providing witness statements
2. organisational procedures for maintaining own safety while witnessing breaches of law and regulation

### **Breaches of law and regulations**

3. reliable sources of information about law and regulations and how to identify when they are breached
4. the limits and scope of your authority and responsibility for reporting breaches of law or contravention of regulations
5. types of evidence to observe and record to go into witness statements
6. the details to record to be admissible evidence
7. how to record evidence from yourself and relevant agencies

### **Witness statements**

8. current formats approved for use in witness statements including for written word, sketches and photographs and how to use them effectively
9. the amount and validity of information required for witness statements
10. how to maintain the confidentiality and security of witness statements, including their safe transmission to other authorised people

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**Relevant Occupations** Elementary Occupations; Elementary Security Occupations

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**Suite** Community Wardens

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