

# ENFORCEMENT ESSENTIALS: FIXED PENALTY NOTICES

## COURSE OVERVIEW

This course has been designed to provide essential knowledge and practical skills for officers responsible for issuing Fixed Penalty Notices (FPNs) in enforcement roles.

## LEARNING OUTCOMES

- Gain an understanding of the legal framework for issuing fixed penalty notices.
- Know the procedural requirements and considerations when issuing fixed penalty notices for criminal offences.
- Demonstrate how to effectively capture evidence and record decision making in respect of offences which result in the issuing of fixed penalty notices.
- Know the importance of correct administration.
- Deal effectively with non-compliance.

## COURSE FORMAT

Duration: 3 hours

Method: In person or online

Materials: Course handouts provided

Certification: Completion certificate provided

## AUDIENCE

This course has been designed for those officers involved in issuing fixed penalty notices for relevant offences.

