

RESTRICTED (when complete)

APPLICATION AND CERTIFICATE FOR SUMMARY REVIEW OF PREMISES LICENCES

(Section 53A Licensing Act 2003)

Derby City Council
The Licensing Team
Environment & Regulatory Services
The Council House
Corporation Street
DERBY, DE1 2FS

Application for the review of a premises licence under section 53A of the Licensing Act 2003 (premises associated with serious crime, serious disorder or both)

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing the form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

**I Superintendent Harrison.....
[on behalf of] the chief officer of police for the Derby Division of the Derbyshire Constabulary police area apply for the review of a premises licence under section 53A of the Licensing Act 2003.**

1. Premises details:

Postal address of premises, or if none or not known, ordnance survey map reference or description:
Josephine's
27 Wardwick

Post town:
DERBY

Post code (if known):
DE1 1ha

2. Premises licence details:

Name of premises licence holder (if known):
Mr Kamaljit Singh Sandhu
Mrs Permela Kaur Sandhu

Number of premises licence (if known):
PL1055142

3. Certificate under section 53A(1)(b) of the Licensing Act 2003 [Please read guidance note 1]:

(Please tick the box to confirm)



4. Details of association of the above premises with serious crime, serious disorder or both:

[Please read guidance note 2]

Summary of incident triggering expedited review.

At 02:53 hours on Sunday 15th January 2017 the Police were made aware of a collapsed male inside Josephine's by EMAS.

Police were already dealing with an intoxicated, injured male outside the premise but had not been informed by staff of the collapsed male. The incident has been viewed on CCTV and this occurred at 02:47 hours.

Police entered the premise to find a male collapsed on the floor and it was evident his injuries were serious. EMAS dealt with the male and he was taken to the QMC where his injuries were identified as a fractured skull and bruising to the brain.

As a result of viewing the CCTV footage from within the premises, the actions of a member of the doorstaff were identified as the cause of the male sustaining injury. The doorman is seen to approach the male, who is offering no threat, from behind and slam him to the floor. The same member of doorstaff then punches a second male to the face. This male also offered no perceived threat. The door staff member then drags the unconscious male towards the exit, offering no aftercare. The door man then leaves the area. A second door man also throws a man to the floor causing facial injuries.

CCTV has been seized.

The suspect has been arrested for a Section 20 GBH which as an offence which falls within the definition of a serious crime under section 81 of the Regulation of Investigatory Powers Act 2000.

At the premise that evening were both of the Premises Licence Holders (PLH), Mr Kamaljit Singh Sandhu and Mrs Permela Kaur Sandhu. The Designated Premises Supervisor was not working that evening. Mr Sandhu is captured on the CCTV footage approaching the incident as the male is being dragged unconscious along the floor. He does not intervene, a few moments later his manager comes past him and deals with the injured party. There is no record of the Police being called or of any member of staff speaking with officers who were already on the street dealing with the ejection of the other three males. The police only become aware of the situation on the arrival of EMAS. Although the timescale is short, a member of staff when questioned stated that she thought the male was 'dead' and informed the PLH of such almost immediately.

Summary of recent interaction with licensing team

The Premise received its licence in 2013.

The Premise has been subject to interaction with the Licensing Team regarding a number of incidents between the hours of 1am and 3am since 2014. A full bundle of documents detailing other relevant police incidents and interaction will be presented to the Licensing Sub-Committee in due course for the full review hearing.

In December 2015 a meeting was held with Mr Sandhu regarding door entry policy and door staff and the DPS being over ruled by Mr Sandhu regarding persons being allowed entry.

March 2016, Premise closed at 02:52 hours after an incident of disorder.

As a result of these incidents a meeting was held with Mr Sandhu.

In 2016 the DPS was changed.

In June 2016, male allowed to enter the premise and on leaving found to be in a possession of a knife.

In July 2016, as a result of these further incidents, an action plan was agreed with DPS regarding last door entry, search and door staff procedures.

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On 6th November 2016, two incidents of disorder was reported between 0200 and 0330 hours.

On 10th December 2016, a duty Inspector attended an incident at the premise. He stated that the PLH, Mr Sandhu, had been un co-operative at the time.

On 17th December 2016 a dispute had taken place on entry resulting in two males being arrested by the Police

On 7th January 2017 the DPS was spoken too about the failure to conduct entrance policies as agreed under the July action plan. No metal detection was taking place as agreed, door staff stating they did a pat down .A handheld metal detector was given to the premise the following evening.

The Police have identified certain areas which have needed strenghtening and in doing so have worked with the PLH and DPS to remedy these without recourse to a variation of their licensable activities. However these actions plans are limited in their effectiveness and rely on the PLH/DPS pro-actively carrying them out.

It is the view of the Police that the incident has, on its own, has triggered an application for a summary review under Section 53A of the Licensing Act 2003.

Although an application for a suspension of the licence has been considered, at the present time it is submitted that a proportional action upon summary review is one of requesting the consideration of an interim step of modifying the conditions of the Premise Licence. The Police, as a Responsible Authority, ask for a reduction of the hours open for licensable activity until 00:30 with full closure of the premise at 01:00. Members of the door team are to sign in at the start of any shift, providing name, badge number and contact phone numbers.

Signature of applicant:

Date:

Capacity: Superintendent

Operations Supt
St Marys Wharf, Derby

Contact details for matters concerning this application:

Address: The Licensing Department, South Division HQ, Prime Parkway, DERBY, DE1 3AB

Telephone number(s): 0300 122 5836

Email: derby.licensing@derbyshire.pnn.police.uk

Notes for guidance:



DERBYSHIRE CONSTABULARY
SOUTH DIVISION HEADQUARTERS
PRIME PARKWAY
CHESTER GREEN
DERBY
DE1 3AB

CERTIFICATE UNDER SECTION 53A (1) (B) OF THE LICENSING ACT 2003

I hereby certify that in my opinion the premises described below are associated with serious crime / ~~serious disorder~~ / ~~both serious crime and serious disorder~~¹.

*Premises*²

T. Dwyer
.....
(Signed) Supt operations, Derby

18th January 2017
.....
(Date)

¹ Delete as applicable

² Include business name and address and any other relevant identifying details

³ Insert rank of officer giving the certificate, which must be Superintendent or above

⁴ Give a brief description of why other procedures such as a standard review process are thought to be inappropriate, eg the degree of seriousness of the crime and/or disorder, the past history of compliance in relation to the premises concerned.



Map data © 2017 Google



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PL10551042**Premises Licence****Part 1 – Premises Details****POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION****Josephines**

27 The Wardwick Derby DE1 1HA

Telephone 01332 402777

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- playing of films
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
B. Films (Indoors)	Sunday	10:00	03:00
	Monday	10:00	03:00
	Tuesday	10:00	03:00
	Wednesday	10:00	03:00
	Thursday	10:00	03:00
	Friday	10:00	03:00
	Saturday	10:00	03:00



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E. Live music (Indoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

F. Recorded music (Indoors and Outdoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

G. Performance of dance (Indoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

H. Anything of a similar description to that falling with (e), (f) or (g) (Indoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

I. Provision of late night refreshment (Indoors and Outdoors)

Sunday	23:00	03:00
Monday	23:00	03:00
Tuesday	23:00	03:00
Wednesday	23:00	03:00
Thursday	23:00	03:00
Friday	23:00	03:00
Saturday	23:00	03:00



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J. The sale by retail of alcohol for consumption ON & OFF the premises

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Sunday	10:00	03:30
Monday	10:00	03:30
Tuesday	10:00	03:30
Wednesday	10:00	03:30
Thursday	10:00	03:30
Friday	10:00	03:30
Saturday	10:00	03:30

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF PREMISES

- J The sale by retail of alcohol for consumption ON & OFF the premises

Part 2

NAME (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Kamaljit Singh Sandhu
Permela Kaur Sandhu

5 John Street Somercotes Derbyshire DE55 1RD

Telephone: 07970 385834

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)



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NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE
PREMISES AUTHORISES THE SUPPLY OF ALCOHOL

Suneeka Kaur Sandhu

5 John Street Somercotes DE55 1RD

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY THE
DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY
OF ALCOHOL

Licence No: PA10553176

Issued by: Derby City Council



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ANNEXES

NON STANDARD TIMINGS

At the start of British summertime (BST) the terminal hour for licensable activities and the closing time of the premises shall be extended by one hour

ANNEX 1 – MANDATORY CONDITIONS

SUPPLY OF ALCOHOL

1. No supply of alcohol may be made under the premises licence –
 - a. at any time when there is no designated premises supervisor in respect of the premises licence; or
 - b. at any time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

DOOR SUPERVISION

3. Each individual required to be at the premises to carry out a security activity must be licensed by the Security Industries Authority.

MANDATORY CONDITION IMPLEMENTED ON 28 MAY 2014.

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1 —
 - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) "permitted price" is the price found by applying the formula — $P = D + (D \times V)$



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Where — P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

MANDATORY CONDITIONS IMPLEMENTED 1 OCTOBER 2014

1. (1). The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises."

(2) An irresponsible promotion means any one or more of the following activities, or substantially



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similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective.

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective.;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner).

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The Designated Premises Supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either

(a) holographic mark or

(b) an ultraviolet feature

4. The responsible person must ensure that –

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the



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premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises: and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

MANDATORY CONDITIONS - EXHIBITION OF FILMS

- 1 No film shall be exhibited unless:
 - a. it has received a "U", "PG", "12A", "15", or "18" certificate of the British Board of Film Classification; or
 - b. it is a current newsreel, which has not been submitted to the British Board of Film Classification.
- 2 "18" Films
No person apparently under the age of eighteen years shall be admitted to any exhibition at which there is to be shown any film which has received an "18" certificate from the British Board of Film Classification.
- 3 "15" Films
No person apparently under the age of fifteen years shall be admitted to any exhibition at which there is to be shown any film which has received an "15" certificate from the British Board of Film Classification.
- 4 "12A" Films
No person apparently under the age of twelve years shall be admitted to any exhibition unless accompanied by an adult at which there is to be shown any film, which has received a "12A" certificate from the British Board of Film Classification.
- 5 "PG" Films
Some scenes contained at which there is to be shown any film, which has received a "PG"



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certificate from the British Board of Film Classification, may be unsuitable for young children.

- 6 "U" Films
Films suitable for all is any film, which has received a "U", certificate from the British Board of Film Classification.
- 7 Permission of Licensing Authority
Notwithstanding the above, a film may be exhibited, or persons, or any class of person, may be admitted thereto if the permission of the licensing authority is first obtained and any conditions of such permission are complied with.

ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. A CCTV system will be installed in the premises to a standard acceptable to the police to cover all public areas of the premises.
 - (a) The system is to be kept in good working order and regularly maintained with the recordings being kept for a period of 14 days.
 - (b) The police and Licensing Authority will be allowed a copy of these recordings at any reasonable hour, and in any case within 48 hours of any such request being made.
 - (c) All recorded materials shall be kept in a safe and secure location and should not be accessible to members of the public or any other unauthorised persons, such material shall be stored for a minimum of 14 days.
2. All incidents will be recorded in an incident book which will be kept on the premises for a period of not less than 12 months; and will be produced to an authorised officer or constable on request.
3. All staff will be trained in their responsibilities under the Licensing Act 2003. The management will keep records of all relevant staff training.
4. All staff will be trained in drugs awareness.
5. All staff will be trained in all aspects of public safety, including fire safety, and regular inspections of the premises will be carried out by the management.
6. Anyone who appears to be intoxicated or who behaves in an unsatisfactory way is not admitted to the premises.
7. Sensible and responsible drinking will be encouraged at the premises and there will be no irresponsible drinks promotions.
8. The Designated Premises Supervisor will actively participate in any available local PubWatch



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scheme whilst one is in existence.

9. Controlled drugs will not be allowed on the premises. A zero tolerance policy will be in force at all times and a written drugs policy will be in place.
10. A Challenge 25 policy will operate within the premises, with signs prominently displayed to that effect.
11. The management will undertake an ongoing risk assessment regarding the deployment of door supervisors. Every individual carrying out security duties at the premises shall be licensed with the Security Industry Authority (SIA) and shall carry out their duties in accordance with SIA guidelines.
12. The management will keep a refusals register which will be kept in a secure location and be kept for a minimum of 12 months and be made available for inspection by an authorised officer or constable upon request.
13. When regulated entertainment is being carried on at the premises all doors and windows (other than the front doors to allow entry to the premises) will remain closed.
14. Notices will be displayed at the exits to the premises asking customers to leave quietly.
15. Limited disposable materials will be used to help eliminate problems of litter in the area. Bins and empty glass bottles will be moved to the bin area at reasonable times to ensure noise levels are kept to a minimum during early morning hours and late evening hours.
16. Any noise from licensable activities will be monitored in order to prevent nuisance. (It is recommended that this be recorded for the purpose of due diligence).
17. If required the management will install a noise limiting device so as to prevent nuisance. Any such equipment will be calibrated with noise readings taken at the nearest critical location. The limiter will be set and secured in a tamper proof container. The limiter settings will be reviewed on a fixed and recorded schedule.
18. The premises will be open to young persons under the age of 18 for the following times:
10.00 hours until 19.00 hours.
19. Young persons will only then be permitted into the establishment if accompanied by a responsible person over the age of 18.
20. After 19.00 hours no person under the age of 18 years will be admitted to the premises whatever the circumstances.
21. There will be no adult entertainment within the premises at any time.

ANNEX 3 - CONDITIONS SET BY LICENSING SUB-COMMITTEE

None

ANNEX 4 – PLANS

Drawing number GD/TS/12/008/05



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Premises Licence Summary

Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Josephines

27 The Wardwick Derby DE1 1HA

Telephone: 013321 402777

WHERE THE LICENCE IS TIME LIMITED, THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- playing of films
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
B. Films (Indoors)	Sunday	10:00	03:00
	Monday	10:00	03:00
	Tuesday	10:00	03:00
	Wednesday	10:00	03:00
	Thursday	10:00	03:00
	Friday	10:00	03:00
	Saturday	10:00	03:00



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E. Live music (Indoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

F. Recorded music (Indoors and Outdoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

G. Performance of dance (Indoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

H. Anything of a similar description to that falling with (e), (f) or (g) (Indoors)

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

I. Provision of late night refreshment (Indoors and Outdoors)

Sunday	23:00	03:00
Monday	23:00	03:00
Tuesday	23:00	03:00
Wednesday	23:00	03:00
Thursday	23:00	03:00
Friday	23:00	03:00
Saturday	23:00	03:00



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J. The sale by retail of alcohol for consumption ON & OFF the premises

Sunday	10:00	03:00
Monday	10:00	03:00
Tuesday	10:00	03:00
Wednesday	10:00	03:00
Thursday	10:00	03:00
Friday	10:00	03:00
Saturday	10:00	03:00

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Sunday	10:00	03:30
Monday	10:00	03:30
Tuesday	10:00	03:30
Wednesday	10:00	03:30
Thursday	10:00	03:30
Friday	10:00	03:30
Saturday	10:00	03:30

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF PREMISES

- J The sale by retail of alcohol for consumption On & OFF the premises

NAME (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Kamaljit Singh Sandhu
Permela Kaur Sandhu

5 John Street Somercotes Derbyshire DE55 1RD

Telephone: 07970 385834

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES AUTHORISES THE SUPPLY OF ALCOHOL

Suneeka Kaur Sandhu



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STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

The premises will be open to young persons under the age of 18 for the following times: 10.00 hours until 19.00 hours. Young persons will only then be permitted into the establishment if accompanied by a responsible person over the age of 18. After 19.00 hours no person under the age of 18 years will be admitted to the premises whatever the circumstances.

Premises Licence Issued 27 July 2016

Signature of Authorised Officer