

## JOB DESCRIPTION

<b>Job Title:</b> Detention Officer	<b>Location:</b> Various
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB2 Police Staff
<b>Reports To:</b> Sergeant – (Custody Officer)	<b>Band level:</b> 2E
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Assist the Custody Officer with the management and processing of detainees in line with procedures outlined in the Police and Criminal Evidence Act 1984 (PACE), the Terrorism Act, the Crime (Sentences) Act, and Authorised Professional Practice (APP) – Detention and Custody.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Identify any warnings/flags/risks or issues relevant to the detainee that could be pertinent to their wellbeing, informing persons who may come in contact with the detainee whilst being cognisant of confidentiality, Data Protection and Freedom of Information legislation. Visit detainees as required by PACE/ other relevant legislation and policies and ensure that their welfare is being maintained; notify the Custody Officer there is any change in the condition/ demeanour of a prisoner, particularly with vulnerable or at risk detainees. Inform the Custody Officer immediately if there is any incident regarding the detained person or the custody environment. Monitor CCTV systems, bringing any immediate concerns regarding Detainees welfare or any other activity that is untoward to the attention of the Custody Officer.

2. Arrange and accompany visits from the Healthcare Professional, ensuring that all records are completed and the subsequent issue of any medication prescribed; facilitate the safe administration of self-medication by detained persons as instructed. Liaise with authorised contacts (e.g. solicitors, doctors, custody visitors, appropriate adults, interpreters and relatives of detainees), notifying the Custody Officer of all relevant information whilst ensuring that custody records are updated accurately. Carry out any necessary enquiries relating to the detained person (e.g. medical requirements, family arrangements), ensuring that the Custody Officer is notified accordingly to continually facilitate their personal care.

3. Under the direction of the Custody Officer, escort detainees and prisoners when outside of their cells, maintaining responsibility for their safety whilst making sure they are accounted for at all times. Escort and supervise authorised visits into the complex (e.g. solicitors, appropriate adults, interpreters, custody visitors), facilitating their requirements in line with the detained persons wishes under the direction of the Custody Officer.

4. Apply control restraint techniques in accordance with training, legislation and policy to ensure the security and safety of the detained person, self and others. Receive detained persons property brought into the custody suite by other persons and record this in the custody record after property has been searched.

5. Conduct/direct searches of detained persons and cells where authorised, and ensure all property is searched and correctly recorded in accordance with current policy and legislation. Carry out all functional Inspections related to custody as directed by the either the Custody Officer or other police officer. Carry out 'cell refresh' duties to ensure cells are ready and available.

6. Assist in the preparation, completion and administration of all documentation, information and computer records/ systems relating to persons in the custody to ensure compliance with relevant legislation and operational accuracy. Validating results on Livescan and completion of associated processes to maintain operational standards and a safe working environment.

7. Supply and monitor replacement clothing and other similar items for all detained persons, ensuring stock levels are maintained and that effective liaison with laundry services are continued. Order and supply meals to detained persons in accordance with food hygiene standards, removing the remains of meals supplied from cells of persons still in detention. Order and verify against invoices various miscellaneous items required for the day to day running of the custody suite (e.g. Property bags, DNA kits, evidence bags, weapon tubes, interview tapes, DVDs etc).

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

**Further Comments:**

TVPs custody suites are based at Abingdon, Aylesbury, Banbury, Loddon Valley, Maidenhead and Milton Keynes. They are open 24/7, 365 days a year.

The role holder will be responsible for processing detainees in line with relevant and current legislation.

**d. CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. English Language/Literature GCSE (Grade 9-4/A-C) or equivalent qualification such as Level 2 Functional Skills or higher academic qualifications or recent equivalent professional experience.	E
2. Strong customer focus in delivering and improving services along with excellent communication skills.	E
3. Proven ability to collate and examine information from various sources and formats.	E
4. Proven ability to work accurately with attention to detail whilst working to strict timescales.	E
5. Must be self-motivated with high levels of personal responsibility along with the proven ability to work as part of a team.	E
6. IT literate with proven ability to learn new systems and processes.	E
7. Hold a driving licence and be prepared to travel across Thames Valley when required. Working hours and level of flexibility are specific to each role and will be discussed at interview.	E
8. Proven ability to maintain resilience when physically confronted.	E
9. Previous experience of working in a large-scale organisation dealing with the public.	D

**Additional Comments:** at interview candidates will be asked to confirm their willingness to:  
\*work at other locations other than their base station should the need arise and be subject to psychological screening.

Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.