

## ROLE PROFILE

<b>Role Title</b>	Evidence Weeding Clerk	<b>Reporting to</b>	Evidence Manager
<b>Section</b>	Business Services	<b>District/Department</b>	Estates & Business Services Directorate
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 4

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To assist in the provision of a professional evidential/property management service to all staff within the Force and members of the public, in line with Force Policy and Operating Guidelines.
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<b>Key outputs for role –</b>	
<ol style="list-style-type: none"> <li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li> <li>2. Ensure all incoming evidence/property items to the store are packaged appropriately, including forensic submissions, or collected from overnight stores within the District/Department, are stored and recorded appropriately with regards to economic, safety and evidential value in accordance with Force Policy and Operating Guidelines.</li> <li>3. Ensure all critical items e.g. drugs, firearms, monies are handled and stored correctly in line with Force policy and procedures and maintain security protocols for all items at all times.</li> <li>4. Receive telephone/written enquiries from internal and external sources, responding to them appropriately. Dealing with members of the public, internal and external customers in a professional and confident manner, in situations relating to retention and disposal of Evidence. Dealing with queries from all sources and advising all internal &amp; external sources as required.</li> <li>5. To interrogate relevant computer systems to regularly review all evidential/property items stored, carry out relevant enquiries with District/Departmental staff, returning or disposing of unclaimed, forfeited or seized property in line with Force Policy to maintain the constant cycle of incoming and outgoing items.</li> <li>6. On receipt of instructions from Officer In Case, make arrangements to return evidential/property items to owner/authorised persons or if appropriate dispose the items in the most cost effective way in line with Force Policy.</li> <li>7. Maintain accurate computer and clerical records and administrative procedures to facilitate all evidence/property handling. Prepare reports and statistical information regarding all property management issues.</li> <li>8. Provide professional streamlined property management service, in order that operational officers and members of the public receive the required support and practices consistent with Force Policy, ensuring Divisional/Departmental staff have appropriate support and training in property management.</li> <li>9. Assist with monthly critical audits of physical firearms, cash and drugs as required by managers.</li> <li>10. Highlight any concerns regarding compliance failures/anomalies whether on the computerised systems or an actual evidential item to their line manager immediately.</li> <li>11. Prepare evidential items for forensic submission in accordance with the relevant Force Policy – adhering to the required time constraints. Quality checking each evidential submission &amp; liaising with the Officer in the Case if amendments are required to avoid rejection by Forensics.</li> </ol>	

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Deals with the receipt, storage and disposal of in excess of 150,000 per annum-evidential/property items, including forensic samples.
- Responsibility for storage and safekeeping of critical items namely large quantities of high value drugs, large amounts of cash and high volumes of firearms.
- Personal awareness & responsibility for security & access of the store and all its contents.
- Complies with the Force's Health and Safety Policy and Procedures.

**Work/Business contacts**

**Internal:** Police officers and police staff of all ranks across the organisation.

**External:** Members of the public: - victims, next of kin and defendants, Regional Scientific Support Unit, CPS, Solicitors, Custom and Immigration, other Forces, Auctioneers and relevant third party organisations.

**Expertise in Role Required (At selection - Level 1)****Essential or Desirable**

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|---|-----------|
| • Basic literacy and numeracy skills.   | Essential |
| • Good standard of written and oral communication skills.                                 | Essential |
| • Has knowledge of and ability to operate computerised packages such as Microsoft Office. | Essential |
| • Previous clerical/administrative experience.  | Essential |
| • Previous experience of working in a Customer Service environment.                       | Essential |
| • Can demonstrate good organisational skills incorporating attention to detail.           | Essential |
| • Ability to pass relevant courses for the role: NICHE, manual handling &ladder training. | Essential |
| • Basic understanding of Health & Safety in the work environment.                         | Essential |
| • Can demonstrate emotional resilience.   | Desirable |
| • Can demonstrate interpersonal skills.   | Desirable |
| • Can demonstrate an awareness of confidentiality principles.                             | Desirable |
| • Previous experience of working in a stores environment.                                 | Desirable |

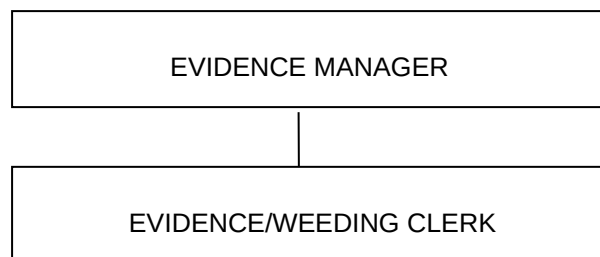
**Other (Physical, mobility, local conditions)**

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|---|-----------|
| • Physically able to handle bulky items.  | Essential |
| • Resilience to work in a challenging warehouse environment. I.e. smells, lack of natural light.  | Essential |
| • Prepared to wear uniform and PPE.   | Essential |
| • Willingness to work at other sites within the District Area other than normal place of work as and when required to provide business continuity and to enable the cluster to fulfil force-wide needs. | Essential |
| • Prepared to provide statements and attend Court as required.  | Essential |
| • Due to the nature of the role, must provide biometric samples (Fingerprints and DNA) as required to ensure ongoing inclusion on the relevant elimination databases for policing services.             | Essential |
| • Holds a full current UK/European driving licence.   | Desirable |
| • Ability to travel and work around the Force area if required.   | Desirable |

### **Expertise in Role - After initial development - Level 2**

- Detailed knowledge of Force procedures in relation to handling and disposal of found and evidential property.
- Thorough knowledge and an ability to operate relevant Force systems, such as Corvus, Outlook, Kim, Niche and Holmes.
- Thorough knowledge of health and safety procedures particularly in relation to specific items e.g. bloodstained clothing, syringes, drugs, firearms, offensive weapons and forensic samples.
- Completed Manual Handling and Ladder Safety training.
- Basic knowledge of WYP structure.
- Is recognised as an expert source of information on matters related to the evidence and property function both internally and externally.

### **Structure**



## **PART B – COMPETENCIES & VALUES**

### **Competency and Values Framework –**

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

#### **Select one level**

Level 1 –Practitioner.

## **PART C - DEVELOPMENT OF ROLE**

### **Expertise in Role (Advanced - Level 3)**

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## PART D - ACCESS & VETTING

<b><i>Standard IT Access</i></b>	Default and Niche Property Module.
<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter access to police building where based and access to permanent and overnight stores.
<b><i>Vetting Level</i></b>	Management Vetting
<b><i>Date accepted as a role profile</i></b>	25 <sup>th</sup> October 2022