



<b>Role Title</b>	Evidence/Weeding Clerk	<b>Reporting to</b>	Evidence Manager
<b>Section</b>	Finance & Business Support	<b>District/Department</b>	HQ Finance
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 3

## 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>	
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.
2.	Receive and quality check all incoming evidence/property items to the store including forensic submissions, or collected from overnight stores within the District, ensuring items are stored and recorded appropriately with regards to economic and evidential value in accordance with Force Policy and Operating Guidelines.
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.
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.
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.
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.
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.
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.

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>Deals with the receipt, storage and disposal of in excess of 10,000 evidential/property items, including forensic samples.</li><li>Responsibility for storage and safekeeping of large quantities of high value drugs and large amounts of cash.</li><li>Responsibility for the handling, storage and safe disposal of firearms.</li><li>Complies with the Force's Health and Safety Policy and Procedures.</li></ul>

### **Work/Business contacts**

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

**External:** Members of the public: - victims and defendants, Yorkshire and Humber 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**

- | Expertise in Role Required (At selection - Level 1)                                       | Essential or Desirable |
|---|------------------------|
| • Basic literacy and numeracy 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              |
| • Previous experience of working in a stores environment.                                 | Desirable              |

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

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| • Physically able to handle bulky items of evidential/property items.  | Essential |
| • Is willing to work in any post appropriate to the grade at such other place within the Force as may be reasonably required.  | 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 |
| • Holds a full current UK/European driving licence.  | Desirable |
| • Ability to travel 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.
- 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**

EVIDENCE MANAGER

EVIDENCE/WEEDING CLERK

## 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)

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

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

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## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default and Niche Property Module.
<b>Police Building (Perimeter and Zone access)</b>	Perimeter access to police building where based and access to permanent and overnight stores.
<b>Vetting Level</b>	Management vetting.
<b>Date accepted as a role profile</b>	20/10/16