



<b>Role Title</b>	Detention Officer	<b>Reporting to</b>	Custody Officer
<b>Section</b>	Custody	<b>District/Department</b>	Districts
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 4

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To assist the Custody Officer in detaining and dealing with detainees in custody, in order to maintain the security and safety of all personnel within the cell complex.
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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. Receive and process detainees utilising Force and national IT systems, entering and recording information accurately, utilising search facilities appropriately and producing relevant custody records and documentation for detained persons, in accordance with the relevant legislation and force policy</li><li>3. To assist in the risk assessment of detainees, bringing any issues or concerns to the attention of the Custody Officer, and undertake the observation, engagement, restraint and transfer to cells of detainees as required, some of whom may be violent, potential escapees, uncooperative and/or suffering from mental health issues.</li><li>4. To be responsible, at the direction of the appropriate person, for the health, sustenance and welfare of detained persons, including: preparation and provision of food and refreshments, issue of prescribed medications, provision of first aid (when required), supervision of periods of exercise and of children in detention.</li><li>5. To ensure that the cells, adjoining passages and other ancillary areas are clean and tidy to maintain a safe, acceptable and hygienic environment, arranging cleansing of such areas, as is required, which are fouled or contaminated by the detained person</li><li>6. Undertake searches, obtain fingerprints, images, DNA samples, footwear impressions (and any future samples), drugs testing and Intoxilyzer testing and be responsible for the handling, recording, storage, movement and return of detainee's property ensuring all property is accounted for.</li><li>7. Maintain and issue all custody supplies/stationery so items are available for use when required. Receive and handle monies relating to fines warrants in accordance with Force Policy.</li><li>8. Liaise with external agencies and provide accurate information and records E.g. Healthcare providers, immigration, legal representatives and PECS.</li><li>9. To assist the Custody Officer in the safe transfer and handling of detainees to other custody suites, as required, and to maintain an awareness of the divisional evacuation plan.</li></ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• The Custody Area operates 24 hours a day, seven days a week. There is a requirement to work an unsociable 24 hour shift pattern, which includes night working.</li><li>• There is a requirement to produce evidence and attend court to give evidence, if necessary.</li><li>• To undertake training as specified/required by the role (including future training) E.g. First Aid, Defibrillator and detainee handling</li><li>• On appointment will be posted to a custody area in line with Force vacancies.</li></ul>

### **Work/Business contacts**

**Internal:** All ranks of Police Officers and Police Staff.

**External:** Members of the public, external agencies E.g. Legal Representatives, Healthcare Professionals, PECS, Independent Custody Visitors, Appropriate Adults, Social workers, Interpreters and relatives of prisoners.

### **Expertise in Role Required (At selection - Level 1)**

#### **Essential or Desirable**

- | Expertise in Role Required (At selection - Level 1)  | Essential or Desirable |
|--|------------------------|
| • To be a computer user and have basic knowledge of computer systems.  | Essential              |
| • Ability to undertake and pass relevant training course and sessions including First Aid, detainee handling and IT courses. | Essential              |
| • Basic knowledge of Pace Code C, Safer Detention & Handling of Persons In Police Custody Doctrine                           | Desirable              |
| • Able to demonstrate good communication skills both oral and written.   | Essential              |

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

- | Other (Physical, mobility, local conditions)  | Essential or Desirable |
|---|------------------------|
| • Physically capable to undertake the duties of the post including violent detainee handling          | Essential              |
| • Ability to work unsocial hours  | Essential              |
| • Ability and willingness to travel throughout the Force area if required.                            | Essential              |
| • Ability and willingness to work at such other place within the Force as may be reasonably required. | Essential              |
| • Holds a full current UK/European driving licence.   | Desirable              |
| • Has access to a motor vehicle and is prepared to use it for business purposes                       | Desirable              |

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

- Is able to utilise role relevant computer based systems
- Has a working knowledge of; Code C of the Codes of Practice – Police and Criminal Evidence Act 1984 Authorised Professional Practices and Force Policies relating to Custody.
- Proficient in the procedures of obtaining evidential samples as necessary/specific to the role.
- Has completed the Detainee Handling Course
- Has completed the initial Detention Officer Training Course.
- There is a requirement to undertake and pass an initial training course upon appointment and pass an annual refresher course.

### **Structure**

CUSTODY OFFICER

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DETENTION OFFICER

## **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)***

- Has a detailed knowledge of; Code C of the Codes of Practice – Police and Criminal Evidence Act 1984, Authorised Professional Practices and Force Policies relating to Custody.
- To take responsibility of the maintenance/administration of systems. E.g. DNA, Fingerprint management, alarm testing and other appropriate Health and Safety testing.
- To provide on the job mentoring/training of staff as required.

## PART D - ACCESS & VETTING

<b><i>Standard IT Access</i></b>	Default
<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter Access to Police Buildings where based
<b><i>Vetting Level</i></b>	Recruitment Vetting
<b><i>Date accepted as a role profile</i></b>	2016