

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

|                   |  |                |         |
|-------------------|--|----------------|---------|
| Job Title:        | Dedicated Detention Officer            | Current Grade: | A004    |
| Department:       | Crime & Offender Management            | Area:          | Generic |
| Reports To:       | Dedicated Detention Officer Supervisor | No of Posts:   |         |
| Level of vetting: | BV                                     | Post Number:   | Various |

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The role is to assist the custody sergeant with the running and management of the custody suite. Ensure the safety and security of staff and detainees and provide a professional custody service to a range of stakeholders including; solicitors, doctors, social services and interpreters.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

None

### D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Under direction of the Custody Sergeant, manage the arrival of detainees at the Custody Suite. Conduct risk assessments. Open custody records recording personal details and the reason and circumstance of the arrest. Answer telephone calls and deal with enquiries.

Conduct prisoner searches, take prisoners fingerprints, photographs and DNA samples using reasonable force when necessary and appropriate.

Conduct cell visits to ensure the safety of detainees. Ensure that cells are in good working order, clean and free from defects. Reports defects where appropriate and arrange repair or closure of cell.

Supervises detainee's ablutions, exercise, telephone calls, visits and doctors examinations when requested.

Arrange and deliver appropriate meals and drink to detainee's taking into account any dietary requirements

Provide first aid treatment to detainees, staff and other custody users when required.

Make best use of technology in support of your role, ensuring correct operation and compliance with force and legal requirements.

Present evidence in court and other hearings as required.

Promote equality, diversity and human rights in working practices by developing and maintaining positive working relationships, ensuring colleagues and detainees are treated with courtesy, respect and dignity.

The post holder may, from time to time, be required to carry out other reasonable tasks commensurate with the Dedicated Detention Officer role as directed by the Custody Officer or other supervising Officers.

### E. DECISION MAKING:

#### Make decisions

Compliance with the Police & Criminal Evidence Act 1986 and the Safer Detention and Handling of Persons in Custody 2006 and the Custody Standard Operating Procedure Manual

## REWARD

**Significant say in decisions**

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

Metropolitan Police personnel, City of London personnel, Force Medical Examiners

**External**

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

Foreign language or sign language skills are desirable.

Full UK driving license

**Experience:**

Previous experience of working in a custody environment is desirable rather than essential although demonstrable evidence of experience in similar secure environments will be an advantage.

This is a physically demanding role therefore the post holders need to be physically fit.

**Skills:**

Excellent written and verbal communication and interpersonal skills are essential.

The ability to accurately input information onto a computer database is essential as is the ability to carry out basic office administration using word processing and email software packages

The ability to remain calm and professional in confrontational situations is essential

The ability to use an appropriate level of force to control detainees in accordance with training and guidelines you will be given is essential.

The ability to work as part of a small team and promote equality, diversity and human rights in working practices is essential

A demonstrable understanding of and commitment to delivering high levels of customer service is essential

Must have lived permanently in the UK for the three years prior to the application for employment.

**Knowledge:**

Police and Criminal Evidence Act 1986, Safer Detention and Handling of Persons in Custody. Standard Operating Procedures – Custody Manual

**REWARD**

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

All Dedicated Detention Officer posts are subject to police vetting and reference checks and documentary proof of the right to work in the UK.

The role of Dedicated Detention Officer is an "Excepted" post under the meaning of the provisions of the Rehabilitation of Offenders Act, 1974, and therefore all convictions, 'spent' or otherwise must be disclosed.

Failure to disclose any criminal convictions including motoring offences is liable to result in withdrawal of an offer of employment or disciplinary action. However, in certain circumstances minor offences may not be a bar to employment as a Dedicated Detention Officer and provided full disclosure has been made each circumstance will be judged on its merits.

Must have lived permanently in the UK for the three years prior to the application for employment  
The ability to work a 24 hour shift system which will include working nights, weekends and some public holidays essential.

Due to the nature of the custody environment there will potentially be a need to use force when appropriate.

**I. AUTHORISATION DETAILS**

Prepared By:  
Area Commander /FHQ  
HoD:  
Evaluation Panel:

Date:

Date:

Date: