

## 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:	Property Officer	Current Grade:	A004
Department:	Custody & ID Suite	Area:	London
Reports To:	Inspector in charge	No of Posts:	1
Level of vetting:	BV	Post Number:	

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

Responsible for all matters related to the property store including recording items booked in and out, property store audits. Logging all special, found and lost property and arranging in conjunction with the Case Officer for it to be returned to the rightful owner. Providing advice and guidance to Police Officers in respect of the storage and disposal of property, video and audio tapes in order to provide an effective and efficient property service to the Area. General management of property storage, and handling large amounts of cash. Production of exhibits for court.

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

#### Financial – Direct or Non-Direct

Financial – Other – Value of all property and tapes kept in the property store

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

#### Any Other Statistical Data

**REWARD**

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

Receive and store all items of property taken as evidence from offenders or recovered from scenes of crime and all recovered stolen property, accurately recording details on property forms storing logically and making entries on to the property database to ensure the secure storage of property, provide continuity of evidence and provide for its' efficient retrieval when required.

Manage the lost and found property system including the receipt of property from members of the public, the effective recording and tracking of all such property attempting to trace the rightful owners for property and arrange for its return or disposal as appropriate.

Manage the administration systems storage and retention of interview tapes arranging for copies to be made on request levying charges; in order to ensure the secure appropriate storage of tapes and the continuity of evidence.

Maintain an efficient property handling system providing officers with details of property they are responsible for on a regular basis and liaising with officers in regard of property returns and disposals ensuring they are dealt with promptly and efficiently continually monitoring the length of time property has been stored.

Consult with the prosecutions Unit regularly to determine items suitable for disposal.

Arrange for the disposal of Special Property such as drugs, fire arms hazardous substances in the appropriate manner.

Responsible for receipt, storage and disposal of large sums of cash

Responsible for the release of property and associated records for Officers attending court.

Manage access control to the Property Room.

Accurate recording of increasing workload of DNA samples between Uniformed Officers, CID Officers, SOCO and outside external agencies.

Transfer of property from the overnight store to the main store and maintaining accurate registration.

Liaison with the Metropolitan Police referencing outstanding property for BTP Officers.

Responsible for general Housekeeping duties including office services building maintenance, archive filing and administration in relation to the Property Store.

Generally assist on other related tasks as required.

**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

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

**Internal**

Contact with local Senior Officers and other ranks both from AHQ and outbased stations, Coroners Officer, Scenes Of Crime, CJU

**External**

Victims of Crime, Defendants seeking return of property, All levels of staff within other Forces, Various staff from Railway Businesses, Various agencies incl. Courts and CPS

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

**Essential Criteria:**

**Qualifications and Training:**

A-Level qualification or equivalent vocational training or qualification

A full clean driving license is essential

**Experience:**

Experience of dealing with members of the public

**Skills:**

Excellent keyboard skills and competent in the use of Windows based applications including Word and Excel

Effective Verbal and Written communication skills

Articulate eye for detail

Flexible and self motivated person

Ability to work unsupervised

Excellent interpersonal skills

**Knowledge:**

In depth knowledge of BTP, Crime reporting lost property procedures, Prosecution processes Court procedures and continuity of evidence registers.



**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

**Skills:**

**Knowledge:**

**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.*

This position requires a trustworthy post holder who can be accountable for all items in the property store including drugs, large sums of money, fire arms etc.