

## 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:	Scientific Support Unit	Area:	Force Headquarters
Reports To:	Central Submissions Supervisor	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*

Responsibility and management of all Property Store Administration - recording items, booking in and out and property store audits

General Management of property storage facility and handling of sensitive items as well as ensuring exhibits are available for court, stored long term or destroyed in accordance to Force Policy

To undertake the administration of the property store. Maintain the integrity of the property store and its contents in accordance with Force policy.

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

#### Financial – Direct or Non-Direct

Nil

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

Nil

#### Any Other Statistical Data

Nil

## REWARD

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

Undertake the administration of the Property Store and ensure case management systems are updated in accordance with Force policy

Receive and store all items of property taken as evidence 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 efficient retrieval when required.

Maintain an efficient property handling system providing officers with details of property they are responsible for on a regular basis. 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.

Arrange eventual disposal of exhibits if authority of a supervisory officer is received.

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

Manage access control to the property room.

Maintain the SSU consumables stores.

**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**

All levels of BTP staff and officers and SSU staff.

**External**

Liaising with forensic suppliers and destruction companies

**REWARD**

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

**Essential Criteria:**

**Qualifications and Training:**

**Experience:**

**Skills:**

Eye for detail  
Excellent computer skills  
Effective verbal and written communication skills  
Confident, self-motivated and flexible

**Knowledge:**

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

Previous experience dealing with sensitive materials and continuity of evidence

**Skills:**

**Knowledge:**

Knowledge of BTP policies and procedures

**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.*

The role requires meticulous attention to detail and concentration to ensure no errors occur or records are lost or misfiled.

Items of property either of high value or of an illegal and/or dangerous nature will be stored in the property store for which the post holder will be fully accountable.

Items of property belonging to deceased persons or relating to fatalities will need to be handled.

**REWARD**



NOT PROTECTIVELY MARKED

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Version 1.2

**I. AUTHORISATION DETAILS**

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Area Commander /FHQ	Farhana Nanji (SSM)	Date:	13.06.17
HoD:		Date:	
Evaluation Panel:		Date:	

**REWARD**

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