**ROLE PROFILE**

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| **Role Title:** | | Detention Officer | **Leadership stage:** | *1* |
| **JRN:** | | FT; 30191, 92, 93 NKT; 30194, 95, 96 | **Job family:** |  |
| **Band:** | | 5 | **Location:** | Location Based |
| **Allowances:** | | As per contract | **Politically restricted:** | No |
| **Department:** | | Criminal Justice & Custody | **Vetting level:** | RV |
| **Reporting to:** | | Custody Sergeant | **Date Published:** | February 2023 |
| **Posts responsible for:** | | None | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| Ensure the safe and ethical processing of detainees within the custody suite, conduct other clerical and administrative duties as directed by the custody sergeant in line with PACE, Home Officer guidelines and Criminal Law. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Recognise and review all factors relating to the dignity and wellbeing of detainees at all stages of their detention, release or transfer and utilising strong communication skills to support this. | | | |
| **2** | Receive and undertake searches or assist with searches of detained persons who can be volatile and unpredictable. To maintain a safe custody facility this can include strip searching a detainee and occasionally in unsanitary conditions and with the use of force. | | | |
| **3** | Receive, record, care and store detainees/evidential property in compliance with force policy and data protection legislation to ensure the accurate return and/or transfer of property. | | | |
| **4** | Support the custody Sergeant with general admin and the running of the custody suite, as directed. Including although not limited to, the completion of mandatory aspects of the booking-in procedure for detainees, making best use of Force and national IT systems, taking of fingerprints/shoe match, Pro-map images, DNA samples and drug testing on arrival, if necessary, by force in accordance with relevant legislation and Force policy whilst ensuring the samples are correctly stored, documented, transferred and evidenced where necessary. Review, download and correctly store CCTV footage in line with force policy the date protection act. | | | |
| **5** | Perform regular and timely recording of welfare checks on detained persons conducting continuous dynamic risk assessments on often vulnerable detained persons (alcohol and drug dependent, mental health issues, etc.) Notifying the Custody Sergeant of any changes in behaviours, well-being or risk factors of detainees so that any welfare concerns are identified. | | | |
| **6** | Prepare and serve and record all food and drinks provided, for detained persons and other items as requested ensuring compliance with food hygiene regulations and maintaining the welfare and decency of the detainee. | | | |
| **7** | Monitor and rotate the stock levels of consumables and equipment within the storeroom and office areas, ensuring all anti-contamination procedures are adhered to at all times. | | | |
| **8** | Liaison between Health care practitioners and Mental Health Nurses within the custody environment to ensure the highest level of care is provided to the detainees recording detailed requests on the custody record. | | | |
| **9** | Manage and deal with risk and conflict using personal safety training in line with policies and procedures when required within the custody suite to ensure the safety of staff and detainees. Any use of force performed is to be recorded on the custody record. | | | |
| **10** | Management of detainees on constant observation levels whether through CCTV systems or at the cell reporting any changes in behaviours to the Custody Sergeant. This can include situations which are sensitive to the detainee and requires special attention given to their welfare and dignity. | | | |
| **11** | Providing evidential statements where necessary and attending court when required to do so. This can include attending on Rest Days. | | | |
| **12** | Ensure the day to day running of the Hub which includes, liaising with internal and external stakeholders, arranging the transfer of detainees and managing their welfare via the cell intercom systems. This is integral to the efficiency of a dynamic and fluid custody suite. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:** All Northumbria Police operational delivery and support departments, Mitie health care professionals, NHS mental health workers, Drug and alcohol workers.  **External:** Local and national courts, Legal Representatives and defence call centres, Immigration and Border Force, Social services departments, Volunteer appropriate adult schemes, Geo-amey services | | | | |

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| **Part C – Competencies and Values** |
| **Northumbria competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months** | |
| **First 6 months** | |
| 1 | Competent in all aspects and functions of the detention officer role within custody environment as detailed in the custody detention officer skills matrix |
| 2 | Ongoing assessment by supervisor using their own observations and custody records to ascertain performance levels and development in this time period. |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 | Review and identify and skill or knowledge deficiencies |
| 6 | Complete all annual mandatory training including Custody CPD event, Officer safety training and first aid and online learning packages as directed |
| 7 | Maintain and update key knowledge, understanding and skills relating to legislation policy and practice relating to Custody and detention and learning identified in the custody circulars / audit processes |
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**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Current full UK driving licence  IT literate  Resilience  Good communication skills  No specific qualifications | Previous experience within custody or policing environment | Application/interview/  CPD |
| Planning and organising | Demonstrate an ability to plan, organise and prioritise tasks |  | Application/interview/  CPD |
| Problem solving and initiative | Demonstrate and ability to work effectively on your own and as part of a team to provide solutions and initiatives |  | Application/interview/  CPD |
| Management and teamwork | An ability to self-motivate and operate effectively as part of a team | Demonstrate and understand the importance for partnership working in order to deliver an outstanding service | Application/interview/  CPD |
| Communicating and influencing | Able to communicate effectively; using both verbal and written methods |  | Application/interview/  CPD |
| Other skills and behaviours | Personal behaviours and attitudes in line with the college of policing code of ethics | Customer focussed and passionate to help others | Application/interview/  CPD |