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| **08/10/2015Detention Officer (Ref SS021 Full time - 30191 / 30192 / 30193 Night Key Time - 30194 / 30195 / 30196 Day Key Time - 20205)**

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| **Police Staff****Detention Officer****Operations Department****Role Definition:SS021Full time - 30191 / 30192 / 30193Night Key Time - 30194 / 30195 / 30196Day Key Time - 20205** |

**ROLE DEFINITION**

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| Dept / Area Command: | Operations Department  | http://domcms/icons/ecblank.gif | Section: | Custody  |
| Post Title: | Detention Officer  | http://domcms/icons/ecblank.gif | Post Reference: | SS021Full time - 30191 / 30192 / 30193Night Key Time - 30194 / 30195 / 30196Day Key Time - 20205  |
| Post Grade: | Grade C   | http://domcms/icons/ecblank.gif | Location: | Allocated Custody Suite  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: | Yes  | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: | Yes  | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Sergeant Custody Officer 20098 |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Process prisoners, receiving, escorting, transporting, taking samples, ensuring detainees are properly cared for as required under PACE, Home Officer guidelines and Criminal Law.  |

**Key Responsibilities:-  The postholder undertaking this role will be required to undertake designated functions and will have associated powers conferred by the Chief Constable under the Police Reform Act 2002 (Detention Officer and Escort Officer).**1. **Receive and assist with the processing of detainees at any Force custody suite, maintaining high standards of welfare and treatment for prisoners whilst detained within the custody suite, booking-in detainee's, taking DNA and similar samples, searches, promat images, fingerprints; all to provide the Force with information to aid the detection of crime.**
2. **Receive and escort prisoners within the custody suite and ensure detainee property is properly handled in accordance with property procedures.**
3. **Escort and transport prisoners between various locations as directed.**
4. **Apply procedures, guidelines and statutory requirements relevant to the detention of prisoners to ensure compliance with PACE, Home Officer guidelines and Criminal Law.**
5. **Apply Force policies, but not restricted to Data Protection, Diversity and Health and Safety Regulations to ensure the rights of the individuals are upheld without bias and Health and Safety regulations are fully observed.**
6. **Provide administrative support in connection with custody suite systems and procedures to ensure the service provided is efficient and records are properly maintained supporting the effective management of the Unit.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**  |  | [Search**Search**](http://domcms/ww/wp/jobdesc.nsf/9d1828e2f6807acb80256ea6004c66fc/%24SearchForm?SearchView)[Basic**Basic Page**](http://domcms/ww/wp/jobdesc.nsf/webBasicView/C8D22543518D5B6C80257ED8005787A3)[Feedback**Feedback**](http://domcms/ww/wp/jobdesc.nsf/webFeedback?OpenForm&ParentUNID=C8D22543518D5B6C80257ED8005787A3) |  |
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