



## ROLE PROFILE

<b>Post Title:</b>	Custody Detention Officer	
<b>Grade:</b>	LC4	<b>JE:</b> 1746
<b>Location:</b>	Various	
<b>Responsible to:</b>	Custody Sergeant / Senior Custody Detention Officer	

### Job Purpose:

The Custody Detention Officer role is responsible for assisting in the secure detention, care and welfare of detained persons and their property, in accordance with the powers as detailed in the Police Reform Act 2002, ensuring compliance with the provisions of the Police and Criminal Evidence Act 1984.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

**To assist in the delivery of a professional service within the Custody environment by:**

- Implementing all relevant legislation and applying policies appropriately to ensure high standards of security and safety are maintained within the Custody Suite.
- Assisting in the accurate and prompt maintenance of custody records to ensure the integrity of the data being held.
- Completing antecedent forms, obtaining fingerprints, photographs, DNA samples from detained persons and completing ACRO checks as directed, ensuring compliance with all relevant legislation.
- Searching each cell before and after use to detect and arrange the repair of any damage caused, reporting and following correct procedures to maintain a safe custody facility.
- Searching detainees – performing physical searching of detainees, retaining and recording of personal possessions, ensuring compliance with force policy and procedures.
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- Preparing and serving all food and drinks, as required, for detained persons and other items as requested ensuring compliance with food hygiene regulations and maintaining the welfare and decency of the detainee.
- Supervising visits by official representatives/agencies and ensuring visits by relatives are continuously monitored to maintain security in the custody facility, in compliance with force policy.
- Notifying the Custody Officer of any changes in behaviour or well-being of detainees so that any vulnerability or welfare concerns are identified.
- Establishing and maintaining professional partnerships with all organisations and individuals involved in the Criminal Justice System.
- Administering first-aid where necessary.
- Obtaining appropriate Medical or Mental Health services for detained persons when required.
- Securing and storing evidential property in compliance with force policy and ensure the accurate return and / or transfer of property.
- Monitoring the custody suite environment, reporting any issues, to ensure the general cleanliness, hygiene and operational effectiveness of the custody facility at all times.
- Assisting police officers and/or restraining detainees as directed, in the execution of their duties to ensure the safety and security of those within the custody facility.
- Being responsible for keeping up to date with any changes to legislation, force policy and any recent cases that may affect the custody process.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

#### **Behaviours :**

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### **Resolute, compassionate and committed**

<b>Behaviour</b>	<b>Level</b>	<b>To be Identified by</b>
We are emotionally aware	1	Interview

We take ownership	1	Interview
<b>Inclusive, enabling and visionary leadership</b>		
We are collaborative	1	Interview
We deliver, support and inspire	1	Interview
<b>Intelligent, creative and informed policing</b>		
We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

<b>Values :</b>	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Successful completion of the Custody Detention Officer Course prior to initial deployment.		Application Form/Training record
<b>Knowledge / Experience</b>		
Experience of dealing with people in difficult, sometimes confrontational circumstances		Application Form/Interview
Experience of communicating with individuals from a variety of backgrounds	Experience of working in a security or similar environment	Application Form/Interview
Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them	Knowledge and understanding of maintaining security and controlling incidents	Interview

Experience of dealing with vulnerable individuals		Application Form/ Interview
Experience of working effectively as part of a team		Application Form/ Interview
Experience of inputting and maintaining computerised and manual filing/recording systems	Experience of using Microsoft Software Applications, including MS Office – Word.	Interview
Experience of maintaining strict confidentiality, using tact and diplomacy where applicable.		Application Form/ Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Requirement to provide DNA sample to be entered on the Central Elimination Database		This will be undertaken by Scientific Support
Ability to travel on Constabulary business		Interview
Demonstrates a flexible approach to working practices and hours		Interview
Physically fit		Meet the standards required for the Risk Assessment based Medical Examination for this role
Willing to work anywhere within the Force, as required		Interview
Full Driving Licence		Application Form

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: 20 November 2018**