



ROLE PROFILE

Post Title:	Long Term Storage Officer	
Grade:	LC4	JE: 1255
Location:	East – Accrington / South – Leyland	
Responsible to:	Evidence Related Property Manager	

Job Purpose:

Responsible for the safe storage, recording, retention, and destruction of all long-term storage items in accordance with Management of Police Information (MOPI) guidelines, Data Protection legislation and Constabulary retention schedules and policies.

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 be responsible for the security, indexing and cataloguing of audio, visual and digitally recorded evidence as well as physical exhibits and paper files.
- To ensure that all long-term storage items are stored and archived in a safe, secure, and appropriate manner in accordance with force policy and MOPI guidance. Including handling highly sensitive and classified items.
- To create, update and maintain accurate records of items in long term storage, using computerised and manual systems in compliance with all relevant procedures and ensuring a robust audit trail is maintained.
- To interrogate computerised systems to enable efficient retrieval of stored items and electronic records, including locating historical records relating to cold cases and historic criminal investigations.
- To undertake in-depth interrogation of the Connect system to ensure compliance with legislative requirements when making decisions regarding retention periods and/or destruction of Constabulary records.
- To utilise document management storage systems by converting paper records to electronic format as directed by force policy and Management of Police Information guidance.
- To provide specialist advice and guidance to officers and other internal and external stakeholders regarding LTS procedures, protocols, and the legislative requirements for long term storage of records/the retrieval of records in long term storage. Including participation at meetings with internal and external stakeholders.
- To be able to undertake a physically demanding role, that involves lifting, carrying, pushing, pulling, and positioning bulky storage items. Including regular working at height and using a scissor lift.

- To be willing to travel force wide in order to retrieve and/or assess items for long term storage or destruction.
- To review records to ensure they are retained in compliance with MOPI guidance, Data Protection legislation and Constabulary guidance, this can include the handling of distressing, graphic and indecent images and documents and high-risk items of evidence for long term retention which can include weapons and biohazard contaminated items.
- To challenge requests for submission of records into the Long-Term Storage archive which do not meet the agreed long term storage criteria.
- To adopt a continuous improvement approach, including sharing best practice and contributing meaningfully to planning, including the possible future digitalisation of LTS files.
- To take opportunities to make efficiencies, whilst working in an innovative and problem-solving manner. Including making continual recommendations of improvements to the Long-Term Storage system.
- 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

Behaviour	Level	To be Identified by
We are emotionally aware	Level 1	Interview
We take ownership	Level 1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	Level 1	Interview
We deliver, support and inspire	Level 1	Interview

Intelligent, creative and informed policing

We analyse critically	Level 1	Interview
We are innovative and open minded	Level 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.

Values :	
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.	
Integrity	Impartiality
Public Service	Transparency

Knowledge / Experience:		
Essential	Desirable	To be identified by
Experience of inputting, updating and maintaining computerised and manual filing/recording systems.		Application Form Interview Assessment
	Experience of communicating at all levels – internally & externally both verbally and in the production of written reports.	Interview
Experience of working with minimal supervision, organising and prioritising own workload		Interview
Experience of working to deadlines and tight timescales, within a busy environment		Application Form/Interview
Experience of filing, categorising and coding information quickly and accurately		Application Form/Interview
Experience of maintaining strict confidentiality, using tact and diplomacy where applicable.		Interview
Experience of working effectively as part of a team		Interview
Experience of assessing and identifying relevant information, making accurate decisions and taking appropriate action		Application Form / Interview
Other		
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
Willingness to travel on Constabulary business as required to fulfil the role		Interview
Completion of training courses essential to fulfil the role including IPAF Scissor Lift Training and Health and Safety courses		Interview
Able to lift and carry bulky storage items appropriate to the physical nature of the job.		Identified by undertaking manual handling training/Interview
Able to work at height on a Scissor Lift (30ft plus)		Interview
Full Driving Licence		Application Form
A flexible approach to working hours and practices.		Interview

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: 26 April 2023