



ROLE PROFILE

Post Title:	Property Officer	
Grade:	LC 4 - 5 (with progression arrangements)	JE: 1253
Location:	ERP (Evidence Related Property) Sites	
Responsible to:	ERP Team Leader	

Job Purpose:

Responsible for the management of all Evidence Related Property (ERP) and items for long-term retention; including high risk and high value items; in accordance with force policies and procedures and assist the Criminal Justice procedures as appropriate.

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 ensure that all Evidence Related Property is transported, processed and stored in an appropriate, safe and secure manner, in accordance with the force policy and procedures, particularly those classified as high risk items ie hazardous substances, weapons, firearms, ammunition, cash & drugs.
- To ensure that procedures are complied with and ensure a robust audit trail of property management is maintained for all items of ERP at all stages of the investigation process to deliver an efficient property management service and minimise risk to the reputation of the organisation, damage to prosecution cases and compensation claims.
- To ensure that all items are labelled and packaged in accordance with the force policy and procedures and that a robust audit trail is maintained for all items booked in and out of the ERP store for transportation to Scientific Support, DMIU and other specialist departments.
- Contribute to the development of efficient corporate systems and processes in relation to ERP procedures.
- Work both independently and as part of a team to ensure work is completed to the required standard within agreed timescales.
- To use Constabulary ICT systems in accordance with corporate procedures to maintain, input and extract data, ensuring all ERP records are up to date and information can be retrieved to provide management information from both computerised and manual systems.
- To provide specialist advice and guidance where appropriate to staff, officers and other departments in relation to the storage, retention and disposal of ERP in accordance with

force policy and procedures.

- To provide training & briefings where appropriate to police officers and police staff.
- To deal with ERP related enquiries from police officers, police staff, other departments and external agencies, members of the public and their representatives in a professional, courteous and considerate manner, both in writing and via the telephone.
- Demonstrate safe manual handling of ERP items being transferred in and out and relocated within the ERP store.
- Demonstrate safe handling of exhibits, managing the risks associated with the potential for exposure to hazardous substances.
- 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.	Knowledge / Experience of implementation of force policies and procedures in relation to property	Application Form/Interview
Experience of dealing with members of the public and working in partnership with other departments and agencies.	Knowledge of force policies pertaining but not exclusive to ERP.	Application Form/Interview
Experience of working effectively as part of a team		Application Form/Interview
Experience of working with minimal supervision, organising and prioritising own workload		Application Form/Interview
Experience of working to deadlines and tight timescales, within a busy environment		Application Form/Interview
Experience of maintaining strict confidentiality, using tact and diplomacy where applicable.		Application Form/Interview
Experience of assessing and identifying relevant information, showing close attention to detail, making accurate decisions and taking appropriate action		Application Form / Interview/Assessment
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
Able to lift and carry items appropriate to the physical nature of the job.		Interview/Identified by undertaking manual handling training
Full Driving Licence		Application Form

Willingness to drive on constabulary business as required		Application From/Interview
A flexible approach to working hours and practices.		Interview
Willingness to attend and complete training courses that are required to fulfil the role		Interview
Willing to provide DNA sample to be entered on the Central Elimination Database		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 deems appropriate.

Date last updated: September 2019

LANCASHIRE CONSTABULARY
PROPERTY OFFICER LC 4-5
PROGRESSION ARRANGEMENTS

The following arrangements are subject to the needs of the post and not the post holder.

It is the post-holders responsibility to apply for progression arrangements. A post holder must complete the Application for Progression Form and provide evidence that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements below.

LC 4 - on appointment (bar at the top)

Appointees to this post will normally commence at Spinal Column Point 9.

LC 5 – Post holders can apply to progress to LC5 when they can evidence

- A comprehensive knowledge, and evidence of the application of, Force and Departmental policies and procedures in relation to Evidence Related Property
- An ability to competently undertake all aspects of the role, including accurately handling and processing forensic items and high risk disposals
- An ability to provide accurate and competent advice, guidance and 'on the job' training to colleagues (both within and outside of the ERP department, i.e. Police Officers)
- Using initiative to solve problems

Performance will be assessed by First Line Managers and evidenced through the PDR process.