



# DORSET POLICE

## Job Description

<b>Date:</b>	May 2024
<b>Job Title:</b>	<b>Detention Officer</b>
<b>Post Number:</b>	
<b>Division/Department/Section:</b>	Criminal Justice Division/Custody – <i>Weymouth and Bournemouth</i>
<b>Line Manager:</b>	Custody Sergeant
<b>1. PURPOSE</b>	
<p>You will be responsible for the safety and welfare of detained persons, male and female, from arrest to conclusion of investigation and subsequent appearance at court or release from custody in accordance with legislative requirements, Force policies and orders.</p>	
<b>2. POSITION IN THE ORGANISATION</b>	
<p style="text-align: center;">Chief Inspector Custody (Operations Manager)</p> <p style="text-align: center;"> </p> <p style="text-align: center;">Custody Inspector</p> <p style="text-align: center;"> </p> <p style="text-align: center;">Custody Sergeant</p> <p style="text-align: center;"> </p> <p style="text-align: center;"><b>Detention Officer(s)</b> (This Post)</p>	
<b>2.b Roles that work directly for this post.</b>	
None	

<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
Supervision of Detained Persons (DP).	Prevent Escape. Ensure safety and welfare; Access to exercise, washing facilities, feeding (medical or religious needs). Take samples including DNA, Fingerprints and Photographs
Physical control and restraint of violent detainees.	Ensure safety of other support staff, police officers, medical practitioners, detained persons etc. Complete and submit "Use of force" forms.
Documentation of custody record.	Accurately complete records of DP's detention for evidential and administrative purposes (occasionally necessary to attend court).
Search DP and compile property record if arresting officer unable or if inappropriate.	Evidence of property in DP's possession at time of custody. Evidence of search and property seized. Accurately record seizure and release of property.
Ongoing assessment DP's welfare re: - Age Vulnerability likelihood of suicide / self-harm. medical requirements - mental state / drunk / drugged / Vulnerable / violent.	Identify vulnerability and respond appropriately. Prevention of suicide / self-harm Medical etc assistance required. Relocation of vulnerable DP or provision of medical help etc.
Assist in escort of DP within police station (interviews, medical consultations etc) and between custody units or outside police station as driver or escort to police officer (to/from hospital, mental institution, His Majesty's Prison (HMP), court, other force).	Assist police personnel, reduce their removal from operational duties, prevent escape and ensure safety of DP and those in contact with him/her.
Supervision of visits by family/partners of DP.	Prevent escape, ensure safety, ensure unauthorised items not passed.
Provide instruction for private custodial service.	DP's taken to correct court at correct time.
Communication with: - Police Staff Solicitors. ICV Healthcare Professionals Social services. Psychiatric services. Drug Workers	Comply with Police and Criminal Evidence Act 1984. Physical and MHA assessments; provision of appropriate adult. Rehab referrals
Charging of DP's (occasional need to give evidence in court).	Comply with Police and Criminal Evidence Act and reduce burden on operational officers.
Administration and recording processes for	Take fingerprints, use TelScan, Livescan

<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
charged DP's.	Take DNA swab. Complete Phoenix Source Document Complete Image Capture to force Standards.
Use of Dorset Police computer systems and the Police National Computer (PNC).	Legally and appropriately search system and update systems.
Occasional cleaning of cells, kitchen area and general tidying up of the custody suite, initiate repair to damaged cells or specialist cleaning for soiled cells.	Daily Custody checks and ongoing housekeeping to ensure good condition of custody suite for staff and detainees.
Deal with queries from families and any other agency with legitimate access.	Passage of relevant information within legislative and Force Policy.
Attend custody specific training sessions and any other training as mandated by the force including e learning packages.	To keep up to date with legislation and procedure and to receive local input on Safer Detention Rules, Personal Safety and First Aid.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the Police Service.
<b>4. CONTACTS</b>	
<b>Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.</b>	
<b>1.</b>	Detained Persons (including relatives and friends)
<b>2.</b>	Police officers dealing with Detained Persons (Dorset and other force areas)
<b>3.</b>	Legal representatives and appropriate adults
<b>4.</b>	Health Care Professionals
<b>5.</b>	Private custodial services

## 5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.

- 1) The **Force Values** together with the **Police Staff Standards of Professional Behaviour** are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.
- 2) The post is a 'designated role' under the Police Reform Act 2002 and the Policing and Crime Act 2017 and as such, the post holder will have certain designated powers as awarded by the Chief Constable.
- 3) The Force requires staff to work a 24-hour rotating shift system and weekend/public holidays, these are the norm. In order that appropriate cover exists across the Force Custody Suites, there is a requirement to work at suites other than the normal centre of duty.
- 4) Staff must hold a valid UK Driving Licence unless prevented by reason of disability. Reasonable adjustments will be considered.
- 5) Detention Officers are more likely to be involved with the Force Professional Standards Department and/or the Independent Police Complaints Commission than other police staff by the very nature of their work and those with whom they deal.
- 6) The police Job Related Fitness Test (JRFT) is a critical component of the recruitment and appointment of Detention Officers. The core rationale for the test is to ensure that prospective employees have a minimum level of fitness to be able to undertake Personal Safety Training. The fitness test is benchmarked against the aerobic demands of Personal Safety Training (PST) and comprises of an aerobic shuttle run test (15m Multistage Fitness Test – 15m MSFT at level 5:4). Please refer to the linked job-related fitness test information guide. [Job-related fitness standards | College of Policing](#)  
As part of the recruitment process, candidates are required to undertake and pass the JRFT.
- 7) There is a unique relationship between police officers and police staff in this post. The Custody Sergeant and the Detention Officer must be able to have complete confidence in each other, both in immediate situations, possibly using control and restraint or self-defence, and in the longer term whereby Force Orders or legislation could be contravened. Incorrect procedures may damage prosecution cases and/or prejudice the likelihood of evidence being accepted. It may also increase the risk to detainees.
- 8) There is a potential for physical and verbal violence, which is unlikely to be encountered in many other areas of Police Staff employment. The role is one where 'life experience' is important, understanding people and being able to recognise the potential for problems. These may arise from violence, alcohol, drugs or illness. Detention Officers receive mandatory training in Personal Safety and First Aid.
- 9) Detention Officers must be medically fit for the role and are subject (dependent upon age) to regular Occupational Health referral.
- 10) The post is subject to a pre-employment medical: therefore, any offer of appointment is conditional upon receiving appropriate clearance.

## 6. HEALTH & SAFETY TRAINING

Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? **[Manager should read appropriate Risk Assessments and identify training required, e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]**

Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU

assessment, Control of Substances Hazardous to Health (COSHH) etc.

You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities.

VDU Assessment  
Manual Handling

## 7. HEALTH MONITORING

Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?

Hep B requirement.

## 8. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., 'this post is subject to standard recruitment vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.

Recruitment level

## 9. TERMS OF APPOINTMENT

The salary will be within **Grade D with a 20% shift allowance + weekend enhancements**. For full salary range refer to Dorset Police Staff pay scales.

There is a requirement to open Custody Centres 24/7 and the shift system covers that daily and weekly requirement.

## 10. PERSON SPECIFICATION

### Essential Criteria

**Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.**

Criteria to be measured	Competencies Required
<b>Criteria A</b>	Qualifications that evidence a good general standard of education including literacy and numeracy or similar practical experience.
<b>Criteria B</b>	Accuracy and attention to detail.
<b>Criteria C</b>	Ability to deal with a wide variety of challenging individuals and situations.
<b>Criteria D</b>	Reliable and self-disciplined.

<b>10. PERSON SPECIFICATION</b>	
<b><u>Essential Criteria</u></b>	
<b>Criteria E</b>	Good computer skills.
<b>Criteria F</b>	Very good communication skills and interpersonal skills
<b>Criteria G</b>	Must be physically, emotionally and psychologically capable of performing the duties.
<b><u>Desirable Criteria (if applicable)</u></b>	
<b><u>Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.</u></b>	
<b>Criteria to be measured</b>	<b>Competencies Required</b>
<b>Criteria H</b>	Knowledge of Police and Criminal Evidence Act 1984 (PACE)
<b>Criteria I</b>	First Aid and Food Hygiene
<b>Criteria J</b>	Control and Restraint/Personal Safety Training