



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:	Local Policing and Criminal Justice
AREA/DEPT:	Criminal Justice
SECTION:	Custody Suite
JOB TITLE:	DETENTION OFFICER
REPORTS TO:	Sergeant - Custody
CURRENT RANK/GRADE:	C
DATE:	September 2016

1. JOB PURPOSE:

Working under the supervision and direction of the custody sergeant, assist in the receiving and processing of detained persons within custody, with shared responsibility for the care, welfare and risk management of all detained persons, ensuring adherence with PACE Codes of Practice regarding the rights and treatment of persons arrested.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Prepare and provide detained person's meals, provision of first aid where necessary and supervision of exercise and washing, to ensure all aspects of a detained person's welfare needs are met.
- b) Facilitate the movement of detainees within the suite ensuring that security considerations are complied with.
- c) Undertake processing of prisoners including searching, fingerprinting, creating and updating PNC records, obtaining photographic images, collection of identification DNA, and the handling of detainee's property. To conduct drug testing and associated paperwork where required to ensure appropriate samples are taken for DIP purposes.
- d) Monitor detainees in line with the Care Plan as set out by the custody sergeant, ensuring that all detainees' health and welfare needs are attended to, and highlighting any issues or concerns to the custody sergeant. When necessary, and under the supervision of the custody sergeant, issue medication as prescribed by a qualified medical practitioner, to detained persons. At all times, ensure that all actions are correctly recorded on the individual's custody record.

- e) Respond to all enquiries at the Custody Suite. Escort visitors ensuring security of the premises and safety of all persons.
- f) Where necessary and with support and guidance, provide evidence for prosecution purposes and attend court if required.
- g) Liaise with external agencies at direction of the Custody Sergeant e.g. appropriate adults, solicitors, medical professionals, interpreters and record appropriately. Provide custody record to solicitors to comply with our legal obligation to detainees.
- h) Conduct regular and auditable checks within custody suite of stocks, cells and equipment, ordering stock as necessary to ensure supplies maintained and cells and equipment are a safe and clean standard and are in full working order.
- i) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security in accordance with the NPCC Guidance on the Management of Police Information to achieve compliance with the Statutory Code of Practice.

3(a) KNOWLEDGE AND EXPERIENCE:

Working knowledge of P.A.C.E (Code C), of own authority under designated powers within the Police Reform Act 2002 and Authorised Professional Practice (College of Policing) in relation to Detention and Custody.

Broad understanding of the Data Protection Act and security of force IT systems

Working knowledge of food hygiene regulations and completion of appropriate food preparation and hygiene course.

Ability to communicate with all relevant parties regarding procedure and deal with all customers in a professional, courteous, respectful and sensitive manner.

Understanding the diversity of the communities within Merseyside and the way in which the role and the organisation may impact upon them.

Fully understand their role in respect of emergency and evacuation plans.

Working knowledge of all relevant Force I.T. systems and equipment.

Maintain mandatory training in following:

First Aid including use of defibrillator.

Personal Safety Training

Police National Computer

Interpreter computer portal

3(b)

Police Reform Act 2002. The delegated powers within this act are needed as an essential part of a Detention Officers role so that they can do all their duties under the power of a constable. These powers include the searching, strip-searching and any escorting of detained persons using reasonable force if necessary. The taking of detained persons samples, (DNA, Fingerprints, Photographs) with or without the detained persons consent and using force if necessary.

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

None

(b) Supervision Received:

Custody Inspector oversees the overall management of the custody suite and resources. Custody Sergeant direct supervisor of Detention Officer.

(c) Other Contacts:

(i) Within Northwest Region:

Police Officers
Prosecutions Unit
PNC Bureau
Joint Contact Centre

(ii) Outside Northwest Region:

Prisoner Transport Company
Solicitors
Social Services
HMCTS
H.M. Prisons
Interpreters
Immigration
Appropriate Adults
Drug and alcohol referral teams
Youth Referral Teams
Independent Custody Visitors
Medical and mental health professionals
Arresting Officers from outside Forces or other agencies

5. CONTEXT:

(a) Operating Environment:

Working in a force Custody Suite as part of a team and under the instruction and direction of the Custody Sergeant, covered by a shift pattern of 24 hours, 365 days a year, having

shared responsibility for detainee care and welfare. Because of the nature of the role and environment, there will be times when the post holder will work unsupervised, and will need to act on their own initiative, prioritising workloads.

(b) Framework and Boundaries:

PACE Act Codes of Practice,
Police Reform Act 2002,
College of Policing/Authorised Professional Practice – Detention and
Custody
Human Rights Act 1998
Equality Act 2010
Data Protection Act 1998

(c) Organisation: (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: None

Staff: None

Other: None

7. JOB CHALLENGES:

The post holder may encounter bodily fluids, such as blood, urine, faeces and vomit. Post holder may also be exposed to contagious and infectious diseases such as Hepatitis, HIV etc.

Dealing with all those in custody in a professional manner. Many detainees are vulnerable, can have mental health issues and can be aggressive/distressed. Must be able to work in an environment which is potentially dangerous and can be noisy, stressful and confrontational. At times the Detention Officer will be required to restrain detainees in accordance with their training.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

Whilst the role is normally based at one custody suite, you will be required to work at other custody suites within Merseyside. Police Staff Conditions of Service will be adhered to in such instances.

Hepatitis B immunisations are recommended.

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn