

# JOB DESCRIPTION



<b>Role title:</b>	Custody Detention Officer
<b>Grade and salary:</b>	Grade E, £21,399 - £26,565 + 20% Shift Allowance & Weekend Working Enhancements.
<b>Hours:</b>	40 hours per week. The post holder will be required to work a shift system (see 'other considerations' for full details).
<b>Department or Division:</b>	Criminal Justice, Custody & Identification
<b>Location:</b>	Derby or Ripley/Chesterfield, however, cover may be required across the County
<b>Post reports to:</b>	Custody Manager
<b>Suitable for job share or part-time:</b>	Yes, suitable for part-time and job-share
<b>Other considerations:</b>	<p>A number of vacancies are anticipated, along with a select list that will also be retained for a 12+ month period for future vacancies.</p> <p>The post holder will be required to work a shift system covering 24 hours x 365/6 days per year which is currently a four on, four off shift system comprising of 2 x 12 hour days/ 2 x 12 hour nights followed by 4 rest days. Additionally, there is a requirement for flexibility as deployment to other suites will be required. Therefore access to transport is essential and the appropriate mileage allowance will be paid. Meal breaks must be flexible and, consequently, these are included within the salary payable.</p> <p>All successful applicants are advised to have the Hepatitis B injection prior to starting within the role.</p> <p>Due to the potential confrontational role and the training required to carry it out, the level of fitness required is that of a Police Constable. We test endurance through a fitness shuttle run commonly known as the bleep test (to level 5:4).</p> <p>A uniform will be provided.</p> <p>Training Courses are scheduled as follows (please note, attendance to the course in full is mandatory):</p> <p><b>Initial Custody Training Course – February 2023</b> 20<sup>th</sup> February – 24<sup>th</sup> March 2023</p>
<b>Date last reviewed:</b>	September 2022

## PURPOSE AND DESCRIPTION OF JOB ROLE:

The post holder will be expected to deal with all aspects covering the reception, handling, care and welfare of persons detained within the Force designated custody suites. The post holder will be expected to deliver first aid to an advanced level, operate computer systems and have knowledge of current legislation and force policies. Training in all aspects of the role and computer systems and equipment will be provided.

## SPECIFIC ROLES AND RESPONSIBILITIES:

The post holder will be a 'designated person' under the Police Reform Act 2002, Part 4 who has specified powers and duties of police officers conferred or imposed on them; these powers include duty to search persons, securing the detention of persons and escorting a detained person within a police station. The post holder may also be required to attend and give evidence at court and at other hearings as required. The ability to maintain a professional image under pressure and in the face of aggression is essential.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- To have previous experience of dealing with people in difficult and confrontational circumstances demonstrating the ability to diffuse and resolve such incidents.
- To demonstrate strong communication skills and the ability to adapt those skills.
- The ability to prepare in a methodical and accurate manner records and documentation as required.
- A proven ability to work as part of a team.
- To demonstrate an ability to prioritise tasks and comply with policies & procedures.
- To have experience of achieving results whilst maintaining integrity.
- To demonstrate strong computer literacy skills, including experience of software packages, i.e. Microsoft word and Outlook.
- You must have excellent keyboard skills with an emphasis on high standards and accuracy, together with experience of inputting information onto a computerised system.
- To have access to transport and be able to travel to different locations.

### Desirable:

- To have relevant and proven experience of dealing with detained persons.
- To have a knowledge of health and safety legislation.
- First aid qualification.
- Knowledge of food preparation and hygiene.

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## PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.