

LEICESTERSHIRE POLICE SUPPORT VOLUNTEERS

Evidential Archives Team
Support Volunteer



SUPPORT
CADETS
SPECIALS
VOLUNTEERS
IN POLICING

Department/Location: Tigers Road and Mansfield House

Responsible to: Archives Team Leader

Role Purpose: The main purpose of this role is to support the Evidential Property and Archives Team at their Tigers Road and Mansfield House sites.

Some of the tasks we would like your help with:

- Assisting in the storage and retrieval of files and materials processed during criminal investigations.
- Ensuring items are stored and retrieved in accordance with Force Policy
- Updating relevant databases showing file movements
- Updating relevant databases showing material movements
- Assisting in ensuring the timely disposal of files and materials

What skills you need:

- IT skills (Word, Excel and Outlook)
- The ability to work unsupervised
- The ability to work as part of a team
- Good organisational skills

What training and support you will receive:

You will take part in an induction to help you understand your role and how the force works, along with training on how to use specialist databases and IT systems.

We have Lead Volunteers on each of our 8 neighbourhood Policing Areas (NPA's). Part of their role is to support volunteers, so they will be able to assist you with any problems or questions you may have throughout your time as a Police Support Volunteer with Leicestershire Police.

How much time?

This is a flexible role and hours (in amount and when) are subject to local agreement.

Interested?

Visit: www.leics.police.uk to read more about volunteering and how to apply.