

Job Description

A Post Details	
Job Title: Property Officer	Grade: A004
Department: Scientific Support Unit	Division: <i>Select Division</i>
Reports to: (1) Central Submissions Supervisor (2) DFS Operations Supervisor (Technical Manager)	Contract Type: Permanent
Level of Vetting: Baseline	Numbers in Post: 2
B Purpose of the Post	
<ul style="list-style-type: none"> • Responsibility and management of all Property Store Administration - recording items, booking in and out and property store audits. • General Management of property storage facility and handling of sensitive items as well as ensuring exhibits are available for court, stored long term or destroyed in accordance to Force Policy. • To undertake the administration of the property store. Maintain the integrity of the property store and its contents in accordance with Force policy. 	
C – Dimensions of the Post	
<p>Financial – Direct or Non-Direct</p> <ul style="list-style-type: none"> • Nil <p>Staff Responsibilities – Direct or Non-Direct</p> <ul style="list-style-type: none"> • Assist in training and development of new staff. <p>Any Other Statistical Data</p> <ul style="list-style-type: none"> • As required produce and provide audit statistics and reports to departmental managers. 	
D Accountabilities	
<ul style="list-style-type: none"> • Undertake the administration of the Property Store and ensure case management systems are updated in accordance with Force policy. • Receive and store all items of property taken as evidence accurately recording details on property forms, storing logically, and making entries on to the property database to ensure the secure storage of property. Provide continuity of evidence and provide for efficient retrieval when required. • Maintain an efficient property handling system providing officers with details of property they are responsible for on a regular basis. Liaising with officers in regard of property returns and disposals ensuring they are dealt with promptly and efficiently. Continually monitoring the length of time property has been stored. • Arrange disposal of exhibits when appropriate authority is received. • Manage access control to the Property Room / Evidence Store. 	

- Maintain the SSU stationary stores.
- Apply and maintain mandatory quality standards, ensuring compliance with current legislation, UKAS requirements and the Forensic Science Regulator Code, identifying opportunities for continual improvement. Conduct regular audits of property held against records on the case management system.
- Where applicable:
 - Responsible for creating working copies of digital media for post-production, preparing and assembling court graphics packs.
 - Maintain asset records including completion of the annual asset verification check.
 - Arrange for the disposal of Special Property such as drugs, firearms, and hazardous substances in the appropriate manner.
 - Arrange servicing, calibration, and cleaning of property store equipment.
 - Act as internal auditor for ISO standards and the Forensic Science Regulator code. Maintain exhibit freezers. Ensure appropriate temperature ranges are maintained and inform supervisor in the event of freezer breakdown. Manage maintenance visits and ensure records are accurately kept

E Decision Making

Nil

F Contact with Others

Internal

- All levels of BTP staff and officers and SSU staff.

External

- Liaising with forensic suppliers, maintenance, and destruction companies

G Essential Criteria

Qualifications and Training:

GCSE Maths and English Grade 5 or above

Skills:

- Demonstrate strong attention to detail with a consistent commitment to accuracy, quality, and compliance.
- Able to follow and apply strict procedures, policies, and relevant legal requirements.
- Competent in the effective use of IT systems for the recording, management, and tracking of exhibits or assets.
- Understands and adheres to principles of confidentiality, data protection, and information security.

- Possesses effective verbal and written communication skills, with the ability to communicate clearly and professionally.
- Confident, self-motivated, and adaptable, with the flexibility to respond to changing operational demands.
- Proficient in the use of Microsoft Office applications, including Word, Excel, and Outlook.

Knowledge:

Nil

Desirable criteria:

Experience

- Previous experience dealing with sensitive materials and continuity of evidence.
- Experience of working in a police environment.

Knowledge

- Knowledge of BTP policies and procedures.
- Knowledge of Quality Assurance procedures: ISO 17025 and the Forensic Science Regulator's Code of Practice and Conduct.

H Additional Information

- The role requires meticulous attention to detail and concentration to ensure no errors occur or records are lost or misfiled.
- Items of property either of high value or of an illegal and/or dangerous nature will be stored in the property store for which the post holder will be fully accountable.
- Items of property belonging to deceased persons or relating to fatalities will need to be handled.
- Due to the specialist operational nature of this role, post holders must provide finger/palm prints and a DNA sample for elimination purposes.
- Physical ability to move and store property safely in line with health and safety guidance.

For Panel to complete only:

Panel Approval: Jodie Childs 3661

Date:02/02/2026