**Job Description**

Job descriptions should be no more than four pages when complete.

**Where you are amending an existing job description you must make the changes using Track Changes.**

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

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| A Post Details |
| Job Title: Designated Detention Officer  | Grade: A004 |
| Department: Crime and Offender Management  | Division: B Div Select Division |
| Reports to: Custody Officer  | Contract Type: Permanent Select Contract Type |
| Level of Vetting: Baseline | Numbers in Post: **20.5**  |
| B Purpose of the Post |
| The role is to assist the custody sergeant with the running and management of the custody suite. Ensure the safety and security of staff and detainees and provide a professional custody service to a range of stakeholders including solicitors, doctors, social services, and interpreters. Also, where trained, to provide ongoing support to the ID suite by conducting in-custody VIPER captures. |
| C Dimensions of the Post |
| Financial – Direct or Non-Direct None Staff Responsibilities – Direct or Non-Direct None Any Other Statistical Data None |
| D Principal Accountabilities |
| Under direction of the Custody Sergeant, manage the arrival of detainees at the Custody Suite and conduct risk assessments.Book detainees into custody which will require opening a custody record and recording all associated details as dictated by the custody system and the APP. Answer telephone calls and deal with enquiries in person. Conduct prisoner searches, take prisoners fingerprints, photographs and DNA samples using reasonable force when necessary and appropriate.  Assist with the safe detention and, if necessary and proportionate, the use of restraint to maintain good order within the suite and prevent assault.Conduct cell visits to ensure the safety of detainees. Ensure that cells are in good working order, clean and free from defects. Reports defects where appropriate and arrange repair or closure of cell. This will include the cleaning of the custody suite if a suitable cleaning contractor is not available. Supervises detainee’s ablutions, exercise, telephone calls, visits and health care examinations when requested. Arrange and deliver appropriate meals and drink to detainee’s considering any dietary requirements. Provide first aid treatment to detainees, staff and other custody users when required. Make best use of technology in support of your role, ensuring correct operation and compliance with force and legal requirements. Present evidence in court and other hearings as required. Promote equality, inclusion, diversity, and human rights in working practices by developing and maintaining positive working relationships, ensuring colleagues and detainees are treated with courtesy, respect, and dignity. The post holder may, from time to time, be required to carry out other reasonable tasks commensurate with the Dedicated Detention Officer role as directed by the Custody Officer or other supervising Officers.  |
| E Decision Making |
| Compliance with the Police & Criminal Evidence Act 1984, the Safer Detention and Handling of Persons in Custody 2006 and the Custody Standard Operating Procedure Manual. |
| F Contact with Others  |
| *The frequent contacts the post holder has with others and for what purpose.* Internal. Metropolitan Police personnel, City of London personnel, Health care professionals ExternalLegal representatives, independent custody visitors, appropriate adults, NHS staff.  |
| G Essential Criteria  |
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| Qualifications and Training:  |
| Foreign language or sign language skills are desirable. No prior formal police training is required.  |
| Experience: |
| Previous experience of a confrontational or public facing role where decision making, and resilience were vital skills is necessary.  |
| Skills: |
| Excellent written and verbal communication and interpersonal skills are essential. The ability to accurately input information onto a computer database is essential as is the ability to carry out basic office administration using word processing and email software packages. The ability to remain calm and professional in confrontational situations is essential. The ability to use an appropriate level of force to control detainees in accordance with training and guidelines you will be given is essential. The ability to work as part of a small team and promote equality, diversity, and human rights in working practices is essential. A demonstrable understanding of and commitment to delivering high levels of customer service is essential Must have lived permanently in the UK for the three years prior to the application for employment.  |
| Knowledge: |
| Police and Criminal Evidence Act 1986, Safer Detention and Handling of Persons in Custody.Standard Operating Procedures – Custody Manual |
| Desirable criteria:   |
| Previous experience of working in a custody environment is desirable rather than essential although demonstrable evidence of experience in similar secure environments will be an advantage.  |
| H Additional Information |
| *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.* All Dedicated Detention Officer posts are subject to police vetting and reference checks and documentary proof of the right to work in the UK. The role of Dedicated Detention Officer is an “Excepted” post under the meaning of the provisions of the Rehabilitation of Offenders Act, 1974, and therefore all convictions, ‘spent’ or otherwise must be disclosed. Failure to disclose any criminal convictions including motoring offences is liable to result in withdrawal of an offer of employment or disciplinary action. However, in certain circumstances minor offences may not be a bar to employment as a Dedicated Detention Officer and provided full disclosure has been made each circumstance will be judged on its merits. Must have lived permanently in the UK for the three years prior to the application for employment The ability to work a 24-hour shift system which will include working nights, weekends, and some public holidays essential. Due to the nature of the custody environment, there will potentially be a need to use force when appropriate. |
| For Panel to complete only:Line Manager Approval: (this is only signed off when the line manager has approved the final version)Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)Date:Click or tap to enter a date. |

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to **People & Culture Policy & Reward inbox**

You will be advised of a panel date following receipt of the submission