



**HEDDLU GOGLEDD CYMRU**  
Gogledd Cymru diogelach

**NORTH WALES POLICE**  
A safer North Wales

## Shared Service Facility Post Profile

<b>Post:</b>	Seized Property Clerk
<b>Grade:</b>	Scale 4
<b>Competency and Values Framework Level/s:</b>	Level 1
<b>Responsible to:</b>	Property and Exhibits Manager
<b>Based at:</b>	St Asaph working peripatetic to other Force Seized Property stores
<b>Agile Work Pattern:</b>	Allocated (or fixed) desk
<b>Gauge Job No:</b>	A1161
<b>SUP No(s):</b>	

### **OVERALL PURPOSE OF JOB:**

To administer the property and exhibits stores in accordance with policy and operating protocol.

### **DUTIES AND RESPONSIBILITIES:**

1. To ensure exhibit stores' integrity and security are maintained.
2. To process and handle general, high value and sensitive (including drugs, firearms and CSI) items of evidential property. Ensuring that continuity, integrity, safety and security are maintained.
3. To conduct reviews and audits of seized property, and make associated decisions around disposal/return of property (this will involve chasing up details from Officers, reviewing RMS, etc).
4. Write statements of evidence and the integrity of an item showing its exact movements (e.g. completing MG11s for cash counts; writing continuity statements for Court; assisting the Seized Property Manager writing statements of evidence for Legal and PSD investigations where appropriate).
5. To count under controlled conditions, package and bank seized and Proceeds of Crime Act cash in accordance with policy and procedures.
6. To visit transit stores within your area of responsibility to collect and deliver exhibits in accordance with the Standard Operating Procedure. This will include escalating examples of poor standards and management of the transit stores to the Property Manager.
7. To input property details from the Seized Property Template onto Record Management System (RMS). This to include review of the standards of completion of the template, accurate inputting, master file and linking of the information.
8. To utilise Record Management System (RMS) and complete the relevant documentation with regard to the movement of items into and out of transit and main stores.
9. To deal with and action RMS tasks allocated to the property team in a timely manner. This to include using workflow tasks to supervisors where necessary.
10. To review tasks in each RMS pot on a daily basis, and to ensure overdue tasks are either dealt with or drawn to the attention of the Property Manager.
11. Where possible to support the Property Manager hold coaching and engagement sessions with officers and staff with regard to protocol, best practice and to raise standards of property and exhibit standards.

12. To ensure checked out items are reviewed on a daily basis with regard to timeliness, standards and to identify potential risks with regard to missing, mislaid, mismanaged or lost exhibits.
13. To ensure items highlighted for disposal are dealt with in accordance with Health and Safety guidelines and other relevant policies and procedures are applied. Ensure that any 'written-off' items are disposed of according to Waste Management Procedures.
14. To liaise with Forensic Services, High Tec Crime Unit, Force Major Incident Team, etc. with regard to movement and administration of exhibits.
15. To liaise with officers, Crown Prosecution Services, courts, solicitors and general public regarding escalated queries.
16. To regularly review exhibits in storage at the main store with regard to potential for return, disposal and/or destruction.
17. To maintain the security and confidentiality of all material handled within the property store and applying procedures.
18. To administer working practices associated with lost and found property policy and protocols.
19. To deal with internal and external correspondence.
20. Consider best practice and make recommendations for procedural improvement where applicable.
21. Promote and comply with North Wales Police Policies on equal opportunities and Health and Safety both in the delivery of services and the treatment of others.
22. Any other duties as directed by the Supervisory Officer commensurate with the post and the salary grading.

#### **MINIMUM CRITERIA FOR THE ROLE:**

The role requires applicants who can demonstrate (with evidence) skills in the following areas:

1. Possess an NVQ 3 level of qualification or equivalent and/or equivalent level of work experience.
2. Background knowledge or experience in a similar role. It would be desirable although not essential if this was related to policing.
3. Possess sound judgement skills with the confidence to make justifiable decisions.
4. The use of information technology to an intermediate level that includes inputting/typing skills and a working knowledge of Microsoft Office packages.
5. Possess good communication skills, both written and oral and the ability to work on their own initiative as well as part of a team.
6. Proven administrative, supervisory, analytical and organisational skills.
7. Current and valid driving licence.

#### **WELSH:**

The level of Welsh skill required for this position:

##### **Verbal**

Level 3 Converse partly in Welsh

##### **Written**

Level 3 Informal e-mail and internal memo

#### **NOTES:**

1. This Job Description and Person Specification IS NOT a statement of all the detailed procedures and conditions applicable to the post holder. Therefore there will always be instructions in addition to those outlined that meet the work demands and natural involvement of the Department/Division at any particular time.
2. Any of the detailed duties and responsibilities may also vary in accordance with point 1 above without changing the character or level of responsibility the post entails.

3. The Chief Constable reserves the right to transfer the post holder to any other location within the North Wales Police area following consultation with the Staff Side in accordance with Force Policy applicable at the time.

Last Reviewed By Line Manager	Date:		Name:	
Last Reviewed By Diversity Unit	Date:		Name:	