

## Detention & Escort Support

### Job Family – Operational

<b>Grade:</b> C	<b>Department:</b> Custody
<b>Location:</b> Divisionally based	<b>Security Vetting:</b> RV
<b>Role Specific Requirements/ Restrictions:</b>	Biometric Vetting, Shift Working, Weekend Working
<b>Role Specific Hazards:</b>	Manual Handling, Mental Health, Night Working, Confrontation, Display Screen Equipment, Physical Activity, Headsets
<b>System Access Requirements:</b>	PNC, MyTrent, Tasking (DMS), Viper, Working Time Recording, Storm, External email, Custody

#### Role Specific Tasks

1. To support custody officers in conducting regular checks on detainees in custody.
2. To assist in the conveyance of persons under arrest to a detention facility or other specified location.
3. To assist at other custody suites within the force area, in the case of operational requirements. (Appropriate allowances will be paid in line with Police Staff pay and conditions)
4. In compliance with PACE, assist in the reception, searching and processing of detainees, including the taking of fingerprints, palm prints, photographs, footwear impressions and obtaining DNA samples as required.
5. To attend to the detainees' welfare needs e.g. supplying meals, provision of washing facilities, supervision of telephone calls, exercise, answering cell calls, medication, etc. in accordance with safer detention guidance.
6. As an 'Approved person' under PACE, to conduct non intimate searches and examinations, with or without consent, in order to find identifying marks or determine the identity of persons detained and to photograph any mark.
7. To assist the Identification Officer with identification procedures.
8. To maintain the service ability and cleanliness of the whole custody unit including cells and medical rooms.
9. To update custody records on the custody system, under the supervision of the Custody Sergeant.
10. To handle, record and return the property of detainees and to search any property brought in for detainees, under the supervision of the Custody Officer.
11. As directed by the Custody Officer, arrange and supervise visits e.g. from doctors, solicitors, interpreters, appropriate adults etc. to meet detainees' needs under PACE ensuring the security and safety of all parties.
12. To make and deal with any enquiries regarding detainees and oversee detainee exercise periods.
13. To maintain stores/stationery cupboards in the custody area including ordering stock.
14. To exercise the use of reasonable force in the restraint of any detainee as needed to ensure their safety and that they comply with detention, assisting officers where necessary.
15. To conduct daily cell searches to check for damage and to ensure the health and safety of the Custody Unit.
16. To assist in recovering detainee's clothes for forensic examination.
17. To attend court as a witness when necessary.
18. To undertake duties and responsibilities in line with the Heddlu Dyfed-Powys Police Custody and Guidance Manual and College of Policing Approved professional Practice for Police Detention and Custody.

#### Role Generic

19. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements]
20. To complete activities and tasks required of the role in a timely manner.
21. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
22. To communicate effectively with internal and external customers.
23. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures.
24. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

**To view descriptors of the level of responsibility required of this role please [click here](#).**

**Note:** This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

## Skills / Attainments [to be evidenced on application]

Only evidence against these **FIVE** attainments on your application form

	1. Must possess practical experience of basic hygiene with regard to food e.g. re- heating, storage and supply. (E)
	2. Must possess or be prepared to obtain competence in safe and systematic conflict management, personal safety, and searching techniques appropriate to the role. (E)
	3. Must demonstrate a practical approach to problem solving (E)
	4. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	5. Must have the ability to deal effectively with the general public in a customer service environment (E)

## Other skills / experience / knowledge needed for the role and may be assessed during the interview process

	1. Must have the ability to acquire a good knowledge of PACE (Police and Criminal Evidence Act), Custody procedures and regulations. (E)
	2. Should have a basic awareness of the different dietary requirements e.g. vegetarian, vegan, food allergies etc. (D)
	3. Must be able to read and understand instructions and follow guidance (E)
	4. Must have effective written and oral communication skills (E)
	5. Must have basic numeracy skills (E)
	6. Must have basic keyboard skills and basic proficiency in the use of Microsoft Outlook and Word (E)
	7. Must possess an awareness of Health and Safety Legislation to support safe working practices (E)
	8. Must possess appropriate first aid skills or be prepared to undertake training in this, and in other Health & Safety issues (E)
	9. Must have a full driving license (E)

**KEY: (E)** – Essential / **(D)** – Desirable

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.