



Staffordshire Police - Role Profile

Custody Detention Officer

Grade/Rank:	Grade D
Directorate:	Operational Support
Reports to:	Relevant Custody Officer
Direct Reports:	N/A

Role Purpose

The Custody Detention Officer (CDO) is responsible for working with the Custody Officer, to ensure the lawful, safe and secure detention of persons and their property whilst they are held in police custody. They must help to ensure that the welfare and rights of those detained are upheld in order to facilitate an effective investigation as well as their safe transition through the Criminal Justice System. During this process they are to ensure that factual and timely entries are made in the appropriate custody record and any other relevant documentation.

CDO's must ensure that they treat detained persons in accordance with the provisions of the Police and Criminal Evidence (PACE) Act 1984, Authorised Professional Practice (APP) – Detention & Custody as well as local organisational and force policies & procedures. At all times, they must practice and promote the standards of behaviour outlined in the Police, Code of Ethics issued by the College of Policing.

Key Tasks and Responsibilities:

Safe Detention - Detainee Management and Care :

- Responsibility for the care, supervision, monitoring, escort and the transportation of vulnerable persons released from Custody where appropriate.
- Meeting the needs of all detained persons with respect and upholding the detainee's 'Rights' and the required standards of privacy, dignity and confidentiality throughout all the processes,
- Assisting the custody officer/colleagues with booking in processes and handover of detained persons, carrying out any necessary enquiries relating to the detained person.
- Entering full, detailed and accurate entries on custody records and any other relevant documentation of all actions undertaken during the custodial process.
- Assisting in the booking in of evidence of detainees in line with procedures outlined in the Police and Criminal Evidence Act (PACE), the Terrorism Act, the Crime (Sentences) Act and ACPO Guidance on Safer Detention and Handling of Persons in Police Custody and Service Policy
- Preparing for and presenting evidence at Court and other hearings when required to do so.



- As required by the Custody Officer, when proportionate and necessary in the circumstances, exercise, or assist in the exercise of the following devolved powers* (in accordance with Schedule 4 Police Reform Act 2002):
 - Conduct non-intimate searches of detained persons,
 - Search and examine detainees to ascertain their identity (where authorised), and to recover prohibited items of property and exhibits,
 - Take photographs of detainees,
 - Take detainee fingerprints,
 - Take impressions of detainees' footwear,
 - Complete Drug Testing On Arrest process
 - Keeping detainees under control and prevent their escape,
 - Obtain consensual DNA, non- intimate and other forensic samples

* using force to exercise the powers if reasonable, proportionate and necessary.

General Inspection and Routine Checks :

- Carrying out all functional Inspections relating to custody, ensuring that the custody suite is safe, secure and properly equipped, minimising risk within police custody suites.
- Assisting with stock control procedures, monitoring and recording stock levels of detained person's clothing, footwear, bedding, towels, meals and all consumable items. Identifying re-order requirements, for approval to replenish stock.
- Monitoring and maintaining cleanliness and hygiene standards in all aspects of the Custody Facility.

The above reflects the main elements associated with this role; it is not intended to be exclusive or exhaustive

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	1a	Valuing Diversity	1a
		Managing Sensitivities/Political Savvy	1a
We take ownership	1a	Customer Service	1a
		Maintaining Accuracy/Sustainable Working	1a

Inclusive, enabling and visionary leadership

We are collaborative	1a	Partner Working	1a
		Managing Complexity/Strategic Planning	1a
We deliver, support and inspire	1a	(self) Leadership	1a
		Supporting Colleagues/Coaching & Mentoring	1a



Intelligent, creative and informed policing			
We analyse critically	1a	Problem Solving	1a
		Situational Judgement	1a
We are innovative and open-minded	1a	Continuous Improvement	1a
		Futurology	1a

Education, Qualifications and Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> 3 GCSEs, (or equivalent qualification) grade C or above and must include English and Maths Previous experience of working in a large-scale organisation dealing with the public 	<ul style="list-style-type: none"> Previous experience of Police and Criminal Justice Systems and Procedures

Skills Matrix (See Skills Matrix)				
Essential:	Desirable			
<ul style="list-style-type: none"> Proficient in use of Microsoft Office Excellent communication and interpersonal skills Maintaining accurate records Problem solving and decision making Working as part of a team 	<ul style="list-style-type: none"> Strong customer focus in delivering and improving services Administrative duties Conflict resolution 			
Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs

* Indicates that training will be provided as part of the role in this skill

CPD Requirements
<ul style="list-style-type: none"> Complete all annual and mandatory training Annual fitness testing as part of OPST (to level 5.4)

Professional Registration/Licences	
<ul style="list-style-type: none"> N/A 	
Special Conditions	
Own car for business use	Yes – Occasional relocation of place of work during shifts.



Higher level vetting required	NO				
Requirement to wear Uniform	Yes				
Requirement for post entry training	Yes				
Fixed Hours	Shift Working				
Weekend working expected	Yes				
Shift allowance	Yes				
Fixed term or temporary role	NO				
Politically Restricted	NO				
On call/standby rota	NO				
Flexitime Role	NO				
Fitness Testing requirement	Yes				
Notice Period	1 week	28 Days	1 month	3 months	

Agile Profile (See Agile Matrix)

Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
3	5	2	2	3	1