JOB SPECIFICATION

Grade: Detention Officer

Department: The Royal Gibraltar Police

Responsible to: Commissioner of Police

JOB PROFILE

To assist the Custody Sergeant in processing people who have been arrested and detained in a police custody suite. The Detention Officer also has responsibilities relating to the care and welfare of the detained person.

Key Accountabilities - (This section details the key responsibilities required for the role)

• To assist Custody Sergeant with general administration and the running of the custody suite, as directed. This includes completion of mandatory aspects of the detention procedure for detainees, making best use of Force IT systems: searching, securing of property, taking of fingerprints, photographs, and evidential samples, if necessary by force in accordance with relevant legislation and Force policy.

• Recognise and review all factors relating to the dignity and wellbeing of detainees to ensure these issues are given due consideration at all stages of their detention and release or transfer.

• Monitor the custody suite environment, reporting issues, to ensure the general cleanliness, hygiene and stock maintenance of the custody facility.

• Undertake searches or assist with searches of detained persons, at the direction of the Custody Sergeant, and cells to maintain a safe custody facility.

• Undertake the gathering of biometric and evidential samples from detainees in line with legislative requirements and force guidance to ensure their evidential value.

• Perform regular scheduled checks on detained persons in cells and notify the Custody Sergeant of any changes in behaviour or well-being of detainees so that any welfare or risk management concerns are identified.

• Undertake constant monitoring of detainees, either in person or via CCTV as required by applicable legislation, to ensure the health and wellbeing of those detained in compliance with the Force Custody Procedures.

• Support representatives from other areas such as legal advisors, healthcare and custody maintenance to ensure the movement and care of detainees are met and comply with legislative and Force Procedures.

• Receive, record, care and store detainees and evidential property in compliance with force policy and data protection legislation to ensure the accurate return and/or transfer of property.

• Assist police officers in the execution of their duties and/or restrain detainees, as directed, to ensure the safety and security of those within the facility. Only use force in necessary, proportionate and lawful manner of in line with legal accountabilities.

• This role involves an element of police counter duties.

Due to the transformational agenda the RGP is going through, it is likely that the responsibilities of this post will evolve over time. The duties of the post holder will be subject to regular/appraisal and any amendments will be made in consultation and agreement with the post holder.

This Job Description is a reflection of the post at the present time and is subject to alterations in detail and emphasis in the light of any future development in consultation with the post-holder.

Signature of Post-Holder……Date……

Signature of Head of Department ……..Date……..

PERSON SPECIFICATION – DETENTION OFFICER		
CRITERIA	**ESSENTIAL**	**DESIRABLE**

Qualifications:	Five GCSE (or GCE 'O' Level) passes at A, B, C grade, or GCSE grade 4 and above. Two of which must be in English Language and Mathematics or; A full GNVQ (Intermediate), BTEC (Intermediate) or (First Diploma) together with two GCSE (or GCE 'O' Level) passes at A, B, or C, or GCSE grade 4 and above in English Language and Mathematics or; OR: A pass on the Royal Gibraltar Police Entry Exam.	Relevant accredited qualifications at degree level or higher.
Experience:	Demonstrable experience of high standards of integrity, confidentiality and flexibility Completed Custody Training to the required Force standard. Experience in responding to incidents and dealing with volatile detainees with a wide range of social issues.	
Knowledge:	Maintain and update key knowledge, understanding and skills relating to legislation policy and practice relating to Custody and detention. Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving and synthesise these into working practice. Complete all annual and mandatory training. Maintain knowledge and understanding of community engagement methods and opportunities and synthesise these into working practice. Maintain a working knowledge of the Force IT systems, especially Custody, to ensure an understanding of new systems and priorities to ensure best practice in delivering a pro-active and risk aware approach.	
Key Skills and Behaviours:	Good communication skills with the ability to listen to others.	

	Skilled in the use of use standard IT packages, systems and/or databases to fulfil role requirements. Able to break down a straightforward problem into component parts and determine appropriate action. Able to interpret and apply guidance to a specific activity. Able to proactively develop effective working relationships with colleagues, partners and other stakeholders, understanding their needs and concerns. Able to identify, analyse and manage risk to inform balanced, proportionate, evidence based decisions. Able to develop and maintain professional resilience in dealing with complex and challenging situations.	
Other requirements:	Be able to work shifts, cover a 24/7 response and/or available to work on occasions as required, after normal working hours. This role involves an element of police counter duties.	