

 <div>HR Services putting people first</div>	<div>HUMBERSIDE POLICE</div> <div>Role Requirement</div>		POA: 3j
			Post No: Various
Position Title: Property Officer	Grade: Scale 2/3	Vetting Level: RV	
<div>Overall Purpose of the role:</div> <div>To ensure the accurate recording, safe keeping, production and retention of property (Evidential and Found) whilst in Police custody. To maintain and supervise property records on the property management system, ensuring compliance with force policy and procedures, and eventually ensuring correct disposal as per force policy and procedures.</div>			
Specific Roles/Tasks			
<div>Receives, records, safely and correctly stores and ultimately supervises the disposal of Found and Evidential (other than found) property, such as data holding devices, (computers, phones etc), Confidential documents, domestic and electrical goods, drugs, firearms, cash etc. as per force property policy and procedures.</div> <div>Ensures the security, integrity and safe handling of drugs whilst in storage ensuring compliance with current Waste Regulations, policy and procedures for their disposal.</div> <div>Receives firearms/shotguns, makes safe, stores and disposes in accordance with Humberside Police firearms licensing department requirements and current force policy.</div> <div>Records reports of Found and Lost property from the public and police officers. Makes checks to trace and return to owner making use of confidential force computer systems where appropriate.</div> <div>Manages the force Property Management system. Ensuring prompt response to automatic system reminders. Supervising procedural compliance by all users, dealing and resolving issues with police officers and police supervisors as and when necessary.</div> <div>Deals with public and police officer/staff general enquiries relating to all property matters. Provides advice on all property associated issues in accordance with force policy and procedures. Basic knowledge of Criminal Procedure Investigations Act (CPIA) evidential rules and PACE retention of evidence is required.</div> <div>Receives evidential property items (POTF), quality checks against the corresponding entry on Property management system. Updating seal Numbers where necessary and identifying any omissions or error needing urgent attention. Regularly audits property in storage for accuracy and retention.</div> <div>Interrogates multiple force computer systems (CONNECT-Custody and Crime, P-Locate, NMPR, Command & Control) checks against Property management System records and property to ensure correct recording (identifying OIC's, and resolving issues of ambiguity) updating new information and dealing with retention/disposal in accordance with Humberside Police policy and procedures.</div> <div>Checks National Mobile Property Records (NMPR) system for items of reported lost/stolen property and takes appropriate action as per property office policy and procedures.</div>			

Returns property to owners in accordance with Humberside Police Procedures.

Checks and quality controls Forensic Submission and Digital Forensic submission forms submitted by officers. Supervises the collection of items for forensic examination by courier. Also, receives forensic samples returned by Courier after examination, ensuring each item is added to the correct Evidential (POTF) property record and OIC's are notified as per force property office policy and procedures.

Receives Regional Crime Scene Investigation (CSI) packages, creating and recording a new Evidential (POTF) entry detailing its contents and identifying the Officer Incharge (OIC) responsible, updating the Property Management system as appropriate.

Assist in Property Management System training of newly recruited property officers, and provide advice and system guidance to all officers (PCSO's, Police Officers, Investigators and Staff) where requested or as necessary.

Health & Safety: Makes a risk assessment of all received property items to ensure the packaging is suitable and adequate, it is safe to store, taking appropriate action to report any incidents of accidents or near-miss incidents. Advising all officers of correct procedure/packaging as and when necessary.

Undertakes miscellaneous duties as required, which may include:-

- Answering general unrelated enquiries from the public at first point of contact;
- Answering telephone queries or directing the calls to the appropriate person/unit;
- General clerical/administrative duties.

Transfers property between force property offices using force vehicles.

Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Responsibility

Accurately and correctly recording, safely storing and disposing of Evidential and Found property in accordance with detailed procedural instructions and to be able to account for same as per force property policy and procedures, and in consideration of Health & Safety Regs, Criminal Procedure Investigations Act (CPIA) Regs, PACE and WEE Regs.

Accurately recording and transferring Section 1 firearms and shotguns in accordance with firearms licensing department requirements.

Accurately recording and correctly disposing cash items in accordance with force property office and Business Centre procedures and in consideration of Financial Investigation Unit requirements and procedures.

Deals with External Agencies, for Auction, Data Disposal and Charities disposals, preparing

Decision Making

Interpretation of current force policy and procedures, regular decision making on routine matters, ensuring compliance with force property policy and procedures. Challenging non-compliance by appropriate measures. The post-holder will seek guidance from Property Office Supervisors or Supervising police officers if major decisions are required.

Additional Information

May be required to work at other property office locations within the HP area as required.

<p>detailed spreadsheets itemising all items for receipt and signature.</p> <p>Undertaking of duties in an efficient, conscientious manner, for maintaining exceptional accuracy and for meeting pre-determined deadlines.</p> <p>Waste electrical and electronic equipment.</p> <p>Ensuring that risks to the Force/Command which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity.</p> <p>Responsible for using the National Decision Making Model (NDM) and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>					
Reports To:			Direct reports:		
Property Supervisor/Manager			None		
Prepared by:- Tammy Bullivant Date:- 31st August 2017		Confirmed by:- Chris Brigham Date:- 31st August 2017		Received by:- Date:-	

Person Specification

		Scale 2/3
Attainments/ Knowledge	Essential	Literate – legible handwriting Nurate
	Desirable	NVQ Level 2 – Customer Services (or equivalent) Knowledge and understanding of Humberside Police structure and terminology Knowledge of Police property procedures Knowledge of the Criminal Procedure Investigations Act (CIPA) and Evidential Rules Awareness.
Experience	Essential	Experience of working in a customer orientated field Experience of working in a clerical field, incorporating record keeping, telephone work <i>etc</i>
	Desirable	Experience of handling items of a sensitive nature (e.g. money, drugs) Experience of working with confidential information in a confidential environment.
Skills/ Specialisms	Essential	Excellent communication skills Computer literacy/keyboard skills Excellent organisational skills
	Desirable	Data Warehouse CIS/Connect Command and Control
Decision Making/ Problem Solving/ Planning	Essential	Possess understanding of when to refer matters to supervising officer Ability to prioritise workload
	Desirable	
Practical Effectiveness	Essential	Ability to work with minimum supervision when required Demonstrates the ability to be assertive and remain polite and calm in difficult situations Carries out tasks in an accurate and methodical manner with an eye for detail Ability to work as part of a team Driving license or willing to learn to drive Flexibility
	Desirable	
Code of Ethics		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.

NOT PROTECTIVELY MARKED