

## **JOB & PERSON 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 of the role)***

- To assist Custody Sergeant with general administration and the running of the custody suite, as directed. Including the 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.

All RGP staff are expected to understand and act within Our Code of Ethics and Competency and Values Framework (CVF).

## OUR CODE OF ETHICS

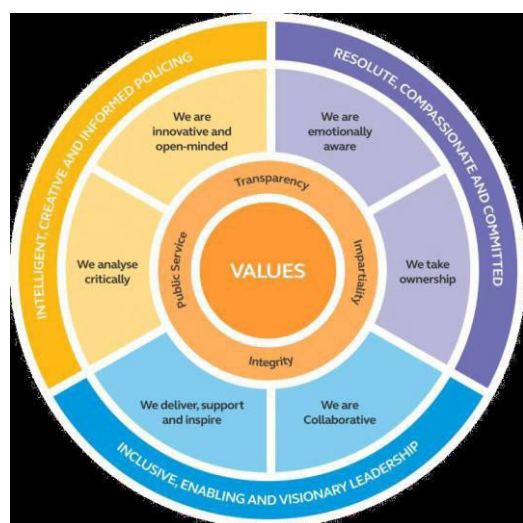
Policing principles	Standards of professional behaviour
<b>Accountability</b> You are answerable for your decisions, actions and omissions.	<b>1. Honesty and integrity</b> I will be honest and act with integrity at all times, and will not compromise or abuse my position.
<b>Fairness</b> You treat people fairly.	<b>2. Authority, respect and courtesy</b> I will act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy.
<b>Honesty</b> You are truthful and trustworthy.	<b>3. Equality and diversity</b> I will act with fairness and impartiality. I will not discriminate unlawfully or unfairly.
<b>Integrity</b> You always do the right thing.	<b>4. Use of force</b> I will only use force as part of my role and responsibilities, and only to the extent that it is necessary, proportionate and reasonable in all the circumstances.
<b>Leadership</b> You lead by good example.	<b>5. Orders and instructions</b> I will, as a police officer, give and carry out lawful orders only, and will abide by Police Regulations.
<b>Objectivity</b> You make choices on evidence and your best professional judgement.	<b>6. Duties and responsibilities</b> I will give reasonable instructions only, and will follow all reasonable instructions.
<b>Openness</b> You are open and transparent in your actions and decisions.	<b>7. Confidentiality</b> I will be diligent in the exercise of my duties and responsibilities.
<b>Respect</b> You treat everyone with respect.	<b>8. Fitness for work</b> I will ensure, when on duty or at work, that I am fit to carry out my responsibilities.
<b>Selflessness</b> You act in the public interest.	<b>9. Conduct</b> I will treat information with respect, and access or disclose it only in the proper course of my duties.
	<b>10. Challenging and reporting improper behaviour</b> I will behave in a manner, whether on or off duty, which does not bring discredit on the police service or undermine public confidence in policing.
	I will report, challenge or take action against the conduct of colleagues which has fallen below the standards of professional behaviour.



Delivering a Safer Gibraltar through Excellence in Policing

Royal Gibraltar Police 2019

## COMPETENCY AND VALUES FRAMEWORK (CVF)



The CVF aims to support all policing professionals and sets out recognised behaviours and values which provide a consistent foundation for a range of processes. This framework ensures that there are clear expectations of everyone working in policing which in turn will lead to standards being raised for the benefit and safety of the public.

The CVF has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. The table below highlights the levels for this role.

[Click here](#) to access the Competency and Values Framework (CVF) document.

Resolute, compassionate and committed	
We are emotionally aware Level 1	We take ownership Level 1
Inclusive, enabling and visionary leadership	
We are collaborative Level 1	We deliver, support and inspire Level 1
Intelligent, creative and informed policing	
We analyse critically Level 2	We are innovative and open-minded Level 1

## Vetting Level Required:

### Recruitment Vetting (RV)

This is the initial Vetting level for Police Officers & Support Staff & must be preceded by "Authentication". It is the minimum level of check acceptable for police personnel, designed to provide a level of assurance as to the trustworthiness and integrity of individuals whose work gives them unsupervised access to police premises. Access to assets and information classified up to 'Official-Sensitive' and occasional access to 'Secret' **Valid for 10 years**

### Counter Terrorism Check (CTC)

CTC is a requirement for all personnel, including personnel, whose work involves proximity to public figures assessed to be at particular risk from terrorist attack, or who have access to premises, information or material assessed to be of value to terrorists. It allows access up to 'Official-Sensitive' national security assets and occasional 'Secret'. **Valid for 10 years**

## PERSON SPECIFICATION – DETENTION OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications:</b>	<p><i>Five GCSE (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, two of which must be in English Language and Mathematics or;</i></p> <p><i>A full GNVQ (Intermediate), BTEC (Intermediate) or (First Diploma) together with two GCSE (or GCE 'O' Level) passes at A, B, or C, or CSE grade 1 in English Language and Mathematics or;</i></p> <p><i>Two GCSE (or GCE 'O' Level) passes at A, B or C, or CSE grade 1, two of which must be in English Language and Mathematics, and have completed 18 months' service as an Administrative or Secretarial grade or;</i></p> <p><i>A valid pass in the Royal Gibraltar Police Online Entrance Exam</i></p>	Relevant accredited qualifications at degree level or higher.
<b>Experience:</b>	<p>Demonstrable experience of high standards of integrity, confidentiality and flexibility</p> <p>Completed Custody Training to the required Force standard.</p> <p>Experience in responding to incidents and dealing with volatile detainees with a wide range of social issues.</p>	
<b>Knowledge:</b>	<p>Maintain and update key knowledge, understanding and skills relating to legislation policy and practice relating to Custody and detention.</p> <p>Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving and synthesise these into working practice.</p> <p>Complete all annual and mandatory training.</p> <p>Maintain knowledge and understanding of community engagement methods and opportunities and synthesise these into working practice.</p> <p>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.</p>	

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