



VICTORIA POLICE

JOB TITLE	Police Custody Officer
CLASSIFICATION	PCO-1 (Trainee); PCO-2 (Upon successful completion of training)
PD NUMBER	C3130

Organisational Environment

Being part of Victoria Police means you have the opportunity to contribute to and make a difference to the community. Our objective is to deliver a safer Victoria with our partners by providing intelligence and confident policing, focusing on the development of partnerships and working with the community to empower individuals to build a safer Victoria.

Values

Victoria Police enjoys considerable community trust and satisfaction. We are committed to ensuring that all our people follow our core values of **Respect, Integrity, Leadership, Professionalism, Support, Flexibility and Safety**.

Further information regarding Victoria Police's Mission, our Values and our commitment to health, safety and wellbeing can be found on : <https://www.police.vic.gov.au/about-victoria-police>

Role Accountabilities

- Perform all duties relating to the management of persons in the custody of Victoria Police.
- Ensure the health, wellbeing, safety and supervision of persons in custody, staff and visitors.
- Liaise with internal and external stakeholders regarding the management, transport, offsite attendance or video links for persons in custody.
- Carry out all prisoner management functions in accordance with established legislation, policies and procedures, including preparing routine correspondence, attendance registers, creation of reports and other administrative tasks whilst ensuring appropriate follow-up action is taken when required.
- Undertake fingerprinting, photography and give evidence at court where required.
- Perform administrative duties, property and equipment handling, intelligence and analytical support, organisational support and transporting evidence/exhibits.
- Supervise persons in custody of the court.

Selection Criteria

Essential Requirements

1. The ability to conduct real time risk assessments on persons in custody while both in Gaol and at other locations.
2. An understanding and application of relevant legislation, policies and procedures, including the ability to prioritise work and meet strict deadlines.
3. Well-developed written and oral communication skills and the ability to deal effectively and negotiate with people of all demographics.
4. Sound computer skills and an ability to use a variety of different software packages.
5. An understanding of the customer service requirements of the position and a demonstrated record of strong commitment and achievement in meeting customer needs.
6. A proven record of ethical behaviour and a demonstrated commitment to the Victoria Police Code of Ethics and Conduct and the Organisational Values.

Qualifications

1. A current First Aid qualification is required and will need to be provided prior to commencement of employment by the applicant.

Special Requirements

- Applicants will be required to successfully complete the relevant Police Custody Officer training program.
- Applicants will be required to undertake training and fitness testing.
- Applicants will be required to work Rostered Hours, Shift work and some Public Holidays and Weekends. Shift allowances will be paid in accordance with the relevant Victorian Public Service Agreement.
- Applicants will be required to undergo drug and alcohol testing.
- Some travel and overnight stays may be required
- A current Employee Working with Children Check card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment.
- The successful candidate may be required to undergo and successfully obtain and maintain a National Security Clearance to the level determined by the Department Head. To obtain this clearance applicants must be an Australian Citizen.
- The incumbent will be required to complete the OHS requirements of the organisation, which may include local level training relating to equipment usage and Hazardous Chemicals.
- Successful candidates will be required to possess a current Victorian Driver Licence and hold or qualify for an appropriate Victoria Police driving authority within three (3) months.

- ➔ Recruit Police Custody Officers Course, People Development Command – In accordance with the provisions of the Victoria Police Act, this unit is a Designated Workplace for the purposes of Drug and Alcohol testing. On direction, all employees in this unit must participate in designated work unit testing and targeted testing.
- ➔ In accordance with the provisions of the Victoria Police Act, Police Custody Officers are a designated work function for the purposes of drug and alcohol testing. On direction, Police Custody Officer must participate in designated work function testing and targeted testing.

Other Relevant Information

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.

While this position will have a nominated usual place of work, the position may be required to work at other locations, in accordance with the provisions of the relevant Victorian Public Service Agreement.

The position description is indicative of the initial expectation of the role and subject to changes to organisational goals and priorities, activities or focus of the job.

The successful candidate will be employed pursuant to Victoria Police policies and procedures along with the relevant Victorian Public Service Agreement.

The successful candidate will be required to complete the appropriate Declarable Association Acknowledgement Form/s.

External applicants will be subject to a probation period of six (6) months.

The preferred candidate will be required to complete the following:

- Fingerprint checks
- A statutory Declaration and consent form consenting to Victoria Police contacting current and previous employer(s) to substantiate past conduct.

This position may require the incumbent to undertake physical activities (such as accessing files from a compactus).

Privacy Notification

Victoria Police requires declarations and personal information relevant to your employment. The collection and handling of the information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Information management is a critical element of Victoria Police operations. The Victoria Police Manual (VPM) sets out guiding principles for establishing strategies that enables appropriate levels of system and information confidentiality, integrity and availability to be achieved. All staff involved in accessing, developing, implementing and/or supporting information systems and law enforcement data are required to comply with the information management and information security policies and procedures contained within the VPM.

An employer or person with a delegated responsibility shall provide and maintain as far as is practicable, for employees, a working environment that is safe and without risk to health in accordance with Section 21(1), *Occupational Health and Safety Act 2004*.