



WESTERN AUSTRALIA POLICE

POSITION DESCRIPTION

POSITION DETAILS

	Position Description Number: PAO 011
Position Title: Police Auxiliary Officer- Custody/Support	Rank/Level/Band Band 2
Region/Portfolio/Directorate: Judicial Services	Award/Agreement: Western Australia Police Auxiliary Officers Enterprise Order 2017
District/Branch: Custodial Services	Location/Suburb: Perth Watch House/Metropolitan/Regional WA
Sub-district/Section: Perth Watch House	Registered Copy Date: February 2018

Working Conditions/Special Allowances:

Shift work in accordance with relevant industrial agreement provisions. May be required to work additional hours outside rostered shifts to meet operational requirements.

The incumbent's primary location is the Perth Watch House (PWH); however positions will be deployed on a rotational basis to some of the larger metropolitan stations with district lock-ups. Positions attached to Regional Stations will only work in the location for which they were recruited.

It is a requirement of the incumbent to:

- Be able to wear the appropriate clothing as supplied by the Western Australia Police (WA Police), during rostered hours only
- Maintain currency of critical skills by successfully completing all re-qualification training.

POSITION OBJECTIVE

Contributes to the safe, secure and efficient operation of the PWH, metropolitan and regional station lockups by undertaking a range of operational and administrative functions relating to the admission, custody and release of detainees. Ensures compliance with custodial care and prisoner management lock-up processes.

REPORTING RELATIONSHIPS

THIS POSITION REPORTS TO:

Title:	Rank/Level/Band:
Officer in Charge (OIC) / Supervisor location)	Senior Sergeant/Sergeant/Level 4/Band 3 (Dependant on location)

THIS POSITION

POSITIONS REPORTING TO THIS POSITION:

Title:	Rank/Level/Band:
Nil	
Budget Managed:	Nil

TITLE Police Auxiliary Officer- Custody/Support	RANK/LEVEL/BAND Band 2	POSITION NO. PAO 011
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ORGANISATIONAL VALUES

MISSION

To enhance the quality of life and well-being of all people in Western Australia by contributing to making our State a safe and secure place.

VALUES

The foundation of our values and service philosophy are six non-negotiable principles of conduct, behaviour and practices that are expected of everyone in the Western Australia Police (WA Police). These are honesty, empathy, respect, openness, fairness and accountability.

The Western Australia Police promote a workplace that is discrimination free, is fair and equitable, values diversity and provides for a safe and healthy working environment. In accordance with the organisation's professional standards and Code of Conduct the Agency advocates a high level of ethics and integrity by all employees.

ROLE OF WORK UNIT

The Perth Watch House is the primary police holding facility for the state of Western Australia, receiving persons arrested within the Perth metropolitan area, who are unable to obtain surety bail and those arrested on warrant prior to appearing in Court. The Watch House is also a processing facility within the metropolitan area for persons who are arrested and released to bail.

KEY RELATIONSHIPS

Internally, the position liaises with WA personnel of all levels.

Externally, the position primarily liaises, negotiates and communicates with detainees. The position liaises with other stakeholders in relation to custodial management including the Department of Corrective Services, Justice of Peace (JP's), Aboriginal Visitors Scheme (AVS), Drug Use Monitoring Australia (DUMA), Aboriginal Legal Service (ALS), Solicitors, the medical profession and members of the public.

DECISION MAKING ROLE

The incumbent of this position will be granted specific police powers as per their appointment as a police auxiliary officer.

At the direction and under the supervision of senior staff, the position makes decisions on the day-to-day processes and procedures required for the effective administration and operational activities of the PWH and/or station. In accordance with policy and process, the position makes decisions and judgement calls on primary or follow-up action, where required.

Matters of a complex nature are to be referred to the OIC / Supervisor.

In relation to all escort duties, the OIC/Supervisor is required to assess all immediate risks and take appropriate action to consider relevant safety implications.

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ACCOUNTABILITIES/DUTIES

	Freq	%
<p>The following accountabilities/duties are to be performed at both the PWH and Stations, as and when required.</p> <p>1 <u>CUSTODY SERVICES – Primary work allocation</u></p> <p>1.1 Performs functions relevant to the admission, administration, supervision, management, handling, monitoring and release of persons in custody.</p> <p>1.2 Conducts pat-down/frisks and/or strip searches of same sex individuals, as well as general searches and processing of detainee possessions.</p> <p>1.3 Performs the identification processing of detainees including taking photographs, fingerprints and DNA sampling.</p> <p>1.4 Monitors and responds to the needs and concerns of the detainees, including health, safety and welfare and arranges medical assistance when required.</p> <p>1.5 Conducts regular cell checks and identifies and manages detainees who are at risk or self harm and determines appropriate course of action.</p> <p>1.6 Escorts detainees within the grounds of the PWH as required; including meal breaks, washing and exercise/recreational time.</p> <p>1.7 Escorts offenders in custody (including mental health, juvenile and general escorts, such as hospital escorts) throughout metropolitan and regional locations.</p> <p>1.8 Escorts detainees to the Northbridge Magistrate Court at the PWH, other courts and throughout the Metropolitan Region and Regional WA, as required.</p> <p>1.9 Operates and monitors the activities within the Perth Watch House via the central monitoring room and CCTV footage.</p> <p>1.10 Maintains a positive rapport whilst communicating and interacting with detainees.</p> <p>1.11 Negotiates and communicates efficiently and effectively with detainees and their families.</p> <p>1.12 Prepares, maintains and processes detainee files and other related paperwork and records.</p> <p>2 <u>POLICE SUPPORT</u></p> <p>2.1 Provides additional assistance to frontline officers by providing ancillary services including; hospital escorts, juvenile escorts, transfer of property and other non core functions, as required.</p> <p>2.2 Ensures unclaimed or seized property and exhibits, including drugs and firearms, are received, recorded, stored and maintained under the provisions of relevant legislation.</p> <p>2.3 Reviews on-hand property/exhibits lists and considers appropriate methods to reduce holdings.</p> <p>2.4 Acts as the point of contact for the supervision, quality control and continuity of firearms management matters, as required.</p> <p>2.5 Processes summons and restraining orders, on police premises.</p> <p>2.6 Manages the register of the Bail reportees for the station.</p> <p>2.7 Attends to members of the public at the front counter in support of Customer Service Officers or police officers, only during busy periods.</p> <p>3 <u>OTHER</u></p> <p>3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.</p> <p>3.2 Undertakes other administrative duties as directed.</p>	D	95
<p>FREQUENCY: D = Daily, W = Weekly, R = Regularly, O = Occasionally, A = Annually</p>		5

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WORK RELATED REQUIREMENTS

SPECIALIST PRE-REQUISITE(S)
<p>The applicant successfully completes:</p> <ul style="list-style-type: none"> • Medical Assessment • Psychological Assessment • Physical Performance Evaluation <p>The applicant must possess:</p> <ul style="list-style-type: none"> • A current Western Australia "C Class" Driver's Licence • A current Senior First Aid Certificate

ABLE TO DEMONSTRATE:

ESSENTIAL WORK RELATED REQUIREMENTS

Context within which work related requirements will be applied and/or general standard expected.

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| 1 | Communication (verbal and written) and interpersonal skills. | Liaising with internal and external stakeholders. Negotiating and resolving conflict, whilst engaging in potentially difficult and volatile situations. Understanding local cultural and diversity issues. Showing empathy and responding appropriately in sensitive situations. Preparing briefs, reports, and memorandums. |
| 2 | Analytical, interpretation and problem solving skills. | Understanding, interpreting and applying relevant legislation, policy and procedures. Objectively gathering facts, determining options and drawing logical conclusions. Identifying and referring unresolved problems to the supervisor. Suggesting improvements to operational tasks. |
| 3 | Adaptability and judgement skills. | Exercising sound judgement to determine an appropriate course of action in an operational environment in an objective, rational manner to ensure an appropriate level of response. |
| 4 | Team work skills. | Working as part of a team or with minimal supervision. Working with others in a professional and positive manner. Contributing to the goals and outcomes of a team environment. Developing and maintaining positive relationships with team members. Following directions and instructions. Working on own initiative, when required. |
| 5 | Personal drive and integrity. | Displaying integrity and leadership, both on a personal and professional level. Behaving in an honest, ethical and professional manner at all times. |

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CERTIFICATION

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the WA Police requirements of the position.

Certified By:	Name and Signature	Date
Workforce Consultant (Design)	_____ Helen Mashiah Workforce Design & Consultancy Strategic Human Resources	July 2016
Branch/Division Head	_____ Martin Haime Inspector Custodial Services Division	July 2016
Portfolio/Directorate Head (pre-requisite/specialist criteria noted and agreed)	_____ Duane Bell Assistant Commissioner Judicial Services	July 2016

OFFICE USE ONLY

Classification Review Date: January 2014