



Patrol/Inquiry Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Regional Western Australia and Metropolitan Regions

Position Description Number:

1003

District / Branch:

Generic

Rank / Level / Band:

Constable

Work Unit:

Police Station

Position Category:

Choose an item.

Employment Conditions

Industrial Agreement/Award: Current Police Industrial Agreement

Work Pattern: Shift work: As per relevant industrial agreement

May be required to work additional hours outside rostered shifts to meet operational requirements.

Location: Various

Position Objective

In partnership with the community, create a safer and more secure Western Australia by providing quality policing services.

Role of Work Unit

Western Australia Police Force (WA Police Force) is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the Agency.

Reporting Relationships

This position reports to:

- Supervisor, Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 General

- 1.1 Assists in providing an efficient and effective police service within a sub-district by attending to inquiries and complaints from members of the community and performing active targeted patrols.
- 1.2 Contributes to the detection, apprehension and successful prosecution of offenders by conducting investigations into complaints of unlawful activity.
- 1.3 Contributes to the free and safe movement of vehicular traffic, the enforcement of laws and the education of the public on safe driving practices by conducting active patrols and liaising with members of the community.
- 1.4 Assists in the effective running of the station by efficiently attending to all associated administrative duties.
- 1.5 Provides valuable evidence for police prosecutions by interviewing suspected offenders and witnesses and providing evidence in courts of jurisdiction as required.
- 1.6 Prefers charges against defendants when necessary and compiles the associated prosecution briefs and documents.
- 1.7 Assumes responsibility for the immediate welfare of all persons in the custody of the position.
- 1.8 Ensures supervisor(s) is kept fully informed of all matters by regularly liaising with that position.
- 1.9 Contributes to the enhancement of public relations by establishing closer community links and partnerships with members of the public.
- 1.10 Complies and remains conversant with all relevant police policies, practices and procedures as well as relevant areas of statute and common law.
- 1.11 Contributes to the quality of the local policing service offered within the sub-district by actively participating in and contributing to planning sessions and the development of new policing initiatives.
- 1.12 Provides a quality frontline service to members of the public by ensuring provision of a customer focused response in accordance with Service Delivery Standards.

2 Other

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Undertakes other duties as directed.

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Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Workforce Design and Consultancy	Pamela Soares	18/06/2018
District / Branch Head	Debbie Van Hamerveld – Executive Manager (Workforce Design & Consultancy)	18/06/2018