



# Police Auxiliary Officer – Custody/Support

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Operations Support

**District / Branch:**

Custodial Services & Mental Health Division

**Work Unit:**

Perth Watch House

**Position Description Number:**

PAO 011

**Rank / Level / Band:**

Band 2

### Employment Conditions

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Industrial Agreement/Award: Current Western Australia Police Force Auxiliary Officers 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.

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 Force (WA Police Force), during rostered hours only.
- Maintain currency of critical skills by successfully completing all re-qualification training.
- Be physically capable of performing the accountabilities and duties of the position.

Location: PHW/Metropolitan/Regional WA

### Position Objective

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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.

### Role of Work Unit

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The PWH is the primary police holding facility for the State of Western Australia. The Watch House receives persons arrested within the Perth metropolitan area and Regional WA, 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. It provides custodial care for people on extradition both nationally and internationally as well as persons serving time for warrants of commitment.

### Reporting Relationships

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This position reports to:

- Officer in Charge (OIC) / Supervisor, Senior Sergeant/Sergeant/Level 4/Band 3 (Dependant on location)

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

The following accountabilities/duties are to be performed at both the PWH and Stations, as and when required.

### 1 Custody Services – Primary work allocation (85%)

- 1.1 Performs functions relevant to the admission, administration, supervision, management, handling, monitoring and release of persons in custody.
- 1.2 Conducts pat-down/frisks and/or strip searches of same sex individuals, as well as general searches and processing of detainee possessions.
- 1.3 Performs the identification processing of detainees including taking photographs, fingerprints and DNA sampling.
- 1.4 Monitors and responds to the needs and concerns of the detainees, including health, safety and welfare and arranges medical assistance when required.
- 1.5 Conducts regular cell checks and identifies and manages detainees who are at risk or self harm and determines appropriate course of action.
- 1.6 Escorts detainees within the grounds of the PWH as required; including meal breaks, washing and exercise/recreational time.
- 1.7 Escorts offenders in custody (including mental health, juvenile and general escorts, such as hospital escorts) throughout metropolitan and regional locations.
- 1.8 Escorts detainees to the Northbridge Magistrate Court at the PWH, other courts and throughout the Metropolitan Region and Regional WA, as required.
- 1.9 Operates and monitors the activities within the PWH via the central monitoring room and CCTV footage.
- 1.10 Maintains a positive rapport whilst communicating and interacting with detainees.
- 1.11 Negotiates and communicates efficiently and effectively with detainees and their families.
- 1.12 Prepares, maintains and processes detainee files and other related paperwork and records.

### 2 Police Support (10%)

- 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.
- 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.
- 2.3 Reviews on-hand property/exhibits lists and considers appropriate methods to reduce holdings.
- 2.4 Acts as the point of contact for the supervision, quality control and continuity of firearms management matters, as required.
- 2.5 Processes summons and restraining orders, on police premises.
- 2.6 Manages the register of the Bail reportees for the station.
- 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.

### 3 Other (5%)

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

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## Specialist Prerequisite(s)

It is a requirement of this position that applicants undertake a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments, as required.

The applicant successfully completes:

- Medical Assessment
- Physical Performance Evaluation

The applicant must possess:

- A current Western Australia Manual “C Class” or Automatic “C-A” Driver’s Licence
- A current Senior First Aid Certificate

## Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Communication skills	<p>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.</p>
Analytical, interpretation and problem solving skills	<p>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.</p>
Adaptability and judgement skills	<p>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.</p>
Team work skills	<p>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.</p>
Personal drive and integrity	<p>Displaying integrity and leadership, both on a personal and professional level. Behaving in an honest, ethical and professional manner at all times.</p>

## 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.

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## Certification

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

Position Title and Work Unit	Name	Date
Workforce Officer, Organisational Design & Analysis	Pamela Soares	08/06/2020
A/Divisional Officer, Custodial Services	Narelle Woods	27/05/2020
Assistant Commissioner, Operations Support	Kylie Whiteley	18/06/2020