



WESTERN AUSTRALIA POLICE

POSITION DESCRIPTION

POSITION DETAILS

Position Title:
Police Auxiliary (Cadet)

Region/Portfolio/Directorate:
Workforce

District/Branch:
Development and Standards

Sub-district/Section:
Probationer and Cadet Development Unit

Position Description Number:
PAO 009

Rank/Level/Band
Pay scale reflective of age

Award/Agreement:
Common Law Contract of Employment (or its replacement)

Location/Suburb:
Various

Registered Copy Date:
July 2015

Working Conditions/Special Allowances:

Normally day shift, Monday to Friday, however, the position may be required to work outside normal hours for operational reasons in accordance with the relevant Industrial Agreement(s).

It is a requirement of the position incumbent to be able to wear the appropriate clothing as supplied by the Western Australia Police during rostered working hours only.

POSITION OBJECTIVE

Undertakes job training to develop knowledge and capability in regard to operational policing in Western Australia. Provides assistance with administration and station support duties.

REPORTING RELATIONSHIPS

THIS POSITION REPORTS TO:

Title:	Rank/Level/Band:
Officer in Charge (OIC)	Rank varies depending on location

THIS POSITION

POSITIONS REPORTING TO THIS POSITION:

Title:	Rank/Level/Band:
Nil	

Total number of positions under control: Nil

Direct:	Indirect:

Budget Managed:	Nil
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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

WA Police is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population of approximately 2 million. WA Police 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.

KEY RELATIONSHIPS

Within the Agency the position has contact with police officers and police staff during the course of work activities.

External to the Agency the position's contacts are primarily members of the community, and other government and non-government agencies to a lesser degree.

DECISION MAKING ROLE

The incumbent of this position will be granted specific police powers to carry out the functions of the position, as per their appointment as a Police Auxiliary (Cadet) Officer. These powers do not include powers of arrest.

Decision making authority is exercised in terms of utilising methods to organise and undertake own work schedule. Tasks are allocated by a supervisor, and are generally completed under the guidance of other personnel. The incumbent is able to handle firearms with the appropriate training. In conjunction with the supervisor, the position utilises discretion to accept tasks where scene attendance is required (this does not include attendance at sudden deaths).

Cadets ARE NOT permitted to undertake:

- Cell checks as part of custodial duties.
- DNA/ fingerprint collection (for detainees).
- Searches of a person/detainee.
- Issuing of infringements.
- Breath testing of any type.
- Traffic related stops.
- Any tasking that would involve attendance at crime scenes depicting violent deaths or graphic images.

Cadets may be permitted to enter target premises under a search warrant (once the premise has been secured).

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ACCOUNTABILITIES/DUTIES

		Freq	%
1	<u>LEARNING ABOUT THE OPERATIONAL POLICING ENVIRONMENT</u>		95
1.1	Operates on a daily basis to obtain a sound knowledge in relation to operational policing.	D	
1.2	Undertakes on road (frontline) tasking with police officers and attends to tasks as directed by the senior officer in the vehicle.	W	
2	<u>POLICE STATION / UNIT ADMINISTRATION</u>		
2.1	Provides support to police station personnel by attending to general administrative tasks as directed.	D	
2.2	Completes and processes relevant documentation e.g. property related matters, offence reports, bail reporting of attendance and other forms.	D	
2.3	Inputs information into Briefcase under the direction of a senior police officer.	D	
2.4	Regularly liaises with and ensures supervisor is kept informed of all matters.	D	
2.5	Assists in the receipt, recording, storage, maintenance, release and transport of property and exhibits. This may include providing straightforward evidence in court and other forums relevant to this task.	R	
2.6	Ensures the integrity and security of property and exhibits and maintains accurate records on computer databases.	R	
2.7	If over the age of 18 years and following OIC direction, assists in the receipt, recording and storage of drugs and firearms under the provisions of relevant legislation. This may include providing straightforward evidence in court and other forums relevant to this task.	R	
2.8	If over the age of 18 years and following OIC direction, transports firearms, drugs and other associated equipment, including audio-visual recordings of interviews, within the metropolitan area.	O	
2.9	Distributes various documents, including briefs (excludes the issuing and serving of warrants).	O	
2.10	Completes paperwork and undertakes other tasks to assist with processing of secured crime scenes, which is not likely to result in court attendance.	O	
2.11	Obtains identifying particulars, including fingerprints, for the purpose of security licence applications only.	O	
3.	<u>OTHER</u>		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.	D	
3.2	Participates in regular physical training in order to maintain recruit entry standard.	R	
3.3	Undertakes other duties as directed.	O	
FREQUENCY: D = Daily, W = Weekly, R = Regularly, O = Occasionally, A = Annually			

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WORK RELATED REQUIREMENTS

SPECIALIST PRE-REQUISITE(S)
It is a requirement of the position that the job holder successfully completes the specified training requirements of the role within an agreed period of time. Cancellation of appointment may occur where the requirements are not met.

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 Analytical, Comprehension and Problem Solving Skills | Ability to understand and interpret the provisions of policies and procedures. Objectively gather facts, determine options and draw logical conclusions. |
| 2 Communication and Interpersonal Skills | Working towards communicating effectively, both orally and in writing, with different audiences. Dealing with all people in a professional and courteous manner displaying sensitivity and empathy and responding appropriately in sensitive situations. Understanding local cultural and diversity issues. Establishing and maintaining relationships with management, supervisors, police officers and the community. |
| 3 Team Work | Ability to effectively work as a contributing team member and assisting others in the achievement of team goals. Responding to directions and instructions and building positive working relationships. |
| 4 Adaptability and Judgement | Following directions and behaving in a rational manner, for service delivery and team safety. Following correct processes and procedures. Ability to maintain objectivity and the capacity to adapt to organisational routine and change initiatives. |
| 5 Personal Drive and Integrity | Being aware of personal impact on others and improving personal performance. Behaving in an honest, ethical and professional way. Demonstrating ongoing commitment to be physically capable of performing the accountabilities and duties of the position. |

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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 Support Officer	_____ Suri Abeywickrema Strategic HR Division	July 2015
Branch/Division Head	_____ A/Senior Sergeant Rhonda Jarratt Officer in Charge Probationer & Cadet Development Unit	July 2015

OFFICE USE ONLY

Classification Review Date: _____