



Police Auxiliary Officer – Property Management / Camera Room

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Forensic Legal and Legislation
Metropolitan Region

Position Description Number:

PAO 004

District / Branch:

Various

Rank / Level / Band:

Band 1

Work Unit:

Various

Employment Conditions

Industrial Agreement/Award: Current WA Police Auxillary Officers Enterprise Order

Work Pattern: Dependent on area; day shift, Monday to Friday, or shift work position in accordance with relevant industrial agreement provisions. May be required to work additional hours outside rostered shifts to meet operational requirements.

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.

Location: Various

Position Objective

Provides an efficient and effective property management/receival service to Western Australia Police Force business units and external agencies. Dependent on location the role may have a focus on one or multiple activities such as the transportation, storage and movement of exhibits/evidence; and/or surveillance.

Role of Work Unit

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:

- Officer in Charge (OIC), Senior Sergeant or Detective Senior Sergeant
- Supervisor, Band 2

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Property Management (15-95%)

- 1.1 Assists in providing an efficient and effective property management service to WA Police Force business units.
- 1.2 Transports property, drugs, firearms and any other equipment within the metropolitan and regional areas of Western Australia (WA).
- 1.3 Implements quality control and security measures to maintain and monitor the collection, receipt, transport, safe custody, storage and disposal of all property, seized drugs and firearms.
- 1.4 Regularly liaises with and ensures supervisor(s) is/are kept fully informed of all matters.
- 1.5 Reviews on-hand property and exhibits or drugs and considers appropriate methods to reduce property holdings.
- 1.6 Assists in the development of internal best practice regarding activities associated with the receipt, storage and disposal of Property and exhibits or drugs.
- 1.7 Provides an advisory service to internal and external customers on property management procedures and processes.
- 1.8 Coordinates and assists with administrative practices in line with the provisions of the *Occupational Health and Safety Act*, the Commissioner's manuals and legislative requirements.
- 1.9 Provides evidence in Court or other forums relevant to the receipt, custody, movement or disposal of exhibits.
- 1.10 Ensures security of property by monitoring security systems and building alarms including responding to alarms promptly by contacting Police Communications Centre.
- 1.11 Maintains contemporary knowledge in dangerous goods and exhibits handling.

2 Surveillance – Perth Camera Room Only (0-80%)

- 2.1 Monitors CCTV activities, within specific area/zones, that requires strong working relationships with external providers.
- 2.2 Identifies events/activities that should be referred to the relevant area to respond/act; completing the appropriate dispatch details: entering and monitoring information in the CAD system.
- 2.3 Assists in securing relevant evidence and/or completing associated paperwork.

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)

The applicant successfully completes:

- Medical Assessment

The applicant must possess:

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

The applicant is able to wear the appropriate protective clothing as supplied by the Western Australia Police Force and have the capacity to lift a move bulky equipment in accordance with Occupational Safety and Health (OSH) principles and practices.

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1 or 2** security clearance for the duration of their appointment in the position. (**Only applicable if deployed to certain areas within WA Police Force**).

Work Related Requirements

Specialist Essential	Context in which work related requirements will be applied and or general standard expected.
Judgement skills	Determining appropriate courses of action in an objective, rational manner to ensure prompt service delivery and team safety. Following correct processes and procedures.
Ability to understand and apply the provisions of Acts and regulations.	Relating to the seizure, retention or disposal of property, including Drugs, exhibits and chemicals. Including <i>Misuse of Drugs Act 1981, Regulations, Poisons Act 1964, Criminal Investigation Act 2006 and Occupational Safety and Health Act 1984</i> . Maintaining contemporary knowledge of associated practices and procedures.
Communication skills	Working in a team environment, Liaising with officers at all ranks/levels/bands. Providing a professional service. Liaising effectively with external clients. Preparing reports, memos and recommendations.
Organisation skills	Managing own workload, establishing priorities and completing delegated work within specified time frames.
Computer skills	Undertaking data entry and/or retrieval; applying accuracy and attention to detail. Utilising a variety of information and data management systems.
Personal drive and integrity	Respecting authority and chain-of-command; complying with Police Regulations, policies, orders, and lawful instructions. Behaving in an honest, ethical and professional way. Applying self with energy and drive.

Specialist Desirable

HR Vehicle Licence

Current Forklift Licence

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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 Title and Work Unit	Name	Date
Workforce Officer, Organisational Design & Analysis	Pamela Soares	23/01/2020
Executive Manager, Organisational Design & Analysis	Dianne Hopkinson	23/01/2020