



# POLICE AUXILIARY (TRAINEE)

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

People Capability

**District / Branch:**

Police Academy

**Work Unit:**

Probationer and Cadet Development Unit

**Position Description Number:**

PAO 009

**Rank / Level / Band:**

Pay scale reflective of age

**Position Category:**

Choose an item.

### Employment Conditions

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

Work Pattern: Shift work: As per relevant industrial agreement

Location: Various

### Position Objective

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

### Role of Work Unit

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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

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This position reports to:

- Officer in Charge (OIC), Rank varies depending on location

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Police Auxiliary (Trainee)	Rank, Level or Band Age appropriate pay scale	Position Number: PAO 009
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## Key Accountabilities

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### Trainees **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.
- Breathe testing of any type.
- Traffic related stops.
- Any tasking that would involve attendance at crime scenes depicting violent deaths or graphic images.

### Trainees **may be** permitted to:

- Enter target premises under a search warrant (once the premise has been secured).

### 1. Learning about the Operational Policing Environment

- 1.1 Operates on a daily basis to obtain a sound knowledge in relation to operational policing.
- 1.2 Undertakes on road (frontline) tasking with police officers and attends to tasks as directed by the senior officer in the vehicle.

### 2. Police Station / Unit Administration

- 2.1 Provides support to police station personnel by attending to general administrative, customer service and community engagement tasks as directed.
- 2.2 Completes and processes relevant documentation e.g. property related matters, offence reports, bail reporting of attendance and other forms.
- 2.3 Inputs information into Briefcase, Incident Management Systems and CAD, under the direction of a senior police officer.
- 2.4 Regularly liaises with and ensures supervisor is kept informed of all matters.
- 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.
- 2.6 Ensures the integrity and security of property and exhibits and maintains accurate records on computer databases.
- 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.
- 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.
- 2.9 Distributes various documents, including briefs (excludes the issuing and serving of warrants).
- 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.
- 2.11 Obtains identifying particulars, including fingerprints, for the purpose of security licence applications only.
- 2.12 Within the station environment, receive and handle firearms with the appropriate OSTTU training and under direction from the supervisor.
- 2.13 In conjunction with the supervisor, utilises discretion to accept tasks where scene attendance is required

### 3. Other

- 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 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.

## Work Related Requirements

**Police officer positions are to refer and apply WA Police Capability Framework when addressing work related requirements.**

### Specialist Essential

### Context in which work related requirements will be applied and or general standard expected.

Analytical, Comprehension and Problem Solving

Ability to understand and interpret the provisions of policies and procedures. Sourcing information, ensuring accuracy and ask relevant questions to gain a better understanding of problematic issues.

Communication

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.

Teamwork

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.

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.

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.

## 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 Officer Workforce Design and Consultancy	Paul Walling	24/01/2019
Head of Faculty Foundation Skills Training Faculty	Inspector Stephen Post	24/01/2019