

Evaluate
03. Job Report (with Comments)

Title	Custody Detention Officer
Id	ID01014
Department / Division	Ops Support - Operations
Description	CDO responsible to ensure the lawful safe and secure detention of persons and property whilst in custody.
Job Status	New evaluation from job holder questionnaire
Benchmark	
Slotted	
Date	
Questionnaire State	Completed - Unverified
Job Owner	Admin Role
Job Last Modified By	██████
Date Job Last Modified	03-05-2022
Knowledge	5
Communication	4
Mental Demands	1
Impact And Contribution	1
Accountability For People	1
Accountability For Resources	1
Work Environment	5
Unweighted Score	663.00
Score	688.98
Grade	D

Knowledge

The jobholder does require knowledge of the strategy, policy and procedure of the organisation.

The jobholders relevant internal knowledge areas are as follows:

- Knowledge of policy/section W: Working
- Knowledge of policy/force A: Awareness

The jobholder does not require external knowledge.

The jobholder requires technical, specialist or professional knowledge.

The jobholders specialist knowledge areas are as follows:

- Knowledge/section W: Working

The jobholder requires IT skills.

The jobholder requires IT skills in the following areas:

- 1 standard application B: Basic
- 1 spec. or police application B: Basic

The jobholder requires practical skills.

The other practical skills areas required by the jobholder are as follows:

- Operating items of equipment B: Basic
Note: Drugs test and DNA
- Driving skills B: Basic
- Practical skills B: Basic

The jobholder requires qualifications.

The level of qualification required by the position is as follows:

- Level B Qualification

The jobholder is required to update knowledge to maintain competence in the job.

The type of updating of knowledge/skills by the jobholder is as follows:

- Re-assessment requirement O: Occasional
- CPD C: Continuous

Communication

The contacts and relationships required by the jobholder are as follows:

- | | |
|----------------------------------|-------------|
| • Colleagues - other departments | F: Frequent |
| • Members of the public | F: Frequent |
| • External bodies | F: Frequent |

The jobholder's verbal and interpersonal communication is as follows:

- | | |
|---------------------------|-------------|
| • Exchange of information | F: Frequent |
|---------------------------|-------------|

The jobholder is required to produce the following written communication:

- | | |
|------------------------------|-------------|
| • Routine forms/records | F: Frequent |
| • Standard documents/reports | P: Periodic |

Note: Short statements of fact ref incidents

The jobholder does have specific communication skills in order to meet the requirements of the job.

Other communication skills required by the jobholder includes the following:

- | | |
|--------------------------------------|-------------|
| • Customising language/style of comm | F: Frequent |
| • Giving evidence in court | O: Occasion |
| • Encouraging co-operation | F: Frequent |
| • Exercising tact and diplomacy | F: Frequent |

Mental Demands

The jobholder's pattern of work is as follows:

- Mostly

The jobholder's self management is as follows:

- | | |
|---------------|------------|
| • Supervision | 4: 76-100% |
|---------------|------------|

The jobholder's predictability of deadlines is as follows:

- Deadlines are always predictable

The jobholder's nature of changes in priority caused by known/unknown deadlines is as follows:

- Minor changes in priority O: Occasion

The jobholder is required to analyse information received or situations encountered.

The jobholder is required to analyse information as follows:

- Filing/forwarding/inputting 1: Minor

The jobholder is not required to interpret information.

The jobholder is not required to be creative, think innovatively or resolve problems.

Impact and Contribution

The jobholders area of impact is as follows:

- Operational impact

The jobholders extent of impact in the previous question is as follows:

- Operational impact 1: Minor

The range of impact required by the jobholder is as follows:

- Operational impact S: Section

The jobholder is not required to plan ahead.

Accountability for People

The jobholder does not have direct supervision/management responsibility for staff.

The jobholder does not have indirect supervision/management responsibilities for staff.

The jobholder does not have responsibilities in the areas of recruitment, promotion and remuneration of people.

The jobholder does not have formal responsibilities for people management. The staff concerned may be directly or indirectly managed.

The jobholder does not have shared or sole accountability for meeting agreed performance targets.

Accountability for Resources

The jobholder is not accountable for financial management.

The jobholder is accountable for management of resources.

Work Environment

The jobholder is required to work in different environments.

Type of special working environment is as follows:

- Required to wear protective equipment F: Frequent
- Required to have contact with prisoners F: Frequent

The jobholder is required to work in special conditions.

Types of special conditions is as follows:

- Exposure to infection/infectious disease O: Occasion
- Handling substances hazardous to health F: Frequent

Note: Panel not clear as post holder will not handle body fluids but will deal with them.

The jobholder is not required to work outdoors.

The job which the jobholder undertakes demands a level of physical activity.

Extent of physical activity is as follows:

- Moderate