

## **JOB DESCRIPTION**

**Post:** Property Officer

**Grade:** Band C **Job Evaluation Ref:** B268

**District/Department:** Joint Justice Services

**Sector/Section:** Criminal Justice Service/  
Property and Vehicle Recovery Team

**Location:** Based at one of the following Property  
Stores: Europa Way (Broadland Gate)/Great  
Yarmouth/King's Lynn/Landmark  
House/Bury St Edmunds/Lowestoft/  
Dereham

**Reporting to:** Senior Property Officer

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To deliver a collaborated property management service across Norfolk and Suffolk Constabularies to personnel, members of the public, external organisations and other forces by ensuring the effective operational management of receipt, storage, recording, disposal and security processes for all property taken into police possession.

### **2. Main activities of the role (This list is not exhaustive)**

- To undertake responsibility for the receipt, storage, security, recording and disposal of all property within the area property store, and to ensure secure receipting procedures are in operation at the property stores and others within the area to include holding facilities as well as the provision of a bulk storage facility.
- Highlight to Senior Property Officers any areas of risk in relation to storage, capacity or service delivery.
- To ensure the appropriate storage, recording and security facilities are maintained in respect of large quantities of cash or items of high value, ensuring separate facilities are operative in each sector for drugs, and to obtain a valuation of all high value items and arrange for temporary insurance cover.
- Responsible for the safe handling of seized illegal and controlled drugs and high risk items such as firearms, live ammunition and unidentified chemicals.
- Assist the Senior Property Officer with the audit and inspection of property stores and implementing the recommended actions.
- Ensure compliance with retention legislation for forensic DNA exhibits.
- Dispose of property, including drugs in accordance with policy and procedure.
- Organise and coordinate with nominated personnel the authorisation and expeditious destruction of controlled drugs and associated equipment in accordance with Force Policy.
- To maintain a rolling programme of disposal of property not required to be held by police.
- To conduct or arrange the banking of seized monies and those as proceeds from sale, arrange for income to be ledgered and maintained for proceeds to fulfil audit requirements.
- To arrange, prepare and submit property for sale, liaising accordingly with Auctioneers, and ensuring compliance with Health and Safety, Contract Law and Force policy.
- Liaise with members of the public, constabulary personnel and outside agencies in relation to the return of property to owners.
- To interrogate and update various Force computer systems to facilitate property enquiries including arrangements for the return of property, identification of crime and drug references and the maintenance of database records including drugs data.

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- Offering procedural advice to officers regarding use of the property system and associated queries.
- To ensure the electronic property system and associated manual records are accurately maintained and updated in respect of all items of property that come into police possession ensuring continuity of evidence is maintained at all times.
- Support the Senior Property Officer to improve the efficiency of processes and working practices
- Participate in the PDR process, professional and career development and ensure the efficient and effective use of resources.
- Cover for the Senior Property Officer post and other Property Officers as required.
- To observe and adhere to Health & Safety standards and requirements, ensuring systems, processes and working practices are followed.
- Undertake any other duties that are commensurate with the role and grade as may be requested by line management.

**3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

## **PERSON SPECIFICATION**

**Post:** Property Officer

**District/Department:** Joint Justice Services

**Location:** Based at one of the following Property Stores:  
Europa Way (Broadland Gate)/Great  
Yarmouth/King's Lynn/Landmark House/Bury St  
Edmunds/Lowestoft/ Dereham

### **Essential Criteria**

1. Good verbal communication skills with the ability to retain a clear, professional approach with staff/officers of all levels
2. Good numeracy and literacy skills
3. Ability to work in a methodical manner, paying close attention to detail.
4. Experience of working to/following set procedures/guidelines in an organised approach and understanding and following policy and guidance
5. Ability to work on own initiative whilst also being able to work effectively as part of a multi-sited team
6. Good keyboard skills, with a working knowledge of Microsoft Office Suite
7. Full driving license to drive Force vehicles to locations across Norfolk and Suffolk as required.

### **Desirable criteria**

1. Previous experience of using a property or inventory tracking system in a property management/storekeeping environment.
2. Previous experience in a police or legal environment.