



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Prison Officer (PO)

Job Description – PO : Dedicated Search Team (DST)

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Job Description

Job Title	PO : Dedicated Search Team (DST)
Group Profile	Prison Officer
Organisation Level	Delivery 3-4
Band	3

Overview of the job	This is an operational job in an establishment.
Summary	<p>The job holder will supervise and support prisoners, ensuring all services are provided to a high standard and that security and control are maintained at all times, adhering to local and national policies.</p> <p>The specific duty of the jobholder is to undertake searches as required, in order to maintain the effective security and operational safety of the establishment.</p> <p>This is an operational job with no line management responsibilities.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • In accordance with the Local Security Strategy (LSS) undertake searches on cells, prisoners, staff, visitors and communal open areas as required which includes: <ul style="list-style-type: none"> ○ Cell fabric searches ○ Searches for prohibited items in cells and on prisoners ○ Searches of staff and visitors and prisoners ○ Searches of communal area and grounds ○ A and B level searches and full searches ○ Targeted searches in response to intelligence received • Train staff on search techniques and awareness of new methods of concealment. • Responsible for the control of tools on behalf of the establishment and will also be required to undertake tool audits. • Maintain knowledge of drugs use within the establishment and methods of concealment and update search practice accordingly. • Collect / bag evidence and record appropriately. Be competent in the preservation of evidence as per the Police and Criminal Evidence Act (PACE) and have knowledge of arrest procedures. • Conduct searches on other establishments and other government buildings such as courts and hospitals when required. • Complete all related administration and paperwork in respect of the searches and items found. <p>In addition to the above, the job holder may be required to undertake duties on a Residential Unit:</p> <ul style="list-style-type: none"> • Supervise prisoner activities including exercise and association, maintaining the general cleanliness of the wing and making sure that meals are served in-line with establishment policy. • Lock prisoners securely in their cells at each lock up period, keep account of the unit roll and make sure that prisoners are accounted for. • Support vulnerable prisoners and pass any relevant concerns to wing managers/staff, Healthcare, Safer Custody department and personal officer. • Share identified prisoner needs with reception staff. • Unlock prisoners in a timely manner.

	<ul style="list-style-type: none"> • Deal with any instances of self harm in-line with suicide and self harm prevention strategies. • Support prisoners in-line with the Personal Officer strategy, completing reports on prisoners as requested, within time limits set, which contribute to sentence planning and prisoner progress. • Encourage responsible and respectful behaviour in prisoners. • Receive and progress applications and complaints. • Maintain prisoner records by completing behaviour report entries and data entry onto the prisoner database. • Carry out accommodation/fabric checks, including searching prisoners. • Complete all administration in support of main duties including ordering cleaning materials and completing regime monitoring. <p>Undertake other Prison Officer tasks as follows:</p> <ul style="list-style-type: none"> • Supervise, manage and control prisoners decently, lawfully, safely and securely whilst carrying out all activities. • Exercise the powers of a Constable. • Conduct searches on prisoners, staff and visitors as required. • Undertake external escorts when required. • Undertake 'first on scene' incident response. • Maintain and update systems in-line with local agreements. • Prepare relevant documentation to managers for verification/quality checking purposes. • Attend and contribute to relevant meetings as required. • Complete and update Personal Emergency Evacuation Plan. • Establish, develop and maintain professional relationships with prisoners and staff. • Understand apply and comply to national/local policies and legislation. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Managing a Quality Service • Making Effective Decisions • Working Together •
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	<p>Job holders must complete specific training in their specialism once they take up post.</p> <p>All candidates are required to pass an on line application and numeracy assessment, attend and pass a variety of assessments at Recruitment Assessment centre, these include a written assessment, role plays, medical assessment and a fitness test.</p>

	If successful in your application, your continuation in this role is dependent on passing all modules within the initial Prison Officer Entry Level Training (POELT), which is a pathway to becoming a fully competent Prison Officer. Failure to successfully complete and pass POELT course could result in your removal from this role and may result in the termination of your employment. Following completion of the POELT course you will be subject to a 12 month probationary period.
Ability	<ul style="list-style-type: none"> • Fitness Standard • Medical Standard • Numerical Ability

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p>37 hour working week (standard).</p> <p>Additional Conditioned Hours (ACH) Band 3 Prison Officers have the option to commit to working between 1 -4 Additional Committed Hours (ACH) on top of the standard 37 hour week. These hours are non-pensionable and paid at an enhanced rate.</p> <p>HMPPS Staff on closed pay structures only: Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working: This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Communicating and Influencing		Fitness Standard		Job holders must complete specific training in their specialism once they take up post.
Managing a Quality Service		Medical Standard		All candidates are required to pass an on line application and numeracy assessment, attend and pass a variety of assessments at Recruitment Assessment centre, these include a written assessment, role plays, medical assessment and a fitness test.
Making Effective Decisions		Numerical Ability		If successful in your application, your continuation in this role is dependent on passing all modules within the initial Prison Officer Entry Level Training (POELT), which is a pathway to becoming a fully competent Prison Officer. Failure to successfully complete and pass POELT course could result in your removal from this role and may result in the termination of your employment. Following completion of the POELT course you will be subject to a 12 month probationary period.
Working Together				
Choose an item.				