Property Exhibits Officer

Position Details

Reports to: O/C Station or other person as determined

Location: Generic Location

District/Service Centre:

Shift work/non shift work: non shift work

Group: Districts

Remuneration range: Band B

PHPF Level Purpose: Individual Contributor

Employee Type: Police Employee

Direct reports: None

Delegated financial authority: N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision to have the trust and confidence of all.

Purpose

The purpose of the Districts is to deliver Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service Delivery

Undertakes the following as they relate to the combination of assigned tasks:

- Cares for and secures all exhibits and property in accordance with General Instructions by:
- Ensures correct receipt, security and recording of all property and exhibits and ensuring the correct return, destruction or disposal of same, in accordance with approved guidelines.
- Labelling, documenting and securing all property and exhibits.
- Banking, securing and maintaining records of all exhibits/found money including seized money.
- Uplifting property, exhibits and videotapes as required
- Collating, recording and auditing exhibits and property for auction.

- Removal and transportation of disposed exhibits/property in accordance with General Instructions.
- Giving evidence in Court regarding the chain of evidence in handling property/exhibits/videos as required.
- Ensures safe storage or handling of dangerous/flammable and bio-hazardous property, in accordance with approved guidelines.
- Ensures the appropriate disposal of dangerous/flammable and bio-hazardous goods.
- Ensures drug exhibits are forwarded to the ESR for analysis on advice from the O/C Case
- Assists with the destruction of drugs.
- Liaising with appropriate persons to ensure correct disposal of prisoner's property.
- Receiving and recording lost property reports in order to find matches against found/stolen property.
- Maintains records and security of Police video interview tapes by:
- Maintains required registers, filing and storage systems.
- Ensuring all movements are accurately recorded
- Arranges for disposal of completed video tapes and their subsequent replacement
- Maintains the crime prevention camera/s video library including:
- Receipt, security and records maintenance of all crime camera videos
- Ensuring there is an adequate supply of blank video tapes
- Changing video tapes as required
- Answering all inquiries from staff/public relating to property and exhibits or redirecting as appropriate.
- Contributes to the identification of OSH issues within the workplace and reporting these to the supervisor.
- Contributes to a safe and healthy work environment by complying with OSH workplace policies and standards

3. Customer Focus

- Assisting in meeting the office focus on the proper handling and response to requests
- Ensures all service requests and complaints are met with a professional, customer-friendly and timely response
- Participating in problem identification including symptoms, causes and effects
- Uses discretion in an appropriate manner in dealing with problems

4. Team Work

- Works effectively as a member of a team or in an individual capacity
- Uses interpersonal skills effectively in a group or individual situations
- Uses oral communication effectively with colleagues staff and external customers
- Ensures strong and effective channels of communication amongst colleagues
- Takes the constructive approach to team efforts and supports other team members where possible.

5. Relationship Management

- Maintains liaison and communication with persons and organisations impacting on their position including
- All station staff

- Members of the public
- Ensures that all work practices and procedures are completed within a timely manner
- Provides timely and accurate advice and shares information appropriately

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. Personal attributes and temperament relevant to the position.
3. General health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

No (no Children's Worker safety check required)