



**DORSET
POLICE**

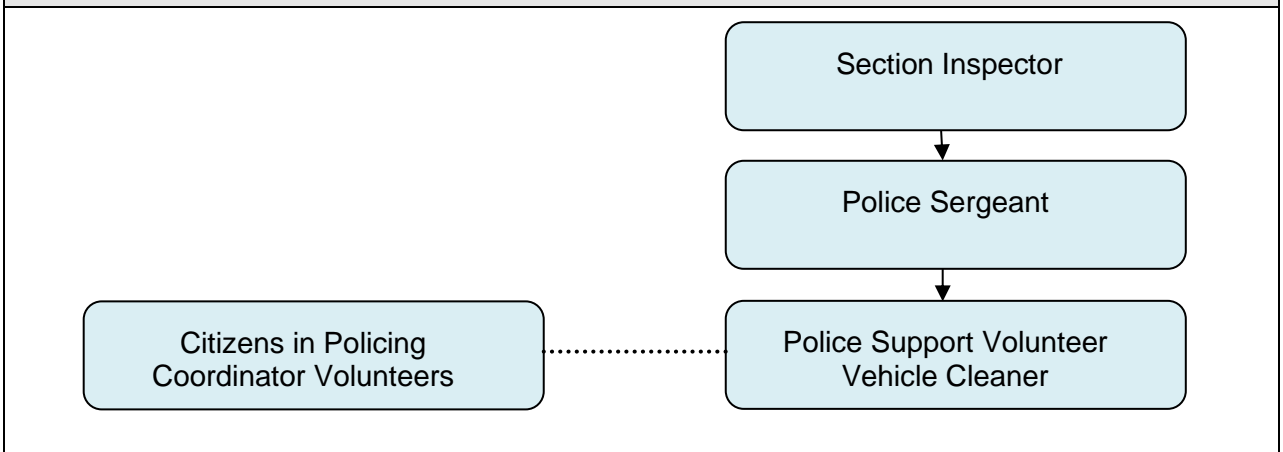
VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

Role Title:	Police Vehicle Cleaner
Post Number:	DP4282
Division/Department/Section:	Various DP Stations
Line Manager: (Job Title & Post Number)	Station Sergeant

1. PURPOSE

This role will provide assistance to officers by assisting with the cleaning and checking of Police vehicles.
The Police vehicles will be cleaned to a high professional standard, as the vehicles will be in the public eye.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post

3. MAIN RESPONSIBILITIES	
INPUT	OUTPUT
The cleaning of the bodywork and outside of the Police vehicles	Clean and professional appearance of Police vehicles, acceptable for use in the public eye
The hoovering and cleaning of the inside of Police vehicles	Will give the officers a clean and hygienic vehicle to gain the highest standards of safety for officers and any prisoners who are to be escorted within that vehicle

Maintaining vehicles store cupboard	To ensure supplies do not run out of basic materials required
Checking the oil/tyres and other essential vehicle checks	To ensure the car is safe to drive and that all essential maintenance is carried out as and when needed
4. MAIN CONTACTS	
1.	Station Inspector
2.	Station Sergeant
3.	Volunteers Support Team
4.	Citizens in Policing Coordinator - Volunteers
5. SPECIAL CONDITIONS	
Working outside	
6. KNOWLEDGE & SKILLS	
ESSENTIAL: Motivated and hard-working Integrity, reliability and self-discipline Available most Sunday mornings or any other suitable morning	DESIRABLE: Knowledge or interest in motor vehicles Previous mechanical experience
6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.	
<p>The aim of this proposal is to commit suitably trained and reliable volunteers in complete accordance with the current Dorset Police Volunteers policy. The roles, which they would undertake, are such that they would not impact upon existing posts within the department/division.</p> <p>The responsibility still lies with every officer to check Police vehicles for any defects prior to usage as per normal procedure. Hours to suit post holder, however there is a request in line with the volunteer policy that four hours volunteering is undertaken each month.</p>	
7. AGE LIMIT	
<p>No under 18-year olds to work in control rooms, file preparation, crime records, Phoenix and witness liaison</p> <p>No under 18-year olds to work in SOCO offices, Fingerprints, Scientific Aids Suites or HQ Photography/ Video Unit</p> <p>No under 18-year olds to work as a CCTV Operator</p> <p>No under 18-year olds to type work which may cause trauma and upset</p>	
8. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers policy.	