



**DORSET  
POLICE**

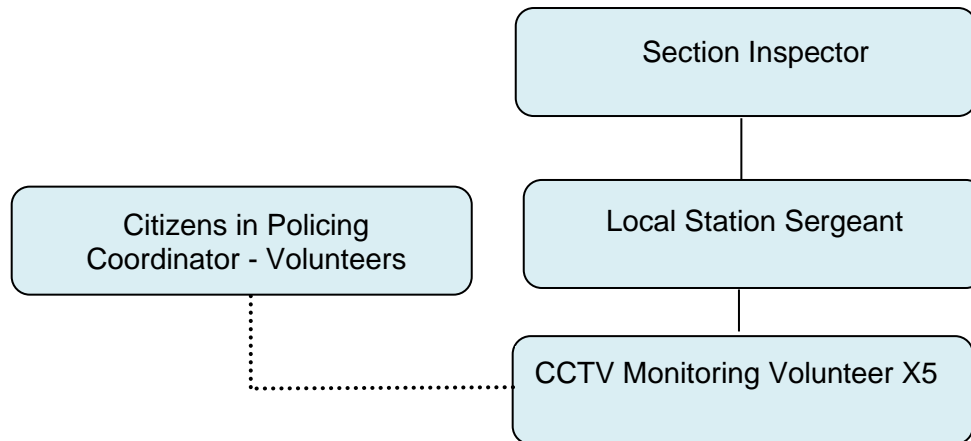
## VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

<b>Role Title:</b>	<b>CCTV and Radio Monitoring Volunteer</b>
<b>Post Number:</b>	DP4290
<b>Division/Department/Section:</b>	Countywide
<b>Line Manager: (Job Title &amp; Post Number)</b>	Station Sergeant

### 1. PURPOSE

This role will provide support to the local Police Sergeant and their officers by monitoring the CCTV System and alerting them to problems if they occur and otherwise assisting them as required. In addition, the role includes the use of the town's Radiolink system whereby local traders can report suspicious activities direct to the station.

### 2. POSITION IN THE ORGANISATION



#### (b) Staff who work directly for this post

Force Identification Inspector/DPU Volunteer/ID Assistants

### 3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
Watching the CCTV system and alerting officers and staff to incidents and events as they occur	
Recording images on DVD/CDR/USB and hard drive. Searching the system, when requested, in order to determine if images of past events have been	To ensure that all information is safely stored and can be accessed when needed

recorded and properly filing them on the hard drive for possible use as evidence	
Keeping a log of incidents	To make sure that all records are kept up to date
Listening and talking on the Police radio system	To ensure good and clear communication with police officers and staff at all times
Listening and talking on the town Radiolink system	To ensure good and clear communication with local traders, and monitor suspicious activities reported by the traders
Printing images of people or events when requested	To ensure good and clear communication with local traders, and monitor suspicious activities reported by the traders
Alerting the service providers in the event of equipment failure.	
Giving evidence in court	
<b>4. MAIN CONTACTS</b>	
1.	Section Inspector
2.	Police Officers & Special Constables on patrol
3.	Police Staff
4.	Citizens in Policing Coordinator - Volunteers
<b>5. SPECIAL CONDITIONS</b>	
Nil	
<b>6. KNOWLEDGE &amp; SKILLS</b>	
<b>ESSENTIAL:</b> <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Used to dealing with confidential material</li> <li>• Good IT skills</li> <li>• Attention to detail and accurate record keeping</li> <li>• Decision making</li> <li>• Personal Responsibility</li> </ul>	<b>DESIRABLE:</b> <ul style="list-style-type: none"> <li>• Local knowledge of the town</li> </ul>
<b>6. ADDITIONAL INFORMATION e.g. Number of hours per week, whether you need a volunteer on certain days.</b>	
<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 Eastern Division. Police Support Volunteer shifts are flexible and to be agreed locally. There is a request in line with the Volunteer policy that four hours volunteering is undertaken each month.</p>	

**7. AGE LIMIT**

No under 18-year olds to work in control rooms, file preparation, crime records, Phoenix and witness liaison

No under 18-year olds to work in SOCO offices, Fingerprints, Scientific Aids Suites or HQ Photography/ Video Unit

No under 18-year olds to work as a CCTV Operator

No under 18-year olds to type work which may cause trauma and upset

**8. TERMS OF APPOINTMENT**

In accordance with the current Dorset Police Volunteers Policy.