

ROLE PROFILE Part1	Role Title	CUSTODY BAIL ADMINISTRATOR		Dept /LPA	CUSTODY
		VETTING LEVEL			

Grade/Rank Scale 3

Responsible To Bail team manager

**Staff Line
Managed** None

**Reviewed by
(Manager)** Police Staff 11540 Tim Whetton

Date 28/12/22

Purpose of Job To perform a range of clerical and administrative tasks proving an efficient delivery of service across a range of demands. To support the running of the Force Bail team.

**Key
Accountabilities**

- 1) Enter and record information accurately, using RMS appropriately. Complete thorough, timely and relevant custody record entries and documentation for detained persons, in accordance with PACE, APP and Force policy. Accurately calculate remaining applicable bail period (ABP) timings when ABP is paused due to Crown Prosecution Service (CPS) Pre-charge advice (PCA) or hospitalisation and then ABP restarted.
- 2) Liaise with investigating officers for updates at set intervals during a suspects bail.
- 3) Ensure that the correct authorisation level has been obtained before actioning officer requests. e.g. no further action(NFA)/release under investigation (RUI)/rebail
- 4) To consider bail extension applications that have been completed by investigating officers and either return for rework where the application is not of a suitable standard or forward to the Supt/courts for consideration.
- 5) Liaise with senior officers and give bail specific advice when required.
- 6) Make contact with suspects on bail via telephone, text or email, advising of bail extensions or requirements to attend on bail early.
- 7) Run daily check reports to identify missing workflows and take corrective action.
- 8) Deal with fail to answer bail entries and correctly update the custody record, then task the Officer in charge (OIC).
- 9) Liaise with internal and external agencies, dealing professionally with all enquiries and requests. Where appropriate, provide and share accurate information and records with these persons/ agencies in accordance with relevant legislation and policy (e.g. healthcare providers, Immigration Service, legal representatives) –via secure email.
- 10) To accurately input and retrieve information into the Records Management System (RMS) to meet the required standards of quality in compliance with legislation, policy and procedure.
- 11) To be familiar with the work of other Departments and units contributing to the use of RMS.
- 12) To fully understand bail legislation and recognise the difference between PSC 2017 and PCSC 2022 acts with regards to bail and to apply this when dealing with custody records, to enable an accurate update at the conclusion of an investigation and ensuring that the outcome is passed onto the Police National Computer (PNC). To

	manage and keep updated various spreadsheets to record those currently on bail. 13) To monitor the force bail mailbox for updates & queries and to deal with emails in line with legislation and force policy. 14) Deliver training to colleagues be it new or temporary staff. 15) Responsibility for monitoring, order and maintain supplies of bail team stores and stationery so items are available for use when required. e.g. team confidential notice seal stickers for envelopes/paper etc. 16) Finalise closed RMS RUI tasks and ensure that onward task is sent to CJ Phoenix so that PNC is correctly updated. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. The role holder may occasionally be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We Analyse Critically Level 1 Transparency
Education/Qualifications	Essential: Educated to OCF Level 2 OR work experience deemed to have brought the postholder to a comparable level. Desirable: n/s
Experience and Skills	Essential: Experience of dealing with the public or of working in a customer focussed, service driven environment. To be computer/keyboard literate and a competent keyboard user. Desirable: Knowledge of Police organisation and structure Experience in using all MS Office products, including Excel, Project, PowerPoint, Outlook and Word. Knowledge of the Criminal Justice System.
Approved by HR	Julian Kloppenborg (Senior HR Advisor)

