



CONTACT MANAGEMENT

Police Contact Enquiry Officer Recruitment Pre-Brief

Vacancy: Fareham/Park Gate 37hpw (Tuesday-Saturday) – 12 month secondment role.

Thank for considering applying for the recently advertised Police Contact Enquiry Officer position. In addition to the information contained in the vacancy advert, the following is crucial information that you should consider before applying for the post.

Please take the time to read the information fully BEFORE applying for this role. In doing so you will ensure you understand the commitments that are required.

Shift Pattern:

Upon completion of your training (see below), you will work the shift pattern associated with your station. The pattern in question is shown below in a spreadsheet format. The patterns work on a 1 week rotation.

Full time (37 hour weekly average) shift pattern:

	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wk Total
Wk1	RD		D0800-1600		D0800-1600		D0800-1600		D0800-1600		D0800-1600		RD		
Dy1	00:00	00:00	07:24	00:36	07:24	00:36	07:24	00:36	07:24	00:36	07:24	00:36	00:00	00:00	37:00

Training:

As this is an internal position and temporary for 12 months, the training will consist of 121 tutoring.

Other important information:

Weekends/Bank Holidays: Depending on the role you have applied for, you may have to work weekends and bank holidays.

Leave:

- Annual leave entitlement is approximately 24 days per year (less for part time staff), plus time back for 8 Bank Holidays per year.
- Leave is planned approximately 12 months in advance and a system is in place to ensure it is fairly distributed.



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iii) Generally speaking, leave is not permitted within the first 6 weeks of employment. This is to avoid any disruption to the training schedule. Management are happy to discuss and consider any leave requests 'by exception' on a case-by-case basis.

Travelling expenses: Hampshire Constabulary has a travel policy that states: If you make a journey from home to a location that is not your normal place of work (for example you are asked to work at a different Front Counter for the day) you are permitted to claim the mileage from the point where you deviate from your normal route. You will not be able to claim any mileage if the journey is, in whole or in part, substantially the same as your daily commute. This will also be the case for your training period.

Use of Pool Cars: Hampshire Constabulary has a fleet of pool cars. If you hold a valid driving licence, you will be afforded the opportunity to attend an 'in house' driving course in order to use these vehicles for work purposes.

If you have further questions about any of the above please get in touch with the recruitment team.

Thank you

Angela Orr

Recruitment Manager/Deputy Operations Manager for HC Front Counters