



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

Position title		Special conditions
Drug Detection Officer		
Effective date	Position number	Level
September 2016	Generic	DDO
Division	Directorate	Branch
Corrective Services	Regulation & Operational Services	Drug Detection Unit

Divisional Outcomes

The Regulation and Operational Services Division is responsible for professional development, intelligence, security and response, and investigation services functions for the Department. All these elements have a direct impact on the provision of corrective services provided by the Department and the role has considerable influence on the delivery of integrated and optimised operational services, and support improved offender care and risk management across the Department.

Directorate Outputs

The Security and Response Services Directorate is the single point of contact for Departmental incident response and emergency management and is accountable for providing overall coordination of incidents and emergencies, ensuring emergency plan are regularly tested and providing operational support across the Department for functions that span multiple directorates and divisions such as emergency response and mobile drug detection. The Directorate is accountable for the coordination of all offender movements in consultation with Intelligence Services and in accordance with established procedures.

Branch Outputs

The Drug Detection Officer (DDO) contributes to the safe, secure and efficient operation of prisons by utilising canines and other technologies to detect and prevent drugs and other contraband coming into prisons, in collaboration with the Intelligence Services Directorate. The DDO also contributes to the duty of care, reparation in the community and reduction in re-offending and plays a key role in implementing Department of Corrective Services' policy as it relates to offenders in custody. Services include:

- Provision of an effective and accessible drug detection service across the Department that assists in minimising the trafficking of illicit substances;
- Gathering information, highlighting those persons who present as the greatest current risk to the department in terms of their involvement in drug related activity, offering control strategies, to protect all within the Department including offenders, staff, visitors and the community; and

Establishment and maintenance of effective relationships with all internal and external stakeholders to allow for timely and effective intervention that enables the Department to efficiently meet its obligations under the current drug strategy.

Role of the Position

The Drug Detection Officer is responsible for:

- Conducting searches of individuals, environments and property;
- Responsibility for the full care, fitness and welfare of the canine during its working life including the provision of a healthy and secure property/home environment.
- Responsibility for the operational effectiveness and ongoing maintenance of their dog team.
- Maintaining accurate records.

A Preparedness to travel with the canine or other technologies throughout the state at short notice and is required to use their private vehicle to convey the canine from home to their place of work.

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Division Corrective Services	Directorate Regulation & Operational Services	Branch Drug Detection Unit

Responsibilities of this position

Managing Offenders

Ensures management of offenders, including contact with visitors and community groups, in particular utilising canines for identified searches and emergency situations.

Conducts searches of individuals, environment and property.

Applies correct judgement in dealing with offenders and visitors, in particular interpreting and responding to body language.

Monitors and responds to the needs and concerns of offenders, including health, safety and welfare.

Monitors and responds to the security of offenders.

Monitors and responds to the behaviour of offenders and treats offenders in a manner suited to their culture.

Identifies at-risk offenders and communicates this to prison management.

Supervision

Specifically responsible for:

- Functional responsibility for the management of staff, prisoners and visitors to the prison when carrying out drug detection duties; and
- Reporting to the Coordinator DDU and the Prison Superintendent (for regional officers) on all matters relating to the conduct of staff and prisoners under control.

Service Delivery

Provides a specialist drug detection service to all public and private sector prisons within the State.

Assists the Coordinator DDU with other duties as directed.

Team Work and Maintaining Relationships

Participates constructively and positively within workplace teams as required.

Maintains effective teamwork with other members of the DDU.

Develops and maintains relationships with internal and other external agencies and members of the public.

Provides services to other institutions for operational searches as instructed by the Coordinator DDU.

Resource Management

Achieves tasks through effective and efficient use of allocated physical and financial resources.

Maintains peak health and fitness of canines, including home-housing of canines and after hours care.

Operates, maintains and monitors equipment use and needs, such as kennels, vehicles and all operational equipment.

Provides information and administrative support on the use of resources as required.

Operates and monitors intelligence gathering.

Undertakes reporting to appropriate management on prisoner drug profile rating.

Maintains strict security of drugs in separated drug storage safes as outlined in the Commissioner of Health conditions.

Deploys to other institutions and external agencies in the delivery of drug detection services.

Performance and Maintenance Training

Responsible for the performance maintenance training of the canine to standards set by the Coordinator Training and Drug Control.

Maintains own fitness level to standards set by the Coordinator Training and Drug Control.

Maintains own operational efficiency to standards set by the Coordinator Training and Drug Control.

Planning

Contributes to the business and operational plans of the organisation.

Implements operational plans through planning and allocation of workloads and resources.

Maintains the security function, including intelligence gathering and complies with emergency management policy.

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Responsibilities of this position (continued)

Information and Knowledge Management

Accesses and applies identified and appropriate information to achieve tasks, whilst maintaining security and confidentiality. Gathers, records, checks, produces and presents reports on information from individuals and groups, on identified offender management issues as directed.

Maintains intelligence, safety and security information.

Maintains accurate animal health, operational, drug ledger and training records.

Works in compliance with relevant legislation.

Policy and Procedures

Follows workplace policies and procedures, in particular the *Dog Act 1976*, *Misuse of Drugs Act 1981* and the *Criminal Code*, within the prison working environment to achieve tasks.

Complies and works within established safety and security procedures.

Identifies and reports gaps in implementation of policy and procedures at operational level.

Complies with the conditions of legislative authorisation for banned and controlled substances.

Provides policy and procedural advice to staff, prisoners and visitors in the delivery of drug detection services.

Continuous Improvement

Participates in the identification of and applies opportunities for continuous improvement within the DDU.

In consultation with the Coordinator DDU Unit and Coordinator Training and Drug Control liaises with other agencies to ensure ongoing monitoring of training and operational techniques.

Ethical Behaviour

Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

Equity and Diversity

Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential Skills	
1. Team work and maintaining relationships	Participating in, leading and facilitating a work group, leading by example and establishing and managing effective workplace relationships to achieve positive outcomes. Maintaining peak health and fitness of the team of the officer and canine.
2. Communication and interpersonal skills	Utilising effective written and oral communication and interpersonal skills. Writing accurate incident and information reports. Communicating effectively in a culturally appropriate manner with people from diverse backgrounds and from other agencies
3. Affinity with dogs	Demonstrating desire and ability to interact and work with dogs to the set standard.
4. Planning and organisational skills	Prioritising, organising and completing work effectively and efficiently within set timeframes, including following up on identified issues in a timely manner.
5. Resource utilisation	Utilising and maintaining allocated resources effectively. Completing set tasks, monitoring performances and keeping accurate records of allocated and other resources as required.
6. Ability to solve problems and make decisions	Researching and analysing problems to provide options for resolution. Using judgement to make fair and transparent decisions which comply with legislation, policy and procedures.

NB: It is a requirement that during the 9 month probationary period, successful applicants undertake the necessary mandatory training programs and relevant assessments as prescribed by the Department to the required standards.

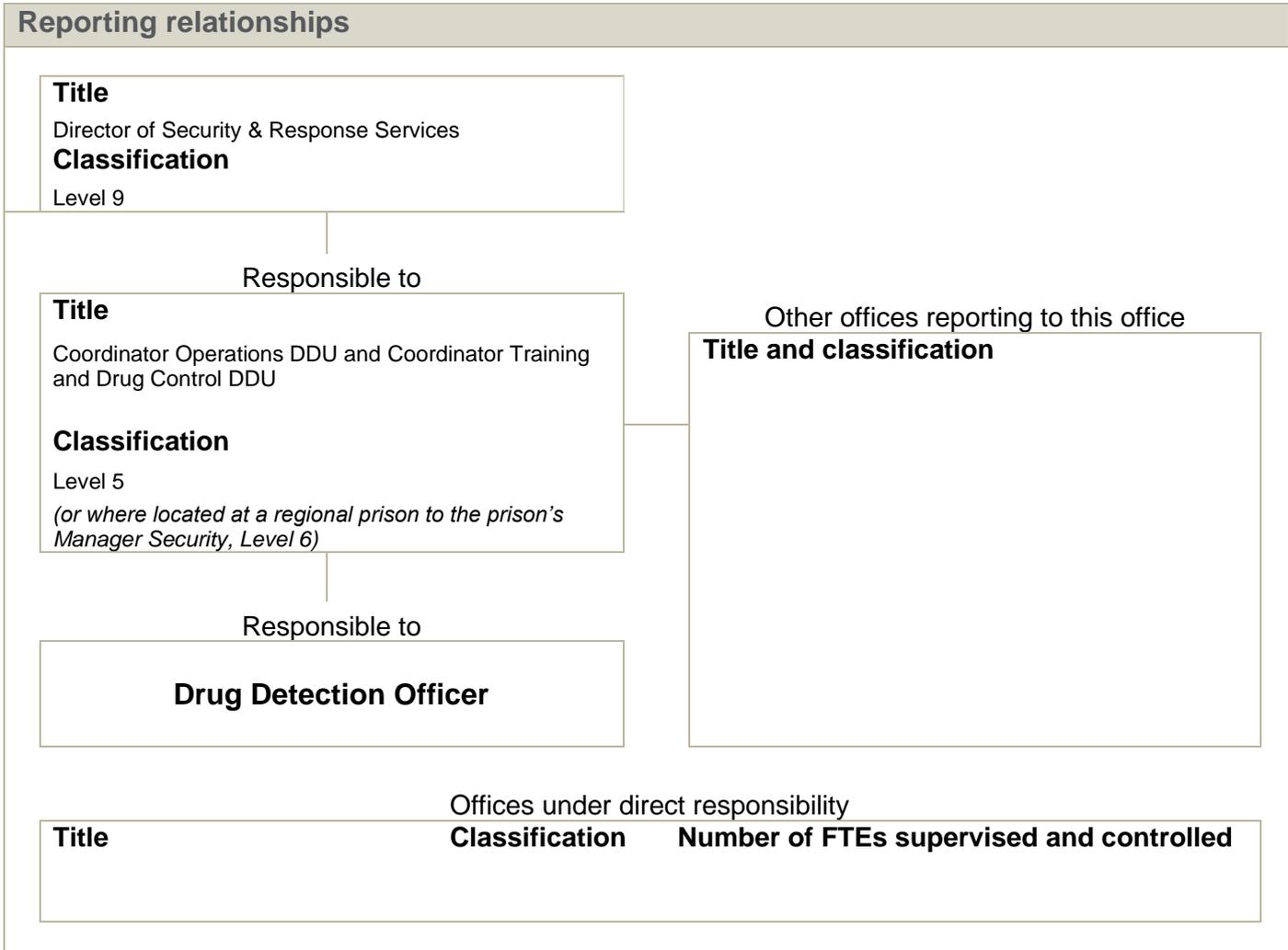
Pre-Appointment Requirements

Please note the following pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental Policy and Procedures. A successful applicant must:

1. Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;
2. Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
3. Meet the medical and physical abilities required of the role as determined by the Department;
4. Possess a current 'C' class motor vehicle driver's licence;
5. Transport allocated dog to and from their home to their work base using their own vehicle, for which appropriate restraining equipment will be provided by the Department;
6. Meet the home kennelling requirements as determined by the Department;
7. Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and
8. Be willing to undertake training and assessments applicable to the role to the required standards as determined by the Department.

(Note: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).

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Location and accommodation

Location Canning Vale
Accommodation Not applicable

Allowances / special conditions

The Contract of Employment specifies conditions relating to this position.
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Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Delegated Authority Approval

Signature	
Date	/ /