



Police Custody Officer – Info Sheet

VICTORIA POLICE IS COMMITTED TO DIVERSITY IN ITS WORKFORCE AND IS NOW RECRUITING POLICE CUSTODY OFFICERS.

The Police Custody Officer (PCO) role offers a stimulating, challenging and rewarding career where you will play a crucial role in the management and welfare of persons in custody.

The PCO role is suited to people who want a career that is stable and who are able to undertake shift work. This is an active role and successful applicants will need to maintain their strength and mobility. As PCOs will predominately be working with persons in custody, they need to be mature, adaptable and have strong communication and interpersonal skills.

PCOs will also need to adhere to police custody policies and procedures and have strong computer skills. They also need to demonstrate that they are of good character and reputation and that they are able to put their personal beliefs aside to remain non-judgemental.

Victoria Police provides an environment in which mature, adaptable and fair-minded people can thrive. As an employee of Victoria Police, you will have access to great benefits including shift allowances and paid maternity and paternity leave.



VICTORIA POLICE



What are the role responsibilities?

- Perform all duties relating to the management of persons in the custody of Victoria Police.
- Ensure the health, wellbeing, safety and supervision of persons in custody, staff and their visitors.
- Organise the management, transport, offsite attendance or video links for persons in custody.
- Carry out all custody management functions in accordance with established legislation, policies and procedures, including preparing routine correspondence, attendance registers, creation of reports and other administrative tasks.
- Undertake fingerprinting, DNA management, photographing, evidentiary testing, and give evidence at court as required.

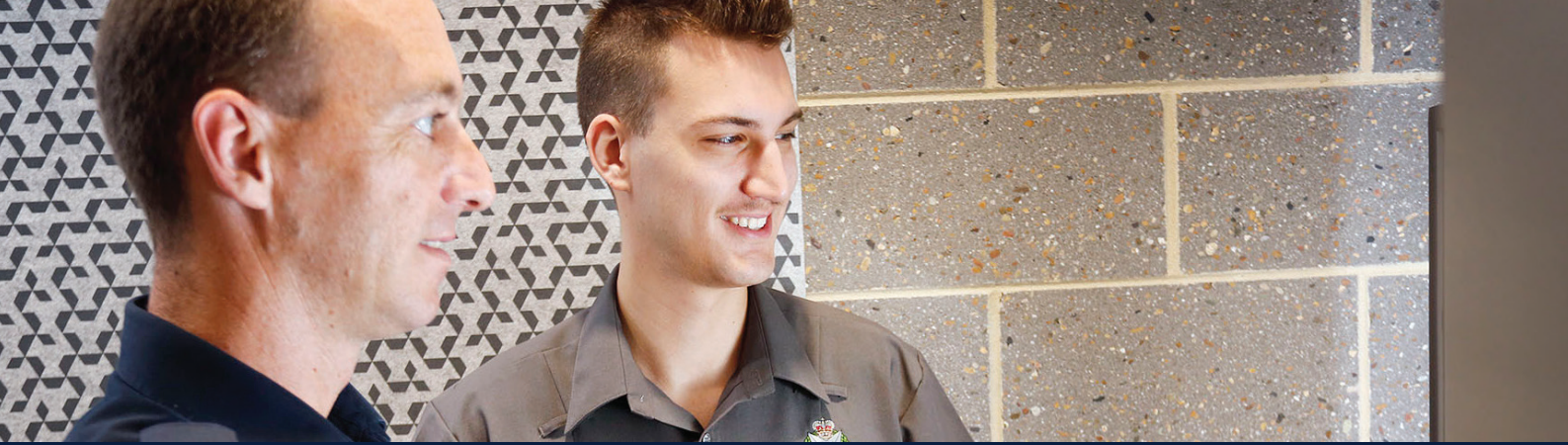
What locations are the positions based in?

1. Ballarat
2. Dandenong
3. Heidelberg
4. Geelong
5. Sunshine
6. Broadmeadows
7. Frankston
8. Mildura
9. Ringwood
10. Moorabbin
11. Wodonga
12. Bendigo
13. Swan Hill
14. Mill Park
15. Warrnambool
16. Morwell
17. Shepparton
18. Wangaratta
19. Bairnsdale
20. Horsham
21. Sale
22. Melbourne West (CBD)

For further information, please visit
www.policecareer.vic.gov.au/pco



VICTORIA POLICE



Am I eligible to apply?

To be eligible to work as a PCO for Victoria Police, you must meet the following entry requirements:

- Over 18 years of age
- An Australian Citizen or permanent resident
- Hold a full or probationary Australian Drivers Licence
- Body Mass Index (BMI) of 30 or below
- No outstanding warrants, payment orders or payment plans in relation to traffic or parking infringements

What is the application process?

As an applicant, you will be required to pass through the following stages before being selected for employment with Victoria Police:

- Step 1:** Submit an online application via www.policecareer.vic.gov.au/pco
- Step 2:** Undergo preliminary background checks
- Step 3:** Take part in assessment day
- Step 4:** Undergo psychological tests
- Step 5:** Undergo psychological screening
- Step 6:** Undergo a medical assessment
- Step 7:** Undergo comprehensive background checks
- Step 8:** Undergo fitness testing
- Step 9:** Undergo a panel interview
- Step 10:** Receive employment offer

For further information, please visit
www.policecareer.vic.gov.au/pco



VICTORIA POLICE



What training will I receive?

PCOs will be required to complete an eight week training course which will take place at the Police Academy located in Glen Waverly, Melbourne and at their assigned police station. During the training, you will be taught custody administration and prisoner welfare management.

Training at the Victoria Police Academy is rigorous and disciplined. It is also physically, academically and mentally challenging.

What other important information should I take into consideration before applying?

- Applicants will be subject to a probation period of three months after the completion of their training.
- PCOs will be required to undergo and maintain a healthy level of fitness. Throughout employment, PCOs may be required to undergo bi-annual fitness testing.
- Applicants will be subject to regular drug and alcohol testing.
- The incumbent will be required to complete the OHS requirements of the organisation, which may include local level training relating to equipment usage and Hazardous Chemicals.
- You do not need to have any existing knowledge of the law as you will be taught what you need to know during your training.
- No tertiary qualifications are needed to be considered for this role; however, you do need to be 18 years of age or above at the time of applying.
- PCOs will be rostered on day, afternoon and night shift. Shifts last for 8.06 hours and include a half hour meal break. The start and finish times may vary depending on location.
- PCOs will carry a baton, handcuffs and OC spray.

More information?

For further information visit: <http://www.policecareer.vic.gov.au/pco>
Or e-mail your inquiry to: pcoemployment@police.vic.gov.au



VICTORIA POLICE