



VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

Role Title:	Police Vehicle Cleaner
Post Number:	VO
Division/Department/Section:	
Line Manager : (Job Title & Post Number)	Sergeant
1. PURPOSE	
<p>This role will provide assistance to Officers by assisting with the cleaning and checking of Police vehicles. The Police vehicles will be cleaned to a high professional standard, as the vehicles will Be in the public eye.</p>	
2. POSITION IN THE ORGANISATION	
<p style="text-align: center;"> Police Sergeant ↓ Police Constable ↓ Police Vehicle Cleaner Volunteer (this post) </p>	
(b) Staff who work directly for this post	
N/A	

3. MAIN RESPONSIBILITIES	
INPUT	OUTPUT
The cleaning of the bodywork and outside of the Police vehicles.	Clean and professional appearance to Police vehicles, acceptable for use in the Public eye.
The hoovering and cleaning of the inside of Police vehicles.	Will give the officers a clean and hygienic vehicle to gain the highest standards of safety for Officers and any prisoners who are to be escorted within that vehicle.
Maintaining vehicles store cupboard	To ensure supplies do not run out of basic materials required.
Checking the oil/tyres and other essential vehicle checks	To ensure the car is safe to drive and that all essential maintenance is carried out as and when needed.
4. MAIN CONTACTS	

1.	Police Constable
2.	Local Sergeant
3.	Volunteers Support Team
5. SPECIAL CONDITIONS	
Working outside	
6. KNOWLEDGE & SKILLS	
ESSENTIAL: <ul style="list-style-type: none"> Motivated and hard-working Integrity, reliability and self-discipline 	DESIRABLE: <p>Knowledge or interest in motor vehicles Previous mechanical experience</p>
6. ADDITIONAL INFORMATION e.g. Amount of hours per week, whether you need a volunteer on certain days.	
<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 department/Division.</p> <p>The responsibility still lies with every Officer to check Police vehicles for any defects prior to usage as per normal procedure. Hours to suit post holder.</p>	
7. AGE LIMIT	
<p>No under 17 year olds to work in control rooms, file preparation, crime records, Phoenix and witness liaison.</p> <p>No under 18 year olds to work in SOCO offices, Fingerprints, Scientific Aids Suites or HQ Photography/ Video Unit.</p> <p>No under 18 year olds to work as a CCTV Operator.</p> <p>No under 18 year olds to type work which may cause trauma and upset.</p>	
8. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers Policy.	