



Derbyshire Constabulary

POLICE COMMUNITY INVOLVEMENT SCHEME

POLICY REF. ANF

This policy is suitable for Public Disclosure

Owner of Doc: Head of Department, Corporate Development

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Next Review Due: January 2010

1. Introduction

- 2.1 The Police Community Involvement Scheme invites the public to participate in accompanying operational officers on a tour of duty. Experience has identified that the scheme has enhanced the Public's understanding of the challenges faced by operational officers. In addition, participating Officers have also benefited from speaking to various leaders and local representatives from within the community.
- 2.2 The first pilot of a Community Involvement Scheme in England was launched on the 14 October 1999 at Harrow in the Metropolitan Police District. The Scheme is a partnership initiative between Harrow Police, the London Borough of Harrow Partnership Unit and the Harrow Council for Racial Equality.
- 2.3 The benefits of such a scheme were found to be openness and transparency between the Police and the Public. The scheme also provided an improvement in relations between the two, which led to a mutual exchange of ideas about policing and the provision of a recruitment opportunity for the Force

LEGAL BASIS

- 2.4 There is no legal requirement to operate this Scheme and all those who participate do so as 'volunteers'. It is, however, vital that all participants provide 'informed consent' prior to taking part in the scheme.
- 2.5 'Informed consent' is consent that is freely given in the light of all the information which is available, or which might reasonably be expected to be available.
- 2.6 All participants will be covered by the Force's Liability Insurance Policy, details of which can be obtained from Accountancy Services at Force Headquarters.
- 2.7 In addition to the above the provisions of the following legislation also have to be considered: -

- The Health and Safety at Work Act 1974
This Act creates a 'duty of care' on employers to provide a safe place of work and safe systems of work.

Despite the fact that participants have no formal contract with the Constabulary, and therefore no statutory rights as an employee, the Force has a 'duty of care' towards them and they fall within the remits of this Act.

- The Data Protection Act 1998
This Act allows for the disclosure of personal information subject to there being a legal basis and compliance with the principles contained therein.

Included within these principles is the requirement that any information disclosed must be adequate, relevant, not excessive, accurate and up to date.

The Officers escorting the participant must ensure that as far as possible the participant does not obtain confidential information from computer screens, police radios or any other means, i.e. posters on walls or access to sensitive, restricted areas.

In applying these principles a necessary consideration will be of an individuals right to privacy as provided for under the Human Rights Act 1998.

- The Human Rights Act 1998
See Chapter 5 below

2. Policy Statement

3.1 The intention of this policy is to: -

- improve understanding and trust between the Police and Community
- To enable civilian observers to witness the challenges faced by police officers responding to calls for assistance
- To provide members of the community with hands on experiences of policing and to help bridge the gap between the services provided by the Police and public expectations
- To encourage recruitment to the Regular and Special Constabularies, particularly members of the community from under represented groups.

3. Guidance and Procedures

4.1 It is important, not only for police officers to understand and recognise the diverse nature of communities they serve, but also that the public understand the challenges facing police officers when performing their duties.

4.2 The Derbyshire Constabulary Police Community Involvement Scheme will comply with the following principles: -

- The Scheme should, whenever possible, be operated as a partnership initiative.
- The Scheme is suitable for both foot and mobile patrol. Mobility should not be an automatic obstacle. Reasonable adjustments should be considered where possible to allow access to the scheme.
- A dedicated liaison officer should be nominated on division to administer the Scheme. This individual will be responsible identifying the suitability of the applicant. This process will include the receiving of applications, logging requests, carrying out background enquiries and making appointments for participants to attend the police station.
- A generic Risk Assessment should be carried out on the Scheme, a copy of which should be held on each division. (Force form 793 Risk Assessment Record Sheet)
- Participants must be 16 years of age or over. If there is any doubt about the participant being over 16 then a Passport or Birth Certificate should be checked.

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- Applicants must be vetted prior to participation and must be informed that police checks will be carried out. It is expected that the prospective participant will provide a written submission stating their aims and objectives from the experience in order to satisfy ourselves that they are attending for valid reasons. Any refusal will bar them from participating in the Scheme.
- The vetting for participants will involve the CTC Security Clearance/Verification of Identity Check (Force Form 866) and the Basic Security Check (Form ADMO67). The Forms, and advice on their completion, can be found by speaking to the Force Security Manager.
- Applicants with a criminal record or caution for a criminal offence will not normally be permitted to take part in the scheme; however, the existence of previous cautions/warnings for minor offences should not automatically preclude participation. Each applicant will be considered individually in line with the current Force Security Clearance and Vetting of Employees Policy.
- All police officers participating in the scheme must be volunteers with appropriate experience and communication skills. The Scheme's success depends on the selection of appropriate and willing personnel. Officers will only take out one member of the public, per shift, on the Scheme.
- Successful applicants will be contacted by the nominated liaison officer and a letter sent finalising arrangements. In addition to this they will also be sent an 'Evaluation and Comments Form' (Force form 695) so that they can give a considered response after participating in the Scheme. They should receive this form at least five days in advance of participation. They should further be contacted the day before the attachment to confirm arrangements. The officer/s selected will also be contacted confirming the participant's involvement in the scheme and the date and time expected.

There will be a formal introduction of the participant to the station by the Duty Inspector, which will include: -

- ◆ The handing of the 'Welcome to Participant' form to the participant. (Force form 694).
- ◆ The signing of the 'Indemnity Form' (Force form 692) and the 'Security of Information – guidelines' (Force form 440). This must be carried out before the Scheme commences. They must also both be read and fully explained to the participant by the Duty Inspector. Non-Co-Operation with the above will automatically bar from the Scheme.
- ◆ The Duty Inspector will conduct a tour of the station and introduce the officer/s who will be accompanying the participant.
- ◆ The Duty Inspector will explain the conduct and behaviour expected of the participant.
- ◆ The police officers will be informed that they have no additional responsibility for the safety of the participant other than that normally expected in the protection and care of a member of the public.

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- ◆ The Duty Inspector will remind the participant that they will be expected to fill out the 'Evaluation and Comments' form (Form 695) after they have completed their participation and that appropriate responses should be considered during the event.
- Participants will not be allowed under any circumstances to use protective equipment issued to police officers although its use may be explained.
- Participants will be issued with a distinctive tabard which will be worn at all times in order to assist officers at the scene of an incident in identifying those persons who are participating in the scheme.
- Participants will be escorted by a regular force police officer at all times when responding to calls for service and when inside police buildings. If the escorting officer/s become embroiled in paperwork the participant should be placed with different officers. It is the first officer's responsibility to inform the Control Room and the Duty Inspector so that the necessary arrangements can be made.
- When attending incidents, officers should explain the nature of the call to the participant en-route and should de-brief the participant when the incident is concluded. This will give an opportunity for a question and answer session, which will enable any concerns or observations to be discussed.
- Police officers have statutory powers to enter private premises without the authority of the occupier in certain circumstances. This power does not extend to people accompanying them. If participants in the Scheme enter private premises without the authority of the occupier or fail to leave when asked to do so by the occupier, they may become a trespasser.
- Participants are not permitted access to the Divisional Intelligence Office, Special Branch, Drug Squad, CID and Incident Rooms. It must also be considered if access to parade rooms where confidential information is displayed is appropriate, this will vary according to police stations. It is at the Duty Inspectors discretion to identify other areas where the participant should not be allowed to gain entry. Access will be permitted to the custody suite at the discretion of the Custody Officer who must first be introduced to the participant.
- Participants will not be allowed to view information on computer terminals.
- At the end of the Scheme the Duty Inspector or a suitably briefed supervisory officer will formally de-brief the participant and ask them to fill out the 'Evaluation and Comments' form. (Force form 695). The participant will have received this form at least five days beforehand when they were notified of the final arrangements for the scheme.

4. Human Rights Compliance

This Policy has been reviewed by means of the Derbyshire Constabulary HR compliance audit template

In general, compliance with the Data Protection Act equates to compliance with this act and in particular Article 8(1) – ‘Right to Family and private life’. However, should this become an issue the ‘derogations’ provided for under Article 8(2) should apply provided the police can show actions taken were: -

- In the interests of public safety
- For the prevention of disorder or crime
- For the protection of the rights and freedoms of others
- For the protection of health or morals

5. Diversity Compliance

The content of this policy has been tested against Derbyshire Constabulary’s Diversity Compliance Test.

The policy has been drafted in accordance with all relevant employment legislation and with the general duty under the Race Equality Scheme to eliminate unlawful racial discrimination, to promote equality and to promote good relations between people of different racial backgrounds. Monitoring work will be undertaken on a regular basis to ensure this and the policy and procedure reviewed regularly in the light of monitoring results.

6. Monitoring and Review

The divisional community involvement scheme liaison officer will monitor the divisional application of the policy to identify strengths and weaknesses within the scheme. The liaison officers will, on a quarterly basis, review all applications to ensure that there are no issues of disproportionality in the application of the policy

7. Appeals Process

Members of the public who take issue with the application of this policy should write in the first instance to the Head of Department, Corporate Development, Force Headquarters.

Members of staff having an issue with the application of this policy, should, in the first instance, raise this with their line manager. In addition, members of staff may have recourse to the Dispute Resolution Procedure

8. Certificate of Compliance

'This document was audited in January 2009 by Jacqueline Smith, Corporate Development, within the guidelines of the Human Rights Act 1998. The audit was carried out on the assumption that the guiding legislation is itself compliant with the Human Rights Act 1998.

Where there are areas of potential interference with individuals' rights under the Act due regard has been given to the issues of legality legitimate aim proportionality and fairness.

Subject to any new legislation or changes in case law which require immediate amendment this document next requires reviewing in January 2010 by the Head of Department Corporate Development.