



## **Force Policy**

**Document title: Organisational Learning, Culture and Ethics**

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***This Force policy is suitable for public disclosure under the  
Freedom of Information Act 2000***

This document sets out principles to help guide decision making and in some parts may be quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case.

There may be occasions when a member of staff is considered to have acted outside of the content of this document but if they have done so with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported. On the occasions when this is the case, the rationale for it must be properly recorded.

***This document should be read in conjunction with the Force Policy Statement.***

## Introduction

The Counter Corruption Unit (CCU) of the Derbyshire Constabulary will on occasions receive intelligence concerning its employees, whether they are regular officers, members of police staff or special constables.

Intelligence may call into question an individual's honesty and integrity. On occasions the intelligence may be such that although there is no doubt as to its provenance, it may not for a number of reasons be capable of being used in evidence. Other intelligence after development and evaluation may not necessitate or warrant either criminal or misconduct proceedings.

These procedures apply to all police officers, police staff, special constables and volunteer staff.

## Guiding Principles

This policy works within a framework of our guiding principles. This means that consideration should always be given to how the principles, both collectively and individually, apply to all aspects of policy. Our values will help ensure that we act with the highest professional standards, influencing what we do and what we say.

It is essential for the effective application of the policy to apply the following principles consistently: -

- Doing the right thing
- Making a difference
- Shaping the future
- Code of Ethics

## Legal Basis

The legislation forming the legal basis for this policy is outlined below: -

- Equality Act 2010
- Police Act 1996
- The Human Rights Act 1998
- Data Protection Act 2018
- EU GDPR
- Freedom of Information Act 2000
- Regulation of Investigatory Powers Act 2000
- Police (Conduct) Regulations 2012
- Police (Performance) Regulations 2012
- Chapter 18 CPS Disclosure Manual
- Public Interest Disclosure Act 1998
- The Code of Practice on the Management of Police Information 2005
- Protective Marking and Freedom of Information
- Home Office Guidance
- The College of Policing's APP

Application of this policy will: -

- Protect Derbyshire Constabulary from Organised Crime Groups or individuals who would benefit, in any way, from corrupting our staff.
- Protect staff from being subjected to unnecessary or unwanted pressures to compromise their integrity.
- Protect the public, who would suffer as a result of the reduced efficiency of the Derbyshire Constabulary, or the increase of non-legitimate activity of groups or individuals.

- Establish an ethical framework for dealing with situations where action is necessary and where the information is source sensitive material, raising serious concerns about the appropriateness of an individual to occupy a particular post.
- Establish fair, objective and proportionate procedures for dealing with emerging issues.

## Procedures

The procedures are divided into four separate areas: -

- Organisational Learning and Culture and Ethics Reporting Procedure
- Management Intervention Procedures
- Adverse Information and Judicial Findings
- Whistleblowing

### Organisational Learning, Culture and Ethics Reporting Procedure

In order to maintain the highest Organisational Learning Culture and Ethics and as expected under the Standards of Professional Behaviour, police officers and members of police staff are required to report any concerns they have about the integrity of colleagues. This procedure will guide all staff who need to report such concerns and outline the methods of doing so. Proper support (and protection where necessary) will be made available to those who report concerns about others.

#### Areas of Concern

The types of concerns that police officers and members of staff are required to report include: -

- Criminal Offences
- Police Misconduct
- Police Staff Misconduct
- Corruption
- Miscarriages of Justice

Any other activity that could impact upon the individual's suitability to be a member of Derbyshire Constabulary.

#### Confidentiality

Open reporting is encouraged. However it is accepted that certain reports will be made in confidence where the matter relates to a potential corruption issue or the reporter feels particularly vulnerable or is at genuine risk should their identity become known. All staff must be aware that legal rules such as those relating to Disclosure, GDPR, the Regulation of Investigatory Powers, Public Interest Disclosure and Human Rights provisions will apply in all cases.

Confidential information will be securely retained within the Counter Corruption Unit in the same way as 'intelligence' is by designated source handling staff. A policy decision will then be made by the Head of Department, Organisational Learning, Culture and Ethics, after taking into consideration the views of the reporter, regarding who 'needs to know' about the enquiry and whether the reporter's senior manager needs to know about their involvement. This will be recorded in the form of a suitable file.

#### Methods of Reporting

A number of different methods are available which facilitate Organisational Learning Culture and Ethics reporting by all staff, whether openly or 'in confidence'. These include: -

- Verbally to Counter Corruption Unit Staff
- To all police/police staff supervisors
- To Federation/Unison representatives
- To any person with responsibility for personnel issues
- Via a confidential telephone hotline; 0300 122 8787
- Via the 'Bad Apple' on Force Applications on Connect
- Crimestoppers Integrity Line 0800 111 4444

## **Protection for Reporters**

Reporting the actions of a colleague can cause concern. Any person receiving such a report should acknowledge this aspect and provide positive sensitive support to the reporter at a very early stage.

## **Support**

In most cases, reporters will need some form of support in terms of welfare. For some, this will be minimal whilst for others more intensive and perhaps longer-term support will be required. Once identified and in consultation with the individual concerned, a supporter from the forces welfare cadre would be allocated to a particular reporter to deal solely with non-evidential support type needs.

The services of Staff Associations should always be considered and the Employee Assistance Provider Health Assured is also available for additional support.

## **Debriefing**

A debrief with the reporter will be facilitated wherever required, by a member of staff from the Counter Corruption Unit. This should be a meaningful two way process where organisational learning can be considered. The final debrief should be thorough and can often provide 'closure' for the reporter at the end of what can sometimes be a lengthy and difficult investigation.

## **Management Intervention**

Intelligence may call into question an individual's honesty and integrity. On occasions the intelligence may be such that although there is no doubt as to its provenance, it may not for a number of reasons be capable of being used in evidence. Other intelligence after development and evaluation may not necessitate or warrant either criminal or misconduct proceedings.

In such circumstances a 'Management Intervention' interview with the member of staff concerned should be considered.

The purpose of any such interview would be to protect the interests and values of the Derbyshire Constabulary and to afford the individual concerned an opportunity to provide any explanation that they may have. The interview will not be tape recorded.

The interview will be confidential and will make the individual aware of the intelligence, albeit in a sanitised format.

If by the revelation of the intelligence the source of that intelligence is likely to be compromised then consideration will be given to using Service Confidence Procedures.

The member of staff will be given an explanation as to why the interview is taking place and be made aware of the relevant intelligence. The subject will be given the opportunity to respond to the issues raised.

On concluding the meeting, the interviewing officer will bring any explanations offered to the attention of the Divisional Commander or Head of Department. The Divisional Commander/Head of

Department will then determine, having regard to the intelligence, any explanation and the risks to the organisation, whether the individual concerned should remain in their current post. This decision will be based on what is considered best for the organisation and the individual and will be made in consultation with the Deputy Chief Constable.

In certain circumstances, an explanation from the individual concerned may adequately resolve the matter. However, there may also be occasions where the Divisional Commander or Head of Department would wish to impose other remedial measures which could for example, be addressed via a performance improvement or action requiring improvement.

These views should be expressed to the staff member, who has the right to respond and make representations to the Deputy Chief Constable if he or she is dissatisfied with any decision.

### **Post Interview**

At the end of the interview, a written record will be made from notes made during the interview and a copy forwarded to the Head of Organisational Learning, Culture and Ethics. The staff member will be made aware of this and left in no doubt as to the result of the Management Intervention Interview. They will be asked to sign to agree the contents of the notes of the interview.

### **Membership of Unacceptable Organisations and Political Activity**

Restrictions upon the private life of police officers are detailed in Regulation 6 and Schedule 1 of Police Regulations 2003 which state that a member of a police force shall at all times abstain from any activity which is likely to interfere with the impartial discharge of their duties or which is likely to give rise to the impression amongst members of the public that it may so interfere. A member of a police force shall in particular not take any active part in politics or belong to any organisation specified or described in a determination of the Secretary of State.

The Home Secretary, in exercise of the powers conferred by paragraph 1 of Schedule 1 to the Police Regulations 2003 and having complied with the requirements of regulation 46, has determined that no member of a police force may be a member of any of the following organisations: -

- British National Party
- Combat 18
- National Front

Regardless of whether or not an individual is a formal member of the stated organisations, activities in support of the aims or perceived aims of these organisations such as the participation in leaflet drops, meetings, fund raising and speaking on behalf of or writing articles for the said organisation are considered unacceptable.

Furthermore, for all staff the position of the force on this issue is unequivocal; any police officer, special officer or member of police staff who is or who becomes a member of any unacceptable organisation or who participates in activities in support of these organisations including but not limited to the type of activities identified in the above paragraph will render themselves subject to misconduct investigation.

Derbyshire Constabulary is committed to fulfilling its public sector equality duty under the Equality Act 2010. Any organisation that encourages discrimination against any person by virtue of any of the 'protected characteristics' under the Act clearly contradicts with the discharge of this duty. The 'protected characteristics' are race, religion or belief, sex, sexual orientation, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity. It is unacceptable to the police service for any police officer, special officer or member of police staff to be an active member of such an organisation.

## Disclosable Associations

Derbyshire Constabulary expects and demands honesty and integrity from its entire staff. As such, there is a risk that associations with certain individuals or groups may impact on their ability to carry out their role in accordance with established organisational values and could have a seriously detrimental effect not only on the integrity of the individual member of staff but also on the integrity, operational effectiveness and reputation of Derbyshire Constabulary.

It is therefore essential to the well-being of Derbyshire Constabulary that clear guidelines are issued in respect of such associations. This applies to police officers, special officers, police staff and any other individuals such as agency staff, contractors and volunteers directly or indirectly providing a service to the public under the auspices of Derbyshire Constabulary.

This section defines an association requiring disclosure and when a member of staff is required to report such an association.

### Procedure for Individuals and Supervisors

A report should be submitted direct to Organisational Learning, Culture and Ethics where an individual member of staff considers an association they have with another individual, group or organisation is likely to or has the potential to: -

- Compromise the individual staff member or;
- Compromise the operations or activity of Derbyshire Constabulary; or
- Compromise the reputation of Derbyshire Constabulary.

The Head of Organisational Learning Culture and Ethics will assess the risks and determine conditions for future contact. The association will be registered within the Counter Corruption Unit.

Individuals may, if they wish, inform their Federation or Unison contact following submission of the report.

Where an individual has concerns that an association may fall within the scope of this section, or is unsure of the antecedents of an individual, group or organisation, they shall discuss this with a manager or the Counter Corruption Unit Detective Inspector. **Under no circumstances should intelligence research be carried out by the individual using force systems or any other means available by virtue of being a member of the organisation.**

Once notified of an association a manager will make appropriate enquiries and will prepare a report outlining all enquiries undertaken, the reasons for them and the results.

The Head of Organisational Learning Culture and Ethics will make a determination on the basis of these and any other relevant facts and will: -

- Inform the individual of the outcome and determine appropriate control measures. If it is not possible for the association to cease e.g. because the association is through marriage or a family relationship, then the action to be taken or restrictions placed on the relationship, must be set out.
- Record the fact that the individual has been informed and the time and date it was done.

Where an individual becomes aware of an association between another individual and an individual, group or organisation, which may amount to a disclosable association, then they should report this to a manager or to the Detective Inspector on the Counter Corruption Unit. If the individual feels they cannot report this in the above manner then they can report the matter in confidence or anonymously to the Organisational Learning Culture and Ethics Department helpline or via the 'Bad Apple', via Applications on Connect.

Relevant enquiries will be carried out by the Counter Corruption Unit. These may include speaking to the individual to ascertain the facts. The enquiries conducted and the reason for them, the outcome will be recorded.

## Sanctions

Where any individual persists in an association that falls within the scope of this section or fails to comply with the suggested restrictions/limitations, the matter should be referred to the Head of Organisational Learning, Culture and Ethics who will consider the case and decide on the most appropriate course of action. This may include: -

- Review action/decisions taken prior to this stage;
- Formally advise the individual of the decision and give reasons;
- Set further limits to an association which may be impractical to curtail completely, providing reasons for the decisions taken;
- Commence a misconduct inquiry.

The Head of Organisational Learning, Culture and Ethics will, in considering all reports, ensure that a fair proportionate and corporate standard is applied and will also ensure that the reputation of Derbyshire Constabulary is not compromised.

## “Association”

Will have its normal everyday meaning including: -

- Meeting or uniting for a common purpose;
- Keeping company or being familiar;
- Being an ally, confederate, partner or colleague;
- Having friendship, intimacy or connection;
- Being a member of a group, organisation or society which is formed for the promotion of a common object or objects.

For an association to be deemed such there must be one of the above elements that is a **relationship** relating to the individual.

The term ‘association’ is not intended to include a person whom an individual knows casually or with whom the individual may be on ‘nodding’ terms. It is not a chance meeting with a passing acquaintance which may be repeated from time to time.

## Associations falling within the scope of this section

There is no definitive list of associations which will be deemed to fall within the scope of this section; this is a matter for individuals following the procedure to determine. A number of factors should be taken into account, including: -

- The nature of the relationship and the extent and closeness of the association;
- The antecedents and history of the person, group or organisation with whom the individual has the association;
- Any criminal convictions of the person, or persons within the group, or organisation with whom the individual has the association, in particular; the number, seriousness and frequency of convictions and the time since the last conviction;
- The suspected involvement in crime or compromising activity of the person or persons within the group or organisation with whom the individual has the association, in particular; -
  - i. How serious, based upon known intelligence, that suspicion is;
  - ii. How recent that intelligence is;
  - iii. How much weight attaches to the intelligence based upon the 5x5x5 matrix.

- The criminal associations of the person, or persons within the group, or organisation with whom the individual has the association and whether those associations are serious and/or current;
- The nature and object of the group or organisation to which the staff member is associated.

It should be generally presumed that association with a person with criminal convictions which are not spent, and/or in respect of whom intelligence exists relating to current or recent criminal activities, will be considered within the scope of this section and as having the potential to compromise the individual, operations, activity or reputation of Derbyshire Constabulary.

In particular, where an association exists with any person of the following categories, it should always be declared: -

- Persons with criminal convictions;
- Persons charged with a criminal offence where matters remain unresolved;
- Persons known to be under investigation for, but not yet charged with a criminal offence;
- Persons subject of criminal intelligence or the subject of an interest marker;
- Persons dismissed or required to resign from a police service or other law enforcement role for reasons of misconduct, which may have a bearing on the work of the Derbyshire Constabulary;
- Former police officers, law enforcement officers or police staff now working in a related field defined as any investigative role which has the potential to conflict with the operations of Derbyshire Constabulary (e.g. private investigations and legal firms).

This applies irrespective of whether these associations have been declared as part of any security clearance or vetting procedures.

### **Important**

It is not intended to prohibit all the associations listed above, but for reasons of clarity, these are listed as categories of association which must be declared, so that a determination can be made.

The list is not exhaustive and any association falling outside these categories must still be declared if they fit the criteria described above.

Similarly, where there is no association but a police officer, special officer or member of police staff becomes aware of information that leads them to believe that a crime has been or is intended to be committed, the police officer, special officer or member of police staff should notify this information through the appropriate channels. If a police officer, special officer or member of police staff is uncertain as to who or what would be the most appropriate channel to notify they should contact the Detective Inspector, Counter Corruption Unit for assistance and advice.

### **“Group or Organisation”**

There is no definitive list of groups or organisations apart from those listed in Section 6, i.e. British National Party, Combat 18 and the National Front of which membership is prohibited. Other notifiable groups could include: -

- Membership by a police officer or police staff of any political party where membership involves the officer playing an active part in politics in contravention of Police Regulations;
- Association with groups or organisations involved in law breaking or criminal activity such as certain animal rights groups, football hooligans etc;
- Association with groups or organisations which would bring the force into disrepute. This could include, but is not limited to, racist groups and political parties or activist groups with aims which contravene the values of the Police Service or the intent or effect of any relevant legislation governing Derbyshire Constabulary;
- Association with groups or organisations which advocate either active or passive non-compliance with the law, not including any membership or activity undertaken by members or full time



- officers of a recognised Trade Union;
- Illegal association with a group or activity, whether in person, by any means of correspondence or on a particular Internet website, which would have the potential to compromise the individual, operations, activity or reputation of the force;
- Where staff undertake any paid or unpaid work on behalf of the media.

## **Adverse Judicial Findings and Taint**

### **Matters Subject of this Policy**

At a criminal trial, civil trial or other judicial hearing there is always the possibility that a witness could become subject to an 'adverse judicial finding'. The issue of 'taint' arises when an individual receives a criminal conviction or other adverse criminal justice disposal, or misconduct finding.

### **What is Adverse Judicial Finding or Taint?**

Adverse judicial finding – The National Police Chiefs Council (NPCC) and the CPS have agreed that an adverse judicial finding is a finding by a court, expressly or by inevitable inference, that a police witness has knowingly, whether on oath or otherwise, misled the court.

Taint – Individuals can be tainted through criminal conviction, a finding at a misconduct hearing or a relevant formal written warning. Additionally, a person may be tainted as a result of criminal caution, acceptance or imposition of a bind-over or the receipt of a public order or crime fixed penalty notice.

### **Reports of an Adverse Judicial Finding or Taint**

Once a police officer, police staff member or special constable becomes aware that they may be subject to an adverse judicial finding or taint, or that there is adverse information relating to them, they should be assured that the matter will be carefully considered by senior colleagues before decisions are made on any future action.

In normal circumstances the matter of concern will be reported in writing to the Head of Organisational Learning, Culture and Ethics, in the following ways: -

- Criminal Court – the CPS will make the report.
- Civil Hearing (which includes Coroner's Court) – the lawyer representing Derbyshire Constabulary or the coroner will make the report.
- Criminal Injuries Compensation Appeals Panel – the police officer, police staff member or special constable alleged to be responsible for the "criminal injury" will make the report.
- Employment Tribunal – the lawyer representing Derbyshire Constabulary will make the report.
- Misconduct Hearing – The Presenting Officer will make the report, or for police staff discipline, the Chair of the Police Staff Misconduct Proceedings will make the report.

The above list is not exhaustive as matters of concern may also be received from other sources e.g. complainants and solicitors, which may merit consideration.

However, this does not remove the requirement on all police officers, police staff members or special constables to personally report in writing, to OLCE as soon as reasonably practicable, whenever they are subject to the following: -

- Criminal conviction or caution;
- Bind-over;
- Public order or crime fixed penalty notice.

It is also possible that a matter of concern could arise during a private hearing and there is an individual responsibility to report that directly in writing as soon as reasonably practicable to the Head

of Organisational Culture, Learning and Ethics. This could arise, for example, during domestic proceedings resulting in non-molestation orders or similar civil injunctions.

## **Appeal System**

There is currently no mechanism for rescinding an adverse judicial finding and it is not always possible to appeal against such a finding. However, where it is possible and right to do so, Derbyshire Constabulary will make every reasonable attempt to address the situation.

An individual may not appeal against the CPS decision in relation to an adverse judicial finding, but may appeal against the management meeting's decision as a result of that finding.

An individual may appeal against a decision made from the management meeting on the following basis: -

- Perverse decision; and/or abuse of process.

The individual must submit any appeal, in writing, within 14 calendar days of receipt of the written confirmation of the decision(s) made, to the Head of Organisational Learning, Culture and Ethics, who will arrange for the appeal to be dealt with by an NPCC Officer.

The written appeal should give reasons for the appeal and include whether the individual is seeking to make oral representation to the NPCC Officer. Any documents that an individual seeks to rely upon at the appeal should be disclosed, where reasonably practicable, at the time of the written request for the appeal. Whilst it is at the discretion of the NPCC officer as to whether oral representation will be permitted, there is a presumption that such a request will be granted, save in those exceptional circumstances previously referred to under Adverse Information. Where oral representation is permitted the individual may be accompanied by a staff association member/union representative/"friend" who must be a serving member of the Derbyshire Constabulary and not otherwise involved in the process, as appropriate.

The decision of the NPCC Officer is final. The individual will be informed in writing of the result.

## **'Whistleblowing'**

### **What is whistleblowing?**

Whistleblowing best practice developed because of a number of high profile cases involving tragic accidents and public scandals in the late 1980s and early 1990s.

These cases were also the catalyst behind the UK law to protect workers who blow the whistle on wrongdoing. This protection is set out in the Public Interest Disclosure Act 1998.

The Organisation recognises that all of us at one time or another may have a concern about what is happening at work and usually these are easily resolved.

However, when the concern feels serious because it relates to a suspected wrongdoing or dangers at work it is important to know what procedures are in place to bring such concerns to the Organisation's attention.

These can include concerns about: -

- Criminal offences;
- Failure to comply with a legal obligation;
- Danger to health and safety;
- Damage to the environment;
- A miscarriage of justice;

- Breach of our internal policies or procedures such as our Code of Conduct, financial fraud or mismanagement; or
- Conduct likely to damage the Organisation's reputation.

All of these are concerns that might affect others or the Organisation itself and we recognise it can be difficult to know what to do.

You may be worried about raising such a concern and may think it best to keep it to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the Organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

The Chief Constable and Chief Officers of Derbyshire Police are committed to running the organisation in the best way possible and to do so we need your help. We have introduced this policy to remind and reassure you that it is safe and acceptable to speak up and to enable you to raise any concern you may have about malpractice at an early stage and in the right way. Rather than wait for proof, we would prefer you to raise the matter when it is still a concern.

This policy applies to all those who work for us; whether full time or part time, employed through an agency or as a volunteer. If you have any concern, please let us know.

If something is troubling you which you think the Organisation should know about or look into, please use this policy.

**If in doubt – raise it!**

## **Respect and Dignity at Work**

If, however, you wish to make a complaint about your employment or how you have been treated, please use the Respect and Dignity at Work Guide which you can get from your Manager or HR Services.

It is important to understand the difference between a grievance and a whistleblowing concern. Whistleblowing is about risk, malpractice or wrongdoing which affects others. It could be something which adversely affects the public, other staff or the Organisation itself. In contrast a grievance is a personal complaint about an individual's own employment situation. Accordingly a whistleblowing concern is generally where an individual raises information as a witness whereas a grievance is where the individual is a complainant.

## **Our Assurances to You**

**Your safety** – The Chief Constable, PCC and Chief Officers are committed to this policy. Provided you are raising a genuine concern, it does not matter if you are mistaken. Of course, we do not extend this assurance to someone who maliciously raises a matter they know is untrue.

If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of reprisal as a result. We will not tolerate the harassment or victimisation of anyone raising a genuine concern and we consider it a disciplinary matter to victimise anyone who has raised a genuine concern.

**Your confidence** - With these assurances, we hope you will raise your concern openly. However, we recognise that there may be circumstances when you would prefer to speak to someone confidentially first. If this is the case, please say so at the outset. If you ask us not to disclose your identity, we will not do so without your consent unless required by law. You should understand that there may be times when we are unable to resolve a concern without revealing your identity, for example where your personal evidence is essential. In such cases, we will discuss with you whether

and how the matter can best proceed and there are anonymous procedures in place for raising concerns. This can be done via the Bad Apple system detailed below.

## **How to Raise a Concern Internally**

We encourage you to raise any concerns internally in the first instance and there are a number of options available to you detailed below.

Please remember that you do not need to have firm evidence of malpractice before raising a concern. However, we do ask that you explain as fully as you can the information or circumstances that give rise to your concern.

Step 1 – Where possible staff should report, challenge or take action against the improper conduct directly or raise it with their line manager. If you do not feel you can approach your line manager, there are alternative options detailed below.

Step 2 – Confidential Reporting Methods – where you feel unable to raise the matter with your line manager: -

- The confidential reporting mechanisms for Derbyshire Police are Bad Apple and Crimestoppers Integrity Line. Both are operated by the Counter Corruption Unit who report directly to the Deputy Chief Constable. The role of the Counter Corruption Unit is to receive reports of and investigate corruption, dishonesty and unethical behaviour by Derbyshire Police and staff in accordance with the Force Values and Code of Ethics.

The Bad Apple system is accessed via Connect and you can report any matter causing you concern. The Bad Apple system will not disclose your identity and will allow anonymous correspondence with CCU. You can also speak to a member of the Counter Corruption Unit or communicate anonymously via the e-conversation system should you wish to withhold your Identity.

The Crimestoppers Integrity Line can be accessed with work on a force computer or mobile device, but unlike Bad Apple can be accessed outside of work on a personal computer or mobile phone. The contact details of which can be found on connect.

- You can use the Organisational Learning Culture and Ethics Confidential phone line extension.

Alternatively you can speak to or email a member of the Organisational Learning, Culture and Ethics Department. This department investigates criminal offences and misconduct relating to officers or staff including breaches of the Standards of Professional behaviour. Whistleblowing concerns are where the public interest is at risk, this includes a risk to the wider public, staff or the organisation itself. These are likely to relate to breaches of the Standards of Professional Behaviour by members of staff.

- You can also raise the matter with the Head of HR Operations if you wish.

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact the Deputy Chief Constable.

## **External Reporting**

The Independent Office of Police Complaints

The Independent Office of Police Complaints (IOPC) Report line provides a dedicated secure phone line and email address that enables police officers and police staff to report concerns about a colleague. These concerns could be about committing a criminal offence or behaving in a way that

would justify disciplinary action.

Police officers and staff can contact the Report Line between the hours of 10am and 5pm, Monday to Friday. During out of hours, an answer-phone is available so the individual can leave a message with their contact details and the IOPC will return the call as soon as practicable.

The contact details are as follows: 0845 8770061

Email: [enquiries@iopcreportline.gsi.gov.uk](mailto:enquiries@iopcreportline.gsi.gov.uk)

### **Public Concern at Work**

If you are unsure about raising a concern you can get independent advice from Public Concern at Work, the independent whistleblowing charity. They can be contacted on:

Telephone: 020 7404 6609

Email: [helpline@pcaw.org.uk](mailto:helpline@pcaw.org.uk)

### **Police Federation and Trade Unions**

You can also contact UNISON or the Police Federation for advice.

Their contact details are as follows and are also identified on Connect which lists all stewards in your locality.

Alternatively contact UNISON direct Monday to Friday 0600hrs to Midnight and Saturdays 0900hrs to 1600hrs.

Police Federation: Telephone: 01246 252239 / mobile 07813 693638

Email [derbyshire@polfed.org](mailto:derbyshire@polfed.org)

### **How we will handle the Matter**

When you raise the whistleblowing concern it will be helpful to know how you think the matter might best be resolved. This may involve an informal review, an internal inquiry or a more formal investigation. If we think your concern falls more properly within our grievance or other relevant procedure, we will let you know.

Each situation will often need to be handled based on its own facts. We will consider what action may be appropriate and keep you informed depending on your wishes. When possible, we will give you feedback on the outcome of the concern you have raised. However, we may not be able to tell you about the precise actions we take where this would infringe a duty of confidence we owe to another person.

While we cannot guarantee that we will respond to all matters in the way that you might wish, we will strive to handle the matter fairly, impartially and properly. By using this policy you will help us to achieve this.

### **Welfare and Support**

It is crucial that those who come forward with any genuine concerns do not experience any form of detriment as a consequence. Your support and welfare through this process is paramount and support mechanisms will be implemented if so required.

If at any stage you experience reprisal, harassment, victimisation or any form of detriment for raising a genuine concern please raise this concern with a line manager, Organisational Learning, Culture

and Ethics Branch or HR Operations using confidential reporting methods if necessary.

### **Advice to Line Managers**

If a concern is raised with you in the first instance and you are satisfied you are able to address that concern you should do so, providing feedback to the individual if appropriate and keeping a record of the outcome.

If you require any advice or support in relation to addressing the concern you can contact the Counter Corruption Unit, Organisational Learning, Culture and Ethics, Legal Services or HR.

It is particularly important that you seek advice if you become aware that anyone raising a concern is being subjected to any unfair treatment as a consequence.

### **Raising concerns internally**

If a member of staff is concerned about any form of malpractice they should normally first raise the issue with their immediate line manager. There is no special procedure for doing this, it can be done in person or put in writing if preferred.

If a member of staff feels that they cannot tell their immediate line manager for whatever reason, the confidential phone line in the Counter Corruption Unit can be used on 0300 122 8787 or the concern can be reported via the 'Bad Apple' application on Connect or via the Crimestoppers Integrity Line on 0800 111 4444.

If a member of staff has raised an issue and they are still concerned, or the matter is so serious that they feel they cannot discuss it with any of the persons named above, they should raise the matter with the Head of Organisational Learning, Culture and Ethics.

After the concern has been raised, OLCE will decide how to respond in a responsible and appropriate manner under this policy. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised.

As far as possible, we will keep the member of staff informed of the decisions taken and the outcome of any enquiries and investigations carried out. However, we will not be able to inform them of any matters which would infringe the duty of confidentiality owed to others.

### **Raising concerns externally (exceptional cases)**

The main purpose of this policy is to give members of staff the opportunity and protection needed to raise concerns internally. We would expect that in almost all cases raising concerns internally would be the most appropriate action to take.

However, if for whatever reason, it is felt that the concern cannot be raised internally and the member of staff honestly and reasonably believes the information and any allegations are true, they should consider raising the matter with the appropriate regulator. The identity of the appropriate regulator will depend on the nature of the concern. However, the regulator must be one of those prescribed by an order made by the Secretary of State for the purposes of the Employment Rights Act 1996 Section 43F. The Public Interest Disclosure (Prescribed Persons) Order 1996 lists the prescribed regulators. The Independent Office of Police Complaints is a prescribed regulator. The address of the office which oversees this force is: -

Independent Office of Police Complaints  
PO Box 473  
Sale  
M33 0BW.

