

## Derbyshire Constabulary

### Police Support Volunteer Agreement

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**This document sets out the arrangements which are made for Police Support Volunteers, regardless of their role with the constabulary. It is provided for the information of the volunteer and is not intended to create a contract of employment between the constabulary and the volunteer.**

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#### INTRODUCTION

As a Police Support Volunteer you are, through personal choice, giving your time and energy to perform tasks for Derbyshire Constabulary without expectation or receipt of compensation, except for agreed reimbursement of out-of-pocket expenses. As a Police Support Volunteer you accept that you are not subject to a contract of employment and do not receive any payment for work undertaken.

#### TRAINING

When you start your role you will be provided with induction training to help you settle into the organisation and with role-specific training to ensure that you know how to carry out your tasks. If you feel you need any additional training to help you carry out your tasks effectively, please ask your supervisor.

#### HOURS

We make no requirement of you in terms of the number of hours you volunteer or when you volunteer them, but do ask that you contact your employer or, where Derbyshire Constabulary is your employer, your supervisor in advance to agree when you will come in and ensure they are aware of the total number of hours you are volunteering. This is so that we can ensure someone is available to allocate tasks and answer any queries and also to ensure compliance with the Working Time Regulations 1998.

#### ATTENDANCE

If you are unable to attend at a time you have previously arranged, please let your supervisor know. If you are not able to attend for a period of time due to holidays or other commitments, please let your supervisor know – this is simply so we don't worry about you in the meantime.

#### PROBLEMS

If you encounter any sort of problem or difficulty during your time as a volunteer then your first point of contact will be your supervisor, as set out in your activity description. If your supervisor is unable to assist then you should approach the local single point of contact (SPOC).

#### EXPENSES

Expenses actually incurred in the performance of your activity will be reimbursed at the force's standard rates. Please note that VAT receipts will be required. Your supervisor will explain the procedure for claims during your induction.

## UNIFORM AND IDENTIFICATION

For security reasons you will be required to wear an identification badge whilst you are volunteering. If particular safety equipment is required for the tasks you are carrying out this will be provided and you will be required to wear/use it.

## HEALTH AND SAFETY

You are required to comply with the force's health and safety policy and all relevant health and safety legislation and requirements.

These will be outlined to you during your induction.

Please advise your supervisor of any reasonable adjustments.

## DATA PROTECTION AND INFORMATION SECURITY

You will be subject to the provisions of the Data Protection Act 2018, other relevant legislation and constabulary policies relating to the use and security of personal data and other sensitive police information. Any personal data or other information with which you come into contact may not be disclosed outside of the constabulary without specific lawful authority to do so. You are also required to comply with the force's policies relating to information and building security. These policies will be outlined to you during your induction. You consent to Derbyshire Constabulary processing your personal data in connection with your application to and role as a Police Support.

## CONFLICT OF INTEREST

Certain types of paid employment or voluntary work may present a conflict of interest when volunteering with Derbyshire Constabulary. Any other roles you undertake, whether paid or unpaid, must be declared to the constabulary as listed on the PSV application form.

## FITNESS FOR DUTY

By signing this form, and attending for volunteering duty, you are indicating that you are not aware of any medical condition which makes you unfit for the duties expected of you. If you have any concerns about the impact of any duties on your health then you are required to notify your supervisor or a colleague immediately. You are also asked to discuss with your supervisor any reasonable adjustments which will enable you to carry out your duties. Please note, all force positions may be subject to random drug and alcohol testing and by signing this form you consent to such testing.

## CONDUCT

As a volunteer with Derbyshire Constabulary you are expected to follow the Chief Constable's commitment to deliver a high quality policing service, adhering to the force values of integrity, respect, performance, responsibility and innovation. As a PSV, you are expected to conduct yourself in a professional manner and not engage in any activity or conduct that would bring the force into disrepute. You will notify us if you are arrested or subject to a criminal investigation (excluding minor parking or speeding offences). You are also required to obey your supervisor's lawful and reasonable directions or instructions relating to your role. All policies relating to your conduct in your role will be explained to you during your induction.

## APPEARANCE AND STANDARDS

Our values dictate that we perform to the highest possible standards and take responsibility for what we do. This includes our appearance standards and the manner in which we present ourselves to the public and colleagues. We aim to conduct ourselves with courtesy and respect at all times.

## ENDING YOUR VOLUNTEERING

Either you or the organisation can terminate this agreement with or without notice at any time. When this agreement is terminated, your identity card, access keys and items of equipment/uniform supplied to you must be returned to your supervisor within seven days of the termination, as they are the property of Derbyshire Constabulary.

## REFERENCES

Once you have completed six months of volunteering for the organisation, we will provide a reference for you if you are seeking employment, subject to you having provided regular service to a satisfactory standard. Requests for references should be addressed to the HR Service Centre at Headquarters.

Please be aware any misuse of police computer systems or inappropriate disclosure of information, actions or behaviour that could bring the force into disrepute may result in the termination of the volunteer agreement and in some cases a criminal prosecution.

Thank you for participating in the Derbyshire Constabulary Police Support Volunteer programme, which we hope you find interesting and enjoyable.

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### SIGNATURE OF DERBYSHIRE CONSTABULARY REPRESENTATIVE

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<b>Printed name (block capitals):</b>	
<b>Signed:</b>	
<b>Collar Number:</b>	
<b>Title:</b>	
<b>Date:</b>	

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### SIGNATURE OF VOLUNTEER

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**By signing this agreement you are confirming that you have read and understood the above information and will only undertake the activities for which you have applied.**

<b>Printed Name (block capitals):</b>	
<b>Signed:</b>	
<b>Date:</b>	