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Policy and Procedure

1. Policy Purpose and key drivers

The aims and scope of this policy are to set out a standard framework within which all force policies and associated procedures are to be developed and published .

This will ensure that no essential elements are missed whilst unnecessary bureaucracy is minimised.

The standard framework ensures that the operational procedures as part of a policy are readily identifiable and accessible making reference to them more direct and therefore operationally relevant improving implementation. There is little to be gained if published policy is not fully understood by those who are expected to put it into practice.

Related Documents

Links to related documents:

[Policy and Procedure Writing \(Procedure\)](#)

Gatekeeper - the Author suggested the following Procedure document(s) to link to.

Relevant Dates and Review Period

Effective Date: 18/05/2016

Review Date: 08/08/2020

Review Frequency: Annually

Policy Basis and Implications

2. Legal Basis:	There is no specific legislation directly requiring the policy change but the need to ensure the Force is properly accountable for actions carried out in its name are the main drivers for ensuring that policies that govern those actions are relevant, understood and regularly reviewed and updated as appropriate.
3. Management of Police Information (MoPI):	MoPI Policing Purpose: Any duty or responsibility arising from common or statute law MoPI Review, Retention and Disposal addressed as follows: n/a
4. Associated Benefits:	A single repository of policies and procedures that is available to all members of staff in an easily searchable and retrievable form.
5. Consultation:	The following officers/departments have been consulted in the development of this policy: Force Policy working group attendees (this includes People Services Policy Manager, SPoCs for Operational Services, Investigative Services, Business Services and Performance Assessment Unit) DCC (Chair of Force Policy working group) OPCCC Equality and Diversity Unit
6. Financial Implications:	The reduction in the time spent in developing and preparing policy and the improved implementation of it will contribute to efficiency.
7. Human Resources / Training:	There are no training implications with the implementation of this policy other than a requirement to demonstrate to policy authors the completion of the on-line templates.
8. Associated Policy:	n/a

FOI, Human Rights and Equality Impact Assessment Indicators

FOIA:	Release to Public
ECHR:	Compliant
EIA:	Compliant

Indexing

Categories:	Corporate Services Information Compliance
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