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| Event History

Policy owned by Neighbourhood and Partnership**Police Support Volunteers****1. Policy Purpose and key drivers****Policy Purpose and key drivers**

The Police Support Volunteers (PSV) programme is a key enabler of the national Policing Vision 2025. The PSV strategy will be clearly aligned to and support the NPCC National Citizens in Policing (CIP) strategy: 5Cs – Capacity, Contribution, Capability, Consistency, and Connectivity.

For further information visit the Citizens in Policing website: [Citizens in Policing](#)

It will support the force in its objective of keeping communities safe and reassured. It will seek to improve public confidence in the force by utilising members of the community and their skills to perform voluntary support roles alongside officers and staff, enabling their valued contribution to aid resilience within our communities. The policy will provide clear guidelines on how volunteers will be used within the force to compliment the roles undertaken by employees. The policy does not seek to use volunteers to replace any current or future staff roles that would be deemed suitable for employed staff.

Policy aims and objectives

To create a sustainable volunteering programme that is critical to ensuring we are prepared for the future and able to continue to meet demand for service.

Together we will:

- Follow the volunteer framework jointly issued by the Staffordshire Commissioner's Office and Staffordshire Police
- Introduce a corporate approach to the identifying and creation of volunteering opportunities within Staffordshire Police.
- Create a corporate process for the recruitment of volunteers into the force that maintains the safeguarding of Staffordshire Police and where possible avoids bureaucratic processes.
- Support the implementation of the "volunteers passport scheme", that provides a flexible pathway to make it easier for people to volunteer across a number of roles/organisations.
- Ensure that a volunteers' gift of time, skill and enthusiasm is properly utilised to support the aims and objectives of Staffordshire Police with clearly defined monitoring and evaluation mechanisms.
- Ensure that adequate consultation takes place with staff associations and trade unions. The consultation is to re-enforce that volunteers are not a substitute for any paid employee or to undermine any role that a paid employee carries out.
- Utilise existing HR policies with regard to complaints and misconduct to maintain the high standards within Staffordshire Police.

Scope and key drivers

Staffordshire Police has a tradition of supporting and integrating elements of

volunteering such as special constabulary, independent advisory groups, police cadets, community speedwatch and the chaplaincy.

The policy sets out the volunteer framework and standards required for the successful integration of Police Support Volunteers (PSVs) into Staffordshire Police.

- **Criteria One; Leadership, Management and Governance**

The force will allocate a senior officer to have responsibility for leading and managing volunteer involvement that is defined and supported. Policies and procedures applying to volunteers will be communicated, understood, implemented and respected by all.

The force risk management processes will be applied and volunteer records maintained.

- **Criteria Two; Commitment to Volunteer Involvement**

The force will articulate its intent, purpose and commitment to involving volunteers. Volunteer involvement will be planned and designed to contribute to the force's purpose, goals, and objectives (policing plan). Resources (time, funds, equipment and technology) will be allocated for volunteer involvement.

- **Criteria Three; Recruitment and Selection of Volunteering roles.**

The force will recruit volunteers using planned approaches to attract those with relevant knowledge, skills and experiences taking into consideration the communities and individuals with which the force works.

Roles will be designed to contribute to the Forces vision, demands and priorities and regularly reviewed with input from volunteers, staff, officers, union/staff associations. Potential volunteers will be provided with relevant information about role(s), recruitment and selection process. Selection will be based on knowledge, skills and attributes to the relevant role.

Screening processes will be applied to maintain safety and security of customers, officers, staff and volunteers.

- **Criteria Four; Support and development including Safety and Wellbeing**

Volunteers will have a clear understanding of their role(s) and responsibilities. Knowledge and skill levels will be reviewed to support and identify development needs.

Volunteers will be provided with supervision and support to enable them to undertake their role(s) and responsibilities. Changes to the involvement of volunteers will be undertaken fairly and consistently.

The force will ensure that processes are in place to protect the health and safety of volunteers in their capacity as volunteers. Volunteers will have access to a procedure to raise complaints and concerns.

The force will have robust wellbeing processes to support the volunteering programme.

- **Criteria Five; Volunteer Engagement, Recognition and Continuous Improvement**

The force will continue to recognise the positive contribution and impact volunteers have on the force, customers and the community.

Volunteers will have the opportunity to provide feedback that contributes to the

ongoing development to roles and service delivery

The force will seek out wider cross-sector opportunities, in order to continue developing our volunteer strategy, by adopting and sharing good practice and contributing to research and learning.

· **Criteria Six; Connectivity – Working in Partnership**

The force will collaborate on a national, regional and local basis to best utilise available assets.

It will continue to develop processes to foster positive relationships with partner agencies, both within the public and private sector along with other voluntary and community organisations.

The force will continue to liaise with the Office of Staffordshire Commissioner to ensure we have a joined-up approach to volunteering programmes.

Related Documents

Links to related documents: [Police Support Volunteers - Procedures \(Procedure\)](#)

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

Relevant Dates and Review Period

Effective Date:	31/01/2020
Review Date:	31/01/2021
Review Frequency:	Annually

Policy Basis and Implications

2. Legal Basis:

Volunteering is based on choice, so there is no mutuality of obligation. Staffordshire Police is not required at any time to provide voluntary work to a volunteer: and nor is a volunteer required to turn up for work at any particular time on any particular date. Furthermore there is no intention to create any legally binding relationship between Staffordshire Police and volunteers, therefore volunteers are not employees or workers. This applies throughout this policy and to all volunteering activities, related documentation and procedures. Volunteers are not included in most legislation around the workplace but legislation around criminal records checks when working with vulnerable people does include volunteers, as it refers to the role that a person is in rather than their employment status.

3. Management of Police Information (MoPI):

MoPI Policing Purpose:

Protecting Life and Property, Preserving order, Preventing the commission of offences, Bringing offenders to justice, Any duty or responsibility arising from common or statute law

MoPI Review, Retention and Disposal addressed as follows:

1. A role proposal form will be created for any new role. This will then be consulted on with staff associations and agreed at the Volunteer Board prior to it being advertised.
2. Application form for the role of Police Support Volunteer. This form will be reviewed by the Volunteer Co-ordinator and electronically stored by HR department for the period of a volunteer's time with Staffordshire Police. It should be disposed of one year after the date the volunteer leaves Staffordshire Police in line with Force Policy for the disposal of documents.
3. Informal Meeting form. (Available from Forms database). This form will be reviewed by the Volunteer Co-ordinator and electronically stored

with the application form for the period of a volunteer's time with Staffordshire Police. It should be disposed of one year after the date the volunteer leaves Staffordshire Police in line with Force Policy for the disposal of documents.

4. A Health Questionnaire to accompany the application form. This form will be reviewed by Occupational Health advisor and stored for the duration of the volunteer's time with Staffordshire Police in the Occupational Health offices. It should be disposed of one year after the volunteer leaves Staffordshire Police in line with Force policy for the disposal of documents.

5. Vetting form. This form will be reviewed by the Force vetting officer and will be electronically stored by the Force Vetting office for the duration of the volunteer's time with Staffordshire Police. It should be disposed of one year after the volunteer leaves Staffordshire Police in line with Force policy for the disposal of documents.

6. Volunteer Agreement form. This form will be electronically stored with the application form for the duration of the volunteer's time with Staffordshire Police. It should be disposed of one year after the volunteer leaves Staffordshire Police in line with Force policy for the disposal of documents.

7. Time Sheet. The form will be reviewed by the Volunteer Co-ordinator and the information electronically uploaded onto the Volunteers spreadsheet. The form can then be disposed of. This information on the spreadsheet will be held for the duration of the volunteer's time with Staffordshire Police. It should be disposed of one year after the volunteer leaves Staffordshire Police in line with Force policy for the disposal of documents.

8. Expenses. This form will be retained for a period of 6 years from the date of the claim and should be disposed of in line with Force policy for the disposal of documents.

4. Associated Benefits:

It is expected that the development of the PSV programme and policy will create benefits for Staffordshire Police in the following ways:
Cost savings by releasing Police Officers / Police Community Support Officer time.

Increased visibility / Increased diversity

Improved interaction between the police family and the local community

A more flexible workforce with a wider range of skills

Enabling Staffordshire Police to demonstrate its involvement in matters that affect the community

Create sustainable and evolving links with the community.

5. Consultation:

The following Organisations / Departments / Groups / Staff Associations have been consulted during the review and development of this policy; Members of the Volunteer Board (January 2020)

Prior to this the following following Organisations/ Forces /Departments/ Groups and individuals have been consulted during the development of this Policy.

NPIA

Volunteering England

Warwickshire Constabulary PSV Team

Gloustershire Constabulary PSV Team

Norfolk Constabulary PSV Team

Greater Manchester Police PSV Team

Avon and Somerset Constabulary PSV Team

Unison

Staffordshire Police Federation

Independent Advisory Group

Police Authority

Staffordshire Volunteer Coordinator

Staffordshire Force Partnerships Manager

Local Policing Partnership Manager

Staffordshire Force Information Assurance Officer
 Staffordshire Professional Standards Unit
 Local Policing Team Commanders
 Local Policing Team Staff
 Staffordshire Force Recruitment Department
 Staffordshire Human Resources Department
 Staffordshire Financial Support Services
 Staffordshire Occupational Health Department
 Staffordshire Health and Safety Advisor.

- 6. Financial Implications:** Support from a number of departments has been identified to enable recruitment, retention, training and other HR standards to be maintained. It is not expected that a high number of applicants will be received at any one time but will be monitored in line with specific recruitment campaigns.
 The implementation of the policy will require staff involved in the Police Support Volunteer programme to offer support to volunteers in order that activity can be co-ordinated, monitored and evaluated.
 The National Police Chief's Council research indicates that there are significant efficiency gains to be realised by utilising Police Support Volunteers who by performing approved roles release police officer and staff time.
 Financial costs will be kept to a minimum and will only be incurred by the buying of clothing and induction training predominately delivered by Learning and Development Department. These costs are met centrally. Expenses can be paid to Police Support Volunteers in line with guidance under PSV procedure (section 11).
 Staffordshire Police and Staffordshire Commissioners Office (SCO) have jointly created a Strategic Volunteers Board to establish governance over this area.
- 7. Human Resources / Training:** There are training implications with the implementation of this policy. A generic induction package will be delivered to every Police Support Volunteer by local Learning and Development staff or other approved nominated staff supported by the central Learning and Development team. There will be no additional training delivered to Police Support Volunteers that is not already available from Learning and Development.
- 8. Associated Policy:** none

FOI, Human Rights and Equality Impact Assessment Indicators

FOIA:	Release to Public		
ECHR:	Compliant with proportionality test	Articles engaged:	Article 2 Right To Life; Article 8 Right to respect for Private and Family life; Article 14 Prohibition of Discrimination
EIA:	Compliant	Compliant with Code of Ethics:	Yes

Indexing

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