



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

# **ANIMAL WELFARE SCHEME HANDBOOK**

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# Animal Welfare Lay Visiting Scheme

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# **ANIMAL WELFARE LAY VISITING SCHEME**

## **1) ANIMAL WELFARE LAY VISITING**

The death of a police dog whilst in training in Essex and the subsequent prosecution of police officers, resulted in an understandable loss of public confidence in police dog training methods, generated adverse comment in the media and caused animal welfare organisations such as the RSPCA and the NCDL to stop donating dogs to the service. In response to these issues, the ACPO Police Dog Sub-Committee embarked upon a thorough review of police dog training and has developed a six point strategy aimed at restoring public confidence by ensuring that police training methods are humane, ethical and transparent.

Central to this issue of re-building public confidence and ensuring that the welfare of animals engaged in police work is maintained and any mistreatment is identified and dealt with promptly, is a need for transparency. In other words, the training and welfare of animals engaged on police work must be open and, as importantly, be seen to be open. To this end, an Animal Welfare Lay Visitors Scheme was introduced which enables members of the local community to observe and report upon the conditions under which the police dogs are housed, trained and transported.

Animal Welfare Lay Visitors are independent members of the local community, who may be accompanied by professionals from animal welfare organisations, who will visit police animal training centres unannounced to check on the welfare of animals engaged in police work. They come from a variety of backgrounds and sections of the community and have no direct or indirect involvement in the criminal justice system. This is to prevent possible conflicts of interests for the individual, and to maintain the independence of the scheme as a whole.

The scheme was established by the Nottinghamshire Police Authority in consultation with the Chief Constable of Nottinghamshire along with the RSPCA. The operation of the scheme is now the responsibility of the Police and Crime Commissioner, and that responsibility is exercised, in consultation with the Chief Constable. The Commissioner has the final responsibility in all matters relating to the operation of the scheme.

## **2) OBJECTIVES OF THE SCHEME**

The purpose of the scheme is to enable members of the local community with the assistance of the appropriate national animal welfare organisations to observe, comment and report on the welfare of animals engaged in Police work, with a view to securing greater understanding and confidence in these matters.

These arrangements also provide an independent check on police training methods and the conditions under which the animals are transported and housed in order that it can be demonstrated that such methods are humane, ethical and open to public accountability.

### **3) ELIGIBILITY**

Visitors should be independent persons of good character who are able to make unbiased observations in which the community can have confidence and which the police will accept as fair criticism when it is justified. Anyone who has been convicted of an offence, or who has been charged with any animal welfare issue may not be suitable for this reason. Applicants will therefore be asked to include on their application form details of any such convictions and consent to enquiry's being made by the police and the appropriate professional national animal welfare organisations. Where the information provided by the police and the appropriate professional national animal welfare organisations differs from that provided by the applicant, the Commissioner will discuss the discrepancy with the person concerned before deciding whether or not to appoint.

The Commissioner will not appoint magistrates, and serving or former police officers or special constables as lay visitors. Other people may be excluded, after discussion with the individual applicant, if they have a direct involvement in the criminal justice system such as solicitors or probation officers.

Each application will be treated on its merits, but the over-riding factor will be to prevent possible conflicts of interest for individuals, and to maintain the independence and integrity of the scheme as a whole.

### **4) TRAINING**

Applicants will be invited to attend an information/training session organised by the Commissioner in consultation with the Chief Constable and the appropriate professional national animal welfare organisations. The training will be of one day's duration, on such topics as training methods, animal welfare, transportation and health and safety.

The Commissioner may also periodically arrange training sessions in response to new training practices and procedures adopted by the Police.

Experienced AWS volunteers have the opportunity to train new recruits during their 6 months probationary period, acting as mentors.

### **5) ACCREDITATION AND HANDBOOK**

Following notification of their appointment and training, the Commissioner will issue each Lay Visitor with an identity card signed by the Chief Constable and showing the holder's photograph. The identity card will authorise the holder to enter the HQ kennels and stables to undertake a visit in accordance with the scheme. The pass should be worn visibly on the outer clothing when on police premises.

Lay visitors identity cards should be used only for the purpose of making lay visits. If anyone is found to be using their card for any other purpose it will be withdrawn and that person's appointment as a lay visitor be terminated.

Each visitor will receive a handbook containing details of the operation of the scheme, a list of the police premises subject to the scheme, a list of the members of the visiting panel, including contact telephone numbers and a list of police dog handlers and their dogs.

## **6) TERM OF OFFICE OF VISITORS**

Newly appointed lay visitors will complete a six-month probationary period.

The term of office of Animal Welfare Lay Visitors should be three years with an option for renewal for further three-year terms. Each Animal Welfare Lay Visitor should hold office for the period for which he or she is appointed provided that the Commissioner may, in its absolute discretion, terminate his or her appointment at any time.

## **7) REMOVAL FROM THE SCHEME (Appendix 3 – Appointment & Removal of Volunteers)**

Although the work is entirely voluntary, the Commissioner has the right to terminate the appointment of any lay visitor whose conduct is not felt to be of the required standard. Visitors should notify the Commissioner if they are arrested and charged with a criminal offence or under investigation for any animal welfare issue and will be suspended from undertaking further visits, pending the outcome of any criminal offence or abuses his or her position as an Animal Welfare Lay Visitor by behaving in an inappropriate manner during visits.

Where a visitor fails to make a lay visit and attend panel meetings within a three-month period the Commissioner will write to the person concerned to establish whether this is simply an oversight (e.g. because report forms have not been submitted), or to seek an explanation.

Where an individual has not made any visits or attended any team meetings within a six-month period, and no good reasons for this has been notified to the Volunteer Manager of the scheme, the Commissioner will automatically revoke the individual's accreditation.

## **8) FREQUENCY OF VISITS AND ARRANGEMENTS FOR VISITS**

The Nottinghamshire Force Headquarters Dog Kennels should receive a minimum of one visit every month. Access will be granted between the hours of 8am-4pm and subject to staff being available. Animal Welfare Lay Visitors may inspect the conditions in which dogs are kept and be allowed access to any welfare, and training records appertaining to those animals. They may also speak to trainers, trainees, dog handlers, support staff and veterinary surgeons used by the Police Dog Section.

The Animal Welfare Lay Visitor may request, via the Operations Room Officer in Charge, following a security check, any police dog handler who is on duty in that territorial divisions area to attend a police station, suitable to both, within that area. The appropriate dog handler should then be called immediately. If the officer is unable to attend, for example if the officer is engaged on a specific incident, a full explanation should be given to the Animal Welfare Lay Visitor and the explanation should be recorded by the visitor in their report.

From time to time Animal Welfare Lay Visitors may also wish to look at 'offsite' training. Such 'offsite' training may involve Animal Welfare Lay Visitors walking over farmland and rough fields. With this in mind the Commissioner will look to appoint those people who would be capable of carrying out this type of activity. Because of the diverse locations,

Animal Welfare Lay Visitors should, in those instances, arrange visits through the Volunteer Manager or the Officer in Charge of the Police Dog Section.

The Commissioner may review the frequency of visits from time to time in the light of experience.

## **9) CONFIDENTIALITY**

During the course of their duties, Animal Welfare Lay Visitors may acquire confidential information about police issues, and visitors will therefore be asked to sign an undertaking of confidentiality. Visitors should be aware that the improper disclosure of information acquired during a visit might attract civil or criminal proceedings. It is stressed that confidential information must not be included in the written reports to the Commissioner of the results of visits.

Should an Animal Welfare Lay Visitor receive information or a complaint in confidence regarding the welfare of a particular animal, this information should be forwarded immediately to the RSPCA representatives on the panel. The RSPCA representatives will then investigate any allegation made in the normal way.

Other lay visitors names, addresses or telephone numbers are given to individual lay visitors in the strictest confidence, and are given to other lay visitors purely for convenience in making personal contact. Such details should not be divulged to any other person.

## **10) CONDUCT OF VISITS**

When conducting a visit the Animal Welfare Lay visitors will, at all times visit in pairs, be accompanied by a dog handler or a member of staff at the HQ Dog Kennels. Visitors must adhere to advice given by dog handlers, members of staff of the HQ Dog Kennels with regard to any health and safety issues. Visitors will not be entitled to visit officer's private residences to inspect kennel facilities, but in exceptional circumstances, a visitor may be asked to accompany a police officer to a dog handler's home. However, the visitors may wish to bring to the attention of the Office in Charge of the Police Dog Section any concerns they may have regarding a particular animal and that Officer will then take the appropriate action in relation to inspecting kennels maintained at a dog handler's home. Following consultation with that visitor the officer in charge will submit a full report to the Commissioner.

All visits carried out by Animal Welfare Lay Visitors must meet the accepted standards endorsed by the RSPCA, the Commissioner and Nottinghamshire Constabulary.

Should an Animal Welfare Lay Visitor have concerns regarding the identity of a particular dog, the officer in charge of the dog section will identify a particular dog for the Animal Welfare Lay Visitor.

## **11) SAFETY AND SECURITY**

In the interests of security and safety of the Animal Welfare Lay Visitors, they will be accompanied by a member of staff at all times during visits.

AWS Volunteers are provided with Health & Safety advice as part of their initial training. In addition, the NPCC will carry out risk assessments periodically to ensure the safety and accessibility of the locations for AWS Lay Visitors and will distribute the risk assessments accordingly.

## **12) ACCESS TO ALL AREAS WHERE ANIMALS ARE HELD, TRAINED AND TRANSPORTED**

Animal Welfare Lay Visitors will wish to satisfy themselves that these areas are clean, tidy and in a reasonable state of repair and that bedding is clean and adequate. It is not necessary to inspect stores but AWS Lay Visitors should establish that suitable arrangements exist for adequate stocks of bedding and food. They may inspect empty kennels to check they are in an acceptable condition to house the animals.

## **13) MEDICAL CONDITIONS**

AWS Lay Visitors will wish to pay particular attention to any animal suffering from illness, injury or disability. They should satisfy themselves that, if appropriate, a veterinarian has been informed and establish what instructions for medical treatment have been given and whether they have been carried out.

## **14) COMPLETION OF REPORTS AND FOLLOW UP ACTION**

At the conclusion of each visit and before leaving the police premises, the Animal Welfare Lay Visitor will complete a form in triplicate. The top copy of the report should be sent, as soon as possible, to the Volunteer Manager at the Office of the Police & Crime Commissioner using the pre-paid envelopes provided. The second copy is for the Animal Welfare Lay Visitor to keep and third copy will remain in the book kept in the Dog Section.

The Volunteer Manager shall periodically distribute a log of all reports amongst the AWS Lay Visitors in order to keep panel members abreast of proceedings.

## **15) REPORTS ON TREATMENT AND CONDITIONS**

If a visit discloses any aspect of the treatment of animals or conditions which are unsatisfactory, they should be included on the report and raised with the duty officer at the time. Any action which the duty officer takes should also be recorded on the report form.

## **16) SERIOUS INJURY OR DEATH OF A POLICE ANIMAL**

Where a serious injury or death of a police animal occurs, the Superintendent responsible will notify the Commissioner.

## **17) COMPLAINTS**

### Complaints Received Against Animal Welfare Lay Visitors

- (i) All complaints against Animal Welfare Lay Visitors, made by police personnel, or others who may come into contact with visitors whilst in the course of their duties, should be referred, in writing, to the Chief Executive to the Police and Crime Commissioner.

## Complaints Made by Animal Welfare Lay Visitors

- (i) Any complaint made by an Animal Welfare Lay Visitor in respect of their treatment during visits will be raised in the first instance in their report and will thereafter be considered by the Police and Crime Commissioner.
- (ii) Complaints made by Animal Welfare Lay Visitors relating to police personnel should be reported to the respective line manager. If it is not possible to report the complaint immediately the full details should be forwarded, in writing, to the Chief Executive of the Police and Crime Commissioner, by the custody visitor concerned.
- (iii) Complaints made by Animal Welfare Lay Visitors about other Animal Welfare Lay Visitors should in the first instance be brought to the attention of the Volunteer Manager.
- (iv) Complaints made by Animal Welfare Lay Visitors relating to Police and Crime Commissioner personnel should be made in writing to the Chief Executive of the Police and Crime Commissioner.

## **18) REPORTS ON ISSUES ARISING OUT OF VISITS**

The Volunteer Manager will immediately take up any issues arising from reports with the Officer in Charge of Dog Section.

The Volunteer Manager will call 4 team meetings a year for AWS Lay Visitors, which will allow the discussion of visiting arrangements and any concerns to be brought to the attention of the Officer in Charge of Dog Section.

## **19) EXPENSES**

The work is entirely voluntary, but travelling expenses will be payable to all visitors of the Police and Crime Commissioner when travelling on Commissioner business.

Only public transport fares, or private car mileage at the agreed rate will be paid. Expenses can also be claimed for attending training sessions. Expense claims must be made on the appropriate form.

**(Appendix 6, Payment of Expenses, Appendix 7 Expenses Form)**

## **20) INSURANCE**

The Police and Crime Commissioner has arranged appropriate insurance cover for the AWS Lay Visitors during visits, through the Force Insurance Policy.

All Animal Welfare Lay Visitors will receive information and advice on Generic Risk Assessments carried out by the Nottinghamshire Constabulary.



## **21) PUBLICITY GUIDELINES**

It is generally desirable that the role and aims of the scheme should be promoted to the public. Lay Visitors must, however, bear in mind that the purpose of publicity is to inform the public about the Scheme and not draw attention to individual cases or to themselves.

Any invitation to speak to the press, or local groups or organisations, about any aspect of lay visiting should be referred to the Commissioner's office and should not be undertaken by individual AWS Lay Visitors, except at the request of the Commissioner, who will in normal circumstances have consulted with the Chief Constable.

AWS Lay Visitors should remember that they are accountable to the Commissioner, and not to the press or individual members of the public.

**NOTTINGHAMSHIRE POLICE & CRIME COMMISSIONER  
ANIMAL WELFARE LAY VISITORS REPORT RECORD**

**Day and Date of Visit:** ..... **Time of**

**Visit: From** ..... **To** .....

**Names of Dogs Seen:**


**Names of Handlers/Kennel Police Staff Seen:**

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**Checklist:**

Freedom from hunger and thirst?		Freedom from discomfort?		Freedom to express normal behaviour?	
Freedom from pain, injury and disease?		Freedom from fear and distress?		Vehicles checked for dogs?	

**Checklist for Kennel Environment:**

1	Walls and internal surfaces in kennel blocks are clean and hygienic for repeated use by a number of different dogs and remain impervious.	
2	Separate indoor sleeping areas to the runs (free from draughts, dry, quiet etc) within the kennels with suitable bedding for all dogs to be able to rest where required.	
3	Effective temperature control (not just ambient temperature) that is monitored regularly in the kennels to ensure dogs are kept comfortable. Temperature to be between 10C (50F) and 26C (79F)	
4	A written and observed cleaning regime for the accommodation using an appropriate disinfectant (in precise details) that is effective against micro-organisms responsible for canine diseases especially parvoviral.	
5	Solid barriers/screens in the exercise area are well maintained so that dogs cannot see other dogs all the time to assist with any behavioural problems.	
6	A clear system for monitoring the dogs' health and welfare (including behaviour) and actions taken (and recorded) as a result of this system is in place.	

7	Kennels free from hazards eg sharp or broken tiles, broken mesh, rough surface etc which could cause injury to dogs.	
8	Environmental enrichment e.g. toys, tunnels and platforms and food activity feeders etc. are available to provide stimulation and help address behavioural problems.	
9	Colour coded cleaning equipment for each kennel block is being used and kept in good condition, to prevent transmission of disease.	
10	Adequate isolation facilities to ensure infected dogs are physically isolated from all other dogs and kennels with effective solid barriers to prevent the spread of infectious diseases.	
11	Clipboards placed outside each kennel with daily record sheets for efficient monitoring of health and welfare of the dogs.	

**Reasons for Concern/General Comments:**

.....  
.....

.....  
.....  
.....  
.....  
.....  
.....

Signed (Visitor 1)	Name of Visitor 1
Signed (Visitor 2)	Name of Visitor 2
Signed (Officer in Charge)	Name of Officer in Charge

**White Copy – PCC  
in book at Dog Section**

**Yellow Copy – AWS Lay Visitor**

**Green Copy – Leave**

## **APPENDIX 1a**

### **Nottinghamshire Police and Crime Commissioner**

## **Animal Welfare Lay Visitors Scheme**

### **Role Description**

1. To arrange visits to kennels/stables with fellow Animal Welfare Lay Visitors in line with agreed rosters.
2. To keep the co-ordinator and fellow Animal Welfare Visitors informed of any problems with rostered welfare visits.
3. To carry out visits to kennels/stables in line with the scheme guidelines and training.
4. To check on the condition of animals in line with the five freedoms.
5. To discuss with the Force Officers or staff any concerns relating to the animals.
6. To complete the relevant report forms, ensuring that all information is recorded correctly and concisely.
7. To complete and submit expenses claims promptly and in accordance with the scheme guidelines.
8. To attend training sessions as appropriate.
9. To attend meetings of Animal Welfare Visitors as appropriate.
10. To observe Health and Safety requirements and to take reasonable care when conducting visits.
11. In general to carry out all duties in accordance with the Animal Welfare Lay Visitors Scheme.

## APPENDIX 1b

### Nottinghamshire Police and Crime Commissioner Animal Welfare Lay Visitors Scheme

#### Person Specification

Essential Criteria	Measure by
1. Must be at least 18 years of age	Application
2. Must live or work in the Police and Crime Commissioner area	Application
3. Has some experience of working with animals, whether in a paid or a voluntary role	Application/interview
4. Has sufficient time and flexibility to carry out the role of Animal Welfare Visitor	Interview
5. Will work as a member of a team to carry out the Police and Crime Commissioner's Visiting programme	Interview
6. Is able to communicate well both orally and in writing	Application/interview
7. Understands and will behave in accordance with the Police and Crime Commissioner's equal opportunities policies	Interview
8. Is able to take an independent and impartial view of animal welfare based on evidence	Interview
9. Is able to maintain confidentiality.	Interview

  

Desirable	Measure by
1. Some Knowledge of the five freedoms	Interview/Application
2. Significant experience and or qualifications in animal welfare	Application/Training
3. Experience/knowledge of working with dogs.	Interview/Application
4. Demonstrates ability to complete forms	Application
5. Ability to use IT	Interview

## Appendix 2

### NOTTINGHAMSHIRE ANIMAL WELFARE LAY VISITING SCHEME RISK ASSESSMENT

WORK ACTIVITY		HAZARD		LIKELIHOOD		RISK
No	DESCRIPTION OF TASK	DESCRIPTION INCLUDING POTENTIAL SEVERITY	H M L	EXISTING CONTROLS IN PLACE?	H M L	HAZARDS AND LIKELIHOODS
1	Animal Welfare Lay Visitors entering kennels to make visits.	Attack from dogs	H 3	AWS Lay Visitors will always be accompanied by an officer or staff of the Dog Section during a visit who will ensure that the dogs are secure in the kennels before proceeding with the visit.	L 1	2
2	Animal Welfare Lay Visitors in kennels.	Fire emergency.	H 3	AWS Lay Visitors to establish on the first and subsequent visits emergency evacuation procedures and location of fire exits and muster points and who to report to in the event of a fire alarm.	L 1	3
3	Animal Welfare Lay Visitors in kennels.	Bomb threat/suspect device.	H 3	Specific procedures in place for visitors to Police premises. ASW Lay Visitors to establish on the first and subsequent visits emergency evacuation procedures and muster points and who to report to.	L 1	3
4	Exposure to infection in kennels.	Risk of infection/transfer of disease.	H 2	Access to dogs with infection controlled and communicated to AWS Lay Visitors prior to entering kennels. Ensure use of decontamination processes.	L 1	2
5	Animal Welfare Lay Visitors in kennels.	Accident – injury from trip or fall.	H 2	AWS Lay Visitors to receive a safety briefing by escorting staff on first and subsequent visits to establish whether there are any health and safety hazards they should be aware of.	L 1	2

**FURTHER ACTION REQUIRED**

FURTHER CONTROL MEASURES REQUIRED	ACTION (PERSON RESPONSIBLE)
Ongoing training a team level for AWS Lay Visitors on Health & Safety issues.	Volunteer Manager and Force Lead Officer for Kennel Environment.

<p><b>HAZARD</b> SEVERITY OF INJURY</p>	<p>1 Minor cuts, grazes, sprains                  2 Serious injury, fractures, concussion                  3 Major injury or death.</p>
<p><b>LIKELIHOOD</b> POTENTIAL TO OCCUR</p>	<p>1 Unlikely to occur                  2 Is quite likely to occur                  3 High probability of occurring</p>

**RISK RATING**  
 6-9 High Risk, not acceptable, further controls required.  
 3-4 Medium Risk, require further controls. Is the risk justifiable in relation to the training need.  
 1-2 Low Risk, no further control measures are required.

**MATRIX**

SEVERITY	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
			1	2
				3
				<b>POTENTIAL</b>

**APPOINTMENT OF VOLUNTEERS**

- (i) Volunteers should be independent persons of good character and who are able to make informed judgements in which the community can have confidence and which the police will accept as fair criticism when it is justified. Any person over the age of 18, living or working in Nottinghamshire and resident in the UK for at least 3 years prior to the date of application, may be appointed as a Volunteer. To avoid potential conflict of interest, Police and Crime Commissioner Members and Staff, Police Staff, Special Constables, Magistrates, employees of the Probation Service and serving former Police Officers will be excluded. Applications from others involved in the criminal justice system will be considered individually, having regard to the public service principle of being seen to be independent and impartial.
- (ii) Volunteers will be recruited by the Commissioner on the basis of the person specification and following interview. In making appointments the Commissioner will have regard to the importance of ensuring that the overall set of independent Volunteers is representative of the local community and provides, so far as practicable, a suitable balance in terms of age, gender and ethnicity. The Commissioner will make all reasonable adjustments to accommodate those with disabilities and those who do not have English as a first language but who are able to communicate effectively so as to be understood, where they are considered suitable candidates. The selection process will include the completion of an application form, the checking of criminal records, the taking up of 2 references and the undertaking of an induction training session.
- (iii) Basic police security checks are undertaken, however past offending is not an automatic barrier to acceptance and each case will be considered on its specific circumstances. Any failure to disclose convictions will be treated very seriously and may lead to exclusion.
- (iv) Appointments are subject to vetting or security clearance. Vetting renewal will be undertaken for all Volunteers before appointments are renewed.
- (v) Each applicant will be subject to shortlisting and applicants invited for interview will be notified in writing of the outcome of their interview. Successful candidates will be provided with an appointment letter informing them of details of induction training. Following induction training newly appointed Volunteers will be given a written memorandum of understanding and Volunteer Agreement summarising the agreed responsibilities and expectations of the Volunteer and the Police and Crime Commissioner. Volunteers will also be given an Information Security document.
- (vi) Upon appointment, new recruits will be required to complete a six month probationary period during which time they will be partnered with experienced Volunteers.
- (vii) Volunteers will be appointed for a three year term subject to satisfactory completion of induction and a bi-annual review of suitability. If a Volunteer wishes to remain on the scheme at the end of the 3 year period, a review will be undertaken. Key factors in renewing appointments will be performance, reliability and attendance at team meetings and training sessions. At the time of the 3 year review basic police checks will again be undertaken.



- (viii) Upon leaving the scheme Volunteers will be asked to complete an exit form (Appendix 7) to identify any underlying reasons for leaving the scheme and to help assess any necessary steps that may prevent other volunteers from leaving.

### **REMOVAL FROM THE SCHEME**

- (i) Where a Volunteer is in breach of the ethical code of practice, or acts in any way which it is thought to exceed the rules, or their functions and duties as set out in the job description, the matter will be brought to the attention of the Commissioner. A Volunteer may be removed from the scheme if the Commissioner is satisfied that the complaint is justified. Misconduct may include matters such as a conviction for a criminal offence or abusing the position of a Volunteer by failing to act in accordance with the agreed guidance and expectations. Poor performance can relate, for example, to a failure to attend for Visits or failure to complete adequate reports.
- (ii) Where poor performance is identified the Chief Executive will notify the Volunteer concerned, in writing, providing the Volunteer with a timescale in which to demonstrate improved performance. If there is a failure to improve performance during this time removal will be considered.
- (iii) Where removal from the scheme is considered, the Chief Executive will notify the Volunteer concerned, in writing, of the grounds on which removal is being considered.
- (iv) If the decision is to remove the Volunteer, he/she will be informed in writing. The procedure for removal will allow the Volunteer concerned to make oral or written representations to the Chief Executive prior to a decision being made. The Volunteer will be informed that if he/she disagrees with the decision he/she will have a right to appeal to the Police and Crime Commissioner. An appeal must be lodged within 21 days of the decision to remove the Volunteer.

## APPENDIX 4

### VOLUNTEERS TERMS OF APPOINTMENT AND APPEALS PROCEDURE

1. On appointment Volunteers will receive a Memorandum of Understanding which sets out expectations from the Nottinghamshire Police and Crime Commissioner and explains what levels of support/training/feedback they will receive.
2. All appointments will be on a probationary period of 6 months (this can be extended if the Chief Executive to the Police and Crime Commissioner considers it appropriate).
3. Appointments will only be confirmed on successful completion of this probationary period. In deciding what is successful the Chief Executive to the Police and Crime Commissioner will take into account the following:-
  - Number of visits carried out to comply with previously advised rotas.
  - Feedback from experienced Volunteers
  - Views from the Volunteer Manager..
4. On completion of enquiries relating to item 3 above, probationary Volunteers will receive notification, in writing, of the decision regarding their appointment. If the appointment is declined there is a right to appeal to the Police and Crime Commissioner. The appeals procedure is set out in item 9 below.
5. Following a satisfactory probationary period a Volunteer will be appointed for a period of 3 year during which they will carry out their duties in accordance with the terms of the appointment letter.
6. The Chief Executive to the Police and Crime Commissioner will review the performance of Volunteers from time to time and has the right to terminate appointment in the light of unsatisfactory performance of their duties. Volunteers may appeal against a decision to terminate their appointment. The appeals procedure is set out in item 9 below.
7. At the end of the 3 year period the Volunteer will be asked if they wish to continue after that time and the Chief Executive to the Police and Crime Commissioner will take into account the following:
  - Number of visits carried out to comply with previously advised rotas.
  - Feedback from experienced Volunteers.
  - Views from the Volunteer Manager.
  - Attendance at the Commissioner's organised training/conferences.

- Attendance at locally organised team meetings.
8. On completion of enquiries relating to item 7 above, the Volunteers will receive notification, in writing of the decision. If they are unsuccessful they may appeal to the Police and Crime Commissioner. The appeals procedure is set out in item 9 below.
9. The appeals procedure in relation to all matters regarding the appointment/termination of Volunteers will be carried out as follows: -
- The Volunteer will be advised in writing of the matters of concern regarding the appointment/reappointment. All correspondence will be sent recorded delivery.
  - The Volunteer will be asked to respond in writing within 21 days to the issues raised.
  - The Chief Executive will present a report to Police and Crime Commissioner, along with any written responses, or supportive documents from the Volunteer.
  - The Volunteer will be invited to hear any discussions and to answer any questions that the three officers of the Police and Crime Commissioner may wish to ask.
  - The Volunteer will be excluded from the decision making process which will be held immediately after the meeting.
  - The Volunteer Manager will notify the Volunteer within seven working days of the final decision of the three Police and Crime Commissioner officers.
  - The decision of the Police and Crime Commissioner will be final.

## APPENDIX 5

### **MEMORANDUM OF UNDERSTANDING (VOLUNTEER AGREEMENT.)**

This agreement between.....and the Nottinghamshire Police and Crime Commissioner indicates the importance with which the organisation views the relationship between itself and its Volunteers.

#### *Role of a volunteer*

A Volunteer is an unpaid person who performs roles that are additional to the regular work undertaken by full and part time staff. This agreement does not create an employment relationship.

#### *Volunteer*

Whilst on duty, volunteers will work under the supervision of, or with the support of Nottinghamshire Police and Crime Commissioner and staff.

#### **As a Volunteer, you will be expected to: -**

- Be bound by this volunteer agreement.
- Respect the ethos of NPCC/Nottinghamshire Police, in particular, (a) To maintain strict confidentiality in respect of all information, which may become known to you in your capacity as a volunteer. (b) To act in accordance with the relevant legislation, including the Data Protection Act 1998, The Computer Misuse Act 1990, Working Time Regulations 1998 and Health and Safety legislation.
- Maintain personal circumstances, which retain your eligibility to hold the position of Volunteer and to notify any change forthwith to the Volunteer Manager.
- Maintain a level of proficiency.
- Be smart, punctual and perform all functions efficiently.

#### **Nottinghamshire Police and Crime Commissioner will provide.**

- Re-imbusement of out of pocket expenses.
- Appropriate training and personal development to allow you to fulfil the role of an NPCC Volunteer.
- Welfare and support mechanisms within duty service which, wherever possible, mirror those of NPCC employees.
- Application and access to NPCC procedures in relation to complaints, problem solving, harassment and equal opportunities.
- An environment in which volunteers will be treated with respect and courtesy as colleagues whose personal skills and abilities are welcomed as a valued contribution to Nottinghamshire Police and Crime Commissioner.

**I accept the offer of appointment as a Volunteer within Nottinghamshire Police and Crime Commissioner and agree to the terms and conditions set out in this document.**

**I am aware that Nottinghamshire Police and Crime Commissioner reserves the right without explanation, to withdraw consent for access to force premises or information systems.**

**Declaration**

**I declare that I am physically fit to carry out the duties outlined in the role profile and I agree to notify the Volunteer Manager if there are any changes regarding my fitness that may prevent me from carrying out my duties.**

**Signature of Volunteer** \_\_\_\_\_

**Print name in full** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed on behalf of the  
Nottinghamshire Police  
And Crime Commissioner** \_\_\_\_\_

**Date** \_\_\_\_\_

## **APPENDIX 6**

### **PAYMENT OF EXPENSES**

#### **Rail Tickets/Taxis**

Rail tickets can be purchased in advance by contacting the Volunteer Manager.

Taxis should be authorised by the Chief Finance Officer who will arrange for payment on the Commissioner's Account.

#### **Uk Conferences/Meetings**

Attendance at Conferences will be organised by the Volunteer Manager and approved in advance by the NPCC.

If appropriate the Volunteer Manager will normally arrange accommodation (including breakfast) and travel for volunteers. Payment will be made direct from the NPCC office.

#### **Reimbursement of Travel Expenses**

Car Travel Expenses will be paid for at a rate of 45p per mile.

Public Transport and parking expenses will be reimbursed upon proof of purchase (receipt/ticket).

# APPENDIX 7

## NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER CLAIM FOR TRAVELLING EXPENSES – VOLUNTEERS

Name: \_\_\_\_\_ Engine Capacity \_\_\_\_\_ cc Reg No \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE	VENUE VISITED	FARES eg BUS/TRAIN/TAXI/ PARKING	NUMBER OF MILES	RATE PER MILE	MILEAGE ALLOWANCE CLAIMED	NOTES

### DECLARATION BY VOLUNTEER

I DECLARE that where claimed, I have actually and necessarily incurred expenditure on travelling in the performance of approved duties and have actually paid the fares and made other payments for which reimbursement is claimed, all of which are in accordance with the current regulations of the Police and Crime Commissioner.

I CLAIM the allowances in the performance of the approved duties shown and have not made and will not make any claim on any other body in respect of these same duties.

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorisation by Police and Crime Commissioner \_\_\_\_\_

**APPENDIX 8**  
**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER**  
**VOLUNTEER EXIT FORM**

The purpose of this form is to identify any underlying reasons for Volunteers leaving the Scheme and to help assess any necessary steps that may prevent other volunteers from leaving for similar reasons. This information will also assist the Police and Crime Commissioner to conduct an effective role analysis and project training needs for other Volunteers.

**NAME:** .....

**ADDRESS:** .....

**DATE APPOINTED:** .....

**LEAVING DATE:** .....

**1. What is your reason for leaving?**

.....  
.....

**2. If you have accepted another volunteer role, what attracted you to it?**

.....  
.....



**In relation to your time as a Volunteer, do you have any suggestions for improvement?**

.....

.....

.....

**3. How do you feel about the training you have been offered or received?**

.....

.....

**4. What have the relationships been like between yourself, fellow Volunteer and Police and Crime Commissioner staff and could they be improved?**

.....

.....

**5. Are there any other comments that you wish to make?**

.....

.....

**SIGNATURE OF VOLUNTEER:**

.....

**DATE:**

.....

**SIGNATURE OF VOLUNTEER MANAGER:**

.....

**DATE:**

.....

On completion, please return this form to the Police and Crime Commissioner's Office in the envelope provided.

**Any queries in respect of this scheme should be  
addressed to:**

**Jackie Nash  
Volunteer Manager  
Nottinghamshire Police and Crime  
Commissioner's Office  
County Hall, West Bridgford, Nottingham NG2  
7QP  
Telephone: 0115 8445998  
email:  
[jackie.nash@nottinghamshire.pnn.police.uk](mailto:jackie.nash@nottinghamshire.pnn.police.uk)**