

Investigation Terms of Reference¹

Centurion Reference Number:

Police Officer / Police Staff Member:

1. To gather evidence to establish the facts and circumstances behind the complaint.
2. To focus upon the XX specific allegations recorded and agreed with the complainant.
3. The investigation is subject to Special Procedures (Independent Office for Police Conduct (IOPC) Statutory Guidance para 13.21) / Continue to monitor the need for the application of Special Procedures and the requirement for a Severity Assessment throughout the course of the investigation. *(delete as appropriate)*
(This is where there is an indication that any subject of the investigation may have committed a criminal offence or behaved in a manner that would justify the bringing of disciplinary proceedings).
4. To identify whether any subject of the investigation may have committed a criminal offence and, if appropriate, report to the Appropriate Authority to determine whether it is necessary for a referral to the Crown Prosecution Service (CPS).
5. To identify whether any subject of the investigation has a case to answer for misconduct or gross misconduct, unsatisfactory performance or if the case should be referred to the Reflective Practice Review Process.
6. To consider and report on whether there is organisational learning, including:
 - * Whether a change in policy or practice would help to prevent a reoccurrence of the event, incident or conduct being investigated.
 - * Whether the incident highlights any good practice that should be disseminated.
7. To identify and report on whether there is any individual learning or training required.
8. To ensure that the complainant and those subject to the investigation, are updated every 28 days in accordance with IOPC Statutory Guidance paragraphs 11.8, 11.9 and 11.10.

Issued to:

Investigator:

Date:

¹ Please see 13.9 – 13.11 of the IOPC Statutory Guidance on the Police Complaints System www.policeconduct.gov.uk