



## Leicestershire Police

### Policy and Procedure for Producing, Reviewing and Amending Force Policies and Procedures

Procedure Owner:	Head of Specialist Support Directorate
Department Responsible:	Specialist Support Directorate
Chief Officer Approval:	Deputy Chief Constable
Protective Marking:	Official
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**This document has been produced in conjunction with the Leicestershire Police Legislative Compliance Pack**

#### Review log

Date	Minor / Major / No change	Section	Author
Aug 2007	Live	All	Helen Jones, Research Officer
Jan 2010	Minor	All	Tim Young, Project Officer
Jun 2011	Minor	All	Tim Young, Project Officer
Mar 2012	Minor	Links	Tim Young, Project Officer
Jul 2013	No change		Tim Young, Project Officer
Aug 2017	Minor and formatting	All	C/Supt A Streets / Magda Allen, Project Officer
May 2018	Minor		Simon Adams / Magda Allen
Aug 2018	Minor	Links refreshed	Magda Allen
June 2019	Minor		Roy Mollett
May 2020	Minor		Graham Pickering
May 2021	Minor		Graham Pickering
Apr 2022	Minor		Raisha Sheikh
August 2023	No change		Raisha Sheikh
August 2024	Minor	Links refreshed	Lindsey Hadley
February 2025	Minor	Section 10 (Major changes process) and Appendix A	Raisha Sheikh

# **POLICY**

## **Statement**

Policies provide the framework and guidance for how work is undertaken by police officers and police staff. They are supported by procedures which detail how particular issues are to be dealt with and specify any arrangements with external organisations.

The definitions of these documents are as follows:-

- A policy is a high level statement, which establishes the organisation's position on an issue, describing what the Force aims to achieve and why. It does not detail 'how'.
- A procedure outlines a specific set of principles, requirements, measures or steps to be followed in order to achieve the aims of a policy.

These documents endeavour to ensure the Force meets its aims, objectives and legal obligations. Therefore, in normal circumstances, all officers and staff are required to comply with Force Policies and Procedures. Officers and staff exercising discretion when operating in exceptional circumstances will be expected to account for the rationale for their actions.

Owners of policies and procedures are responsible for ensuring compliance with the guidance and legislative requirements outlined in this policy and accompanying procedures.

Specialist Support Directorate will take responsibility for arranging internal publication of these documents on the Force Intranet. It will also be the responsibility of Specialist Support Directorate to keep an accurate database of all published documents and an archive of expired or amended documents.

## **Aims**

The aim of this policy and supporting procedures is to simplify the process of, and provide clear instructions for, the production, review and amendment of policies and procedures. This will ensure a corporate approach is adopted; all documents are systematically reviewed; and all documents comply with the relevant guidance and legislation, named within the Legal Basis section (on next page) and:

- Guidance on reducing bureaucracy from the Home Office Policing Bureaucracy Gateway,
- Guidance from the Leicestershire Police Environmental Policy and environmental legislation,
- Our commitment to the raising Confidence and Transparency agenda.
- Force overarching strategy, policy and procedure on Information Management and Security.

## Scope

This policy and supporting procedure encompasses all policies and procedures. It also provides advice regarding policies and procedures written solely by an external organisation which need to be published on the Intranet.

## Legal Basis

This policy and supporting procedure takes account of requirements under the following legislation:

- Health and Safety at Work Act 1974,
- Data Protection Act 2018,
- EU General Data Protection Regulations (GDPR),
- Freedom of Information Act 2000,
- Equality Act 2010,
- Sex Discrimination (Gender Reassignment) Regulations 1999,
- Part Time Workers (less favourable treatment), Employment Equality (Sexual Orientation) Regulations 2003,
- Employment Equality (Religion and Belief) Regulations 2003,
- Human Rights Act 1998 and
- Civil Contingencies Act 2004.

## Monitoring

Specialist Support Directorate will closely monitor the implementation of this policy on an on-going basis. No policy or procedure will be published on the document library without compliance with the guidance and legislative requirements. Monitoring will also include gaining feedback from policy / procedure owners and authors and undertaking a formal review annually.

# **PROCEDURE**

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## 1. Introduction

This procedure outlines how to produce and review a policy or procedure. It relates to those documents written solely by, or jointly with, Leicestershire Police. This standardised process aims to simplify how these documents are produced and reviewed, whilst ensuring policy / procedure owners consider and adhere to the necessary guidance and legislation.

## 2. What is a Policy / Procedure?

To reduce confusion, the following definitions should be used when considering what type of document is being produced.

Policies and procedures are the only documents, which should be passed to [Specialist Support Directorate](#) for publication.

### 2.1 Policies

A policy is defined as:

**‘A high level statement, which establishes the organisation’s position on an issue, describing what the Force aims to achieve and why. It does not detail how’.**

Policies should be no longer than **two** pages (not including the front and contents pages) and; this makes it quicker and easier for members of staff to read them.

All policies should be supported by procedure/s. For example, one policy may be supported by one, two, three or more procedures.

### 2.2 Procedures

A procedure is defined as:

**‘A specific set of principles, requirements, measures or steps that are to be followed in order to achieve the aims of a policy.’**

Procedures differ from guidance because members of staff **must** follow the procedures; guidance recommends the actions / behaviour to be taken by staff.

### 2.3 Everything else

All other guidance, service level agreements, manuals, etc, should be published on a department’s own web page or where appropriate, in other folders in the document library.

### 2.4 Combining policy and procedure documents

If a single procedure related to a policy has been created, the expectation will be a single policy and procedure document will be produced

### 3. Why write a Policy or Procedure?

**Please refer to the definitions provided in section 2; all other guidance, service level agreements, manuals, etc, should be published on a department's own web page or, where appropriate, in other folders in the document library.**

Contact must always be made with [Service Improvement Support Officer](#) before writing a policy or procedure. If requested, the Service Improvement Support Officer may be able to obtain copies of similar policies or procedures from other forces.

The need for a new policy or procedure can be triggered by a number of factors, for example: legislation, Home Office guidance, Office of the Police Crime Commissioner (OPCC) requirements or internal / external inspections. However, it is important to consider whether a new policy or procedure is the most appropriate means of addressing the issue. For example, an existing policy or procedure could be amended, or an article on 'All News' or a department's own webpage may suffice – be careful not to create unnecessary bureaucracy.

At this stage, it should be considered whether it might be appropriate to develop the Policy or Procedure at a sub-regional or regional level.

If there is Authorised Professional Practice (APP) that covers an area of business, this should be the default selection rather than writing a local policy and procedure. A department may want to adopt a briefing sheet with local guidance as an addition to the APP.

Once a need for a policy or procedure has been established, an owner will be identified (usually a Head of Department, or Chief Officer). They will own the policy / procedure and guide it through the process, as outlined in this procedure. It is envisaged that the owner will identify suitable author(s) to write the policy and procedure(s).

### 4. Format, Contents and the Legislative Compliance Pack

Please use the appropriate [template](#) for your Policy

Please use the appropriate [template](#) for your Procedure.

Research should be undertaken to examine the area in detail and highlight information for inclusion. Early consultation can also take place at this stage.

Please note the following below.

#### 4.1 Legislative Compliance

A [compliance pack](#) **must** be completed to ensure legal requirements are met with regard to the Equality Act, the Data Protection Act, the Freedom of Information Act and the requirements of the Statutory Government Security Classification (2016 GSC).

## 4.2 Risk Management

Attention must be given to the management of risk – any medium/high risks should be managed through existing Force processes, such as the Force Risk Register. Furthermore, business contingency plans must be drawn up for essential force functions.

For assistance, please contact the [Health, Safety and Risk Advisor](#).

## 4.3 Health & Safety / Environmental Issues

Contact must be made with the [Principal Health & Safety Advisor](#) if your policy or procedure has an impact on any of the following:

- Violence and aggression
- Injury due to the use of computer equipment or manual handling
- Injury due to falls from height or slips and trips
- Working time and fatigue
- Asbestos exposure
- Vehicle use
- Stress
- Fire
- Provision of First Aid
- Hazardous substances
- Lone Working
- Noise
- Provision of personal protective equipment
- Environmental Concerns:-
  - Use of energy
  - Use of natural resources
  - Creation and/or disposal of waste
  - Pollution of land/air/water
  - Creation of statutory nuisance
  - Oil storage/use/disposal
  - Disruption to wildlife and/or it's habitat
  - Use of potentially contaminated land
  - Use of hazardous substances
  - Or other factor where the completing member of staff deems there to be a risk to officer / staff health and safety on environmental impact.

## 4.4 Freedom of Information and Protective Marking

It is your personal responsibility to apply the correct level of protective marking to the document and if in doubt you should discuss this with the Information Management Department.

Members of the public may request copies of Force Procedures under the Freedom of Information Act and it is important to note that the Security Classification **does not** directly determine whether or not the procedure is exempted from release. Exemptions are complex – they do not apply automatically and it is always safer to assume information could be released.

Further information and guidance pertaining to [the Government Security Classification Scheme](#) (GSC) is available on the Information Management Website.

#### **4.5 Minimising Bureaucracy**

When developing new policies and procedures the full impact of the bureaucratic burden should be established with the aim of either not creating further bureaucracy, or reducing bureaucracy.

Give consideration to consulting those affected by the policy/procedure, to determine the effect any additional bureaucracy might have.

### **5. Consultation**

Any policy or procedure likely to have a significant impact on the terms or conditions of employment, working practices, health and safety or working arrangements of police officers or police staff, should be referred to the relevant Joint Negotiation and Consultation Committee. This will allow for formal consultation and negotiation with Trade Unions, Police Federation, Staff Associations and Networks.

### **6. Approval Required for Publication**

New Policies and Procedures (including the legislative compliance packs) must be approved by a member of the Chief Officer Group or Head of Department.

Once approved, the owner must forward the documents electronically to the Specialist Support Directorate. Here the format will be checked, the documents registered and unique reference numbers assigned (POxxx for policies, PRxxx for procedures).

Specialist Support Directorate will then publish the documents on the Force Intranet.

### **7. Dissemination and Training**

#### **7.1 Dissemination (Publication / Marketing)**

The most appropriate style and manner of dissemination should be used in order to achieve understanding, awareness, involvement, support and commitment.

Consider:

- who, specifically, needs to know about the policy/procedure(s) (this may include individuals, groups, departments, areas, etc.)
- who will disseminate the policy and procedure/s
- how long the publicity campaign will last

Assistance can be sought from Corporate Communications.

## 7.2 Training and Development

Consideration needs to be given to the training and development needs of staff when a new policy or procedure/s is introduced.

- What training / briefing is needed?
- How this will be provided?

Assistance can be sought from Learning and Development.

## 8. Monitoring and Review

The Specialist Support Directorate has a detailed log and directory, noting all dates of review for all policies and procedures. 4 weeks prior to a date of review on a policy / procedure document, the Service Improvement Support Officer will contact the owner of the document and ask for the document to be reviewed. The owner will then have 4 weeks to undertake the review.

Should the document not be reviewed by the due date, the Service Improvement Support Officer will re-contact the owner requesting urgency, with the Chief Inspector of the Specialist Support Directorate copied.

All policy / procedure documents that are overdue for review will be highlighted at SORB, the Strategic Organisational Risk Board chaired by the Deputy Chief Constable.

Professional Standards and Get It Right First Time process will highlight to Specialist Support Directorate any organisational learning that indicates a review of policy and procedure is required. Specialist Support Directorate will then mark the policy and procedure as requiring review, notifying the owner.

The owner has responsibility for monitoring policies and procedure/s throughout the year to ensure that all information is accurate and up-to-date. In particular, changes in legislation over the year should be noted and acted upon. This should also include changes in telephone numbers, addresses, departmental names and points of contact.

Once again, if there is Authorised Professional Practice (APP) that covers an area of business, this should be the default selection rather than writing a local policy and procedure. A department may want to adopt a briefing sheet with local guidance as an addition to the APP.

In addition, it is essential that a formal review of the policy or procedure be undertaken every 12 months, unless there is a change associated with that area of business, or risk suggests more frequent reviews are required.

## 9. Changing Existing Policies and Procedures

**To ease problems with version control, authors must contact Specialist Support Directorate to obtain the most up-to-date Word version of the document prior to conducting the review.**

In undertaking the review, the following should be considered:

- All the links in the document are still 'live' and point to the correct destination
- The continued relevancy of the policy and supporting procedure/s
- Adherence to current legislation, and any new or amended legislation that could affect the policy or procedure
- The areas of concern as detailed at [section 4](#)
- Any external or internal factors (for example, Home Office publications) that could affect the policy or procedure
- Whether the policy or procedure is achieving its aims
- Whether any improvements could be made
- Whether this area of business could now be addressed at a sub-regional or regional level

**The designated individual undertaking the review must also review the document's accompanying Legislative Compliance Pack** (contact Specialist Support Directorate if a copy is not available). It is important that the pack be re-considered at each review to account for any changes.

## 10. Approval Required for Change (Major and Minor Changes)

If a member of staff were to follow the old policy or procedure/s rather than the new one, would there be a serious consequence for the Police, the individual or the public?

If the answer to this question is 'no', it would be considered a minor change, if 'yes', a major change.

### For major changes only:

- Refer the document back to the relevant Joint Negotiation and Consultation Committee, if required (see [section 5](#)).
- Obtain approval for the amended document and associated paperwork from the relevant Head of Department.
- The Head of Department will then present the changes in their appropriate Layer Board meetings.
- Once the changes have been approved in the Layer Board meeting, this will need to be presented to the Chief Officer Group for final approval.

They should also be presented with the accompanying Legislative Compliance Pack. This will ensure that decisions taken are documented at the appropriate level

## 11. Re-publication

Once any necessary approval has been granted (as detailed above), the Word documents, including the Legislative Compliance Pack, should be sent to Specialist Support Directorate for logging and upload to the intranet / internet.

As per [section 7](#), planning must be undertaken to ensure changes to Policies and Procedures are publicised, and any training requirements are met.

**Appendix A: Process Flowchart**

