



MANUAL OF GUIDANCE

For

MERSEYSIDE POLICE INSIGHT SCHEME

And

BEST USE OF STOP SEARCH LAY OBSERVATION

Owner: Community Engagement and Corporate Communications Department

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1.0 Introduction

The Insight Scheme invites the public to participate in accompanying operational officers on a tour of duty. Experience has identified similar schemes have enhanced the public's understanding of the challenges faced by operational officers. In addition, participating officers have also benefited from speaking to various leaders and local representatives from within the community.

The scheme also provides the opportunity to incorporate the Best Use of Stop Search Lay Observation Scheme, which will provide a process of two-way learning, bringing the police closer to the public. This will enable the force to analyse such data and improve practise where necessary. The force will also be complying with its responsibilities under the Best Use of Stop Search protocol.

1.1 Legal Basis

There is no legal requirement to operate this Scheme and all those who participate do so as 'volunteers'. It is, however, vital that all participants provide 'informed consent' prior to taking part in the scheme.

'Informed consent' is consent that is freely given in the light of all the information which is available, or which might reasonably be expected to be available.

All participants will be covered by the Force's Liability Insurance Policy, details of which can be obtained from Legal Services at Force Headquarters.

In addition to the above the provisions of the following legislation also have to be considered.

1.2 The Health and Safety at Work Act 1974

This Act creates a 'duty of care' on employers to provide a safe place of work and safe systems of work.

Despite the fact that participants have no formal contract with the Merseyside Police and therefore no statutory rights as an employee, the Force has a 'duty of care' towards them and they fall within the remit of this Act.

1.3 The Data Protection Act 1998

This Act allows for the disclosure of personal information subject to there being a legal basis and compliance with the principles contained therein.

Included within these principles is the requirement that any information disclosed must be adequate, relevant, not excessive, accurate and up to date.

The officers escorting the participant must ensure that as far as possible the participant does not obtain confidential information from computer screens, police radios or any other means, i.e. posters on walls or access to sensitive, restricted areas.

In applying these principles a necessary consideration will be that of an individual's right to privacy as provided for under the **Human Rights Act 1998**.

2.0 Mission Statement

The intention of this programme is to: -

- Improve understanding and trust between the Police and Community
- Enable civilian observers to witness the challenges faced by police officers responding to calls for assistance
- Provide members of the community with hands on experiences of policing and to help bridge the gap between the services provided by the Police and public expectations
- Encourage recruitment to the Regular and Special Constabularies, particularly members of the community from hard to reach groups.
- Enable the force to comply with the best use of stop search lay observations, which adheres to the following principles:-
 - Members of the public are provided with the opportunity to see stop and search in action;
 - The police have the opportunity to demonstrate their use of stop and search;
 - The public has the opportunity to provide feedback to the police based on their observations; and
 - The need to ensure the safety of lay observers is appropriately taken in to account.

3.0 Guidance & Procedures

It is important, not only for police officers to understand and recognise the diverse nature of communities they serve, but also that the public understand the challenges facing police officers when performing their duties.

The Merseyside Police Insight Scheme will comply with the following principles: -

- 3.1 The Scheme should, whenever possible, be operated as a partnership initiative.
- 3.2 The Scheme is suitable for both foot and mobile patrol. Mobility should not be an automatic obstacle. Reasonable adjustments should be considered where possible to allow access to the scheme.
- 3.3 A dedicated liaison officer (SPOC) should be nominated in BCU to administer the Scheme. This individual will be responsible for identifying the suitability of the applicant. This process will include the receiving of applications, logging requests, carrying out background enquiries and making appointments for participants to attend the police station.

- 3.4 A generic Risk Assessment should be carried out on the Scheme, a copy of which should be held on each BCU.
- 3.5 Participants must be 18 years of age or over. If there is any doubt about the Participant being over 18 then a Passport or Birth Certificate should be checked.
- 3.6 Applicants must be vetted prior to participation and must be informed that police checks will be carried out. It is expected that the prospective participant will provide a written submission stating their aims and objectives from the experience in order to satisfy ourselves that they are attending for valid reasons. Any refusal will bar them from participating in the Scheme.
- 3.7 The vetting for participants will involve the Non Police Personnel Vetting (NPPV) Level 1, which is a National standard. The Forms, and advice on their completion, can be found by speaking to the Force Vetting Manager.
- 3.8 Applicants with a criminal record or caution for a criminal offence will not normally be permitted to take part in the scheme; however, the existence of previous cautions/warnings for minor offences should not automatically preclude participation. Each applicant will be considered individually in line with the current Force Vetting Policy.
- 3.9 All police officers participating in the scheme must be volunteers with appropriate experience and communication skills. The Scheme's success depends on the selection of appropriate and willing personnel. Officers will only take out one member of the public, per shift, on the Scheme.
- 3.10 Successful applicants will be contacted by the nominated liaison officer and a letter sent finalising arrangements. In addition to this they will also be sent an 'Evaluation and Comments Form' (Force Insight 5) so that they can give a considered response after participating in the Scheme. This feedback form will include specific questions relating to Stop Search, which will allow the force an opportunity to analyse a lay persons observations of witnessed Stop Search procedures in Merseyside. The insight applicant should receive this form at least five days in advance of participation. They should further be contacted the day before the attachment to confirm arrangements. The officer's selected will also be contacted confirming the participant's involvement in the scheme and the date and time expected.
- 3.11 There will be a formal introduction of the participant to the station by the Duty Inspector, which will include: -
- 3.12 The handing of the 'Welcome to Participant' form to the participant. (Form Insight 4).

- 3.13 The signing of the 'Indemnity Form' (Force Insight 2) and the 'Security of Information - guidelines' (Force Insight 1). This must be carried out before the Scheme commences. They must also both be read and fully explained to the participant by the Duty Inspector. Non-Co-Operation with the above will automatically bar from the Scheme.
- 3.14 The Duty Inspector will conduct a tour of the station and introduce the officers who will be accompanying the participant.
- 3.15 The Duty Inspector will explain the conduct and behaviour expected of the participant.
- 3.16 The police officers will be informed that they have no additional responsibility for the safety of the participant other than that normally expected in the protection and care of a member of the public.
- 3.17 The Duty Inspector will remind the participant that they will be expected to fill out the 'Evaluation and Comments' form (Form Insight 5) after they have completed their participation and that appropriate responses should be considered during the event.
- 3.18 If the Duty inspector is not available, the relevant Sergeant will complete the above tasks.
- 3.19 Participants will not be allowed under any circumstances to use protective equipment issued to police officers although its use may be explained.
- 3.20 Participants will be issued with a distinctive fluorescent jacket which must be worn at all times in order to assist officers at the scene of an incident in identifying those persons who are participating in the scheme.
- 3.21 Participants will be escorted by two regular force police officers at all times when responding to calls for service and by one regular force officer when inside police buildings. If the escorting officers become embroiled in paperwork the participant should be placed with different officers. It is the first officer's responsibility to inform the Control Room and the Duty Inspector so that the necessary arrangements can be made.
- 3.22 When attending incidents, officers should explain the nature of the call to the participant en-route and should de-brief the participant when the incident is concluded. This will give an opportunity for a question and answer session, which will enable any concerns or observations to be discussed.

- 3.23 Police officers have statutory powers to enter private premises without the authority of the occupier in certain circumstances. This power does not extend to people accompanying them. If participants in the Scheme enter private premises without the authority of the occupier or fail to leave when asked to do so by the occupier, they may become a trespasser.
- 3.24 Participants are not permitted access to the Force Intelligence Bureau, MSOC, CID and Force Contact Centres. It must also be considered if access to parade rooms where confidential information is displayed is appropriate, this will vary according to police stations. It is at the Duty Inspectors discretion to identify other areas where the participant should not be allowed to gain entry. Access will be permitted to the custody suite at the discretion of the Custody Officer who must first be introduced to the participant.
- 3.25 Participants will not be allowed to view information on computer terminals.
- 3.26 At the end of the Scheme the Duty Inspector or a suitably briefed supervisory officer will formally de-brief the participant and ask them to fill out the 'Evaluation and Comments' form. (Force Insight 5). The participant will have received this form at least five days beforehand when they were notified of the final arrangements for the scheme.
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4.0 Compliance Statement

This document was audited in September 2014 by Sergeant Lindsey Brady, Community Engagement and Corporate Communications Department, within the guidelines of the Human Rights Act 1998. The audit was carried out on the assumption that the guiding legislation is itself compliant with the Human Rights Act 1998.

Where there are areas of potential interference with individuals' rights under the Act due regard has been given to the issues of legality legitimate aim proportionality and fairness.

Subject to any new legislation or changes in case law which require immediate amendment this document next requires reviewing in September 2015 by the Head of Community Engagement and Corporate Communications Department.

6.0 Appendices

Attached below are all documents relating to the Insight Scheme.

INSIGHT 1

MERSEYSIDE POLICE

SECURITY OF INFORMATION - GUIDELINES

Merseyside Police keeps information about people to enable its staff to carry out their work effectively. Whilst some of this information is highly sensitive, it is **ALL** confidential.

Information held by the police is **ONLY** to be used where it is required for police work. If used for any other reason, then the user may commit a criminal offence under the Data Protection Act 1998. If found guilty, penalties range from a fine to imprisonment.

Whilst working for Merseyside Police you will see or hear confidential information about individuals or police procedures. This information must **not** be disclosed to anyone else; this includes your family friends and neighbours.

Unauthorised disclosure of information can be made in several ways; by talking to someone, by letting someone read the screen or access the computer, by leaving computer printouts lying around (or worse still by taking them home!) or allowing someone to overhear your conversation. If you are asked for information by telephone, make sure that you know whom you are talking to. If unsure, ring them back after you have confirmed that they are entitled to the details. **Please remember that if you give information to someone who is not entitled to it, you could be committing a criminal offence under the Data Protection Act 1998.**

It must be stressed that you must not take personal information home with you or keep it at home, particularly on your home computer.

To make sure that the Force computer systems are not infected by a computer virus, there are two simple instructions. Firstly, no one is allowed to load any software or data on to Force computers without first seeking the approval of a supervisor **and** following a virus check; secondly, no one is allowed to use a Force CD ROM or Data Stick on any other computer outside the Force, e.g. home computers, school/college computers, etc.

Remember, police information is kept to be used for police work and is not to be abused. If you have any queries about any aspect of information security, please contact either the Force Data Protection Officer or Force Security Officer.

Security of Information Guidelines

I have read and understood the 'Security of Information' guidelines.

Name: Department:
(BLOCK CAPITALS)

Signature: Date:

This form should be completed in duplicate. One copy is to be retained by the responsible line manager and the second is to be forwarded to the Force Data Protection Officer.

POLICE 'INSIGHT' SCHEME INDEMNITY –**NON-POLICE PERSONNEL ACCOMPANYING OPERATIONAL OFFICERS**

Participant

1. Compliance With Instructions And Directions

When participating in the scheme, I accept that I must act under and comply with the instruction(s) of any police officer, whether directly involved with the scheme or not.

2. Private Property

In certain circumstances, police officers have statutory powers to enter private property without the authority of the occupier. I accept and understand that I am not entitled to enter private premises without the authority of the occupier, and that if I do so without such authority, or fail to leave when asked to do so by the occupier, I may be, or become, a trespasser. In those circumstances, it might prejudice any claim in damages that I might have against the occupier.

3. Witness In Civil Or Criminal Proceedings

I accept that as a result of my participation in the scheme, it may be necessary for me to give evidence in criminal and/or civil proceedings arising out of any incident.

4. Confidentiality

- (i) Notes, photographs, tape recordings or any other record, in whatever format, relating to my participation in the scheme, may only be taken with prior permission of Merseyside Police. Any record so made must be retained and made available to Merseyside Police on demand and may have to be disclosed to the Crown Prosecution Service.
- (ii) Any information including intelligence or operational details, however acquired, whether seen, heard or disclosed to me during my participation in the scheme, remains confidential. I acknowledge that I will remain under an express duty not to disclose or disseminate any information to anyone without the written permission of Merseyside Police.

5. Risk

By participating in the scheme, I recognise the existence and the nature and extent of the following risks:-

- (i) That I may be exposed to violent, distressing and traumatic incidents and situations, including those where third parties, over whom the police have and can have no control, may act irrationally and unpredictably whether directed towards me or not.
- (ii) That I may suffer physical or psychiatric injury above and beyond grief and distress.

I give my informed consent* to the risks associated with exposure to traumatic incidents and situations during my participation in the scheme and voluntarily accept those risks. I waive any claim in respect of any injury or damage, how so ever caused, whether directly or indirectly, as a result of being exposed to such incidents during my participation in the Scheme.

Declaration:

That I have read the above notice carefully. I understand and accept its terms.

Signed

Date

I have been made aware of the possible risks involved within the scheme and have considered obtaining personal insurance. I accept that this is my responsibility, not that of Merseyside Police.

Signed

Date

Name

Address

.....

.....

..... Post Code

Witness

Rank and Warrant No

<p>* Consent that is freely given in the light of all the information which is available, or which might reasonably be expected to be available.</p>
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MERSEYSIDE POLICE
POLICE 'INSIGHT' SCHEME – GUIDE

1. Participants must be briefed prior to going out with officers.
2. Ensure Merseyside Police Security Clearance Form has been completed to verify the participant's identity. Without this verification they cannot be allowed to continue on the scheme at this time. The participant should have been informed of this eventuality.
3. Ensure that the participant is handed a copy of Form Insight 4 'Welcome to Participant'.
4. Form Insight 2 'Non-police personnel accompanying operational Officers' must be explained to the participant who should then sign it. It is absolutely vital that the consent given to participate in the scheme is **informed consent***.
5. The participant should be reminded that they will be asked to fill out Form Insight 5 'Evaluation and Comments Form', at the conclusion of the scheme. This will include feedback on any stop Search witnessed as part of the Insight experience.
6. The participant should also have Form Insight 1 'Security of Information – Guidelines' explained to them and then they must sign it prior to commencing in the participation scheme.
7. The officers who are taking part in the scheme should be reminded that they must maintain the highest standards of driving and professionalism.
8. The participant should be given a pen picture of the officers who they will accompany and should then be introduced to them.
9. The high visibility 'Insight Volunteer' jacket should be given to the participant and must be worn at all times.
10. The participant must be accompanied at all times by **2** officers when responding to calls requiring an immediate response and by an officer when in police buildings.
11. At the end of the tour, the participant will be de-briefed and invited to complete Form Insight 5 'Evaluation and Comments Form'.

<p>* Consent that is freely given in the light of all the information which is available, or which might reasonably be expected to be available.</p>
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MERSEYSIDE POLICE
POLICE 'INSIGHT' SCHEME –
WELCOME TO PARTICIPANTS

Thank you for volunteering for the scheme. You will be accompanying

Constable

Constable

The purpose of this scheme is to give people living in Merseyside the opportunity to see how their community is policed by spending time accompanying an operational police officer responding to emergency and routine calls for assistance. The Insight Scheme also provides an awareness of the role of police officers for those who are considering a career in the Police Service.

The scheme seeks to build trust between the police and the diverse communities in Merseyside. In particular, we welcome anyone with an ethnic minority background to participate in the scheme.

Before accompanying Constables, you need to be aware of the conditions under which you are being permitted to accompany a police officer. These are outlined in a separate paper that you will be asked to sign.

If at the end of the briefing you do not wish to go ahead with the scheme, we will understand.

You are here as our guest and we will do our utmost to ensure that your experience with us is both enlightening and worthwhile.

MERSEYSIDE POLICE
POLICE 'INSIGHT' SCHEME –
EVALUATION AND COMMENTS FORM

Thank you for taking part in the Merseyside Police Insight Scheme. We hope that you found your time spent with us both informative and enjoyable. We would welcome your comments on what benefits you gained from the experience and any views on how the Insight Scheme could be adapted to bring greater benefits to the communities of Merseyside. Can you please complete this form and return to your Extended Police Family Co-ordinator.

Name Date of Participation

Time of experience to.....

Officer(s) accompanying Insight participant
FIN/Surname(s).....

Question 1 What three key points did you learn about policing in Merseyside?

- (a)
- (b)
- (c)

Question 2 How has your opinion or attitude changed regarding the police during the session?

Question 3 How do you think the scheme may be improved?

Question 4 Can you suggest any person or group who may benefit from the scheme?

The following questions relate to Stop Search procedures.

Question 4 Did you observe a Stop Search procedure during your scheme? **Yes / No**
(If you selected no, there is no requirement to answer questions 5 – 8)

Question 5 Did the officer tell the person being stopped all of the below requirements?

Grounds The reason for the search, why do they suspect them to be responsible for an offence? Yes / No

Object What they are looking for? Yes / No

Warrant Card If the officer is in plain clothes, they must show their warrant card. Was this requirement met? Yes / No / N/A

Identity Their identity. This could be their force number. Yes / No

Station The station that they are attached to. Yes / No

Entitlement That they are entitled to a copy of the search record. Yes / No

Legal Power Which search power they are using? Yes / No

You are being detained for the purposes of the search – The officer must tell the person that due to the grounds that exist, they are detaining them for the purposes of being searched. Did they do this? Yes / No

Do you have any other feedback relating to these requirements?

Question 6 Did the officers treat the individual fairly and with dignity and respect? Please explain why.

Question 7 How would you describe the appearance of the officer? Did they present a good image?

Question 8 Do you feel the officers could have done anything better?

Signature

* We may wish to include your comments in order to promote this scheme; your personal details will not be disclosed *
Please indicate whether you consent to your comments being used for this purpose: **YES / NO**

THANK YOU FOR PARTICIPATING AND COMPLETING THIS FORM

Comments/Feedback of accompanying officer:

SECURITY CLEARANCE

Verification of Identity

Applicant Name

Position Applied for **Insight Scheme**

Before recruitment, applicants should be asked to provide original documents to establish their bona fides. Duplicates and photocopies should not under any circumstances be accepted.

Documents Checked

(Please indicate which document(s) have been checked)

- Either a full British passport or a combination of at least two of the following:-
- British Driving Licence
- P.45
- A birth certificate which bears an issue date within a few weeks of birth. The short version of a birth certificate (an 'abbreviated certificate') is not acceptable.
- Cheque book and bank card accompanied by three statements and proof of signature.
- Credit card accompanied by three statements and proof of signature.
- Credit card with photograph of subject on it.
- Proof of residence at a given address, such as a bill from one of the public utilities (e.g. water, electricity, gas or telephone) or a Council Tax bill.

Signed

Position

Department/Division

..

Date



Merseyside Police Insight Scheme Application

Initial Contact details – Please complete using black ink

** Please note the Insight Scheme is not available to serving Police Officers or Police Community Support Officers and applicants must be a resident, temporary or permanent, of Merseyside **

First Name	Surname
Date of Birth	Male/Female
Nationality	Age
Address (including postcode)	
e-mail address	Telephone number (mobile)
Telephone number (home)	Best contact method/time/day of week
Do you have any special requirements i.e. mobility issues or medical requirements that may affect your participation in the scheme? Yes/No	
Details of special requirements, if applicable.	
Have you applied for any police role within the last 12 months? (i.e. Police Officer/PCSTO /Police Staff)	
Why do you want to go on this scheme?	
What do you want to achieve during the day?	
Use separate sheets if necessary	

I give consent for the information provided on this form to be processed on the Merseyside Police computerised system (Insight). This will be used for the sole purpose of administering the application and will be retained for a period of 2 years.

Applicants Signature:

Date:

ONCE YOU HAVE COMPLETED THIS FORM PLEASE POST IT TO US AT THE ADDRESS NOTED ON OUR WEBSITE, WE WILL THEN CONTACT YOU WITH FURTHER DETAILS



INSIGHT SCHEME - INTEGRITY CHECK

This form must be completed and accompany an application form for the Merseyside Police Insight Scheme.

Details

Full Name

Address
.....

Previous Address if occupied less than 3 years
.....
.....

Date of BirthPlace of Birth

Occupation

Post applied for: Insight Scheme

The information contained within this form will used to enable an integrity check to be completed. The purpose of the check is to ensure that there are no issues, which would compromise their participation in the Merseyside Police Insight Scheme.

The Integrity Check will involve, as appropriate the interrogation of all information systems used by Merseyside Police both locally and nationally.

In the event that any relevant information is divulged, which requires confirmation or clarification it may be necessary to disclose information contained within this form to other organisations or agencies not part of Merseyside Police.

As part of the aforementioned confirmation or clarification the organisation or agency concerned may be requested to disclose personal information.

For completion by candidate

I give my consent for the checks to be completed in the terms outlined.

Signature

Date/...../.....

For Use by Vetting Officer

Integrity Check Completed Yes / No Date/...../.....

Issues Revealed Yes / No Date/...../.....

Application Allowed Yes / No Date/...../.....

Signed

Referral to Other Agencies/Departments

Yes / No

Date/...../.....

Application Allowed Yes/ No

Date/...../.....

Signed

Diversity Monitoring Form

The information on this form is for monitoring purposes only; it will not affect your application in any way. It is important that all sections of this form are completed as it is an essential part of our monitoring process.

Please place only one cross in the appropriate box for each section.

Ethnic/Racial Groups

White

- British
- Irish
- Other White background

Mixed or Mixed British

- White & Black Caribbean
- White & Black African
- White & Asian
- Other mixed background

Asian or Asian British

- Pakistani
- Bangladeshi
- Indian
- Other Asian background

Black or Black British

- African
- Caribbean
- Other Black background

Chinese/Other Ethnic group

- Chinese
- Any other

Religion or belief

- Christian
- Buddhist
- Hindu
- Muslim
- Jewish
- Sikh
- Any other
- None

Gender

- Male
- Female

Marital Status

- Not married
- Married
- Civil Partnership

Are you disabled?

- Yes
- No

Current Employment Status

- Full Time
- Part Time / Job Share

Age Band

- Under 25 25 – 40 41 – 55
- Above 55

Sexual Orientation

- Gay/Lesbian
- Bisexual
- Heterosexual
- Prefer not to say

I give consent for all or part of the information provided on this form to be processed on the Merseyside Police computerised system (Insight).

Candidate's Signature :

Date :