



NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

CREATION AND REVIEW OF FORCE POLICIES AND PROCEDURES

Owning Department: Strategic Business and Operational Support (SBOS)

Department SPOC: Corporate Governance Officer/Policy and Assurance Officers

Risk Rating: Low

Legal Sign Off: 21.12.22

JNCC: December 2022

Published Date: 29/08/2025 (v1.4)

Review Date: 06/12/2026

CREATION AND REVIEW OF FORCE POLICIES AND PROCEDURES POLICY

Official

Index

1. Introduction	2
2. Aims	2
3. Statement of Policy	3
4. Applicability	4
5. Authorisation for Development of Policies	4
6. Definitions	4
7. Roles and Responsibilities	5

Legal Basis

Legislation specific to the subject of this policy document:

- None identified

Other relevant legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Crime and Disorder Act 1998
- Health and Safety at Work etc. Act 1974 and associated Regulations
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Freedom Of Information Act 2000
- The Civil Contingencies Act 2004

Other documentation which you must check this document against:

- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice

1. Introduction

- 1.1 Norfolk and Suffolk Constabularies (“the Constabularies”) collaborate many of their functions. There is therefore a need to ensure that a properly structured set of policies and procedures exists to cover all aspects of joint and single force working, which complements existing national policy and guidance from approved sources on any given subject.

2. Aims

- 2.1 The aim of this policy is to ensure that a properly structured set of policies and/or procedures exists, ensuring the requirements of relevant legislation are adhered to and give clear and concise guidance through the use of both policy and procedure documents on a given subject area.

- 2.2 The application of this policy will assist the Constabularies to:

- Establish clear ownership of all policies and/or procedures.

Official

Version Number: 1.4

Page 2 of 5

CREATION AND REVIEW OF FORCE POLICIES AND PROCEDURES POLICY

Official

- Demonstrate the Constabularies' adherence to the relevant legislation.
- Enhance service delivery and aid decision making.
- Establish boundaries for acceptable behaviour and guidelines for best practice within the work environment.
- Protect people.
- Demonstrate good governance.

3. Statement of Policy

3.1 The Constabularies will operate a policy for the revision or creation of new policies and procedures which should be read in conjunction with the associated procedures document. Together these will:

- Complement existing national policy and guidance from approved sources on any given subject.
- Ensure that a consistent approach is maintained when producing policy and/or procedural guidance.
- Ensure that a structured system exists in order to develop, publish, monitor and review both policies and/or procedures.
- Ensure that officers and staff have access to policy and/or procedural documents to assist in their day to day working.

3.2 To deliver the policy the Constabularies will:

- Operate a Central Policy Unit with consistent processes.
- Maintain relationships with key stakeholders such as Legal Services, HR and Staff Associations.
- Ensure effective communication with all officers and staff to assist with the development, publication and awareness of policy and/or procedure documentation.
- Provide templates and guidance to assist business leads with the development of their policies and/or procedures.
- Maintain awareness of changes to legislation, best practice and national/regional updates to inform policies and/or procedures.
- Provide regular updates on the status of policies to assure Chief Officers that the appropriate governance remains in place.
- Assist in the drafting of all policy and procedure documentation.

3.3 This policy and its associated procedure have been formally agreed via the approved policy development/review process. It will be maintained by the Strategic

Official

Version Number: 1.4

Page 3 of 5

CREATION AND REVIEW OF FORCE POLICIES AND PROCEDURES POLICY

Official

Business and Operational Services Department in conjunction with the Central Policy Unit.

- 3.4 The policy and its associated procedure are intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 3.5 Managers have a responsibility to ensure this policy and its associated procedure are applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

4. Applicability

- 4.1 This policy applies to all police officers (including officers of the Special Constabulary) and all members of police staff (including police support volunteers). Each policy and/or procedure will clearly identify whether the documentation applies jointly or to an individual Force.
- 4.2 All policies and procedures should be adhered to by all members of the organisations and individuals who are accountable for their actions. Non-compliance may render individuals subject to disciplinary action.

5. Authorisation for Development of Policies

- 5.1 Appropriate authorisation must be given prior to the development of a joint policy. This will usually be by the relevant Departmental Head or Chief Officer but will vary from policy to policy.
- 5.2 Appropriate authorisation must be sought from the relevant Force Deputy Chief Constable prior to the development of a new single Force policy or where a single Force policy is due for review and cannot be made joint.

6. Definitions

Term	Definition
Policy Owner	The person who has responsibility for the policy, usually the Head of Department.
Policy and Assurance Officer	The Constabularies' Central Policy Unit has two Policy and Assurance Officers who have responsibility for specific departmental areas in which they assist policy owners with the development and review of their policies.

CREATION AND REVIEW OF FORCE POLICIES AND PROCEDURES POLICY

Official

7. Roles and Responsibilities

Role Title	Responsibilities
Policy Owner	The policy owner is responsible for: Managing, reviewing and applying the relevant policy and/or procedure(s).
Policy and Assurance Officer	The Policy and Assurance Officer is responsible for: - Assisting with researching and preparing new policies and procedures. - Reviewing existing documentation in line with best practice/changes to legislation. - Ensuring equality impact assessments are in place for all policies. - Managing the approval, publication and review of all policies and procedures.
Risk and Compliance Manager	The Risk and Compliance Manager is responsible for: Providing risk advice/input into policy/procedure documentation as part of the consultation process.
Norfolk Legal Services Department	Legal Services are responsible for: Reviewing and signing off all Joint and Norfolk-only policies.
JNCC	The Joint Negotiating and Consultative Committee is responsible for: Terms of Reference of the above committee which includes agreeing and approving the publication and use of policy.

Official

Version Number: 1.4

Page 5 of 5