

## PROCEDURE

<b>Title:</b>	<b>Patrol Along Scheme</b>	
Practice / Business Area:	<b>Engagement &amp; Communication</b>	
Department Responsible:	<b>Territorial Policing Hub</b>	
First Published:	02/07/12	
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Version Number:	06	Chief Constable
<b>SOUTH WALES POLICE PROCEDURE OBJECTIVE:</b>		
<p>This scheme gives police staff members and members of the community including key community contacts, an opportunity to join police officers or Police Community Support Officers on patrol to get an insight into their work and to help build trust and confidence in South Wales Police. It also provides police staff members a clearer understanding of front line policing.</p> <p>It is anticipated that the scheme could promote community engagement and community cohesion on a local basis through general patrols but also potentially concentrating on specific areas of police business, for example Stop Search scrutiny.</p> <p>The Patrol-Along Scheme introduces the observer to policing within South Wales, helping them to understand many of the issues and dilemmas faced by the police on a daily basis. It also exposes police officers to the views observers may have about policing and should be mutually beneficial.</p> <p>Whilst supporting the above objectives, it is vital to also consider issues such as the safety of all involved and the potential impact of exposing members of the public to personal information that they would otherwise not have access to.</p>		
<b>GUIDANCE:</b>		
<p>Particular consideration may be given to community contacts from those groups where the trust and confidence in the police may be lower than elsewhere. Merely being a critic of the police should not exclude participation – indeed it should encourage it.</p> <p>Care needs to be taken when accommodating elected representatives that South Wales Police is fair and balanced and seen to be so.</p> <p>Compliance with this procedure will minimise the risk of accident or injury for the safety of all parties.</p> <p>The scheme applies to both vehicle and foot patrols.</p> <p>All police officers and police staff involved must adhere to the safeguards in the Patrol-Along Scheme procedure.</p> <p>The coordination of the overall scheme will be managed by the Extended Policing Family (EPF) Coordinator, Territorial Policing Hub. It will be the responsibility of the Local Policing Inspector to make the practical arrangements and ensure the necessary administration is</p>		

completed for each Patrol-Along, with support from the BCU appointed lead. A process map is attached within the Forms section of policy.

### **GENERIC RISK ASSESSMENT:**

A risk assessment must be completed prior to the Patrol-Along taking place. Dynamic risk assessments should be conducted throughout the period of each Patrol-Along. These signed agreements should be kept on file for six years. The template provided is to be used for each patrol along.

The signed Risk Assessment form should be forwarded to the force EPF Co-ordinator within 48 hours of the Patrol-Along taking place.

South Wales Police has a duty of care to prevent any harm to the Patrol-Along Scheme observer and the scheme is covered by the Force's insurers.

The same Health and Safety procedure will apply to community contacts and police staff members.

In the event of a Patrol-Along Scheme Escorting Officer being called to an incident involving risk of harm the observer is to be directed to a place of safety. This can be a place where the observer can still view what is taking place. In more extreme circumstances an observer may be asked to return to the police station. The Escorting Officer will assist where possible in getting the observer back to the police station.

The Escorting Officer should not allow observers to volunteer or be directed to get involved in any operational activity.

If on mobile patrol attending any incident, observers should remain in the vehicle until the situation has been assessed and it is considered safe to alight.

Deployments should be declined where, through local knowledge, it is felt that an observer may be at risk.

Conveyance of a detainee should not be carried out whilst conducting a Patrol- Along.

### **PROCEDURE:**

#### **Application & Selection**

Must do:

- PNC Check/ Niche Checks to be conducted – BCU responsibility
- Notify EPF Coordinator
- Risk Assessment / LPI should use professional judgement prior to accepting application based on findings from PNC and Niche, and should explore applicants reasoning for request for patrol along.
- Notify Requestor if accepted

It is anticipated that the Patrol Along scheme will be promoted through use of the SWP external website and internally on BOB. Word of mouth by police officers and staff through community engagement is encouraged. Consideration maybe given by the Workforce Representation Team to advertise the Patrol Along scheme prior to recruitment campaigns.

Each time a Patrol-Along is requested documentation should be sent by the LPI/BCU or Dept lead to the applicant. This consists of an application form which outlines the conditions of participation and the safety aspects of taking part.

For a basic patrol along, applicants are to be PNC / Niche checked prior to the completion of a patrol along and a decision made locally whether the individual can be accepted. This is to be facilitated by the BCU lead.

A Welcome letter, along with a feedback form can be obtained from BOB and upon completion a copy of the Feedback form is to be returned to the Citizens in Policing Coordinator/ patrol along mailbox to ensure a central record is maintained. Welcoming letter will only be sent to members of the public and not police staff.

South Wales Police reserves the right to refuse participation on a Patrol-Along. This will usually be where intelligence or information suggests that an individual may have ulterior motives for joining the scheme. Whilst a criminal record is not necessarily a bar to acceptance onto the scheme, the nature of the criminal record should be scrutinised closely. The application form is to be completed in all circumstances prior to acceptance of the request. There is a shortened application form for police staff.

Consideration is to be given, that where practical observers should not go on a patrol along in the area they work or reside. This is to minimise risk levels regarding management of personal information.

Use of the scheme for media or journalistic purposes is not within the remit of the policy. Officers are required to refer such requests to the Press Officer who will consider separately.

### **Patrol Along Shift**

#### **Must do:**

- Complete Risk Assessment
- Escorting Officer to utilise Earpiece
- High Visibility jacket to be worn by Observer whilst on patrol
- For each incident, consent is sought for the observer to be present

During the Patrol Along any intelligence or sensitive information should be removed if it would be inappropriate for the Observer to see and no personal information relating to members of the public should be disclosed unless absolutely necessary.

Caution should be exercised when relaying/ receiving information over radios. The Public Service Centre should be advised when a Patrol-Along is taking place, to enable them to tag an appropriate call sign.

If the Escorting Officer deems it appropriate for the observer to hear any conversation between the officer and a victim, suspect or witness, the officer must ask the individual that they are dealing with for their consent for the observer to be present. Consent can be withdrawn at any time.

An observer is not permitted to attend the custody area.

### **Equipment**

- The Escorting Officer is advised to utilise their earpiece to reduce risk of data disclosure
- The Escorting Officer is responsible for the condition and content of their vehicle. Checks are to be made prior to the arrival of the Observer to ensure access to information or materials is removed from the vehicle. Whilst the observer is in the

vehicle unattended, radios should be switched off. Officers must ensure that they do not leave paperwork, devices, property (or anything else that it would be inappropriate for the observer to handle) in the vehicle

- The Observer is to ensure suitable clothing and footwear is worn during the shift. The only item provided by SWP will be a High Visibility Observer vest to be worn whilst on patrol.
- Observers are permitted and encouraged to carry a mobile phone in case of an emergency. Whilst on patrol the Observer is strictly forbidden to film or photograph.
- The use of social media by the Observer should be carefully considered and agreed in advance of the patrol along to give due consideration to health & safety, data protection, disclosure and administration of justice matters.

### **Evaluation**

A feedback form is provided to allow the scheme to be continuously evaluated and improved

### **BCU Commander / Departmental Head**

Overall responsibility for each Patrol-Along will sit with the BCU Commander / Departmental Head. It is for each BCU Commander / Departmental Head to identify their nominated BCU / Department lead however the responsibility for each Patrol along should ordinarily sit locally with the respective Local Policing Inspector.

### **BCU / Department Lead**

The BCU lead is responsible for the intelligence checks and risk assessment of each applicant prior to participating in a patrol along.

The BCU / Department lead must ensure that a risk assessment has been completed for each Patrol-Along. The policy risk assessment is attached and is recommended to be utilised with due regard to individual circumstances.

A high visibility jacket marked "Observer" should be made available locally and must be worn by all observers when instructed to do so. The sourcing and storage of High Vis jackets will remain the responsibility of the BCU lead.

### **Local Policing Inspector**

The Local Policing Inspector will allocate the observer to the appropriate Escorting Officer, after checking that the relevant identification has been shown. In the case of police staff colleagues this will be their SWP identification. External Observers are required to produce either a Passport or at least two forms of ID if no passport is held.

The Local Policing Inspector should not deploy a Patrol-Along when road conditions are considered unusually hazardous for the scheme to be beneficial.

### **Observers must not be conveyed under blue lights to incidents**

and consequently BCU / Department leads should be very mindful of the role of the Escorting Officer when allocating an observer.

### **Escorting Officer**

The Escorting Officer should brief & debrief the Observer and is responsible for the supervision and safety of the Observer during their patrol along.

### **Management**

The Territorial Policing Hub Chief Inspector will assume overall management of the scheme. However for practical purposes and so as to speed up the process any approach to the force to participate should be made directly to the BCU / department. The decision to approve a request or not is a matter for each BCU Commander / Department Head. Authority can be delegated by the BCU Commander / Department Head to an appropriate management level.

The number of Patrol-Along will be collated by the CiP Coordinator and will always be subject to review and must not become onerous for BCUs/ Departments.

### **Internal Applicants**

Internal applicants will be subject to the same administration process. However, PNC checks may not be necessary where the Observer's line manager confirms up to date vetting assessment. It is a matter for local management discretion as to whether an internal applicant conducts the patrol along during working hours or in their own time.

### **Observer**

The Observer agrees to comply with the Health & Safety procedures of South Wales Police. This includes attending the Patrol-along wearing appropriate clothing and footwear.

The observer should be of 18 years or over and have no medical condition or injury that would place the observer or the officer at any additional risk. 16-18 year olds can be considered if there is a specific reason for their request e.g. from an under-represented group or member of a young person's panel. Anyone under the age of 18 will need to have parental/custodian's agreement prior to taking part in a Patrol-Along.

Police Youth Volunteers can be considered in line with local PYV policies.

The observer is not permitted to film or photograph whilst on patrol.

The Observer agrees to comply with the SWP Confidentiality Agreement & Patrol Along briefing.

More than one Patrol-Along per person should not be given unless there are exceptional circumstances or fulfilling a scrutiny capacity, e.g. Stop Search scrutiny on behalf of BCU Community Cohesion group.

### **LEGISLATION & REGULATION:**

Liability Insurance

### **REFERENCE MATERIAL:**

- Privacy Impact Assessment
- Health & Safety Risk Assessment