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**DURHAM CONSTABULARY****Personnel, Policies, Procedures & Practices**

<b>Police Staff Standards of Behaviour Policy</b>
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**Application: Police Staff Only**

<b>Registry Reference No.</b>	<b>DCP 070</b>
<b>Policy Owner</b>	<b>Personnel</b>
<b>Policy approved at FMG</b>	<b>NA</b>
<b>Date approved at PUG</b>	<b>04.04.08</b>
<b>Effective from</b>	<b>19.04.08</b>
<b>Version</b>	<b>2</b>
<b>Updated</b>	<b>10.02.09</b>
<b>Reason for change</b>	<b>New template policy</b>
<b>Publication Scheme Y/N</b>	<b>Yes</b>
<b>Policy Review Date</b>	<b>10.02.11</b>

**Guidance & Procedure Documents available on the Intranet:**  
**Police Staff Standards of Professional Behaviour Guidance**

**Associated documents**

**Business & Private Interests Policy**

**Business & Private Interests Guidance & Procedure**

**Discipline Procedure Police Staff & Conduct Policy and Guidance**

**Gratuities, Gifts, Donations and Testimonials Policy and &Guidance**

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**1.0 POLICE STAFF STANDARDS OF BEHAVIOUR POLICY**

**2.0 PURPOSE AND SCOPE**

2.1 As a major public employer, the Police Authority is obliged to maintain and is entitled to expect, high standards of business conduct amongst its employees in order to ensure that public confidence in their integrity and impartiality is not undermined.

2.3 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose.

**3.0 MOTIVATION OR DRIVING FORCES**

3.1 This Policy assists Durham Constabulary in complying with the below mentioned legislation.

**4.0 THE LEGAL BASIS AND LEGITIMATE AIMS**

4.1 Durham Constabulary is required to comply with the requirements of the Police Act 1996, Local Government Act 1972, and Race Relations Act 1976 as amended by the Race Relations (Amendment) Act, 2000 and the Police Staff Council.

**5.0 POLICY STATEMENT**

5.1 This policy is intended to provide a guide to police staff on the high standards of business conduct expected by the Police Authority in order to ensure public confidence.

**6.0 BREIF DESCRIPTION OF THE ATTACHED APPENDICES**

6.1 The Procedures and Guidance document provides individuals with a guide to the process that should be followed.

**7.0 MONITORING AND REVIEW**

7.1 To achieve the required level of assurance the following methods of review and evaluation will be used:

- 3 yearly review inline with Human Rights and Equality legislation
- or sooner due to a review or change in legislation, case law or best practise

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**8.0 AVAILABILITY OF POLICY**

8.1 The policy and associated guidance will be published on the Force Intranet Site. Only the policy will be published for the public via the Durham Constabulary Internet.

**9.0 APPEALS PROCEDURE**

9.1 If an individual wishes to appeal against any decision made by Durham Constabulary in connection with this policy, they should write to the Director of Personnel and Development, within 14 days of receiving a decision. The Director of Personnel and Development will consider the appeal and consult with the appropriate Personnel Manager/Area Commander/Departmental Head to establish all facts before making his/her decision. He/she will respond to the individual within four working weeks of receipt of the appeal. Should this period not be achievable the Director of Personnel and Development should notify the individual in writing and advise them when the decision will be communicated.

9.2 Complaints of alleged unlawful discrimination may be registered with an employment tribunal within 3 months less 1 day of the alleged act of discrimination subject to the Appeal Procedure being exhausted.

9.3 Durham Constabulary operates a 'Fairness at Work Policy'. The main purpose of which is to ensure that individual members of staff who feel aggrieved about the way they have been treated, either by management or by their colleagues, are given every opportunity to have their grievances resolved in a fair and just manner. It is a flexible means of resolving problems at work and intended to resolve issues as quickly as possible.

9.4 Complaints about the overall policies and procedures of a police force, as well as a number of other issues relating to quality of service or operational decisions should be made to the Chief Constable of Durham Constabulary at the following address:

**The Chief Constable**  
Police Headquarters  
Aykley Heads  
Durham  
DH1 5TT



