

COMMUNITY SAFETY ACCREDITATION SCHEME POLICY

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COMMUNITY SAFETY ACCREDITATION SCHEME

Owning Department: Community Safety, County Policy Command (Norfolk)
Neighbourhood & Partnership Scheme (Suffolk)

Department SPOC: Community Safety NPT Inspector (Norfolk)
NPT Community Engagement & Crime Reduction Sgt (Suffolk)

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Legal Basis

Legislation specific to the subject of this policy document:

- Police Reform Act 2002 ([Part 4 Chapter 1](#))

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](#)
- NPCC Guidance document on CSAS

1. Introduction

1.1 The authority for Chief Constables to establish and maintain Community Safety Accreditation Schemes (CSAS) is provided by Section 40 of the Police Reform Act 2002. The purposes of the schemes are to:

- contribute to community safety and security; and

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- in co-operation with the police force for the area, combating crime and disorder, public nuisance and other forms of anti-social behaviour.
- 1.2 The schemes provide an opportunity for approved community safety and security organisations to enter into a formal agreement with Chief Officers that allows their employees to become Accredited Persons and, where appropriate, to utilise limited police powers to help them undertake their roles more effectively. They provide for people involved in the provision of overt community safety services to engage more closely with forces to enable them to assist the police in tackling incivilities and anti-social behaviour
- 1.3 CSASs are seen as an integral part of the Government's Neighbourhood Policing Strategy, which explicitly recognises their importance in, "forging links, improving communication and delivering effective policing to neighbourhoods". The schemes also provide an opportunity to improve the quality, consistency and transparency of the "mixed economy" of private and public sector community patrols that now exists.
- 1.4 The Chief Constables of Norfolk and Suffolk have agreed that Community Safety Accreditation Schemes can operate in both forces with limited police powers granted to appropriate employees of member organisations operating within their respective Force areas.
- 1.5 In Norfolk, the Community Safety Accreditation Scheme Coordinator will be responsible for facilitating the scheme under the management of the Superintendent (Community Safety). In Suffolk, the Neighbourhood & Partnership Team Sergeant (East) will be responsible for facilitating the scheme under the management of the Chief Inspector (NPT).

2. Statement of Policy

- 2.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Community Safety Department (Norfolk) and Neighbourhood & Partnership Scheme (Suffolk) in conjunction with the Central Policy Unit.
- 2.2 The policy is 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. Applicability

- 3.1 Unless otherwise stated, this policy applies to all police officers (including officers of the Special Constabulary) and all members of police staff (including police support volunteers) who are involved in the Community Safety Accreditation Scheme.

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4. The Accreditation Process

- 4.1 There are two elements to the accreditation process; the approval of the employer and the accreditation of the employee. Before this status is granted under the scheme, the Chief Constables must be satisfied for their respective schemes:
- a) That the Accredited Person's employer is carrying on business in the respective Force area or is carrying on business in relation to the whole or any part of the respective force area or in relation to places in that area;
 - b) That the Accredited Person's employer is a fit and proper person to supervise the carrying out of the functions for the purposes of which the accreditation is to be granted;
 - c) That the person to be accredited is a suitable person to exercise the powers that will be conferred on them by virtue of the accreditation.
 - d) That the person to be accredited is capable of effectively carrying out the functions for the purposes for which those powers are to be conferred; and
 - e) That the person to be accredited has received adequate training for the exercise of those powers.
- 4.2 The Chief Constables, acting reasonably, have the discretion whether to admit an employer or to an accredit an employee and may remove accreditation and remove an organisation or person from their Scheme at any time.
- 4.3 The following is an outline of the accreditation process.
- 1) After receiving an expression of interest from an organisation, the scheme facilitator (as outlined at 1.4 above) will meet with them to establish whether an application would be appropriate in all the circumstances and to ensure that they are fully aware of the scope of the scheme. The organisation will then submit a completed application form along with a non-refundable 'deposit'. See Charges section for details.
 - 2) The scheme facilitator will also identify the specific powers that the organisation is applying to be conferred.
 - 3) If the organisation is in the private sector, then the approval process will be undertaken by National Police Chief's Council Crime Prevention Initiative Ltd (NPCC CPI) who will make recommendation as to whether they are a fit and proper employer to join the scheme. If the organisation is in the public sector, then the approval process will be undertaken locally by the scheme facilitator. In either circumstance, the approval procedure will follow NPCC guidelines and will require detailed examination of policies and procedures, the vetting of directors and the inspection of their complaints processes. In any case, the decision to approve a company will be made by the Superintendent Community Safety (CS) (Norfolk) or Chief Inspector (Neighbourhood & Partnership Team (Suffolk).

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- 4) Once company approval has been achieved, individual employees who are seeking to become Accredited Persons will then be asked to submit themselves to the Disclosure and Barring Service (DBS) for assessment.
- 5) The ultimate decision as to whether and which powers will be given will then be made by the Chief Constable or their designate.
- 6) If the organisation is applying for any powers other than the 'Power to control traffic for purposes other than escorting a load of exceptional dimensions' and connected, 'Power to require name and address for road traffic offences', then an Information Sharing Agreement will need to be agreed between the Organisation and the Constabulary under the guidance of the Compliance Team and the Information Security Officer. This agreement will deal specifically with the information that it is necessary to share in order to be able to operate the scheme effectively and may be in addition to other agreements that already exist between the Constabulary and the organisation.
- 7) The training of individual Accredited Persons is the sole responsibility of the employing organisation and must comply with legislative requirements and be completed prior to the launch of the scheme. See Training section.
- 8) The Accredited Person will wear such uniform as shall be approved by the respective Chief Constable when acting in accordance with the accreditation. The provision of the uniforms will be the responsibility of the Accredited Person's employer.
- 9) Finally, individual Accredited Persons will be issued with their CSAS identification documents and badges. Badges will be worn in such a place and manner as shall be directed by the police.

5. Training

- 5.1 Along with the necessary suitability and capability requirements of accredited persons, Chief Officers must be confident that accredited persons have successfully undertaken appropriate training commensurate to their role. Each organisation will organise and finance the training for their accredited persons ensuring it meets the criteria as defined by "Skills for Security".
- 5.2 The training that Accredited Persons must receive is a nationally approved modular package that will be delivered by an approved provider. It will cover:
 - Relevant legislation in respect of CSAS schemes and the specific police powers they are to be granted.
 - Diversity and social inclusion.
 - Conflict management and assertiveness.
 - Evidence recording and dealing with incidents.
 - Using communication equipment.
 - The National Intelligence Model.

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- Local procedures to deal with the issue of Fixed Penalty Notices (if that power is to be granted) and the use of Pocket Notebooks.
 - The PREVENT strand of the Government's counter-terrorism strategy.
- 5.3 It will be the responsibility of the scheme facilitator to ensure that relevant legal, procedural and guidance updates are circulated to the approved organisations as and when required.

6. Operation of the scheme and the exercise of Police Powers by Accredited Persons under the scheme

- 6.1 Legislation provides that when an accredited person exercises their powers under the scheme they must be 'on duty' and wearing their approved uniform. They must wear a badge as specified by the Secretary of State, on either the chest or upper arm of the operative and they must produce identification and proof of accreditation if requested to do so by any persons in relation to whom the power is being exercised.
- 6.2 The Chief Constable will only grant the specific powers that are necessary and appropriate in all the circumstances of accreditation and each Accredited Person will carry a list of the powers that they have been granted along with their identification. Permission to use the powers under the Norfolk or Suffolk CSASs is valid only within the county for which they are accredited and only whilst the Accredited Person is engaged in conduct that is in the course of their employment by the employer with whom the Constabularies have entered into the scheme. Neighbouring constabularies will have their own local CSAS arrangements.
- 6.3 The powers that *could* be granted to an Accredited Person are limited to those specified in Schedule 5 of the Police Reform Act 2002. In general terms the powers fall into the following broad areas:
- The power to demand the name and address of a person to deal with anti-social behaviour or begging.
 - The power to demand the name and address of a person who is reasonably believed to have committed an offence that causes injury, alarm or distress to another person or the loss of or damage to another person's property.
 - The power of a constable to direct traffic and the associated power to demand the name and address of a person who fails to comply.
 - Powers to remove abandoned vehicles.
 - Powers to seize alcohol and tobacco in certain specific situations.
 - Powers to issue Fixed Penalty Notices and Penalty Notices for Disorder for specific offences.
- 6.4 A Nominated Liaison Officer will be responsible for maintaining an effective working relationship with the organisations and for quality assuring Penalty Notices issued by Accredited Persons.

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7. Issuing Fixed Penalty Notices and Penalty Notices for Disorder by Accredited Persons

7.1 If the Chief Constable has granted the power to issue Fixed Penalty Notices or Penalty Notices for Disorder, then each Accredited Person will have received specific legal and procedural training. A PNC enquiry will be required under certain circumstances to ensure a Penalty Notice for Disorder has not already been issued to an individual in which case the Information Sharing Agreement mentioned in section 4 of this document will specifically make mention of this and local arrangements with the PNC Bureau will be in place.

7.2 The procedure and process for issuing notices under CSAS will follow the established guidelines of the Central Ticket Office with the following additional arrangements:

1) Following the issue of a notice, the Accredited Person will attend a Police Station within 24 hours and:

- a) If the offence is notifiable as a crime (i.e. causing harassment, alarm or distress contrary to sec 5 of the Public Order Act 1986) they will telephone the Customer Service Desk to report it as such and record the crime number on the Penalty Notice.
- b) If the offence is recordable on PNC, they will photocopy the completed Parts 4 and 6A and fax them to the PNC Bureau. On receipt of the reply from PNC Bureau, they will then add the A/S number, the PNCID number, and CRO number to part 6a of the penalty notice.
- c) They will send the Penalty Notice by internal Constabulary mail to the accredited person's Nominated Liaison Officer (see section 6) in a sealed envelope.

2) On receipt of a Penalty Notice from an Accredited Person, the Nominated Liaison Officer will:

- a) Quality Assure the notice before it is passed to the Central Ticket Office taking steps to ensure that any errors or omissions are addressed with the accredited person who completed the notice.
- b) Submit the notice to the Central Ticket Office

3) In the event of a decision to proceed with a court prosecution the Nominated Liaison officer will be responsible for completing the appropriate file. The Accredited Person who submitted the original Penalty Notice will have observational evidence of the original offence and will have completed relevant and evidential notes as per section 8.

8. The use of Pocket Books or Incident Books by Accredited Persons

8.1 Accredited persons may deal with offences which result in the issuing of a Penalty Notice and/or the giving of evidence in court. To assist them in this,

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the employer must ensure they provide operatives the appropriate facilities to complete a full and accurate incident record, as soon as practicable after any incident. It will be the responsibility of the Constabulary CSAS coordinator to ensure the facilities meet the evidential and storage requirements of any potential court attendance or submission.

9. Offences against Accredited Persons

9.1 Section 46 of the Police Reform Act 2002 details offences against Accredited Persons. In summary, these include:

- Assault of an Accredited Person in the execution of their duty;
- Resistance or obstruction of an Accredited Person in the execution of their duty;
- Impersonation of an Accredited Person with the intent to deceive.

10. Renewal of Accreditation

10.1 Initially, company approval accreditation will be for a period of one year, this will allow arrangements to be reviewed to ensure the scheme is operating appropriately. Thereafter, renewal dates will be set at three years. A fee will be payable for renewal. See Charges section.

10.2 In order to complete the renewal process:

Company renewal

10.3 Whether on the first one-year expiry of accreditation or the regular three-yearly expiry; the accredited organisation will be required to formally advise the CSAS Coordinator of any changes in circumstances, procedures or policies that could impact accreditation.

Individual Accredited Person renewal

10.4 On expiry after a three-year period, each accredited person will be required to submit to DBS for updated assessment.

10.5 The CSAS Coordinator will assess whether any changes or modifications need to be made to the arrangements under the scheme including the police powers that have been conferred. In all cases, the renewal of police powers, whether there are any additions or not will require the specific approval of the Chief Constable or their designate.

10.6 In all the circumstances, the CSAS coordinator will then seek permission and authority to proceed with the renewal of the accreditation for the organisation and its individual employees from the Superintendent CS (Norfolk) or Chief Inspector – Neighbourhood & Partnerships (Suffolk).

10.7 New identification cards will be issued to each accredited person carrying the next expiry date and bearing any update to the powers that have been granted.

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11. Termination of membership of the scheme

- 11.1 Membership of the scheme for Accredited Persons is reliant upon their employment by the approved organisation and, as stated in section 6, they may only exercise their powers whilst 'on duty' for *that* employer. Therefore, accreditation shall cease to have effect if the accredited person ceases to be an employee of the approved organisation or if the arrangements with the employer are terminated or expire.
- 11.2 The Chief Constable may also at any time, by notice to the Accredited Person, modify or withdraw that designation or accreditation.

12. Liability for the actions of an Accredited Person

- 12.1 The employer remains responsible for the health and safety of their employees at all times and for compliance with their duties and responsibilities in regard to their employees.
- 12.2 Conduct of the Accredited Persons in reliance or purported reliance on an accreditation shall be considered to be conduct in the course of their employment with their employer, who will remain vicariously liable for their employees' acts or omissions, at all times.

13. Further guidance on Community Safety Accreditation Schemes

- 13.1 If there are other issues regarding CSAS that are not covered in this document then reference should be made to the NPCC Guidance document on CSAS.

14. Charges

- 14.1 An up-to-date list of the charges for joining and renewing membership of Norfolk and Suffolk Constabularies' Community Safety Accreditation Schemes is available [here](#).
- 14.2 The charges are mirrored across both Constabularies as many schemes will operate across our boundaries.

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