

PRINTING AND PUBLICATIONS POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

PRINTING AND PUBLICATIONS

Owning Department: Joint Estates and Facilities

Department SPOC: Joint Head of Estates

Risk Rating: Low

Legal Sign Off: 05/01/2024

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Legal Basis

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
- Financial Regulations and Contract Standing Orders

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1. Introduction

- 1.1 Due to the potential legal implications from the use of out of date or inaccurate forms, and the public perception of the service when displaying publications, high standards and control of publications will be set and maintained.

2. Statement of Policy

- 2.1 To eradicate unnecessary bureaucracy whilst maintaining necessary control, there is a requirement to ensure that a properly structured set of corporate common publications (CPs) exists to cover all aspects of administrative and data collection requirements. A process is in place to ensure non-common publications keep to corporate standards, that no infringement of Copyright is apparent and best use of resources in manufacture are being applied.
- 2.2 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Joint Estates and Facilities Services Department in conjunction with the Central Policy Unit.
- 2.3 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.
- 2.4 Managers have a responsibility to ensure this policy is applied fairly, and unless otherwise stated, all policies and procedures are non-contractual

3. Applicability

- 3.1 All CPs are to be managed by a form/publication owner (Owner) who is to be a nominated post holder responsible for the use of the forms within an operational or support function.
- 3.2 Owners are to review CPs once every three years or as required to ensure they remain fit for purpose. Templates will be version controlled with the latest being available for use and previous versions archived.
- 3.3 If there are any queries about the application of this policy the Print Services Supervisor can be contacted for advice at: PrintServices@norfolk.pnn.police.uk.
- 3.4 Unless otherwise stated, this policy/procedure applies to all police officers (including officers of the Special Constabulary) and all members of police staff (including police support volunteers).

4. Ordering and Delivery

- 4.1 Print Services (PS) has a “print on demand” capability for the manufacture of higher quality products at a better value than general force Multi-function Devices (MfDs) and outsourced providers.

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- 4.2 To maximise the internal capability of PS, all print requirements are to be directed to PS other than those highlighted in 4.3. PS will arrange production either internally or through third party providers.
- 4.3 If a small number of straightforward forms are required and quality is not an issue then templates can be accessed here.
- 4.4 Enquiries for the initial design and manufacture of new forms and publications for internal use are to be made to PS. Design for all other publications is to be made to the Corporate Communications department. This may result in a face to face meeting or the use of other technical solutions to finalise the artwork; with the final design being signed off by the requestor once it meets all necessary corporate presentation, copyright and equality standards and requirements.
- 4.5 All new forms are to be reviewed by the Information Management Department to ensure there are no potential data protection infringements; this will be coordinated by PS.
- 4.6 Minimum effort should be put into the preparation of any design drafts by the requester as PS will advise on the most appropriate and cost-effective method of production (design, manufacture and reproduction).
- 4.7 Requests for all printed matter, when artwork has been agreed, will be made following the process shown at Appendix A.
- 4.8 A budget code will be required for all printing services.
- 4.9 Completed orders will be delivered via the general internal delivery service. If the requirement is urgent the requestor should coordinate collection and delivery through Transport Services.
- 4.10 Because of regular changes in the format of publications and the cost of holding stock, it is not cost effective to hold unnecessarily large quantities of publications. Local units should retain a working stock based on their normal use and re-order at a level that will not leave them with any shortfalls.

5. Roles and Responsibilities

Role Title	Responsibilities
Information Compliance Manager	The Information Compliance Manager is responsible for: Ensuring forms and publications are data protection compliant.

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Print Services Supervisor	The Print Services Supervisor is responsible for: • The timely response to all print and publication requests and provision of print services.
All Police Officers and Staff	All police officers and staff are responsible for: • Using Print Services in a timely and cost-effective manner
Corporate Communications	The Corporate Communications Department are responsible for: • Supporting departments and print services to provide (where required) Printing and Publication in corporate formats and branding

6. Personal and External orders

- 6.1 PS are permitted to undertake personal work for police staff, their family and friends. This work will be charged at the external rate which is costs plus 25%, subject to regular review.
- 6.2 PS are permitted to accept orders from external organisations, provided that they are not in conflict with local commercial print companies. This work will be charged at the external rate which is costs plus 25%, subject to regular review.
- 6.3 The nature of any personal or external print work must be in line with the core values of the Constabularies. No orders that could bring the Constabularies into disrepute will be permitted. The decision on acceptance of any order lies with the PS Supervisor, liaising with Head of Estates if necessary.
- 6.4 Monies for all personal and external orders will be collected by PS if paid by cash/cheque. Bank transfer payments will go direct to the Constabulary bank account only. All personal and external orders will be documented, and a receipt will always be issued to the buyer.

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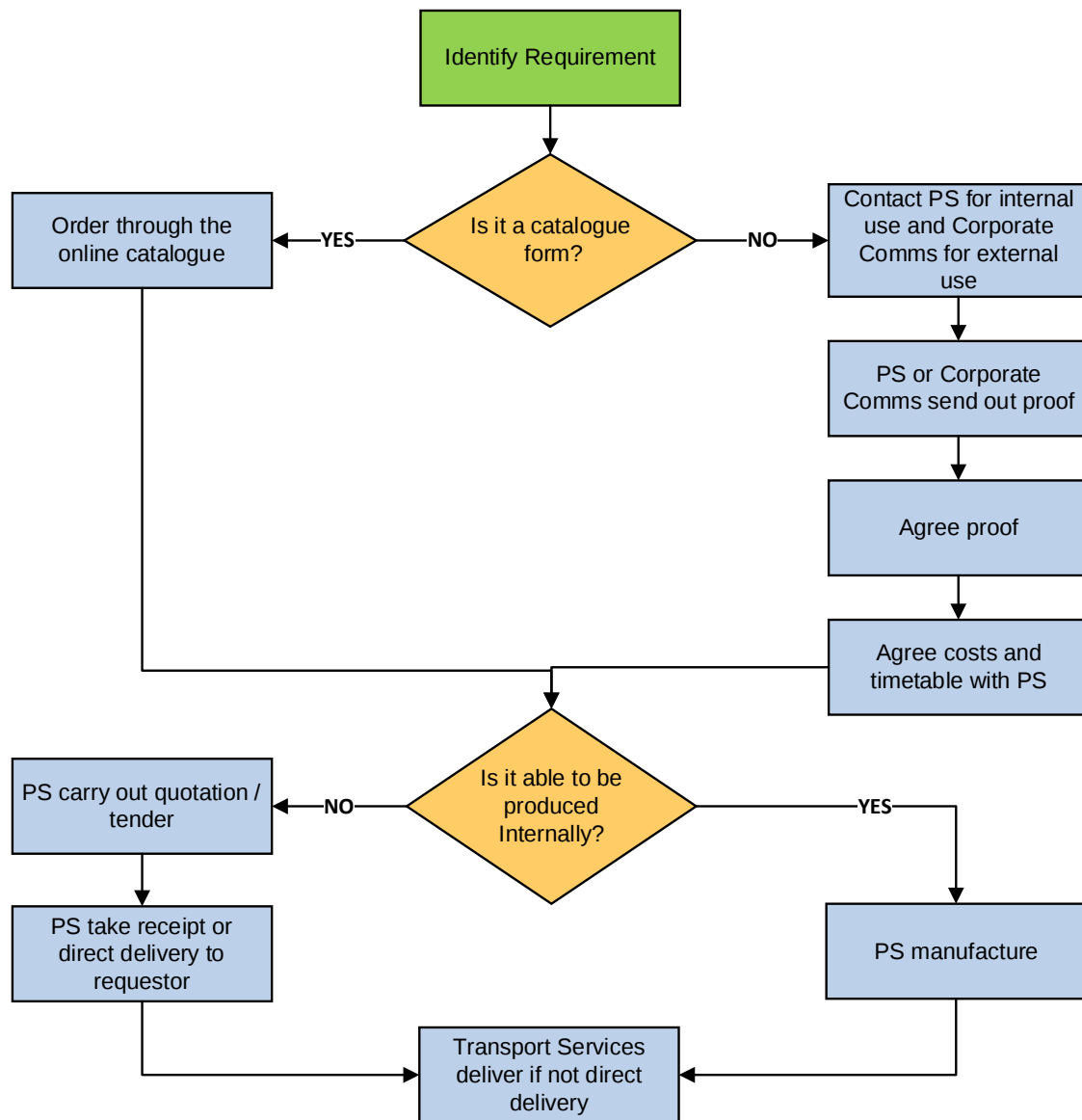
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Appendix A: Norfolk and Suffolk Ordering Process



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