



**PROCEDURE IDENTIFICATION PAGE**

This procedure has been drafted in accordance with the principles of the Human Rights (Jersey) Law 2000.

Is Public disclosure approved? Yes  No

**Procedure title: Student Officer Training Procedure**

**Procedure reference no:** PR.2019.10.22.1

**Issue number:** 1

**Last review date:** N/A

**Overarching Policy:** Student Officer Training Policy

**Deputy Chief Officer:** [REDACTED]

**Procedure written by:** [REDACTED]

**Department responsible:** Learning and Development

**Procedure Lead:** [REDACTED]

**Links to other procedures:** N/A

**Procedure/s:**

**PROCEDURAL HEALTH AND SAFETY CONSIDERATIONS**

None



## PROCEDURE

- 1 **Student Officer Foundation Training**
  - 1.1.1 This document gives procedural guidance on the training and development of all Student Officers within their 2 year probationary period.
  - 1.1.2 Student Officers will undergo a local induction course, during which time they will receive various inputs on SOJP policies, procedures and Force expectations. During this period, Student Officers will be sworn in at the Royal Court and issued with their warrant cards prior to commencing their initial training in Norfolk.
  - 1.1.3 Student Officer Foundation Training is 10 weeks duration, based at the training site at Hethersett in partnership with Norfolk Constabulary.
  - 1.1.4 Students will undertake a fitness test on commencement of their training in Norfolk, which they must pass to the required standard, in line with the Job Related Fitness Test Policy and Procedure 2018. Failure to reach the required standard could result in a case conference and ultimately recommendation for dismissal under the provision of the States of Jersey Police Force (General Provisions) (Jersey) order 2016 (see general notes below). They would then have to reapply should they still wish to become a Police Officer.
  - 1.1.5 If the Student Officer has health issues that may be causing them to fail the fitness test or may have a disability within the meaning of the Discrimination (Disability) (Jersey) Regulations 2018, consideration will be made for making reasonable adjustments for that individual. Human Resources advice will be sought in such matters.
  - 1.1.6 The Students receive their uniforms but do not wear collar numbers whilst training at Norfolk; they revert to full uniform



on return to Jersey and on supervised patrol. Students wear red sliders with the words Student Officer to denote to the public that they are Student Officers undergoing training.

- 1.1.7 The initial training phase covers the underpinning knowledge required prior to going out on supervised (tutorship) patrol. Various delivery methods are used, including role-plays, case studies and classroom-based work. Members of the community may be involved as guest speakers or role players. Role-play events can be up to a full day conducted outside and may be in the public arena. Full risk assessments will be undertaken for all such events. The content of this initial training phase is agreed between SOJP and the Training providers in Norfolk to meet the needs of the students and is in line with the relevant portfolios.
- 1.1.8 Student Officers will also receive training in:-
- Health and Safety
  - First Aid
  - Information Technology
  - 8 days of Personal Safety Training (PST) in line with the College of Policing Manual.
- 1.1.9 Students will have regular knowledge checks during these weeks with a final knowledge check at the end. If the Student Officer fails, support will be provided to help them meet the required standard. Student Officers must achieve the required standard in order to complete the initial training phase.
- 1.1.10 At the conclusion of the 10 week Foundation Course, Student Officers will have achieved 30% of the Diploma in Policing, Pathway 104 or Operational Competency Portfolio (as applicable) covering Knowledge and Understanding aspects.
- 1.1.11 On completion of initial training Students will return to Jersey and complete a 2 week local procedure course law based on key aspects of Jersey Law and procedure. A mandatory week's leave will be given between their UK and local training phases.



## 2 **Supervised Patrol (Tutor Period)**

2.1.1 The tutor period is 10 weeks in duration and students are each assigned a tutor constable for supervised patrol. Ideally, no more than two tutors should be used during the 10 weeks in order to achieve consistency and also to promote accountability on the part of the tutor for the completion of the Police Action Checklists (PACs). Reserve tutors will also be allocated in order to cover any unplanned absences, although these should be kept to a minimum within the period of tutorship. The tutor will have the support of the Professional Development Unit, and their allocated Team supervisors.

2.1.2 It is during this period that the e-portfolio (OneFile System) and Police Action Checklists (PACs) come into play. They must be completed to 100% before the end of the tutor period.

2.1.3 It is the responsibility of the Student Officer, in consultation with the tutor to ensure this target is achieved. PACs completion should not be left until the end of the tutoring period, as this does not allow time for the PDU assessors to sign off the work required.

2.1.4 At the end of the 10 weeks, it will be decided by the tutor and PDU whether the student is fit for independent patrol based on being assessed as legal and safe against the PACs.

2.1.5 Once the Student Officer has been signed off as fit for independent patrol, they will commence working towards the Diploma in Policing, Pathway 104 or Operational Competency Portfolio (as applicable)

2.1.6 During the 10 weeks supervised patrol, Students will be continually reviewed and assessed on their progress by the tutor, who will consult with the PDU on any issues as they arise. Students will also be encouraged to raise any issues, which may be affecting performance or welfare.

2.1.7 If a Student Officer is not signed off as fit for independent patrol, the reasons need to be documented and discussed between the Student Officer, tutor and PDU Sergeant. The L&D Chief Inspector will need to be made aware to maintain oversight.



- 2.1.8 If an extension to tutorship is agreed, and Action Plan will be put into place to support the Student officer with set objectives as to what needs to be achieved within an appropriate timeframe. The timeframe will be relevant to the development required, decided by the PDU Sgt in consultation with the tutor, but should be no longer than 5 weeks.
  
- 2.1.9 If the issue is not resolved after this period then reference should be made to the performance procedures as per the flowcharts below.



## 3 **Independent Patrol**

### **Community Policing**

3.1.1 During independent patrol, Student Officers will complete 3 x 1 week secondments to:-

- Community
- Crime Services (to include CID, Drugs Squad, PPU, CSI, HTCUC and FIB)
- Criminal Justice Department

The exact content of the secondments may vary according to operational demand and policing priorities. All secondments will be arranged by PDU in conjunction with Rostering.

3.1.2 Planned secondments do not preclude Student Officers from arranging additional voluntary attachments to other specialist departments with their line manager's agreement and in accordance with their personal development.

3.1.3 Student Officers will be assigned a dedicated line manager on their Team who will be responsible for the day to day management of performance. The PDU and Team Line Managers will work closely together to ensure that any performance concerns are addressed promptly and with an appropriate intervention. All performance concerns must be documented.

### **Driving Course (Norfolk)**

3.1.4 During their initial training in Norfolk, the student officer will undertake a two-day A-B driving course with the driver trainer team. This will allow Student Officers to safely drive police cars



on their return to Jersey (without breaching any speed restrictions), including how to stop cars safely and 'fend off'.

**NB** – Ensuring that Student Officers have a valid driving licence forms part of the recruitment process.

- 3.1.5 A further two-week driver training course will be undertaken locally and before the end of the two-year probationary period. This is essential training to allow Officers to drive all police vehicles to the required standard and have the ability to respond to emergency situations with justified use of legal exemptions (if the appropriate grade is achieved). Allocation of driving courses will be dependent on the student officer being on target progress for confirmation of probation.

### **Protected Independence**

- 3.1.6 During the Student's Probationary period they will have to:-
- Complete the Diploma in Policing, Pathway 104 or Operational Competency Portfolios, including an Evidence Based Policing project.
  - Complete the mandatory attachments to Crime Services and CJD and Community.
  - Identify and participate in operations undertaken by specialist departments (PCT / PPU / SCU) to aid and develop officer skills.
  - Attend post foundation training at around the 52-week stage in order to gain further knowledge and understanding of local legislation and practice. Dates and content will be set and communicated by the PDU Team.
  - Student Officers are required to maintain appropriate levels of fitness during this period as per the Job Related Fitness Test Policy and Procedure 2018.
- 3.1.7 Student Officers will be allocated four protected learning days, in order to complete Diploma, Pathway 104 or OCP submissions. The Student Officer will arrange these in consultation with the Force Planning Team and their line manager. Protected Learning days should be completed as a day shift and the PDU be informed of these days in advance to best support the student officer.

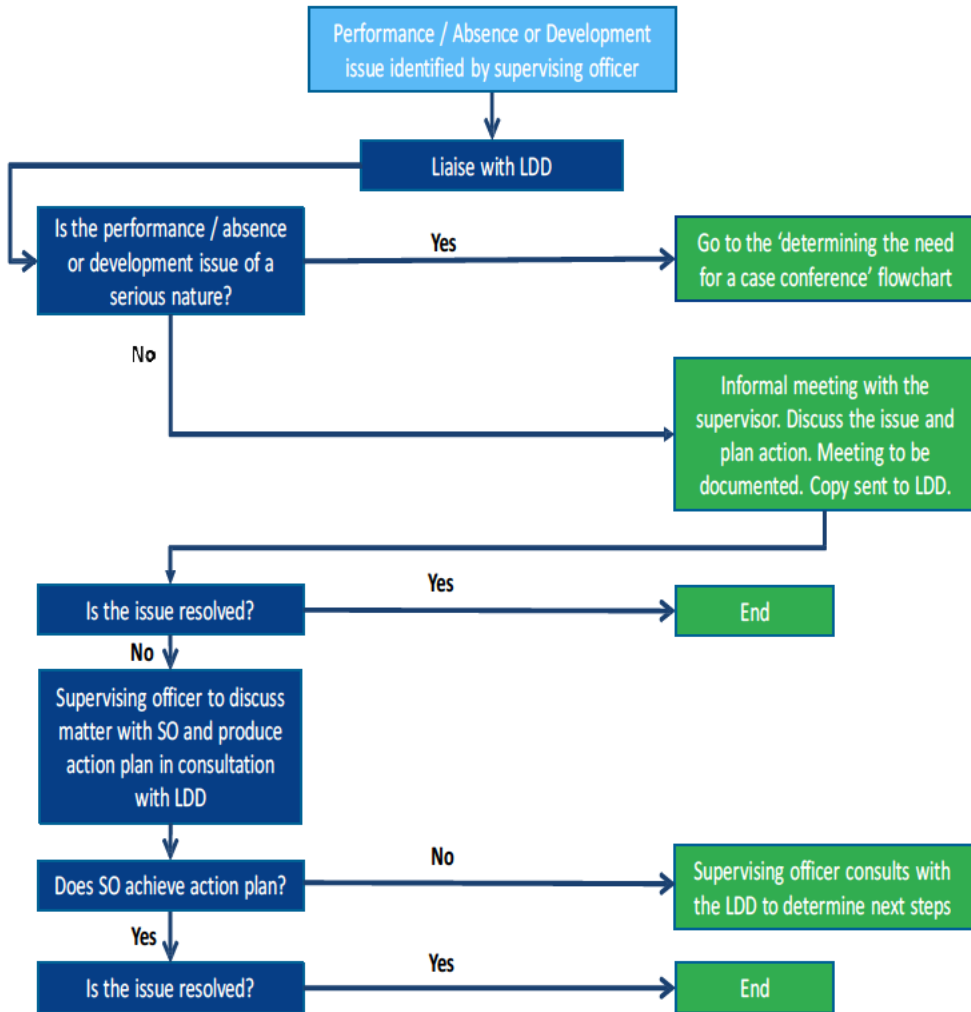


- 3.1.8 Student Officers have a responsibility to plan their protected learning days as far in advance as is reasonably practicable to enable the Force Planning Team to plan and authorise abstractions whilst maintaining the appropriate levels of operational resilience.
  
- 3.1.9 The PDU Team will monitor the use of protected learning days to ensure that they are being used appropriately. This will include the monitoring of OneFile use/ submissions made.
  
- 3.1.10 Student Officers are responsible for monitoring their portfolio progress using the gap analysis function and keeping supervisors aware of their progress. This should be a two-way process to ensure that student officers gain the range of operational experience required to achieve competence.
  
- 3.1.11 All student officers' portfolio progress will be monitored by the PDU Team and any concerns reported to line managers. A deficit of -10% may result in an Action Plan being put in place and a deficit of -20% will result in a Corporate Action Plan. The use of an Action Plan will take overall performance and the quality and number of pending submissions into consideration and will be on a case by case basis.
  
- 3.1.12 Abstractions to other departments / specialisms will be kept to a minimum during the probationary period to ensure that the student officer gains the necessary operational exposure to demonstrate competence in the role.



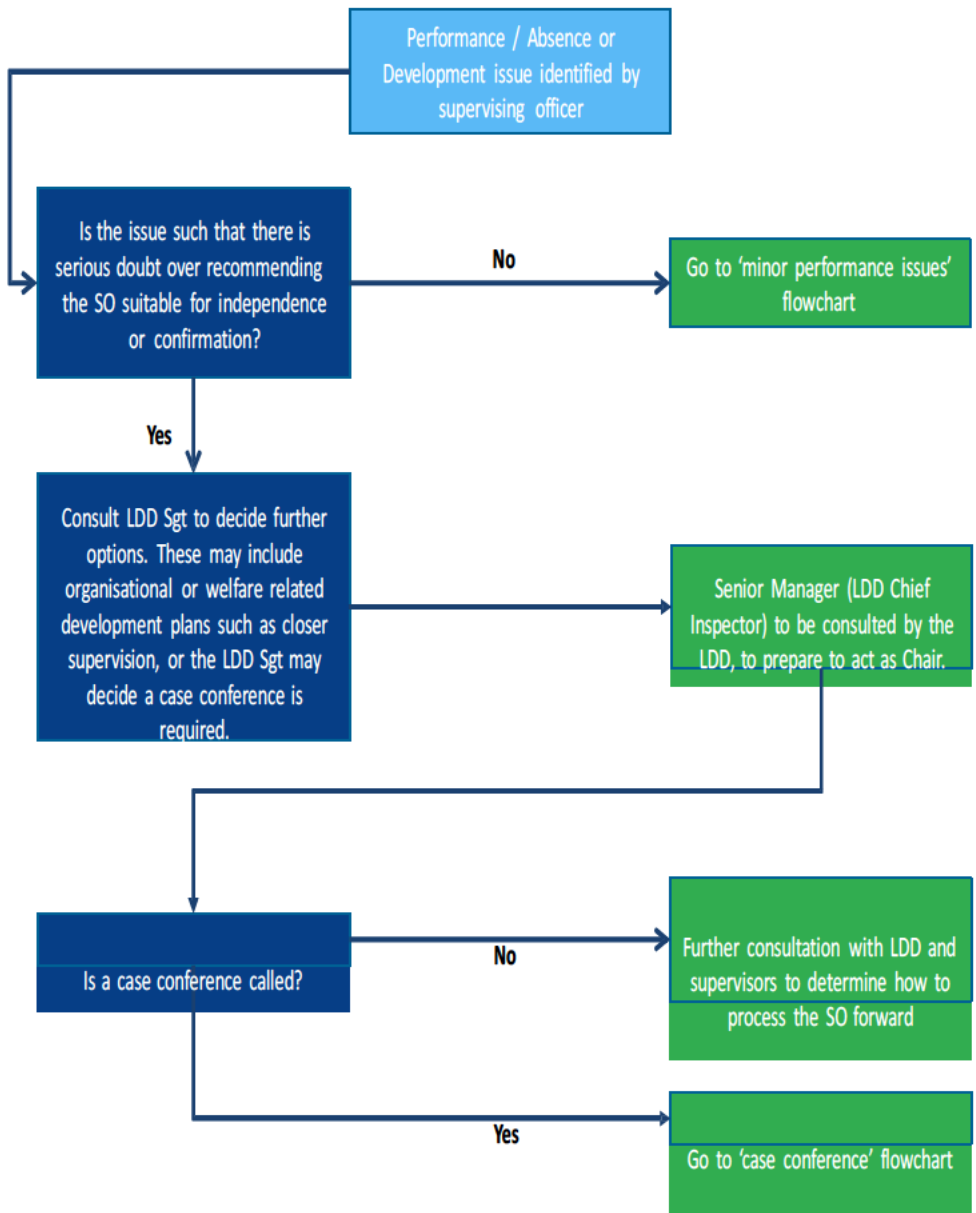


4 **Flowchart: Minor Performance Issues**



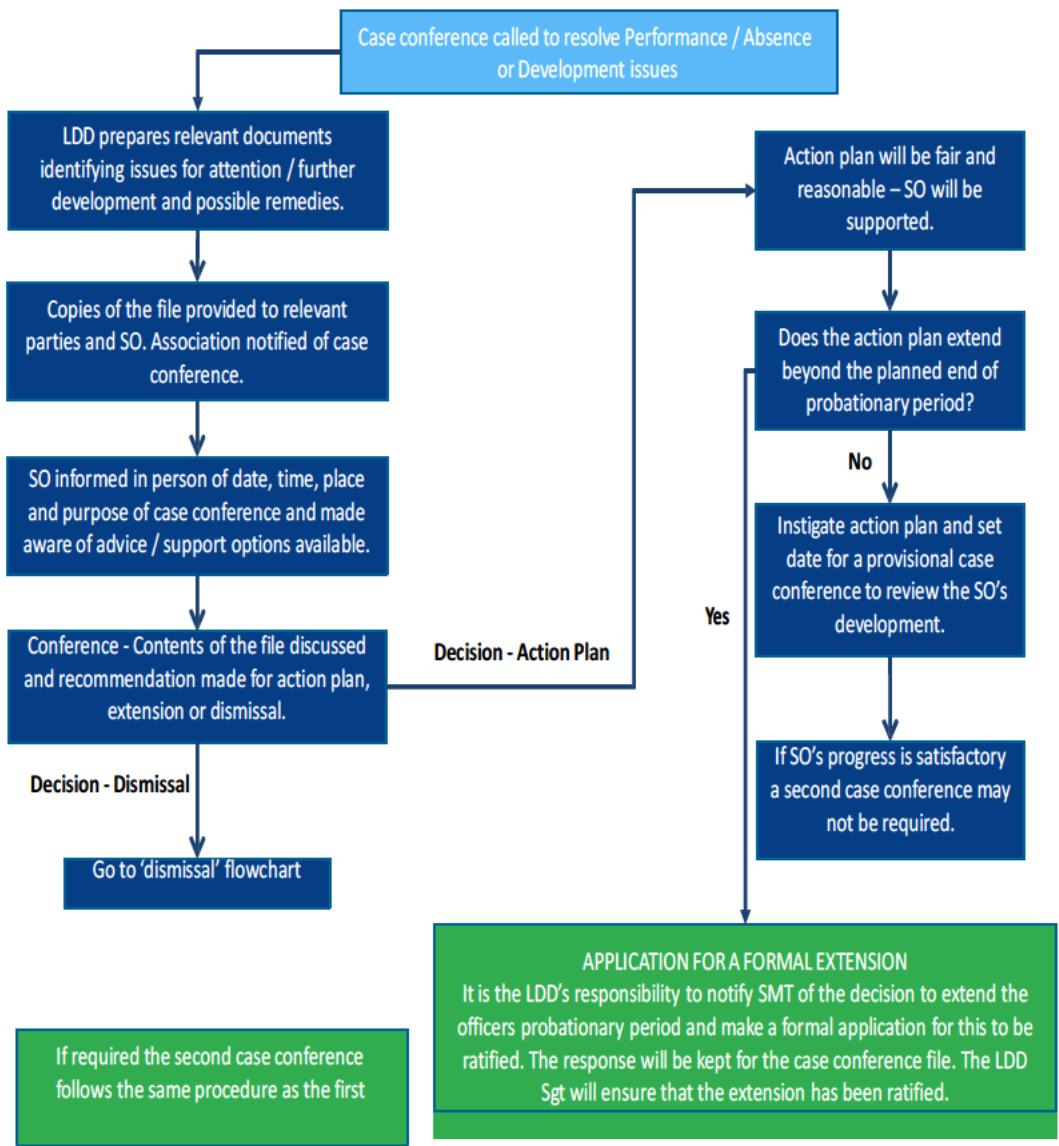


5 **Flowchart: Determining the need for a case conference**



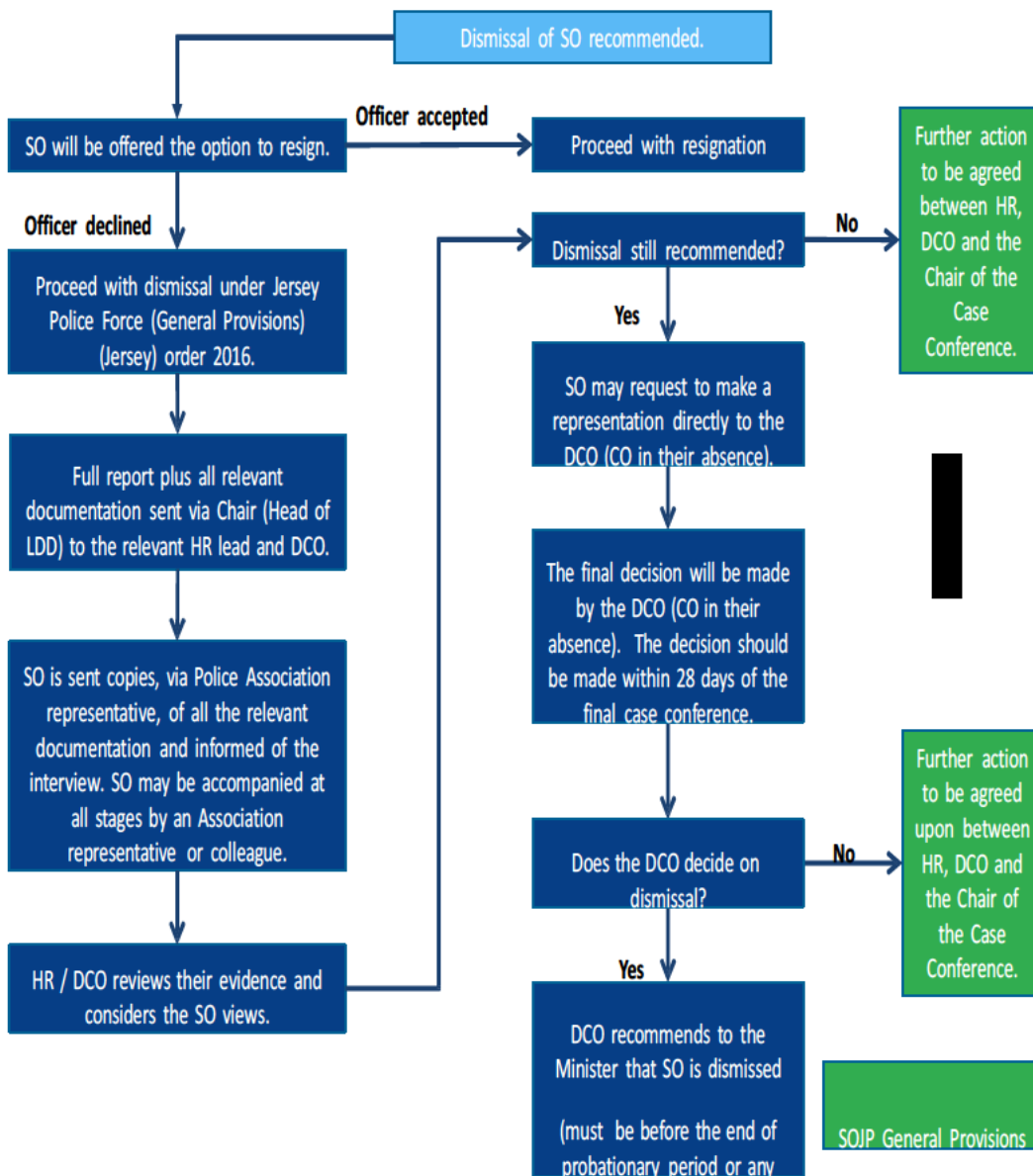


6 **Flowchart: Case Conference (See Appendix A – Case Conference Guidance)**





7 **Flowchart: Dismissal**





## 8 **Student Officer Responsibilities**

- 8.1.1 To successfully complete the National Police Training fitness test on day one of the Foundation Training and annually thereafter. Refer to JRFT policy 2018.
- 8.1.2 Inform their line manager of any impending absences or of absence due to illness during course attendance.
- 8.1.3 To be suitably and appropriately attired at all times when on training courses or operational duty.
- 8.1.4 To comply with the regulations laid out in the States of Jersey Police Force (General Provisions) (Jersey) order 2016 and States of Jersey Police Force Law 2012.
- 8.1.5 To complete the Diploma in Policing, Pathway 104 or Operational Competency Portfolios.
- 8.1.6 To ensure that they stay within reach of target progress of their portfolios and utilise their protected learning days appropriately.
- 8.1.7 To successfully complete each element of their training programme.
- 8.1.8 To familiarise themselves with, and comply with, Force Policy Documents.

<b>Item</b>	<b>Details</b>
Accommodation	Training accommodation will be provided by Norfolk Constabulary.
Case Conferences	The Case Conference system will be initiated, if necessary, by the LDD. Guidance for this is found in this document.
Confirmation	Should there be an area of concern; the training period may be extended whilst the matter is resolved. In addition, a Case Conference may be held to assess the Student's suitability for confirmation (passed their two-year Probation).



Disciplinary Issues	Disciplinary issues will be dealt with in accordance with this policy and procedure, and in accordance with the regulations laid out in the States of Jersey Police Force (General Provisions) (Jersey) order 2016.
Diploma in Policing	<p>The evidence required for the Diploma is stored electronically. This facility is a tracking document and is a visible reminder of progress and activity still to be undertaken in order to complete the Diploma.</p> <p>The e-portfolio system is a secure World Wide Web based management system for the assessment and verification of competence based qualifications. E-portfolio is hosted on and accessible via the Internet. The system facilitates easy communication between candidates, managers, assessors and verifiers using standard web pages. It provides candidates with secure on-line portfolios, improving efficiency, security and flexibility of assessment procedures. This 'anywhere, anytime' accessibility gives obvious significant benefits over an in-house network server.</p> <p>Student Officers will be allocated up to four days to work on their Diploma in agreement with their line manager and Force Planning Team.</p>
Grievances	For information relating to the grievance procedure, see the 'Grievance Procedure (Police Officers) located in the document library of the Intranet.
States of Jersey Police Force (General Provisions) (Jersey) order 2016	5.4 refers to; Subject to paragraph (5), the Minister may terminate the appointment of a police officer at any time during that police officer's probation if the Minister considers that the officer is not fitted, physically or mentally, to perform the duties of his or her office or that he or she is not likely to become an efficient and effective member of the Force.
Support whilst in Norfolk	Whilst Student Officers are training in Norfolk, the LDD will keep in constant contact to support the Officers with queries, questions and concerns. If required, a member of the LDD will travel to Norfolk to support Student Officers.



10 **Absences**

<b>Reason for Absence</b>	<b>Policy and Procedure</b>
Annual Leave	<p>The Annual Leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.</p> <p>Annual Leave may not be permitted during the Foundation Period or Tutor Period.</p> <p>Annual leave may not be taken during courses or other organised training events.</p> <p>From the beginning of independent patrol, student officers will need to apply to take their remaining Annual Leave, through their line manager to the Force Planning Team.</p>
Sickness or injury	<p>It is the responsibility of the Student Officer to inform their supervising officer of any health or welfare issues that may require time off or affect their abilities to perform their duties as a police constable.</p> <p>Where appropriate, reasonable adjustment will be made to allow continued attendance during the training period. This may include, but will not be limited to; provision of full notes, provision of recording devices to record lessons, provision of other audio visual assistance, provision of other practical assistance.</p> <p>Where sickness or injury necessitates absence, reasonable adjustment will be made to allow catching up on missed work on the Student Officer's return. This may include, but will not be limited to; provision of full notes, provision of recording devices to record lessons, provision of other audio visual assistance, provision of other practical assistance.</p>



<p>Long term sickness or injury</p>	<p>Where appropriate, reasonable adjustment will be made to allow continued attendance during the training period. This may include, but will not be limited to; provision of full notes, provision of recording devices to record lessons, provision of other audio visual assistance, provision of other practical assistance.</p> <p>Where sickness or injury necessitates absence reasonable adjustment will be made to allow catching up on missed work on the Student Officer's return</p> <p>It may be necessary to extend the training period to allow for completion following long-term absence. Where this is an appropriate measure, the training period may be extended by up to one year.</p>
<p>Maternity, Paternity and Adoption Leave</p>	<p>Guidance regarding maternity, paternity, adoption and parental issues can be found in the following policies: Maternity Leave Policy 2018, Parental Leave Policy 2018 and Adoption Leave Policy 2018.</p>
<p>Any other reason</p>	<p>Leave, both paid and unpaid, may be granted in other circumstances i.e. special leave.</p> <p>Reasonable adjustment will be made to allow continuation of study during absences or catching up following an absence.</p> <p>If the absence is to be long term it will be decided on a case-by-case basis whether or not it is appropriate to extend the training period to allow completion. If it is decided that extending the training period is not appropriate, decisions of how to deal with the matter will be made on a case-by-case basis.</p> <p>If a Student Officer is training in Norfolk during a Jersey Bank Holiday, this is will treated in the same manner as if the Officer was working in Jersey (as per the Annual Leave Policy).</p>
<p>Extension to training period</p>	<p>Extensions to the training period will be treated on a case-by-case nature.</p> <p>Extensions may be required as a result of absence from work or to enable development of a student.</p> <p>All requests for extensions to the training period will be submitted by the LDD to the Deputy Chief Officer for approval. This approval can only be given by the Chief Officer or Deputy Chief Officer</p>





	and must be applied for prior to a student's two-year Probationary period.	
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**11 Definitions**

Action Plan	A plan, which outlines how the student will develop their skills. It will follow a SMART format (specific, measurable, achievable, and realistic and timescale).
Development Plan	Means by which to progress a Student Officer who is having difficulties. Development plans include, but are not limited to; action plans, environmental changes such as a different supervisor, shift / team, further supported patrol.
e-portfolio	The online electronic portfolio system (OneFile) that Student Officers will use to record evidence of their progress against the Diploma
Diploma Units	Specifications of the standards of performance that staff are expected to achieve in their work and the knowledge and skills they need to perform effectively.
Police Action Checklists (PACs)	A means of checking the ability of a student at a particular point in their development. They are the trigger for Independent Patrol for a Student Officer and inform managers of what a Student Officer can do at the point of Independent Patrol.



12 **Linked Policies and Procedures**

<b>Policy/ Procedure</b>	<b>Yes / No</b>	<b>Comments</b>
Job Related Fitness and Officer Safety Training?	Yes	There is an impact in the Procedures as Student Officers take a fitness test on their first day in Norfolk and if they fail this could have implications.
Managing Attendance Policy and Procedure	No	No, exempt.
Performance Policy and Procedure	No	No, exempt.
Police Complaints and Discipline Procedure	Yes	The Police Complaints and Discipline Law 1999 (and thereby the Discipline Code) applies to all police officers from the day they join until the day they leave.
Grievance Procedure	Yes	
Managing Attendance	No	
Annual Leave	Yes	Yes, see T&C's.
Maternity, Paternity, Adoption	Yes	Government of Jersey Policy should be used

13 **AUDIT DECLARATION:** This policy and procedure has been drafted and audited to comply with the principles of the Human Rights (Jersey) Law 2000. In addition, Data Protection, Freedom of Information, Management of Police Information, Health, and Safety have also been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies. The instruction is designed to avoid discrimination and to ensure compatibility with the Human Rights (Jersey) Law 2000 and its underlying principles.

14 **RELATED DOCUMENTATION E.G. APP AND LOCAL AND NATIONAL GUIDANCE, OTHER LEGISLATION:**

15 **Linked procedure - N/A**



**APPENDICES (FORMS, FLOWCHARTS ETC)**

**Appendix A – Case Conference Guidance**

When compiling a file of evidence for a case conference the following needs to be considered.

a. evidence gathered from:-

- Tutor;
- Sergeant;
- Inspector;
- Chief Inspector;
- LDD training staff;
- Other relevant personnel.

And can be in the form of:-

- PNB entries;
- E-mails;
- Copies of work completed;
- Sickness record;
- Discipline record;
- Reports from other team members;
- Feedback forms;
- Evaluation sheets;
- OneFile;
- Reports from those involved in the training process;
- Action plans – failed / passed.

**THIS LIST IS NOT EXHAUSTIVE**

b. Documents to be filed chronologically.

c. The overall aim of the case conference needs to be ascertained and specific objectives drawn up.

d. The author (usually LDD Sgt) will summarise all the documented evidence in a report providing a balanced and objective review of performance / behaviour up to the point that the case conference was called. It will use the following format:-



- Front sheet – to include the officer's name, time, date and place of case conference, current posting and anything else deemed to be significant;
- List of appendices in chronological order;
- Bulleted details of – join date, Norfolk course number / station / Sgt / Insp;
- Aim of case conference.

The main body of the case conference file is prepared in chronological order including each piece of evidence cross-referenced to its appendix.

e. Options. These are then listed and range from do nothing to the final option of dismal under States of Jersey Police Force (General Provisions) (Jersey) order 2016. Options can range from corporate action plans, re-tutoring etc. but the list is not exhaustive.

f. The author will then prepare a 'Considerations and Recommendations' page. This is to help the Chair understand the implications of the ultimate decision, including availability of tutors, supervisors, etc.

A short note will be included in relation to any financial implications due to the decision to extend beyond the 2 years, including the need for the Student Officer to contact the Police Association should this be the case.

Persons likely to attend;

- Chair or representative. This should be the Learning and Development Department Chief Inspector (or other available Chief Inspector in his / her absence);
- The author of the file (LDD Sgt);
- Tutor constable – if the student is in their tutor period;
- First line supervisor of the student officer;
- Note taker – or it can be digitally recorded with agreement of the Police Association;
- Student Officer;
- Police Association or friend;
- Human Resources representative;
- Representative from Norfolk training – only if the officer is on their initial 10-week training course in Norfolk.



On occasions, it might be difficult for all parties to be present and that there should be some flexibility. The minimum number of participants are:-

- Chair;
- Author;
- Note taker,

This would only occur if the others contained within the main list above had the case conference file and could not attend.

The time scales relating to the processes are:-

- Student Officer should be notified a minimum of 2 weeks prior to the date of the case conference;
- The file will be delivered to the Student and all other parties concerned by the author a minimum of 5 days prior to the date. If the author is not available this will be carried out by their representative;
- If the Student Officer wishes to reply this must be done a minimum of 2 days prior to the date of the case conference and the reply must be given to the Chair and the author;
- The file is put together with the 'beyond reasonable doubt' evidence provision approach; this is in the interest of protection of the organisation and the individual's party to the material;
- Following the case conference a master copy of the file will be kept by the LDD and this will be forwarded to HR for inclusion into the officer's personnel file at the end of the probationary period;
- A central register of all case conferences will be maintained by the LDD Sgt

**PROCEDURE CHECKLIST PAGE**

**DATA PROTECTION**

Does the procedure involve the use of personal information?

Yes  No

If **Yes**, please inform the Data Protection Officer.



### HUMAN RIGHTS CHECKLIST

#### Auditing for potential interference and discrimination

**Q1 What articles of the Human Rights (Jersey) Law 2000 may be engaged?** This policy has been audited for compliance with the Human Rights Law and does not have the potential to engage any articles aside from Discrimination.

**Q2 Where individuals' rights are engaged, what is the potential to discriminate against the parties involved?** Prohibition of Discrimination - Application of this policy could discriminate against individuals either directly or indirectly. Article 14 states the enjoyments of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a national minority, property, birth or other status. Unless there is an infringement of another article, Article 14 will not apply, as it is not freestanding. However actions and decisions taken as a consequence of this policy could be judged to be discriminatory in employment law if they are not applied fairly and impartially, having due regard for natural justice and human rights.

#### Key human rights principles

**Q1 What are the legitimate aims of the procedure?** This procedure, and related policy, provides a framework for the training of Student Officers through the various phases, from Norfolk to Independent Patrol. The procedure also details processes for dealing with performance, ensuring that performance issues are dealt with consistently and transparently, whilst Student Officers are afforded the appropriate time and support to develop.

### FREEDOM OF INFORMATION / PUBLISHING RESTRICTIONS

**Force policies are available for public disclosure in accordance with Human Rights and Freedom of Information legislation. Policies will be published to the external Force website unless informed otherwise.**

In order to comply with the requirements of the Freedom of Information (Jersey) Law 2011; the Force has agreed to publish certain categories of



information both on the Force Website and by sending copies to members of the public on request.

Some of our policies and procedures will contain exempt information, which, in the public interest, should not be published. Where this occurs, the published policies and procedures must clearly show where information has been withheld and explain what exemption has been applied and why.

**Is there any harmful information within the policy and procedure/s, which are not suitable for external publication?**

Yes  No

If **Yes**, please identify the relevant sections here.

This policy can be made available to the general public.

**PROCEDURE OWNER CHECKLIST**

**Consultation**

- Have all the relevant legal, statutory and external agency consultations been made - **Yes**
- Have other relevant internal and external consultations been carried out (other people it will affect)? - **Yes**

**Considerations**

- Human Rights
- Equality Impact Assessment
- Data Protection
- Freedom of Information
- Health, Safety & Welfare

**Training**

- Is training necessary for users to implement the procedure? – **No**
- Is training necessary for users to comply with the procedure? - **No**
- Have training issues been discussed with the training department? – **N/A**



**Costs**

- Are there any costs likely to be incurred in implementing of or compliance with the procedure? – **No**
- Have these been taken into account? – **N/A**

**Monitoring and review**

- Date of next review – Recommend review every 2 years from date of approval.

**HEALTH, SAFETY & WELFARE CHECKLIST**

**Does the procedure involve risks to the health, safety or welfare of staff, visitors or contractors through:**

- The provision of equipment or plant etc.
- The systems of work.
- The use, handling, storage and transport of substances that are hazardous to health.
- The place of work and the working environment.

Yes  No

**If NO, there is no requirement to go further.**

**If the answer to any of the above is YES, please answer the following.**

- Have the appropriate risk assessments been developed?
  - Generic
  - Specific
  - Specialist such as Manual Handling, noise, Vibration etc.
- Have control measures been identified and implemented?
- Are arrangements in place to cover health and safety through effective planning, organisation, control, monitoring and review of the preventive and protective measures?
- Have safe systems of work been created and documented?
- Do existing procedures need to be modified and disseminated accordingly?
- Are health and safety considerations included in the purchase of equipment, materials etc.?





- Are suitable arrangements in place for the safe use, handling, storage and transport of substances hazardous to health?
- Is there provision of relevant information, instruction, training and supervision as is necessary to ensure that all officers/staff are competent to be able to work safely, avoid hazards and contribute positively to achieve their own health and safety at work?
- Have maintenance and inspection schedules for equipment and premises been established, including statutory inspections for local exhaust ventilation, or lifting equipment etc.?
- Have considerations been given to the place of work and/or working environment e.g. fire, first aid, allocation of space etc.
- Have health surveillance measures been considered?
- Have welfare considerations been undertaken, such as the provision of toilet and washing facilities, rest rooms, storage for PPE etc.?
- Has consideration been given to the provision of appropriate resources, equipment to undertake duties/roles safely?
- Has advice been obtained from the Health Care and Safety Team?
- Has consultation taken place with the staff/staff associations?

This policy does contain Health & Safety implications in relation to:-

- the appropriate training of Student Officers to understand and implement their powers fairly and lawfully;
- the appropriate training of Student Officers to use force proportionately when dealing with the general public;
- the appropriate training of Student Officers to use force proportionately during training scenarios;
- the appropriate training of Student Officers to ensure they abide by the Codes of Conduct expected of a Police Officer;
- the appropriate assessment of Student Officers as legal and safe to be fit for independent patrol, measured against the PACs;
- ensuring that the training of Student Officers provides the provision of a safe working environment as directed in the following legislation:-
  - a. The Human Rights (Jersey) Law 2000
  - b. States of Jersey Police Force (General Provisions) (Jersey) order 2016 / Police Terms and Conditions



**LEGAL VETTING**

Only local (SOJP) procedures that have a significant impact need to be legally vetted.

Does this procedure need to be legally vetted?

Yes  No

If **YES**, please specify the section/s (and page number/s) and an indication of the policy writers' concerns:

**CERTIFICATE OF COMPLIANCE**

Consideration has been given to the compatibility of this policy and related procedures with the Human Rights (Jersey) Law 2000; Equality; Health & Safety; Freedom of Information; and Data Protection legislation, with particular reference to the legal basis of its precepts: the legitimacy of its aims: the justification and proportionality of the actions intended by it: that it is the least intrusive and damaging option necessary to achieve the aims: and that it defines the need to document the relevant decision-making processes and outcomes of actions.

Following final authorisation from SMB, this procedure is deemed to be fully compliant with all requirements.

**IMPLICATIONS OF THE PROCEDURE**

**Financial implications/best value**

The financial implications are; N/A

**Human resources/training**

N/A

**Partnership links**

N/A

**Assessed Risks**

N/A