Policy logs

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Policy Statement

Summary   West Yorkshire Police complies with Authorised Professional Practice (APP) which contains information to assist policing, and has established a local policy procedure on policy logs to provide clear standards and guidelines.

West Yorkshire Police must ensure the safe, accessible storage of relevant policy logs following an incident or event because these are often required for:
- Health and safety;
- Legal reasons;
- Court cases; or
- Evidential purposes.

Policy logs are any documents which refer to decisions made and/or the reasons for them, in relation to an incident or event. They are the property of West Yorkshire Police and must be retained and stored in a standard way across the organisation.

This policy procedure only applies to Public Order and Command Policy logs. It does not apply to senior investigation officer (SIO) policy logs, which are normally stored on Holmes.

The aims of this policy procedure are to explain the responsibilities of policy log authors and gatekeepers; how, where and when policy logs are created, stored and accessed; where a record should be made of their location; and, the audit trail for when policy logs are booked out and in to storage.

Scope   This policy applies to all police officers and police staff involved in creating, accessing, reviewing or storing policy logs for incidents or events.

Responsibilities

Force Planning Unit and Force Logistics and Planning (Gatekeepers)

Responsibilities   The Force Planning Unit (FPU) and Force Logistics and Planning are responsible for gatekeeping the accessing, reviewing and storage of policy logs relating to their geographical area. FPU and Force Logistics and Planning must:
- Ensure access is available to those who may require it;

- Have a system in place which records the policy log stored and provides an audit trail of when it is booked out and in to storage:
  - A Niche non crime occurrence will be created by FPU for all events/operations with a command structure and policy log.
  - A copy of the policy log will be attached to the Niche occurrence, or if the restrictive marking prohibits this a reference on the OEL to the storage location. The planner retains responsibility for this.
  - The location of the Hard Copy of the policy log will be recorded on the Niche OEL.
  - If the hard copy of the policy log is booked out, the time, dates and individual details, and details of any copies, will be recorded on the OEL of the Niche.
  - Any access to the digital record will be recorded in the Niche activity log;
- Review and dispose of policy logs in accordance with the Force retention schedule.

NB It is acceptable for policy logs to be sent to FPU via the internal mail system, however the onus is on the sender to verify that the document has arrived.

Force Planning Unit – Logistics and Planning

Responsibilities The FPU Logistics and Planning team are responsible for policy logs:
- Produced in the Gold room; and
- Relating to West Yorkshire Police events.

Gold and Silver Commanders and Authors of Policy Logs

Responsibilities Gold or silver commanders are responsible for:
- Creating policy logs in the corporate format as provided on Force Forms (Word & PDF Force Forms – General – Operations);
- Appropriately protectively marking the policy log. Further information can be found in the Information and Data Management – Information Security policy;
- Nominating a police officer or member of police staff to deliver the hard copy of a policy log to FPU; and
- Verifying that the hard copy of policy logs sent through the internal mail system are received by FPU.

Retention after the Event

Operational Order

- If an operational order is produced for an event and a policy log is likely to be used, then the operational order must state where the policy log will be retained after the event.
- This will also be recorded on the OEL of the Niche non crime occurrence.

Storm Log

- If no operational order is produced for an event and the policy log does not specify where it will be kept after the event, then the Storm log must state where the policy log will be retained after the event.

Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

APP National Decision Model