



Dyfed-Powys Police

Communities and Partnerships –Neighbourhood Policing

Neighbourhood Policing

Abstraction Policy

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Version:	2.1		
Person Responsible:	Head of Communities and Partnerships		
Signed:	<i>J. Stretton</i>	Date:	18-3-08

Document History

Version	Date	Author	Reason for Change
0.1	03/01/06	C/Insp. Stretton	First Draft
0.2	16/2/06	C/Insp. Stretton	Re-draft following consultation
0.3	27/2/06	C/Insp Stretton	Final Draft following examination by Legal Dept.
1.0	27/2/06	Bryn Thomas – Solicitor	Final version following approval by Legal Dept.
1.1	22/1/07	C/Insp Stretton	Amended to include 'Hybrid Officer'.
1.2	9/1/08	C/Insp Stretton	Amendment to Policy Criteria
1.3	14/1/08	C/Insp Parmenter	Amendment following consultation
1.4		C/Insp Parmenter	Amendment following consultation
1.5	18/2/08	C/Insp Parmenter	Amendment following final circulation
2.0	13/3/08	C/Insp Parmenter	Latest Version following approval.
2.1	18/3/08	C/Insp Stretton	Minor addition following Steering Group Meeting on 17/3/08

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Approvals

Name	Signature	Title	Date of Issue	Version
Bryn Thomas		Solicitor	2/2/07	1.1
Samantha Gainard		Force Solicitor	29/07/08	2.1

POLICY IDENTIFICATION PAGE

THIS POLICY HAS BEEN DRAFTED IN ACCORDANCE WITH THE PRINCIPLES OF HUMAN RIGHTS LEGISLATION, PUBLIC DISCLOSURE IS NOT APPROVED UNLESS WHERE OTHERWISE INDICATED AND JUSTIFIED.

Policy Title: Neighbourhood Policing Abstraction Policy

Policy Reference No: 04/06

Police Ownership: Dyfed Powys Police

Portfolio / Business-area Owner: CM& RD

Department Responsible: Communities and Partnerships

Person Responsible: Chief Inspector

Links or overlaps with other policies:

Policy Implementation Date: March 2006

Required Frequency of Review: Annually
e.g. Six Monthly, Annually: Annually

Date Policy Last reviewed: Rewritten April, 2008

Policy Review Date: April, 2009

CERTIFICATE OF COMPLIANCE

This policy has been drafted in accordance with the Human Rights Act and has been reviewed on the basis of its contents and the supporting evidence and it is deemed compliant with that Act and the principles underpinning it.

Name: **Bryn Thomas**

Department: **Legal Services**

Signed:*B. Thomas*..... (Force Legal Advisor)

REVIEW

This policy is due for review on: April, 2009

Policy Document Statement

This policy has been drafted in accordance with the Human Rights Act 1998

(i) GENERAL PRINCIPLES

It is the policy of Dyfed Powys Police:

- i. To put policing at the heart of our communities and to ensure that Neighbourhood Policing Teams are embedded throughout the counties of Carmarthenshire, Ceredigion, Pembrokeshire and Powys.
- ii. Our mission is to achieve confident, safe and secure neighbourhoods through a service that:
 - Is accessible to the community,
 - Provides opportunities for community members to influence community safety priorities in their neighbourhood,
 - Intervenes with targeted and controlled responses to local priorities in collaborative partnerships, and is seen to do so and
 - Implements resolutions and provides answers to local concerns.
- iii. Dyfed Powys Police are committed to underpin these principles by providing:
 - Dedicated and accountable resources with geographic ownership,
 - Intelligence led targeting of the issues that matter most to communities, and
 - Joint problem solving, involving local officers, partner agencies and communities.
- iv. Dyfed Powys Police is committed to providing a visible and accessible service that is flexible and responsive to community and individual needs.
- v. Whilst it is acknowledged that operational incidents and planned events inevitably place demands on resources, this policy establishes a baseline abstraction policy that provides managers with guidance and flexibility to meet operational demands whilst ensuring the long term deployment of ***Dedicated and Accountable*** resources within neighbourhoods.

(ii) Aims and Lawful Authority

The purpose of this policy is to define and explain the terms, 'Neighbourhood Policing Teams', 'Neighbourhood Constables', 'Area Neighbourhood Constables', 'Divisional Response Constables' 'Police Community Support Officers' (PCSO's), and what constitutes 'Officer Abstraction'.

To provide guidance to managers on the deployment and management of neighbourhood policing resources.

The legal basis for the exercise of the powers and duties outlined in this policy are:

- Section 17 of the Crime and Disorder Act 1998
- Police Reform Act 2002
- Anti Social Behaviour Act 2003
- Serious and Organised Crime and Police Act 2005
- Police and Justice Act 2006

Dyfed Powys Police consider that these actions are necessary in a democratic society in the interests of and in order to safeguard: -

- Public Safety:
- The Prevention of Disorder or Crime,
- The Protection of Public Order,
- The Protection of the Rights of others,
- The Rights and Freedom of others.

(iii) Human Rights

The Human Rights Act 1998 will be considered at all stages of the process, taking into account the need to protect the rights and freedoms of members of the community at large as well as those involved in incidents which raise community concern and influence their priorities for Neighbourhood Policing Teams.

In the application of this Policy Document, Dyfed Powys Police will not discriminate against any persons regardless of sex, race, colour, language, religion, disability, political or other opinion, national or social origin, association with national minority, property, birth, or other status as set out in Article 14, European Convention Human Rights (ECHR)

1. INTRODUCTION.

Dyfed Powys Police is committed to putting policing at the heart of our communities and to ensuring that Neighbourhood Policing Officers and Teams are embedded throughout the counties of Carmarthenshire, Ceredigion, Pembrokeshire and Powys.

2. DEFINITIONS

2.1 Neighbourhood Policing Teams

Neighbourhood Policing Teams will generally comprise of a small team of dedicated officers and staff with specific responsibility for a defined geographical area based on specific demand. Their primary task will be to identify and understand the issues that affect and concern the community and by working in partnership with others, deal with and resolve these problems thereby reducing demand and increasing public satisfaction. Teams will predominantly consist of a combination of Inspectors, Sergeants, Neighbourhood Police Constables, Area Neighbourhood Constables, Special Constables, Volunteers and Police Community Support Officers (PCSO's) supported by community or other agency staff where appropriate.

2.2 Neighbourhood Police Constables.

A 'Neighbourhood Police Constable' is an officer that is dedicated to a particular Neighbourhood Policing Team with responsibility for a specified geographical area that may comprise of one or more identified neighbourhoods.

In the larger stations throughout the force, appointed Neighbourhood Constables will generally be dedicated to small geographical urban neighbourhoods and will be supported by other officers from those stations who will perform a Divisional Response function. This should not prevent these dedicated officers from being deployed as a response to emergency calls from the public on their neighbourhood but where possible they should not be drawn into a cycle of response policing and should only be utilised in the absence of a response officer.

2.3 Area Neighbourhood Constables.

At the more rural or smaller stations where police officer numbers are reduced, one or more officers will be appointed as the 'Neighbourhood Constable' as per 2.2 above with the remaining officers from these stations performing a supporting role as 'Area Neighbourhood Constables'. Due to the immediate availability of other police resources or the level of demand in their particular area, the Area Neighbourhood Constables will have responsibility for Neighbourhood Policing in addition to the general response duties for that area. These officers will be recognised as a part of the Neighbourhood Policing Team for that area.

2.4 Divisional Response Constables

Divisional Response Constables are all other uniformed officers including Roads Policing Officers that during the course of their duties are required to respond to

Immediate, Priority and Scheduled calls and have not been appointed as either Neighbourhood Constables or Area Neighbourhood Constables.

2.5 Police Community Support Officers (PCSO's)

Within the Dyfed Powys Police all appointed and designated 'Police Community Support Officers' will be attached to one or more Neighbourhood Policing Team.

2.6 Special Constables

National good practice has shown the desirability of a good proportion of Special Constables being aligned to Neighbourhood Teams. Where possible an equitable proportion of divisional Special Constables will be aligned to neighbourhood teams.

2.7 Volunteers

The Force recognises the positive benefits to communities of the use of volunteers to support Neighbourhood Policing Teams, this contribution should be encouraged and capitalised upon wherever possible.

2.8 Officer Abstraction

For the purposes of Neighbourhood Policing, the Home Office currently define abstraction as, "Removal of officers from their neighbourhood or removal from their role of addressing priorities within their assigned neighbourhood".

Both Neighbourhood Constables as defined in 2.2 and Area Neighbourhood Constables as defined in 2.3 will be subject to the abstraction policy.

NB. For more details on recording abstractions and details of exceptions to this policy see paragraph 6 below.

3. DUTIES

The hours of duty for Neighbourhood Policing Teams will reflect local needs and conditions and will support the Mission Statement and Principles outlined in Paragraphs 2 and 3 of this policy.

Neighbourhood Inspectors and supervisors will determine, in consultation with their teams, the most appropriate working patterns and will retain discretion and flexibility to plan or amend the duties of officers in order to target the specific issues that cause concern in their respective neighbourhoods. This is of course subject to Police Regulations.

4. DEPLOYMENT

Neighbourhood Constables and PCSO's will concentrate on dealing with community priorities through Problem Orientated Policing (POP) and partnership working. Patrols will be focused, making the best use of intelligence in line with the National Intelligence Model (NIM).

Available Neighbourhood Constables may be tasked to respond to routine incidents **within their respective neighbourhoods**, particularly those that engage community priorities. Area Neighbourhood Constables will be tasked to respond to incidents within their area. Control room and contact centre staff must ensure that Neighbourhood Constables are not abstracted unnecessarily from their primary role.

5. POSTINGS

The length of any officers transfer or posting to neighbourhood duties should be determined by the needs of the force combined with the development and well being of the officer concerned. However as a general principle, all transfers and postings to Neighbourhood Policing duties as a Neighbourhood Constable should be subject to a minimum period of 36 months. The Neighbourhood Constable post has been designated as a specialist post and as such is then subject to the force policy on "Assessment, Selection and Promotion of Police Officers".

Facts that will be considered in establishing minimum periods of posting: -

- Operational need, especially regarding continuity of partnership and joint agency activities
- Cost and extent of training
- Welfare

All deviations from the recommended minimum posting of 36 months should be approved by the Divisional Commander or Departmental Head in consultation with the Head of Human Resources.

6. ABSTRACTION POLICY

6.1 The abstraction of neighbourhood policing staff is a locally sensitive issue and has the potential to create a disproportionate impact upon the public's fear of crime.

6.2 As a general principle Neighbourhood Constables will not be utilised or re-deployed for other duties or activities that remove them from their primary role as Neighbourhood Constables.

6.3 Whenever possible, dedicated Neighbourhood Constables should not retain other specialist functions that could potentially remove them from their primary role for long periods of time. Divisions should ensure that resilience for other specialist duties is provided by officers that are not dedicated neighbourhood constables.

6.4 Exceptions

Neighbourhood Policing Teams will not be recorded as being abstracted if any of the following criteria apply: -

- Annual Leave
- Sickness
- Compulsory Training
- Court Attendance
- Whilst working Overtime, Bank Holidays or Rest Days on other duties or in another area that is in addition to their existing recognised neighbourhood duties
- Periods of duty away from their dedicated area or role of less than 2 hours. **NB.** *Even if the abstraction is for a period of duty of less than 2 hours but the result is likely to have a significant impact on public confidence, e.g. cancellation of a planned neighbourhood meeting or surgery then such a period of duty will still be recorded as an abstraction.*

6.5 It is also recognised that in such a large rural force as Dyfed Powys that Neighbourhood Teams may often only comprise of one or two officers. In these circumstances it is reasonable to expect Area Neighbourhood Constables from one neighbourhood to cover an adjacent neighbourhood and attend neighbourhood incidents and commitments in that area during the absence of other officers. If Area Neighbourhood Officers are deployed in these circumstances it will not be recorded as an abstraction. Neighbourhood Constables should not be routinely deployed to incidents outside their neighbourhood.

6.6 In a small number of stations where resources are limited it may be necessary for Dedicated or Area Neighbourhood Constables to work shifts that are usually associated with officers performing a response function, e.g. nights 11pm to 7am. If any of these officers are required to perform these duties then they **will** be recorded as an abstraction.

6.7 It is the target of the force to ensure that Neighbourhood Constables remain on their appointed neighbourhoods for 80% of their available duty time, and that Area Neighbourhood Constables remain on their appointed area for 80% of their available duty time.

7. RECORDING

7.1 Each Divisional Commander will be responsible for balancing operational demand against the principles of the National Neighbourhood Policing Programme and will ensure that any abstraction of Neighbourhood Policing Teams is authorised, recorded and evaluated. The abstraction of Neighbourhood Policing Teams will form part of the performance management process at Divisional level and will be included as a standing item at Performance Management Meetings.

7.2 Any decision to abstract a member of the Neighbourhood Policing Team from their dedicated role should only be taken by the Duty Inspector. He/she will

ensure that the reason for the abstraction is recorded at the earliest opportunity on the Electronic Abstraction Recording facility available on the Force Intranet. If the electronic facility is not available the abstraction will be recorded on the Abstraction Monitoring Form attached at *Appendix 'A'*. This form will then be forwarded to the nominated divisional officer who will liaise with the Force Corporate Services Department for evaluation purposes.

8. PERFORMANCE MONITORING

8.1 The recording of officer abstractions will include the 'Reason' for the abstraction, the 'Impact' this had on the neighbourhood affected by the officers absence and the details of the authorising officer.

8.2 The Force Electronic Abstraction Recording facility includes a search facility to allow Corporate Services to evaluate all recorded data and produce performance statistics for consideration by Force and Divisional Performance Meetings.

NEIGHBOURHOOD POLICING

ABSTRACTION MONITORING FORM

Officer Subject of Abstraction				
Name:	Rank:	Div:	Stn:	N/Hood:
Scheduled Shift, (e.g. 7am to 3pm):				
Abstraction Details	Start Time:	Start Date:	End Time:	End Date:
REASON FOR ABSTRACTION. Tick Appropriate Box ✓				
CRIME ENQUIRIES <input type="checkbox"/> MAJOR INCIDENT <input type="checkbox"/> PLANNED MAJOR EVENT <input type="checkbox"/> PRISONERS <input type="checkbox"/> PUBLIC ORDER <input type="checkbox"/> RESOURCE AVAILABILITY <input type="checkbox"/> RESPONSE DUTIES <input type="checkbox"/> ROADS POLICING <input type="checkbox"/> TARGETTED OPERATIONS <input type="checkbox"/> TRAINING COURSES <input type="checkbox"/>				
IMPACT OF ABSTRACTION. Tick Appropriate Box ✓				
APPOINTMENTS <input type="checkbox"/> COMMUNITY INITIATIVES <input type="checkbox"/> ENQUIRIES <input type="checkbox"/> JOINT OPERATIONS <input type="checkbox"/> MEETINGS PRIORITIES <input type="checkbox"/> SCHOOLS <input type="checkbox"/> STREET BRIEFINGS <input type="checkbox"/> SURGERIES <input type="checkbox"/> VISIBLE PATROL <input type="checkbox"/>				
ABSTRACTION AUTHORISED BY:				
ADDITIONAL COMMENTS:				

Completed Form to be returned to Nominated Divisional Lead for Neighbourhood Policing.