

Performance and Governance



Reference Number: P22

This is South Yorkshire Police's Statement of Agreed Policy on Performance and Governance. This policy relates to localised procedures only and therefore not supported by Authorised Professional Practice (APP).

Property

The section covers recording and handling of property within South Yorkshire Police. The type of property this policy relates to is found, seized or recovered as a result of criminal activity.

The associated procedural instructions that support this section are listed below:

- [Pi22.3 – Seizure and Retention of Property \(other than Found Property\)](#)
- [Pi22.8 – Handling Lost and Found Property](#)

Licensing

This section covers provisions, which will empower courts and the police to make temporary closure orders in respect of relevant premises.

The associated procedural instruction that supports this section is listed below:

- [Pi22.5 – Closure Orders for Identified Premises – Licensing act 2003](#)
- [Pi22.12 – Use of Drugs Drop Boxes in Licensed Premises](#)

Policy and Survey

This section also covers the preparation and regulation of policy and surveys.

The associated procedural instructions that support this section are listed below.

- [Pi22.1 – Policy and Procedural Instruction Publication Process](#)
- [Pi22.2 – Survey Regulation](#)

Death by Natural Causes

The principles of this section relate to deaths that have occurred by natural causes and how the incident should be, handled and recorded.

The associated procedural instruction that supports this section is listed below:

- [Pi22.7 – Death by Apparent Natural Causes](#)

Working Together

This section covers all aspects of partnership working with internal and external partners and intends to provide a corporate approach and process for negotiating, managing and recording partnership activity.

The associated procedural instructions that support this section are listed below:

- [Pi22.4 - Academic Research Applicant Instructions](#)
- [Pi22.13 - Sponsorship and Donations Instructions](#)

Anti-Social Behaviour

This section provides a clear structure in relation to the management of repeat and vulnerable victims.

The associated procedural instruction that supports this section is listed below:

- [Pi22.6 - Anti-Social Behaviour Management](#)

PentiP

The Penalty Notice Processing (PentiP) system provides a national solution for the processing of all Penalty Notices. Please see [P30 - Operational Support Unit, OSU](#).

Please see also, the latest definition from the College of Policing for vulnerable and repeat victims.

DNA sampling – PACE/Elimination/Vulnerable Victims

The obtaining, exhibiting, management and submission of DNA samples will be undertaken in a professional and ethical manner and within the confines of those provisions as set out in legislation.

The NDNAD is maintained by a tri-partite group composed of representatives from the National Police Chief's Council (NPCC), Association of Police and Crime Commissioners (APCC) and the Home Office. External contracted and accredited Forensic Service Providers are used to profile DNA samples for England and Wales Police Forces that are then loaded to the National DNA Database.

The associated procedural instructions that support this section are listed below:

[Pi22.14 - DNA Sampling – PACE/Elimination/Vulnerable Victims](#)

Other relevant SYP policy documents you may wish to consider are: [P7 - Information Management](#)

Equality Act 2010

The Act creates a statutory requirement for all Functions and Policies (Including Procedural Instructions) to be analysed for their effect on equality, diversity and human rights, with due regard to the [General Equality Duty](#).

In principle, this document has been assessed for discrimination, which cannot be justified, among other diverse groups.

The [Code of Ethics](#) published in 2014 by the College of Policing requires us all to do the right thing in the right way. It also recognises that the use of discretion in Policing is necessary but in using discretion, states that you should, "*take into account any relevant policing codes, guidance, policies and procedures*."

Human Rights/Discretion

The purpose of providing policy is to give an indication to staff of the expected course of action. However it is not possible to cater for every possible combination of factors that would justify a departure from stated policy. The Human Rights Act 1998 requires the proper use of discretion at all times and nothing within this policy and associated procedural instructions prohibits the proper use of discretion in appropriate circumstances.

Where action is taken that has the potential to interfere with an individual's Human Rights, the reasons behind the making of the decision to act in that way should be recorded on the appropriate forms, or where this is not practicable, in pocket books or policy logs.

Rights of redress for members of the public:

Anyone who feels that a member of staff has behaved incorrectly or unfairly, or who is dissatisfied with organisational matters, service delivery or other operational policing issues, has the right to [make a complaint](#).

Initial action should be taken in one of the following ways:

- Complain in writing or in person to the Senior Officer at the appropriate police station or to the Chief Constable of the force concerned.
- Visit a local Citizens' Advice Bureau
- Contact a Solicitor

Rights of redress for South Yorkshire Police personnel:

South Yorkshire Police personnel who feel they have grounds for concern in relation to the implementation of policies may, as appropriate:

- Pursue concerns through their line manager.
- Contact a First Contact Advisor.
- Pursue a grievance formally through the South Yorkshire Police Grievance Resolution Procedure.
- Seek advice from their staff association or trades union.

Use procedural instruction [Pi23.11 - Management of Complaints](#), in the section entitled Handling Complaints relating to Direction and Control.

Start Date: 18/11/2016

Review:

This statement of agreed policy is managed by Chief Superintendent, Performance and Governance.

This policy and its Equality Analysis were last reviewed on: 26/10/2020

The date for the next review of this policy and Equality Analysis is: 26/10/2022