

## **OPCC Dip Sampling of files in PSD**

### **Terms of Reference**

#### **Purpose**

It is of critical importance to the reputation of Warwickshire Police and West Mercia Police that the public has confidence in the complaints system.

To this end, both the Chief Constables and the Police and Crime Commissioners have arranged for 'dip sampling' to be undertaken of complaints and conduct cases and also of sensitive cases involving police discipline.

#### **Practice**

On a monthly basis, both PCC's offices will provide representatives to meet with a senior member of the PSD to scrutinise the work of the dept..

This is currently scheduled to take place on the second Wednesday of the month for half a day.

The role of the PCC reps is to look at the processes in PSD and not to weigh evidence. They will consider such issues as:

- Did officers provide regular updates to complainants
- The proportionality of investigations
- Timescales for completion of investigations

The PCC reps will be provided with a list of finalised complaints files for the previous 6 months and will choose at random a number of files to examine.

The PCC reps will also be provided with a list of live cases assessed as Gross Misconduct, from which they will choose a number for examination.

On top of this, the PSD rep will use his/her professional judgement to select current cases of a sensitive or complex nature or that might have significance for public confidence or the reputation of the alliance and ensure that these are discussed with the PCC reps. (Providing there is no over-riding operational reason not to share this information.)

The PCC reps may ask any questions or raise any issues they see fit or ask to examine any documents.

The presumption will be that information will be shared by the PSD rep unless there is a very strong rationale for not doing so that has been agreed by the Head of PSD.

The PCC reps will have been vetted to the appropriate level.

Records will be kept of all cases discussed.