**West Mercia Police and Crime Commissioner**

**Review Form**

**Using this form**

Please use this form if you are unhappy about the outcome of your complaint. **The Police and Crime Commissioner must receive your review within 28 days from the day after the date stated on your outcome letter from West Mercia Police**. For example, if your letter is dated 1st April, you have to make sure we receive your request for a review by 29th April.

**Accessibility**

If it is difficult for you to use this form or this service for example, if English is not your first language or you have a disability then please contact us on the details provided below:

Telephone: 01905 331656   
Email: [opcc@westmercia.police.uk](mailto:opcc@westmercia.police.uk)

If you require any adjustments to support you through the review system, please outline these below. For example, if you have a visual impairment, you may require written responses in larger text.

Accessibility / adjustments:

**What happens to the information in my review form?**

The information you provide on this form will be entered into our systems. We may also need to pass the details of your review (including the content of this form) to West Mercia Police and / or an Independent Reviewer who will consider your review and make recommendations to the Police and Crime Commissioner.

If you have any concerns about your information being passed to the police or you require further information about how your data will be handled, please call us on 01905 331656. For information about how we handle your personal information, please read our privacy policy and notice at [www.westmercia-pcc.gov.uk/website-policies/privacy-policy/](http://www.westmercia-pcc.gov.uk/website-policies/privacy-policy/)

**Where to send this review form**

Please submit the completed form to the Office of the Police and Crime Commissioner’s office using the contact details below:

Email:[opcc@westmercia.police.uk](mailto:opcc@westmercia.police.uk)

Address: Complaint Reviews, Police and Crime Commissioner, West Mercia Police, Hindlip Hall, Hindlip, Worcester, WR3 8SP

1. **About You**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Last name |  |
| Date of birth |  |
| Postcode |  |
| Address |  |
| Email |  |
| Telephone |  |
| Preferred method of contact |  |

|  |  |
| --- | --- |
| Are you requesting a review on behalf of someone else? | Yes - Please complete Section 2  No - Please go straight to Section 3 |

1. **Details of person on whose behalf you are applying for a review**

Please only complete this section if you are requesting a review on behalf of someone else.

|  |  |
| --- | --- |
| Relationship with appellant | Legal representative  Family  Friend  Other |
| If other - specify relationship |  |
| Title |  |
| First name |  |
| Last name |  |
| Postcode |  |
| Address |  |
| Email |  |
| Telephone |  |
| Preferred method of contact |  |
| Confirmation of authority to request a review on appellant’s behalf | Confirmed |

1. **Review Details**

Your force reference number should be on any correspondence you have had from the police.

|  |  |
| --- | --- |
| Organisation review against | West Mercia Police |
| Force reference number |  |
| Was the complaint investigated | Yes  No  Don’t know |
| **Please tell us why you would like to request a review about the outcome of your complaint:**  The police should try to find an outcome for your complaint which is reasonable and proportionate; you can ask for a review if you think they have not done that. To assist the reviewer, please explain why you think the outcome given to you was not reasonable and proportionate. | |

1. **Attachments**

Where possible, please attach the final decision letter from West Mercia Police or any additional documents that are relevant to the review. The final decision letter from the police can help us process your review more quickly. Please number and list your attachments in the table below.

|  |  |
| --- | --- |
| Reference number | Details / title of attachment |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Confirmation that the information provided is correct**

I confirm the information I have provided is truthful and accurate to the best of my knowledge.

|  |  |
| --- | --- |
| Name |  |
| Date |  |

1. **Equality of service monitoring form**

We want to make sure everyone has an equal chance to use and benefit from our services. To ensure we continue to do this, it would help us if you could answer the following questions. If you prefer, you do not have to answer these questions as it will not affect your review in any way.

The information provided in this form will be used by public bodies involved in the police complaints system, including the Office of the West Mercia Police and Crime Commissioner, West Mercia Police and the Independent Reviewer. You can find out how your personal information will be used in the privacy notices found on the website of each organisation.

|  |  |
| --- | --- |
| Sex | Female  Male  Intersex  Other (please give details): |
| Is your gender different to the gender you were assigned at birth?  If yes, please state the gender you were assigned at birth: | Yes  No  Don’t know |
| Sexual orientation | Heterosexual / straight  Bisexual  Gay / lesbian  Not known  Other (please state below): |
| Do you have a physical or mental impairment that has a substantially adverse and long-term effect on your ability to carry out normal day-to-day activities? | Yes  No  Don’t know |
| If you have answered 'yes' to the question above, which option below describes your disability? | Hearing  Learning difficulty  Long standing illness or health condition  Mental health condition  Mobility or physical impairment  Sight  Other (please state below): |
| Ethnicity | White: English/Welsh/Scottish/Northern Irish/British  White: Irish  White: Gypsy, Traveller or Irish Traveller  White: any other white background (please describe):  Mixed: white and black Caribbean  Mixed: white and black African  Mixed: white and Asian  Mixed: any other mixed/multiple ethnic background (please describe):  Asian: Indian  Asian: Pakistani  Asian: Bangladeshi  Asian: Chinese  Asian: any other Asian background (please describe):  Black: African  Black: Caribbean  Black: any other black/African/Caribbean background (please describe):  Other: Arab  Not known  Other: any other ethnic group (please describe): |
| Religious belief / faith | No religion  Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Not known  Any other religion (please describe): |
| Pregnancy and maternity | Pregnant  On maternity/paternity/adoption leave  Returning from maternity/paternity/adoption leave  None of the above |

**Thank you for the information you have provided.**

Please submit your completed form to the Office of the Police and Crime Commissioner using the contact details provided below:

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Address: Complaint Reviews, Police and Crime Commissioner, West Mercia Police, Hindlip Hall, Hindlip, Worcester, WR3 8SP