



Stop and Search Lay Observers' Scheme Surrey Police

Briefing Officer:

Person on attachment:

This document is to be read and signed by the observer before the placement takes place.

Briefing

Thank you for taking part in the Stop and Search Lay Observers' Scheme. Surrey Police recognises the importance of the use of Stop and Search, and encourages its use to relentlessly pursue criminals and keep the public safe from harm. Surrey Police expects stop and search powers to be used lawfully, fairly and in a non-discriminatory way, to prevent and detect crime and encourage trust and confidence in Surrey Police.

Stop and search will only be conducted where the legislative conditions governing the use of this power are met. Consequently the power may not be exercised during your attachment. Where it is used you will be asked to provide feedback upon the appropriateness of its use in the circumstances and compliance with both Force policy and relevant legislation. Documentation will be provided to facilitate this.

On the day of your placement, please bring with you a form of photo identification. You are asked to comply strictly with all instructions given by the member of staff you are observing.

When attending operational incidents please remain in the vehicle at all times, until the Escorting Officer directs otherwise. If the Escorting Officer directs you to a place of safety, please comply fully with their instructions.

You must wear appropriate clothing & footwear that is suitable to the task you are observing.

If observing the work of operational staff you will be provided with a high-visibility jacket. Please wear this when requested by the Escorting Officer – for example if you attend a road traffic collision or other incident in a public place.

You must declare to the member of staff if you are suffering from any illness or injury (including mental illness) which they may need to be aware of and which may place you at any additional risk of harm and affect your participation in the scheme. For example, you must say if you have a heart

condition, high blood pressure, suffer from epilepsy or diabetes or have a back/neck injury. However, this is not an exhaustive list of medical conditions.

Disclaimer

**Disclaimer of Responsibility and Complete Acceptance:
(copy of this document to be signed by yourself, and by your parent or guardian on your behalf if you are UNDER 18 years of age).**

I confirm that I am in a good state of health, and I do not know of any reason preventing or making it undesirable for me to participate with Surrey Police. I undertake to inform Surrey Police if I subsequently become aware of such. I understand that police duties can involve situations where loss of property, shock, trauma or injury (including death) may occur.

I agree, except in the case of personal injury (including death) caused by the negligence of Surrey Police, that I shall not hold Surrey Police liable for any such claim arising out of my participating with them. I also understand and accept that the level of care and attention which will be extended to me whilst participating will be that which is normally applied to serving police officers.

THEREFORE, I understand the contents of this briefing document, and I undertake and agree to fully abide by, and be subject to, all constraints and implications indicated in this document and in the Health & Safety Pre-attachment Briefing Sheet.

Signed:

Full name:

Date:

If the above person is a child under the age of 18 years

As parent/guardian of the above child I have also read these conditions and agree to my child being bound by them.

Signed:

Full Name:

Date: Relationship:

Confidentiality Agreement and Security of Information

The Police Service is a professional and caring organisation that places great emphasis on confidentiality. Our success in reducing crime, bringing offenders to justice and developing trust and confidence amongst all sections of the community depends on our reputation for confidentiality.

This means that any information about individuals and operations MUST remain inside the Force.

To gain maximum benefit, Lay Observers' Scheme participants need to be as close as possible to the activity they are watching. This means they may become aware of sensitive information.

Therefore, as a participant in the Surrey Police Lay Observers' Scheme, you must observe strict confidentiality in respect of any information/documentation which you see, hear or read. For the purposes of this agreement you must not repeat or disclose information including but not limited to: spoken word, including radio communications, written and printed material, computer systems and confidential waste.

Discussion or further disclosure of such information or retention of any documentation received during the Lay Observers' Scheme is a breach of the Data Protection Act and the Force Information Security Policy. Such improper use may also constitute an offence under the Official Secrets Acts and the Computer Misuse Act.

Official Secrets Act 1911/1989 (OSA)

During your involvement with Surrey Police you may be privy to, or come into possession of information relating to, its operations, or personal information relating to members of the public the Police will come into contact with. You should be aware that the improper retention, disclosure or unauthorised use of such information may render you liable to legal action by Surrey Police. Improper use of such information by you including passing it on to a third party, could be an offence under the provisions of the **Official Secrets Acts**. It is your responsibility to comply with these requirements and to seek clarification of any aspects which you do not fully understand.

I have read and understand all the foregoing information and restrictions and agree to be bound by them.

Signed:

Full name:

Date:

Address:

Date and
Place of Birth:

If the above person is a child under the age of 18 years

As parent/guardian of the above child I have also read these conditions and agree to my child being bound by them.

Signed:

Full Name:

Date: Relationship:

Officer's Signature: Date:

Officer's Name/Fin: