



*Altogether Better Policing*

## **DURHAM CONSTABULARY POLICY**

<b>Durham Constabulary Freedom of Information Act Publication Scheme</b>	
<b>Name of Policy</b>	<b>Unmanageable Debt Policy</b>
<b>Registry Reference No.</b>	<b>DCP 162</b>
<b>Policy Owner</b>	<b>Head of Professional Standards &amp; Legal Services</b>
<b>Date Approved</b>	<b>8 January 2013</b>
<b>Governance Board</b>	<b><i>FLG</i></b>
<b>Life Span</b>	<b>3 years</b>
<b>Version</b>	<b>1.1</b>
<b>Protective Marking</b>	<b>Official</b>
<b>Publication Scheme Y/N</b>	<b>Y</b>
<b>All Durham Constabulary policies are drafted in accordance with Human Rights and Equality Legislation</b>	

**Version Control** (The first final version of a document will be version 1.0, subsequent draft versions will increase by 0.1, e.g. 1.1, 1.2. When the revised document is deemed final, and agreed at the relevant Governance Board, this will then become version 2.0)

<b>Date</b>	<b>Version</b>	<b>Reason for Change / Update &amp; Comments</b>	<b>Produced / Amended by</b>	<b>Reviewed / Agreed by</b>
Jan 2013	1.0	Initial Document	Detective Inspector Mick Kirtley	Supt Ellis Head of PSLs
July 2018	1.1	Policy Reviewed – no changes required therefore FLG approval not required	CI Victoria Martin	CI Victoria Martin

## 1.0 **Name of Policy**

Unmanageable debt policy.

## 2.0 **Purpose and Scope**

2.1 The purpose of this policy is to provide advice and guidance to individuals in respect of unmanageable debt whilst also ensuring that the integrity, reputation and security of Durham Constabulary is protected.

## 3.0 **Motivation or Driving Forces**

3.1 The Serious Organised Crime Agency (SOCA) National Strategic Assessment identifies that money is one of the common motives for corruption and that unmanageable debt can place Police personnel in a vulnerable position and more likely to become engaged in corrupt activities in order to try and relieve their debt.

3.2 This Policy also assists Durham Constabulary in complying with the below mentioned legislation.

## 4.0 **The Legal Basis and Legitimate Aims**

4.1 Durham Constabulary is required to comply with the requirements of the following legislation –

- Police Act 1996
- Police Regulations,
- Police Staff Council Standards of Professional Behaviour
- Prevention of Corruptions Acts 1906 and 1916
- Bribery Act 2010.
- The European Convention on Human Rights (ECHR) given legal effect by virtue of The Human Rights Act 1998.
- Data protection Act 1998 (duty to protect personal information from compromise)

## 5.0 **Policy Statement**

5.1 The Policy of Durham Constabulary is that staff must report unmanageable debt to their Line Manager or other support individual within the organisation.

5.2 A failure to report unmanageable debt may lead to a member of staff being in contravention of this policy and subject to an internal misconduct investigation.

5.3 The attached guidance provides details in respect of the definition of unmanageable debt and the process for reporting unmanageable debt including support agencies.

## 6.0 **Brief Description of the Attached Appendices**

All procedures, tactics and guidance relating to this policy are included on the Procedures, Tactics and Guidance document which accompany this policy and are protectively marked as RESTRICTED.

## 7.0 **Monitoring and Review**

7.1 To achieve the required level of assurance the following methods of review and evaluation will be used:

- 3 yearly review in line with Human Rights and Equality Legislation
- Or sooner due to a review or change in legislation, case law or best practice.

## 8.0 **How to Complain**

8.1 If an individual wishes to appeal against any decision made by Durham Constabulary in connection with this policy, they should write to the Head of Human Resources, within 14 days of receiving a decision. The Head of Human Resources will consider the appeal and consult with the appropriate Commander/Departmental Head to establish all facts before making his/her decision. He/she will respond to the individual within four working weeks of receipt of the appeal. Should this period not be achievable the Head of Human Resources should notify the individual in writing and advise them when the decision will be communicated.

8.2 Complaints of alleged unlawful discrimination may be registered with an employment tribunal within 3 months less 1 day of the alleged act of discrimination subject to the Appeal Procedure being exhausted.

8.3 Durham Constabulary operates a 'Achieving Fairness at Work Policy'. The main purpose of which is to ensure that individual members of staff who feel aggrieved about the way they have been treated, either by management or by their colleagues, are given every opportunity to have their grievances resolved in a fair and just manner. It is a flexible means of resolving problems at work and intended to resolve issues as quickly as possible.

- 8.4** Complaints about the overall policies and procedures of a police force, as well as a number of other issues relating to quality of service or operational decisions should be made to the Chief Constable of Durham Constabulary at the following

**The Chief Constable**

Police Headquarters

Aykley Heads

Durham

DH1 5TT

Tel: 101

Fax: 0191 375 2011

Email: [CFR@durham.pnn.police.uk](mailto:CFR@durham.pnn.police.uk)