

Procedure		
Title:	Notifiable Associations	
Practice / Business Area:	Professional Standards	
Department Responsible:	Professional Standards	
First Published:	27/01/10	
Last Reviewed:	13/12/19	
Next Review Due:	December 2021	This document applies to employees of the:
Version Number:	08	Chief Constable
SOUTH WALES POLICE PROCEDURE OBJECTIVE:		
To provide guidance to all police personnel as to what could be interpreted as a 'notifiable association' and the procedures that should be followed by all police personnel should they consider themselves the subject of, or suspect another member of staff to have, a notifiable association.		
PROCEDURE:		
<p>Membership of the police service carries responsibilities and expectations within individual's private and personal lives that exceed those of most other occupations. Acceptance of this by all members is non negotiable.</p> <p>If any member is unsure whether the association they have with any person is notifiable they must make a formal notification.</p> <p>Deliberate failure to comply may render the member liable to misconduct proceedings.</p> <p>Notifiable associations could be:</p> <ul style="list-style-type: none"> • Socialising with persons who have criminal convictions or are known to be under criminal investigation. • Private investigators and persons holding investigation related employment • Association with groups or organisations of which some persons may be involved in law breaking or organised criminal activity e.g. some extreme animal rights groups or football hooligans. • Association with persons who have been dismissed or required to resign from a police service or other law enforcement agency or resigned after misconduct proceedings have commenced. • Off duty association with members of the press or media • Association with a group or activity (e.g. sports clubs or social clubs), where other members are known to be involved in criminality. • Association with family members who fall in to this category. • Associations, which may also include associations developed via social media. <p>All notifications relating to family members especially will be managed in the most sensitive and pragmatic way possible and only in the rarest cases require any further action than initial notification and assessment.</p> <p>It is not permissible for any member to conduct or request a third party to conduct person checks on SWP computer systems for the purpose of assessing whether an associate is notifiable.</p>		

Officers and staff wishing to declare an association with a member of the media or large commercial organisation should do so via the 'Notifiable Association Declaration Form' whilst also being cognisant to the Media and Commercial Organisation Association Procedure.

DUTIES OF MEMBERS

(The term MEMBERS in the context of this guidance includes, Police Officers, Police Staff, Special Constabulary, and Volunteers).

- A PSD 9 must be submitted via the PSD notifiable association inbox.
- The information provided must be as complete and comprehensive as possible to enable an accurate assessment of personal and organisational risk to be undertaken by PSD.
- In order that persons are not embarrassed by making disclosures pertaining to family relationships (whether by birth, marriage or civil partnerships) the member will be notified by PSD if it is necessary to inform their management.
- If there are any changes to the declared association e.g. marriage, court outcomes, concerns about the activities of the associate or other information which may be likely to affect the assessment the member must inform PSD using the PSD 10.
- Members are responsible for complying with the terms of any risk management plan.

DUTIES OF PSD

- The Head of PSD or a delegated senior member of the department (reviewing officer) will be responsible for assessing all notifications by members relating to this guidance.
- PSD will ensure that all relevant information is shared with the force vetting manager.
- On the basis of what is disclosed and any other information known the "reviewing officer" will apply the National Decision Making Model to identify and assess risks which may reasonably be posed to the public, the member and to the organisation.
- Where necessary the "reviewing officer" will agree a risk management plan with the member concerned. The risk management plan may where appropriate be overseen by their own Commander/Department Head.
- All information held in respect of Notifiable Associations will be maintained securely by PSD.

APPEALS

- On rare occasions if agreement on the terms of a risk management plan can not be reached it may be necessary for reasonable conditions to be imposed on the member concerned. In such cases the member will have a right of appeal against those conditions to the assistant chief constable holding the portfolio for Professional Standards.