



CIVIL NUCLEAR CONSTABULARY

Email: [REDACTED]

Our Ref: 2016-104

The Executive Office

Civil Nuclear Constabulary
Building F6 Culham Science Centre
Abingdon
Oxon
OX14 3DB

Tel: 01235 466428

Website: <https://www.gov.uk/cnc>

Dear [REDACTED]

I am writing in response to your request for information regarding the below. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1) (a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

1. The rank/position, role, name and email address of the lead officer/staff member in your force responsible for the welfare of officers and staff.

The role of the welfare of Officers and Staff is held by anyone who has line management responsibility.

2. Whether you have a 'crisis line' or duty counsellor or similar for officers/staff to call if they are in mental health crisis or reacting to a traumatic incident/event and:

- (a) the hours it is staffed (e.g. 9am-5pm, 24/7/365, etc.),
- (b) if not 24/7/365, what arrangements are in place for support outside of these hours,
- (c) where officers can find details of the service and the number to call,
- (d) whether officers can call the force control room and obtain the number, and
- (d) the number for officers/staff to call to access the service.

Employee Assistance Programme (EAP)

3. Provide the full intranet URL for accessing help and support relating to officer/staff welfare. This should be a page on your intranet accessible via web browser within your organisation and provide officers/staff with access to information and support services.

I am unable to provide a link to the Intranet, however, I have provided a screenshot attached.

4. Whether you offer any specialist support services to officers/staff who suffer from alcohol abuse - and if so an overview of what is provided.

EAP specifically offer support on drug and alcohol abuse, general support provided via line management and Occupational Health

5. Whether you offer any specialist support services to officers/staff who suffer from drug abuse - and if so an overview of what is provided.

EAP specifically offer support on drug and alcohol abuse, general support provided via line management and Occupational Health

6. A copy of your policy relating to post-incident/shooting procedures (aka PIPs/PISPs) and an overview of what the procedure involves and when it should apply.

Please see attached

7. A copy of any literature your force has for the purpose of helping officers understand and deal with the aftermath of a traumatic event (e.g. leaflet that explains PTSD that may be provided to officers following a traumatic event). Similarly, any materials offered to the friends/family/colleagues of officers/staff relating to post traumatic stress.

Advice accessed through EAP which also extends to family members. Further support available through Occupational Health.

9. Whether your force conducts any regular mental health screening of officers/staff or any subset of officers/staff - and if so, who and how frequently.

Officers seen annually by Occupational Health for force medical, referred to Occupational Health after any periods of 'high risk' absence (inc mental health). Ad hoc referral service in place.

In accordance with Section 1(1) (a) of the Act I hereby confirm that the CNC/CNPA does not hold information of the type specified.

8. A copy of any materials designed for line managers to identify and/or support their officers/staff in relation to post-traumatic stress.

10. A copy of any training input provided to officers/staff on joining the organisation relating to post-traumatic stress.

11. The number of officers and number of staff currently waiting to see a counsellor and how long they have been waiting.

The Civil Nuclear Constabulary is a specialist armed police service dedicated to the civil nuclear industry, with Operational Policing Units based at 11 civil nuclear sites in England, Scotland and Wales and over 1400 police officers and staff. The Constabulary headquarters is at Culham in Oxfordshire. The civil nuclear industry forms part of the UK's critical national infrastructure and the role of the Constabulary contribute to the overall framework of national security.

The purpose of the Constabulary is to protect licensed civil nuclear sites and to safeguard nuclear material in transit. The Constabulary works in partnership with the appropriate Home Office Police Force or Police Scotland at each site. Policing services required at each site are agreed with nuclear operators in accordance with the Nuclear Industries Security Regulations 2003 and ratified by the UK regulator, the Office for Nuclear Regulation (ONR). Armed policing services are required at most civil nuclear sites in the United Kingdom. The majority of officers in the Constabulary are Authorised Firearms Officers.

The Constabulary is recognised by the National Police Chiefs' Council (NPCC) and the Association of Chief Police Officers in Scotland (ACPOS). Through the National Coordinated Policing Protocol, the Constabulary has established memorandums of understanding with the local police forces at all 10 Operational Policing Units. Mutual support and assistance enable the Constabulary to maintain focus on its core role.

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Sarah Shevlin
Disclosures Officer
CNC

Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Sarah Shevlin
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

Yours sincerely

Sarah Shevlin
Disclosures Officer

[Home](#)

Employee Assistance Programme

help employee assistance - the confidential Employee Assistance Programme

The Employee Assistance Programme (EAP) is available to all employees of the CNC and is available 24 hours a day, 7 days a week, 365 days a year by telephone.

The contact details are as follows:

By Telephone: [REDACTED]

[Find out more about what help employee assistance can offer you](#)

There are two dedicated websites, one general CNC EAP site featuring advice about family, work, health and money issues. It also features a series of podcasts to help employees understand what is available from EAP and how they can get the most out of it.

[Visit the help employee assistance advice website](#)

Also available is a dedicated EAP website where employees can register and set up a personalised profile to track exercise regimes, get weight loss advice and set personal and work goals. To register with the site, please use the following details:

- Username: [REDACTED]
- Password: [REDACTED]

[Visit the help employee assistance wellbeing zone](#)

Key information about the EAP:

- Unlimited support - Subject to the session limit as outlined in the brochure.
- Confidential - If you have contacted the EAP directly, no one at CNC will know that you have called, unless you choose to disclose this. It is also possible for OHD or Management to refer an individual directly to the EAP (referral forms are available on the intranet).
- Independent, impartial source of support
- The EAP can provide support on a wide range of work and personal issues. Although there is no exhaustive list, some examples may include:
 - Relationship problems (personal and at work)
 - Financial/Debt issues
 - Legal matters
 - Consumer issues
 - Pressure/Stress
 - Anxiety/Depression
 - Work overload
 - Bullying
 - Bereavement
 - Child care
 - Elder/Disability care

We hope that you will find the EAP services to be of assistance.

Please refer any queries regarding the EAP to the [CNC HR helpdesk](#).



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Post Armed Deployment and Post Incident Procedures

Procedure No. CNC/PP/0633

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Policy

In delivering the mission, the CNC is required to deploy Authorised Firearms Officers (AFOs), ensuring that they are suitably equipped to perform their role. This procedure details the approach that the CNC will take, in order to ensure compliance with the College of Policing's Authorised Professional Practice – Armed policing (APP-AP) and the Home Office Code of Practice on Police Use of Firearms and Less Lethal Weapons 2003 (CoP) in respect of Post Armed Deployment/Post Incident Procedures.



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Purpose

This Policy and Procedure (PP) is intended, as far as reasonably possible, to provide guidance to those people charged with particular responsibilities in the post incident phase of certain events / occurrences.

APP – Armed Policing Module 7 Post Deployment, details the procedures to be adopted in the post deployment phase of all armed operations, irrespective as to whether firearms have been discharged or not, in order to:

- Ensure the integrity of the legal process in respect of police action, persons arrested or evidential material seized;
- Enable follow-up action related to any ongoing crime;
- Identify any operational or safety-critical issues in respect of procedures, training, weapons or equipment used;
- Ensure individual, team and organisational learning takes place and is addressed both locally and nationally as appropriate

The term post incident is used to describe situations in which shots have been discharged by the police, or where an investigation into police action is to be conducted. As with post deployment procedures, these procedures are scalable. For example, the full procedure may not need to take place every time and will depend on the significance and consequences of the event.

Post incident investigations will be commenced in all situations where there has been a discharge of a weapon by the police (including those involving a conventional firearm or less lethal weapon), whether intentional or unintentional which has, or may have:

- Resulted in death or serious injury;
- Revealed failings in command;
- Caused danger to Officers or the public.

It is likely that any discharge of a weapon by the police will meet the criteria, and be declared, a critical incident in that:

A Critical Incident is any incident where the effectiveness of the police response is likely to have a significant impact on the confidence of:

- the victim,
- their family, and/or
- the community

A significant aspect of these post incident procedures is to ensure that the welfare considerations of Civil Nuclear Constabulary (CNC) Police Officers, Police Staff and others who may have been affected are effectively managed, taking into account the nature and scale of the investigation being undertaken.



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Scope

1. General

This procedure applies to all Constabulary Police Officers involved in armed deployments. A good working knowledge of the procedure needs to be maintained to ensure that any actions taken following the discharge of a firearm compliment the integrity of the investigation that will follow.

This procedure should be read alongside [CNC/PP/0632](#), which details the procedure to be followed in event of an Unintentional Discharge

Where reference is made in Module 7 to:-

- “**the force control room**”, this will normally be the Command and Control Centre (CCC) at Culham
- Where reference is made to “**the Tactical Firearms Commander**” (TFC) this will normally be the duty Force Incident Manager (FIM) based in the CCC until such time as they have handed over that responsibility to another Tactical Firearms Commander.
- Where reference is made to “**The Scene Manager**”, this will normally be the Operational Firearms Commander (OFC) or the senior CNC officer at the location.

In the event of an incident which merits the implementation of post incident procedures during a marine escort, management of the entire process will initially rest with the Escort Commander pending direction from the Strategic Firearms Commander (SFC).

Procedure

2. General

Post incident management is not limited to police involved shootings. The procedures that are to be put in place following a police involved shooting can be applied equally to other critical incidents (such as death during or after police contact and serious injury traffic collisions involving Police Officers) where it is clear that a full, possibly independent, investigation will be required.

These procedures can be applied in part or in full, depending upon the significance and consequences of the incident and therefore the scale of investigation being undertaken.

3. CNC Capability and Capacity

The CNC does not have the capability and capacity of host forces to deliver the specialist functions necessary to manage a full post incident process (e.g. Exhibits Officers, Forensic Examiners / Scenes of Crimes Officers, Senior Investigating Officers, Post Incident Managers). Therefore, this document should be viewed as a guide to the actions which need to be considered.



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Specifically with regard to Post Incident Managers (PIM), the CNC will retain a cadre of officers who have attended the national course and are therefore occupationally competent to perform the role. Operational Competence will be evidenced by annual submission of an Operational Portfolio in with all other CNC Command Roles.

If an incident merits deploying a fully accredited PIM team, support will be required from host forces who will provide a 'Lead PIM'. On such occasions a CNC PIM will work in support of host force colleagues and will primarily be responsible for Officer Welfare. For other incidents, if the Strategic Firearms Commander directs, a CNC PIM will be deployed and operate in accordance with the requirements contained in Module 7.

Depending on the location of the incident, the nature of the incident, and the availability of a CNC Post Incident Manager (PIM), it may be appropriate for the host force to take the initial lead in post incident management. If this is the case a CNC PIM will still be appointed and operate in support of the host force lead as detailed above.

The Co-coordinated Policing Protocol between the CNC and Home Office Forces / Police Scotland recognises that the CNC may need to call upon the support of local forces, and details how respective Chief Officers will identify that demand. To provide further clarity, individual protocols in the form of Memoranda of Understanding (MOU), have been agreed between the CNC and host forces where the CNC has Operational Policing Units and jurisdiction.

As it is desirable for certain actions to only be undertaken by officers trained in the required specialism(s), it may be necessary for CNC officers to wait for this support from the host force. Action by CNC Officers on these occasions should only be contemplated where there is an urgent, imperative need, and then only after obtaining specialist advice.

CNC Police Officers/ Police Staff have specialist knowledge, training and equipment pertaining to the site or material contained on the site which, if not approached in the correct manner may have serious health and safety consequences. In the event of host force officers having to enter a Nuclear Licensed Site to conduct post incident procedures, every effort will be made to ensure that they are escorted at all times.

Post Deployment Procedures

4. General

Other than in pre-planned operations, whenever an armed deployment is authorised by a TFC they will ensure that a SFC is contacted as soon as practicable and informed that an incident requiring the deployment of armed officers is taking place and that an appropriate command structure is instigated.

At the conclusion of the incident the TFC will ensure that a debriefing takes place, which should include the OFC and the firearms officers involved. Any individual or



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team learning issues arising should be dealt with immediately by the OFC. Any organisational learning issues will be identified by the TFC to the Divisional Commander (Capability) for further consideration.

The Divisional Commander (Capability) will ensure that all firearms deployments are promptly reviewed, to ensure their compliance with APP-AP, consideration of the National Decision Model and that organisational learning is maximised.

The Divisional Commander (Capability) will ensure that a report is provided to each Firearms Standing Committee meeting providing a synopsis of deployments.

Implementation of Post Incident Procedures

5. Notifications Required

Where weapons have been discharged or a person has been shot or seriously injured during an armed deployment, the FIM must be informed immediately. The FIM will refer to Appendix A and notify the Duty SFC.

Given that the FIM is likely to have been the authorising officer for the armed deployment, and therefore potentially subject to the investigation that will follow, the Duty SFC will, having been notified, assume command of the incident. This ensures compliance with APP-AP.

Having assumed command of the incident, the Duty SFC will refer to [Appendix A](#) and notify;

- Duty (or on-call) NPCC Officer
- Head of Professional Standards Department (PSD)
- Duty PIM (details held by FIM)

The Duty SFC will review the circumstances and determine the appropriate scale for the adoption of post incident procedures.

An early consideration for the Duty SFC will be Tactical Firearms Command resilience, as it may be inappropriate for the FIM to remain in Tactical Command of the CNC.

If it is determined that full Post Incident Procedures are to be initiated, early contact will be established between the CNC and the relevant host force, in order that any necessary specialist support is obtained;

- at NPCC level;
- by PSD; and
- by PIMs.

The location from which post incident procedures will be managed will be an early consideration for the Duty SFC. It is unlikely that the accommodation necessary will be readily available on a CNC site and it may therefore be more appropriate for accommodation to be sought from a host force.



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Immediate Post Incident & Scene Management Considerations

6. Command Responsibilities

Commanders of all roles have key functions to fulfil in immediate post incident and scene management considerations.

Key Roles

The roles and responsibilities of key personnel are detailed in Module 7 APP-AP (Section 11):

- Operational Firearms Commander.
- Tactical Firearms Commander. (also initial responsibilities as listed at Section 3.1.3 within APP-AP)
- Strategic Firearms Commander. (also initial responsibilities as listed at Section 3.1.2 within APP-AP)
- NPCC Officer (or delegated Senior Officer).
- Initial Investigating Officer (IIO).
- Post Incident Manager (PIM).

The Role of the Post Incident Manager (PIM)

7. General

PIMs facilitate, manage and ensure the integrity of the post incident procedure. Their role is not limited to police involved shootings and may include situations such as deaths in custody and serious injury traffic collisions involving Police Officers. Post Incident Managers often perform their role as part of a PIM team, under the direction of an overall Lead PIM.

A PIM will usually be nominated by the force to which the Key Police Witnesses belong. This will apply to any policing incident or operation, including those which cross force boundaries. Appropriate support should be available from the force in which the incident occurs. Forces should consider the possibility of such occurrences and have appropriate joint operational force and regional protocols to deal with post incident procedures.

An early decision should be made by the PIM, in conjunction with the NPCC officer/delegated Senior Officer responsible for the post incident procedures, the TFC and the IIO, as to which officers will be considered Key Police Witnesses; this will vary, depending on the circumstances of the incident.

The PIM's responsibilities will normally commence following the return of the Key Police Witnesses to a police station or other area where the post incident procedures will take place. In some situations, for example, where officers are delayed at the scene, it may be appropriate for the PIM to go to the scene.

The PIM's role is to facilitate the investigation, and ensure integrity of process and that the Key Police Witness' needs are addressed in a manner which does not compromise the investigative process. This will include keeping Key Police



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Witnesses informed of developments and providing appropriate explanations of procedure, as well as obtaining necessary practical assistance for them.

The PIM will establish the basic facts of what happened. In the first instance the PIM should obtain this information from a source other than the Key Police Witnesses. If this information is only available from the Key Police Witnesses, the PIM should remind them of the importance of legal advice before seeking the information. The PIM will also ensure that the basic facts are passed to the investigator.

The CNC has a designated PIM Coordinator and cadre of qualified PIMs, who can be contacted / deployed via an 'on-call' roster through the CCC. A Duty PIM is 'on-call' 24/7 through the roster mentioned above, however, in the event of full Post Incident Procedures being implemented, consideration will be given to deploying a PIM team more appropriate to the geographical location of the incident if required.

References

Document Name	Document No.
APP - Armed Policing – Module 7	APP - AP (Post Deployment)
Article 2 European Convention on Human Rights.	
The Police Reform Act 2002.	
The Criminal Procedure and Investigation Act 1996.	
The Co-ordinated Policing Protocol between the Civil Nuclear Constabulary and Home Office Forces /Police Scotland	
Memoranda of Understanding between the Civil Nuclear Constabulary and the Local Home Office Forces / Police Scotland	
SOP for Unintentional Discharges	CNC/PP/0632

Records

	Record name, reference or other information
1	Strategic Firearms Commander Policy File and Decision Log
2	Tactical Firearms Commander Policy File and Decision Log
3	Post Incident Procedure Log
4	NPCC Police Use of Firearms – Incidents Involving the Police Discharge of Conventional Firearms Proforma
5	ACPO Taser Deployment Form (v10 Nov 2008) – CNC/CD/0556
6	CNC Use of Force form – CNC/CD/0471



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Human Rights and Equality

Has a Human Rights and Equality Impact Assessment been completed? Yes
Assessment outcome:- Acceptable

Summarise remedial action if applicable

N/A

Nb. 'HREIA Full Report' must have been completed and be available if 'High Impact'

Summarise beneficial impact on Human Rights and / or Equality if applicable

Authorisation & Approval for this version

NAME	TITLE	SIGNATURE	DATE
G. McAleavey	Supt – Force Firearms Officer		06/04/2016
K. McCarthy	C.Insp – Firearms Policy, Capability Division (PIM Coordinator)		23/03/2016

Change History

ISSUE	DATE	AUTHOR OF CHANGE	REVISION DESCRIPTION
1	05/2010	Insp C Adamczyk	Procedure to replace Special Duties Manual (SDM1) / Force Firearms Manual – Section 14
2	04/2011	Insp Graham Bell	Annual review – document streamlined, no significant changes.
3	23/10/12	T/C/Insp G Bell	Annual review – document streamlined Para 6.1.8 added and HREIA result added.
4	25/02/14	C/Insp G Bell	Annual review – no significant changes.
5	07/01/16	Insp L Jay	Updated to new template and content streamlined.
6	09/09/16	T/Insp Marcus Robson	Removal of term “Principle Officers” Replaced with Key Police Witnesses.



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Appendix A

