



Ministry of Defence Police

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Our Ref: eCase: FOI2018/06934 RFI:163/18

Date: 13 June 2018

[REDACTED]
[REDACTED]
Dear [REDACTED]

**FREEDOM OF INFORMATION ACT 2000. MINISTRY OF DEFENCE POLICE:
PROFESSIONAL STANDARDS DEPARTMENT CO-ORDINATOR.**

I refer to your e-mail of 22 May 2018, which was acknowledged on the same date.
We are treating your e-mail as a request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your e-mail you requested the following information:

“I would like to make a request for information under the FOI Act. It relates to the role of PSD Co-Ordinator.

What are the Terms of Reference for a PSD Co-Ordinator?

Is there an SOP governing their actions?

If Yes, can I have a copy supplied please?”

A search for information has now been completed by the Ministry of Defence Police and I can confirm that we do hold some information in scope of your request.

Please see the document attached for the terms of reference for PSD Co-ordinators.

The Ministry of Defence Police have no Standard Operating Procedure associated to the co-ordinator role.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-

FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

MDP Sec Data Protection and Freedom of Information Office

PSD COORDINATORS (PSDCs) Roles and Responsibilities

Role Definition and Distinction

PSD Coordinator (PSDC)

This is a subsidiary role within the Division. PSDC work is undertaken as a secondary duty with responsibilities for standards within a defined area, eg a station, group of stations or specialist unit (eg CID HQ).

PSD Operational Manager (PSDM)

A full time PSD role with a defined responsibility for the delivery of standards within the Territorial or Nuclear Division (a separate role profile is available)

It is acknowledged that although there are predefined roles and responsibilities there may, on occasions, be an overlap in work and application of standards. Where this occurs, it is a matter for the Divisional Commander, PSDM, PSDC and PSD to discuss to find a workable and pragmatic solution. This may result in shared responsibilities. The objective is to ensure that standards in the Division are not compromised and that the Appropriate Authority and Divisional Commander are provided with a high level of service.

Introduction

For the purposes of this document the term 'Standards' will be used to fully include all aspects of conduct, complaints against police, performance (UPP) and drug and alcohol testing (DAT).

The Divisional PSDCs are responsible for dealing with all aspects of standards at a local (and defined) level in the Division. PSDCs are the practitioners in the Division with a pivotal role in supporting line managers and PSDMs. They are normally the first point of contact for any 'standards' matters.

The PSDC's primary role is normally confined to a local area or station within the Divisional command structure, or in some cases a group of stations. The extent of their responsibility is a matter for the Divisional Commander taking into account operational priorities, role, size of the complement, the number of other PSDCs in the Division and availability to undertake the task.

Role Specifications

1. Divisional PSDCs will be selected by Divisional Commanders¹ on a voluntary basis

¹ In the context of this document, Divisional Commander also refers to the equivalent HQ Police Commander

2. This role may also be a specific requirement in the job profile of a Divisional complemented post.
3. This is a secondary duty, unless subsequently approved at Management Board level and funded within the MDPHQ structure.
4. The appointment of PSDCs will be at Chief Inspector or Inspector rank.
5. PSDCs will undertake appropriate training or familiarisation for the role (this may be achieved by a period of detached duty to PSD).
6. PSDCs will be fully supported by PSD who will provide further advice and guidance that may be required.

PSDC's Responsibilities

1. Have a clear understanding of the relevant MDP regulations, guidance and other areas of 'Standards' – at a practitioner level.
2. Support PSDMs and the Division to raise the profile and awareness of Standards and the implementation and application of local Standards policy and processes.
3. Liaise with the Divisional Commander, Senior Management Team and PSDM on all aspects of Standards as applicable to their area of responsibility.
4. Advise, direct, support and guide others within their area of responsibility on Standards (Coordinators will not be responsible for training other staff unless this has been agreed by Hd OCC).
5. PSDCs have a particular role in attending local meetings, conferences, briefings or similar forums within their area of responsibility to deliver the key Standards messages and themes.

Other Functions

1. Support PSD in the administration, coordination and arrangement of Divisional misconduct meetings, UPP meetings and appeals meetings that occur within their area of responsibility. Note, PSDMs have a primary responsibility for this function but in some cases, PSDCs may be best placed geographically to undertake this task, in which case it can be devolved.
2. Formulate local station Standards policy and processes as appropriate and as directed by the Divisional Command Team and/or PSDM.
3. Conduct initial assessments of misconduct within the area of responsibility (via a PSD2); advising PSDMs and the Divisional Commander (as appropriate) before submission to PSD.
4. Conduct quality assurance on all misconduct investigation reports applicable to their area of responsibility prior to submission to PSD.

5. Assist supervisors and line managers locally in their initial appraisal and assessment of conduct and UPP, especially where advice and guidance may be required.
6. Ensure staff newly arrived in their area of responsibility are fully briefed on local Standards policy and procedures and standards generally.
7. Recommend officers to undertake Divisional investigations, complaint investigations and local resolutions.
8. Initiate any learning outcomes locally resulting from conduct and complaint investigations.
9. Liaise with the PSD Central DAT Coordinator on all aspects of the testing programme applicable to their area of responsibility and attend stations in support of the testing programme – where the PSDM is unavailable.

To achieve these tasks Coordinators will:

1. Engage and network with others - both within the Force and externally as appropriate.
2. Maintain their professional knowledge at a level commensurate with the role.
3. Review, and where necessary, develop the role to ensure a high standard of delivery.
4. Attend and contribute to the PSDC meetings.

NOTES

The role and responsibilities may be developed and/or amended as necessary to reflect strategic and operational changes.

In undertaking this role, Coordinators MUST declare if they have any conflict of interest in any misconduct matter that may have a bearing on the outcome.

PSDCs are encouraged to carry a period of familiarisation with PSD to enhance their knowledge of Standards.