



Legal Aid
Agency

Police Station Register Arrangements 2025

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Using This Document

This document contains the Police Station Register Arrangements 2025, which lists the rules and procedures which govern Police Station Representatives, followed by practical guidance on each section.

The Arrangements themselves can be identified easily as they are in grey boxes, as shown here:

| |
|--|
| Police Station Register Arrangements 2025 |
| Clauses of the Arrangements. |

Police Station Register Arrangements 2025

Definitions

Capitalised terms in this document have the meaning ascribed to them under the LAA's Standard Crime Contract or Legal Aid Legislation in force at the relevant time unless defined below.

In these Arrangements, unless the context otherwise requires:

"Accredited Representative" means an individual who is registered with the Legal Aid Agency following successful completion of the Police Station Representatives Accreditation Scheme.

"ADMIN 2" is the form that is submitted by the Supervising Solicitor to the DSCC to register a Probationary Representative. Further information on the ADMIN 2 can be found in this document.

"ADMIN 3" is the form that is completed yearly by a Police Station Representative and the supervising solicitor to ensure that the representative is meeting the requirements set out in the Arrangements, and to inform the DSCC of any change in circumstances. This is submitted to the DSCC as part of the yearly data cleanse. Further information can be found in this document.

"Agency" means the Legal Aid Agency at the current address of its Head Office in London.

"Assessment Organisation" is an organisation approved by the Solicitors Regulation Authority to apply the Relevant Tests.

"Barrister" means a person called to the Bar by one of the Inns of Court and who has completed pupillage and is authorised by the General Council of the Bar to practise as a barrister.

"Certificate of Fitness" is a certificate given by the Supervising Solicitor that the Representative is of suitable character to provide Legal Advice at Police Stations and that the applicant should be so regarded by the police in accordance with paragraph 6.13 of the Code of Practice for the Detention, Treatment and Questioning of Persons by Police Officers.

"Legal Advice at Police Stations" means advice and assistance provided under Section 13 of the Legal Aid Sentencing and Punishment of Offenders Act 2012.

"Police Station Representative" is a combined term for a Probationary Representative and an Accredited Representative.

"Probationary Representative" means an individual who is registered with the Legal Aid Agency as such, having completed initial registration with an Assessment Organisation and not yet successfully completed the Police Station Representatives Accreditation Scheme.

"Relevant Tests" are the tests undertaken by a Probationary Representative who must have satisfied an Assessment Organisation that he/she has passed the portfolio test covering the Part A and B cases, the written examination and the critical incidents test the details of which have been prescribed by the relevant Assessment Organisation. Solicitors and Barristers are exempt from the written examination, as are those who have completed the Legal Practice Course or the Bar Vocational Course/Bar Professional Training Course. Fellows and Members of the Chartered Institute of Legal Executives who have passed the Institute's level 6 professional Higher Diploma in Law (previously the Part 2 examinations) which includes the criminal law and litigation papers are also exempt. There are no exemptions from the portfolio assessment or the critical incidents test. There is no exemption for individuals who have passed the Solicitors Qualifying Exemption.

"SRA" means the Solicitors Regulation Authority.

"Standard Crime Contract" means the contract so named between the Lord Chancellor and a person with whom the Lord Chancellor has made an arrangement under section 2(1) of the Act for the provision of advice, assistance and representation made available under sections 13, 15 and 16 of the Act.

"Supervising Solicitor" means the Solicitor who is currently supervising the Representative and who must be a current Duty Solicitor or, failing which, a Solicitor who is acceptable to the Agency as meeting the Criminal Investigations and Criminal Proceedings supervisor standard (including on a temporary basis) but not the Prison Law supervisor standard or the Appeals and Reviews supervisor standard, and who must not have been suspended from Supervising Solicitor status under the Standard Crime Contract.

"The Act" means the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

Background to Police Station Accredited Representatives

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 provides that the Agency shall fund legal advice at the Police Station.

When legal advice is requested two options are available – advice may be provided by the Duty Solicitor from an Agency contracted provider and the detainee's own solicitor. However, providers may have Police Station Representatives who may give advice at the Police Station instead of a Duty Solicitor, it is important to note that the Agency contracts with firms and not Accredited Representatives independently.

Representatives achieve their accreditation by passing the Police Representative Accreditation Scheme assessment which is administered by the Solicitors Regulation Authority.

The Police Station Register

Police Station Register Arrangements 2025

1. Police Station Register

- 1.1 The Agency will maintain a register of Probationary and Accredited Representatives who are eligible to provide legal advice at the Police Station.
- 1.2 Representatives are responsible for notifying the Agency of any change of address or other details recorded on the Police Station Register and the Agency shall not be liable for the consequences of suspending a Representative from the Police Station Register where it has not been informed of any change.

The Police Station Register is maintained on behalf of the Agency by the DSCC (Defence Solicitor Call Centre), this includes:

- Adding new Probationary Representatives.
- Confirming accreditation for Probationary Representatives after all Relevant Tests have been passed.
- Removing Probationary Representatives if no notification is received regarding passing the Relevant Tests.
- Raising concerns about Police Station Representatives to the Agency.
- Removing Police Station Representatives due to suspensions.
- Re-admitting Police Station Representatives after a suspension period has passed.

The DSCC will undertake a data cleanse of the Police Station Register on an annual basis.

- As part of the data cleansing, the DSCC will require every Supervising Solicitor to return a properly completed and dated ADMIN3 form for every Police Station Representative they supervise. This is to make sure the details the DSCC keeps about Police Station Representatives are correct and up to date. This includes contact details, training requirements and confirming there are no on-going criminal or regulatory proceedings.
- It is vital that Police Station Representatives keep in contact with their Supervising Solicitor so they can provide advice on cases, to ensure professional requirements are met and that all contact details are up to date.
- If the DSCC does not hear back from the Supervising Solicitor, the Supervising Solicitor refuses to provide certification, or the Supervising Solicitor is unable confirm Police Station Representative Accreditation Scheme requirements have been met, then the Police Station Representative will be removed from the Police Station Register and is unable to undertake any Police Station work.

For any questions regarding the DSCC Data Cleanse, they can be reached via:
Enquiries@dutysolicitors.org

Becoming a Probationary Representative

Eligibility

Police Station Register Arrangements 2025

2. Registration Criteria

- 2.1 The Agency will, unless there is good reason to refuse, register a Probationary Representative on the Police Station Register once an Assessment Organisation has certified that the Representative has successfully submitted Part A of their portfolio and has passed or is exempt from the written examination, and the Police Station Representative has applied to the Agency for registration within three months of the certification by the Assessment Organisation using a properly completed ADMIN 2 form.
- 2.2 The Agency shall certify the Probationary Representative as an Accredited Representative when it has been notified by an Assessment Organisation that the Probationary Representative has passed the remaining Relevant Tests within 12 months of registration as a Probationary Representative.
- 2.3 If the applicant has previously been a Duty Solicitor and currently holds either Criminal Litigation Accreditation Scheme membership or the Police Station Qualification (by passporting or otherwise) then they are excluded from the Relevant Tests and the Agency will register them as an Accredited Representative, provided he or she provides proof of the same together with a signed Certificate of Fitness from a Supervising Solicitor.

Police Station Register Arrangements 2025

3. Reasons for refusing to register a Police Station Representative

3.1 The Agency will not register a Police Station Representative where:

- a. The Representative is the subject of a section 41 or a 43 control order under the Solicitors Act 1974 and their employer or instructing firm has not been given approval from the SRA to employ, or instruct, or remunerate the individual as a Police Station Representative;
- b. The Representative is employed as a special constable.

3.2 The Agency may refuse to register a Police Station Representative where:

- a. They are employed in a capacity that may cause a conflict of interest when undertaking criminal defence work;
- b. They have previously been suspended from the Police Station Register; they have not waited the required period of time after a suspension; or They have no right of appeal against the suspension;
- c. they are under criminal investigation, face an outstanding criminal offence, or have been convicted of a criminal offence;
- d. Where a Representative is, or has been, a legal professional regulated by a Relevant Professional Body, they are under regulatory investigation, face an outstanding regulatory order / proceeding / sanction, or have had a regulatory order / proceeding / sanction enforced against them (excluding a restriction under section 41 or section 43 of the Solicitors Act 1974, as above); and
- e. Any other good reason.

3.3 Where the Agency refuses to register for one of these reasons, a Police Station Representative may appeal the Agency's decision under section 6 of these Arrangements.

Having a criminal record does not make an applicant automatically ineligible to be a Police Station Representative, however it is important to note that all applicants will be assessed against PACE Schedule C 6.13 e.g. a person with a criminal record is unlikely to be suitable unless the conviction was for a minor offence and not recent. Each application will be judged on an individual basis.

If an individual is subject to an investigation by the SRA or any other regulatory body or has disciplinary findings against them outside of being subject to S41 or a S43 control order, we will consider the application on a case-by-case basis.

The Solicitors Act 1974 - Sections 41 and 43

An individual who has been struck off the roll of solicitors, suspended from practice or whose practising certificate has been suspended due to bankruptcy will become subject to section 41 of the Solicitors Act 1974. The SRA may also place someone under a section 43 control order.

Because a firm must seek permission from the SRA to remunerate individuals subject to section 41 or section 43 it is vital that they are informed of this before undertaking any work. To proceed with an application proof must be provided that the SRA has granted permission for the applicant to be remunerated by the firm.

Further guidance can be found on the [SRA's website](#).

Police Station Representative Accreditation Scheme (PSRAS)

The Police Station Representative Accreditation Scheme (PSRAS) is a compulsory qualification managed by the SRA for individuals who wish to become Police Station Representatives. Solicitors have the option of completing the PSRAS or the [Police Station Qualification](#) (PSQ), however if a Solicitor wishes to provide only own client advice, then they do not need to pass any extra qualifications. Practising Solicitors will need to complete PSRAS or the PSQ to claim payment for work under Legal Aid, however this does not include own client work.

The PSRAS Qualification is regulated by the SRA, who authorise two Assessment Organisations to carry out the assessments:

- [Cardiff Centre for Professional Legal Studies](#)
- [Datalaw](#)

It is not mandatory to complete the training with the two Assessment Organisations, but they are the only organisations who can provide the assessments and award accreditation.

The PSRAS Qualification is made of three parts, all of which must be completed to become Accredited. These are:

- 1) A Written Examination
- 2) Submission of a portfolio
- 3) A practical role-play called the Critical Incidents Test (CIT)

The SRA provide extensive guidance on the PSRAS, [which can be found here](#).

Police Station Probationary Representative Assessments

The process to become a Police Station Representative is outlined below, and details of the how the assessment is delivered can be found [here](#).

The applicant must first apply to one of the Authorised Assessment Organisations to take the written test (unless exempt) and to submit Part A of the portfolio to the Assessment Organisation.

1. Written Examination
 - a. This must be passed before the applicant can register with the DSCC as a Probationary Representative.
 - b. Please note that the following groups are exempt from the written examination: People who have completed the Legal Practice Course or Bar Vocational Course/Bar Professional Training Course, Fellows and Members of the Chartered Institute of Legal Executives who have passed the Institute's level 6 professional Higher Diploma in Law which includes criminal law and litigation, as well as Solicitors and Barristers.
2. Portfolio – Part A
 - a. Part A of the Portfolio is split into two stages.
 - b. Stage 1 consists of 2 cases where the applicant observes a solicitor giving advice to a client in a police station. The advice in these cases can be given by any eligible solicitor and may be Duty or Own Client cases. The cases may be summary, either way, or indictable only.

Joining the Police Station Register

Supervising Solicitor

Before applying to the DSCC to be registered as a Probationary Representative they must find a suitable Supervising Solicitor that is either an existing Duty Solicitor or meets the Crime Contract Supervisor Standards.

[2025 Standard Crime Contract Supervisor Requirements](#)

The same solicitor should supervise throughout the accreditation process. If exceptional circumstances make this arrangement impractical the Representative must contact the DSCC requesting permission to change Supervising Solicitor and setting out the reasons why.

Police Station Representatives must always have a designated Supervising Solicitor. If a Police Station Representative wants or needs to change their Supervising Solicitor (such as if they retire or are unwell) then they must inform the DSCC immediately and make suitable arrangements to find a new Supervising Solicitor or risk Suspension from the Police Station Register.

Registration with the DSCC

Once the Assessment Organisation has marked and passed both Part A of the Portfolio and Written Examination (unless one of the above exemptions applies) the applicant will be provided with an ADMIN 2 application form. This form must be completed, and supplied

along with evidence that the Relevant Tests have been passed or are exempt from the written examination, and then the Supervising Solicitor must then send these documents to the DSCC via email: Enquiries@dutysolicitors.org

The DSCC will then register the applicant as a Probationary Representative and issue a PIN number within 14 days of receiving the fully completed form.

Requirements Following Registration as A Probationary Representative

Case Requirements

- Probationary Representatives must not take on duty cases or indictable only cases.
- Probationary Representatives must only be involved with Police Station cases that are assigned to the provider which their Supervising Solicitor is based at.

6 Month Deadline

- They must pass one of the remaining Accreditation Tests (Part B of the Portfolio, Critical Incidents Test) within 6 months of registration with the DSCC.
- If they do not pass one of the Relevant Tests within 6 months of registration with the DSCC, they will be suspended from the Police Station Register until such time as one of the Relevant Tests is passed. Upon passing one of the Relevant Tests, they will be reinstated to the Police Station Register and have a further 6-month Probationary Period to complete the accreditation process.

12 Month Deadline

- They are required to pass all the Relevant Tests within the 12-month Probationary Period. The Probationary Period is made up of either two 6-month periods, if one of the Relevant Tests is not passed within 6 months of registration, or one continuous 12-month period if a test is passed within the first 6 months. Failure to pass all Relevant Tests within a 12-month period will result in suspension from the Police Station Register. In these circumstances they will only be reinstated to the Police Station Register when the PSRS have been informed that all the Relevant Tests have been passed.

Monitoring Progress

- It is both the responsibility of the Police Station Representative and the Supervising Solicitor to monitor progress and ensure that all the Relevant Tests are passed within the prescribed timeframe.

Extending the Probationary Period

If a Representative has extenuating circumstances as to why they are unable to meet the required deadlines, then the DSCC may be able to grant a short extension to the deadlines. If the absence is going to be for a longer or undetermined time such as due to health, personal or employment reasons they may also 'Voluntarily Withdraw' themselves from the Police Station Register.

Furthermore, such a withdrawal can be granted without prior notice if the reason for suspension is illness, pregnancy or loss of employment. Written evidence to support any such request will be required before the suspension can be granted together with confirmation that no remuneration for police station attendances has been or will be claimed from the Agency during the period that suspension is requested.

Certificate of Fitness

Police Station Register Arrangements 2025

4. Certificate of Fitness

- 4.1 A Certificate of Fitness must be supplied by the supervising solicitor as part of the Admin 2 and Admin 3 forms to certify that the applicant or Police Station Representative is of suitable character to provide legal advice at the police station.
- 4.2 A Certificate of Fitness may be requested by the Agency when the suitability of a Police Station Representative's character has been brought into question, or when the Agency has been informed about a new regulatory or criminal matter involving the Police Station Representative.
- 4.3 The Agency will use the Certificate of Fitness to obtain further information from the Police Station Representative and the Supervising Solicitor regarding any issues and the reasons the Supervising Solicitor believes they are suitable to remain on the Police Station Register. The Agency will evaluate each Certificate of Fitness based on its merits and reserves the right to permit a Police Station Representative to remain on the Police Station Register or to suspend them.

A Certificate of Fitness is a declaration completed by a Supervising Solicitor to confirm that a Police Station Representative is suitable to be included or remain on the Police Station Register. It ensures that the Supervising Solicitor has been informed of any criminal, regulatory, or other issues that might affect the individual's suitability and that, they are satisfied the individual remains fit for the role. In making this determination, the Supervising Solicitor must consider relevant legal and regulatory frameworks, including Paragraph 6.13 of Police and Criminal Evidence Act 1984, and any applicable professional guidance.

The Certificate of Fitness is incorporated into both the Admin 2 and Admin 3 forms. It is used during the initial application (Admin 2) or renewal (Admin 3) process for registration as a Police Station Representative, where the Supervising Solicitor confirms that they have been made aware of any issues affecting the applicant's suitability and that they are satisfied the applicant is suitable to be registered or continue on the register.

A separate form, the CT1 Certificate of Fitness, is used outside of the standard application or renewal process. It is required when the Agency becomes aware of a new or existing issue concerning a Police Station Representative's character, conduct, or regulatory/criminal history. In such cases, the Agency will request that both the Police Station Representative and their Supervising Solicitor complete the CT1 form. This allows the Agency to gather full details of the issue and assess whether the Police Station Representative should remain on the register or be suspended.

When completing the CT1, the Supervising Solicitor must explain why they believe the Police Station Representative remains suitable despite the issue. If the concern relates to conduct or the quality of the Police Station Representative's work, the Supervising Solicitor must also describe any remedial steps taken, such as additional training, supervision, or personal development to address the issue and support the Police Station Representative's continued registration.

It is essential that the Supervising Solicitor is aware of and complies with all relevant regulatory requirements when signing any Certificate of Fitness. They should refer to current professional guidance to ensure their certification is appropriate and in line with regulatory requirements.

Becoming a Police Station Accredited Representative

Once the Assessment Organisation has confirmed to the Agency that the Relevant Tests have been passed the individual will be admitted as an Accredited Representative.

Remaining on the Police Station Register

Police Station Register Arrangements 2025

5. Eligibility to remain on the Police Station Register

- 5.1 A Police Station Representative must be supervised by a Supervising Solicitor whilst on the Police Station Register. If a Police Station Representative ceases to be Supervised, they must inform the Agency immediately.
- 5.2 A Police Station Representative and their Supervising Solicitor must complete the yearly Data Cleanse together.
- 5.3 A Police Station Representative must complete the following:
 - a. Undertake a minimum of 25 Police Station attendances over a 12-month period.
 - b. Undertake 6 hours professional development training on issues relevant to criminal law over a 12-month period.

To remain an Accredited Representative the following conditions must be met:

- Complete a minimum of 25 police station attendances per annum.
- Undertake 6 hours professional development training on issues relevant to criminal law, which may include internal courses, alongside any requirements from regulators.
- Always have a Supervising Solicitor:
 - a) The Accredited Representative must have their Supervising Solicitors contact details and know their or an equivalent Supervising Solicitors' availability in case they require assistance during an interview.
 - b) The Accredited Representative and Supervising Solicitor must complete the DSCC Data Cleanse together.

In addition, the Police Station Representative and Supervising Solicitor must advise the DSCC immediately if:

- The Police Station Representative's name and / or address, or the employer's name and /or address changes;
- Supervising Solicitor details change;
- The Police Station Representative is employed as a special constable or in any other capacity that may cause conflict of interest;

- The Police Station Representative is under investigation, faces an outstanding criminal charge or has been convicted of an offence;
- Police Station Representative is under investigation, faces an outstanding regulatory order / proceedings / sanction or has a new regulatory order / proceedings / sanction enforced against them; or
- Any other important information becomes available that would affect the Police Station Representative's suitability.

Being a Police Station Representative

- A Police Station Representative must always maintain a high standard of competence and put the needs of the client first.
- A Police Station Representative is required to keep their knowledge and skills up to date (Including any regulatory requirements) and apply them effectively when representing people during police station interviews.
- In accordance with 9.41 of the Standard Crime Contract when attending interviews Police Station Representatives must always fully identify themselves (by name and photographic ID) and which provider they are representing and present this to both the officers and clients at the police station.
- Police Station Representatives who are Solicitors and Supervising Solicitors must follow the SRA's Good practice guide: [SRA | Good practice guide for police station representatives | Solicitors Regulation Authority](#)

Contractual Requirements

Police Station Representatives must be aware of Section 9 of the 2025 Standard Crime Contract Specification, particularly paragraphs 9.23 to 9.33, which outline the requirements for Accredited Representatives. Although these remain unchanged from the 2022 Specification, it is important to be aware of the following key requirements:

- Before attending the Police Station, the Representative must have the telephone number of his or her supervising Solicitor (including an out of office hours number if appropriate).
- The Representative must be able to contact the supervising Solicitor (or another Solicitor in the organisation with sufficient experience of Police Station work) in case the Representative requires guidance as to how to proceed with the Matter when providing Police Station Advice and Assistance.

It is also important to note the rules that apply to Accredited Representatives when at the Police Station, particularly around ensuring that they provide sufficient identification.

- 9.41
 - Where required by local instructions, all staff undertaking Police Station Duty Solicitor work must carry an identification card as specified by us for production when attending Police Stations.

Under the 2025 Standard Crime Contract there have been several changes to the rules surrounding Accredited Representatives.

Changes in the 2025 Standard Crime Contract Standard Terms

- 3.6
 - Where you instruct an Accredited Representative, you must ensure that they meet the requirements needed to maintain Accredited Representative status.

Changes in the 2025 Standard Crime Contract Specifications

- 9.26
 - When you delegate work to a Representative:
 - you must, where you instruct a Representative through an agency or similar arrangement, make reasonable enquiries to satisfy yourself which specific Representative will be deployed; and
 - you must ensure that the specific Representative is on the Police Station Register
- 9.33
 - If you identify any issues with any Representative, you have instructed including, without limitation, the:
 - quality of advice;
 - conduct, behaviour or professionalism; or
 - any other reasonable concerns regarding the service provided,

- you must notify us and the Representative's supervising Solicitor within 5 Business Days setting out the nature of these concerns so any issues can be addressed.

It is important that providers are aware of their contractual commitments to ensure they meet the requirements of holding a Crime Contract. If a provider has any questions about how they can meet the requirements, then they should contact their Contract Manager.

Reporting issues with Police Station Representatives

Under Section 9.33 of the Standard Crime Contract Specification a provider **must** raise concerns about a Representative; this could be due to the quality of the advice, conduct, behavior, professionalism, or any other reasonable concerns about the service.

Issues must be reported to the Police Station Representative's Supervising Solicitor and to the Contract Manager(s) for the firm(s) who instructed the Police Station Representative within 5 Business Days. If a third party wishes to raise concerns about a Police Station Representative, then they should contact the DSCC (Enquiries@dutysolicitors.org).

Withdrawal from the Police Station Register

Police Station Register Arrangements 2025

6. Conditional Withdrawal

- 6.1 The Agency will temporarily withdraw a Probationary Representative from the Police Station Register where it does not receive notification from an Assessment Organisation that the Representative has passed one of the Relevant Tests (not including the written examination) within six months of the date of registration with the Agency. Once the Assessment Organisations have informed the Agency that these Relevant Tests have been passed, the Representative will be reinstated automatically.
- 6.2 The Agency will temporarily withdraw a Probationary Representative from the Police Station Register where it does not receive notification from an Assessment Organisation that the Representative has passed all the Relevant Tests (not including the written examination) within one year from the date of registration. Once the Assessment Organisations have informed the Agency that these Relevant Tests have been passed, the Representative will be reinstated automatically.
- 6.3 If it is shown that the Assessment Organisation failed to notify the DSCC that the Probationary Representative has passed the Relevant Tests, then the Representative will be reinstated immediately.
- 6.4 If, for some good reason, the Representative is unable to complete the Relevant Tests in the required timeframe, then they may apply for an extension in order to complete the Relevant Tests at the discretion of the Agency.
- 6.5 The Agency will temporarily withdraw a Probationary Representative from the Police Station Register where the Supervising Solicitor informs the Agency that they are no longer supervising the Representative, and the Representative has not provided an ADMIN 2 signed by another Supervising Solicitor. Once the Agency has been supplied with a new Certificate of Fitness, unless there is good reason to refuse, the Representative will be reinstated.

A conditional withdrawal may be used where a Police Station Representative has failed to pass the Relevant Tests within the allotted time and therefore is suspended from the Police Station Register. The Agency may allow an extension on a conditional withdrawal, this can be applied for by contacting the DSCC, this may be granted depending on individual circumstances.

Police Station Register Arrangements 2025

7. Voluntary Withdrawal

- 7.1 The Agency will withdraw a Probationary or Accredited Representative from the Police Station Register on the request of the Police Station Representative; this will last for a maximum of three years. Unless the reason for the withdrawal is illness, pregnancy or loss of employment, the Police Station Representative must give one months' notice of the intention to withdraw from the Police Station Register;
- 7.2 A Representative may rejoin the Police Station Register before their voluntary withdrawal period is over. This should be done by contacting the DSCC. The Agency reserves the right to require the Police Station Representative to re-register with a new ADMIN 2.

A voluntary withdrawal may be used where a Police Station Representative decides they will not be undertaking police station cases for a period of time. It is important to note that whilst withdrawn from the Police Station Register, they are not expected to meet the requirements to complete 25 police station attendances and 6 hours of professional development.

Suspensions and Appeals

Suspensions from the Police Station Register

Police Station Register Arrangements 2025

8. Suspensions

8.1 The Agency will suspend a Probationary or Accredited Representative from the Police Station Register:

- a) if they are in breach of the Police Station Register Arrangements 2025;
- b) if they are being investigated, charged or convicted of a criminal offence and the Agency finds that they are unsuitable to be on the Police Station Register;
- c) if they are subject to an order made by the Solicitors Disciplinary Tribunal under Section 41 and/or 43 of the Solicitors Act 1974;
- d) if they are being investigated, or subject to an order, proceedings or sanction made by any other regulatory body and the Agency finds that they are unsuitable to be on the Police Station Register;
- e) if they fail to demonstrate a level of competence and/or their suitability of character is in question;
- f) if they have not undertaken at least 25 police station cases (Legal Advice at Police Stations) annually involving attendance at the police station, unless this is for a good reason;
- g) if they have not undertaken at least six hours' professional development annually on issues relevant to criminal law, unless this is for a good reason; or
- h) any other good reason

8.2 The Agency may choose to delay the decision as to whether to suspend the Police Station Representative via a notice provided to the Police Station Representative and their Supervising Solicitor outlining conditions that may be met to avoid suspension. In these circumstances, the Agency may require the Police Station Representative and/or Supervising Solicitor to provide an update on the matter by a specified date, or to meet certain conditions. The requirement may be on the basis that if the update is not provided a suspension will automatically come into effect on the specified date.

8.3 The Agency will determine the length of the suspension from the Police Station Register based on the individual circumstances and unless stated, they may not reapply for 1 year.

8.4 A Police Station Representative (except for a Solicitor with a practising certificate who does not undertake Duty Solicitor cases) who has been suspended from the Police Station Register shall not be treated as being registered and may therefore not provide legal advice at the Police Station.

An accredited or probationary representative may be suspended for several reasons, these can either be a temporary measure, or a complete suspension from the Police Station Register for a period.

Where appropriate, the Agency may issue a notice to the Police Station Representative and their Supervising Solicitor, setting out any conditions that must be fulfilled to avoid suspension from the Police Station Register. This may include requirements such as additional training or awaiting the outcome of a criminal or regulatory matter. Each case will be considered with its individual merits, and the Agency reserves the right to take into account any new information that becomes available during the notice period.

The Agency also retains the discretion to defer a decision regarding suspension. In such cases, the Police Station Representative and/or their Supervising Solicitor may be required to provide an update by a specified date. Failure to submit the required update may result in an automatic suspension taking effect from that date.

Appeals

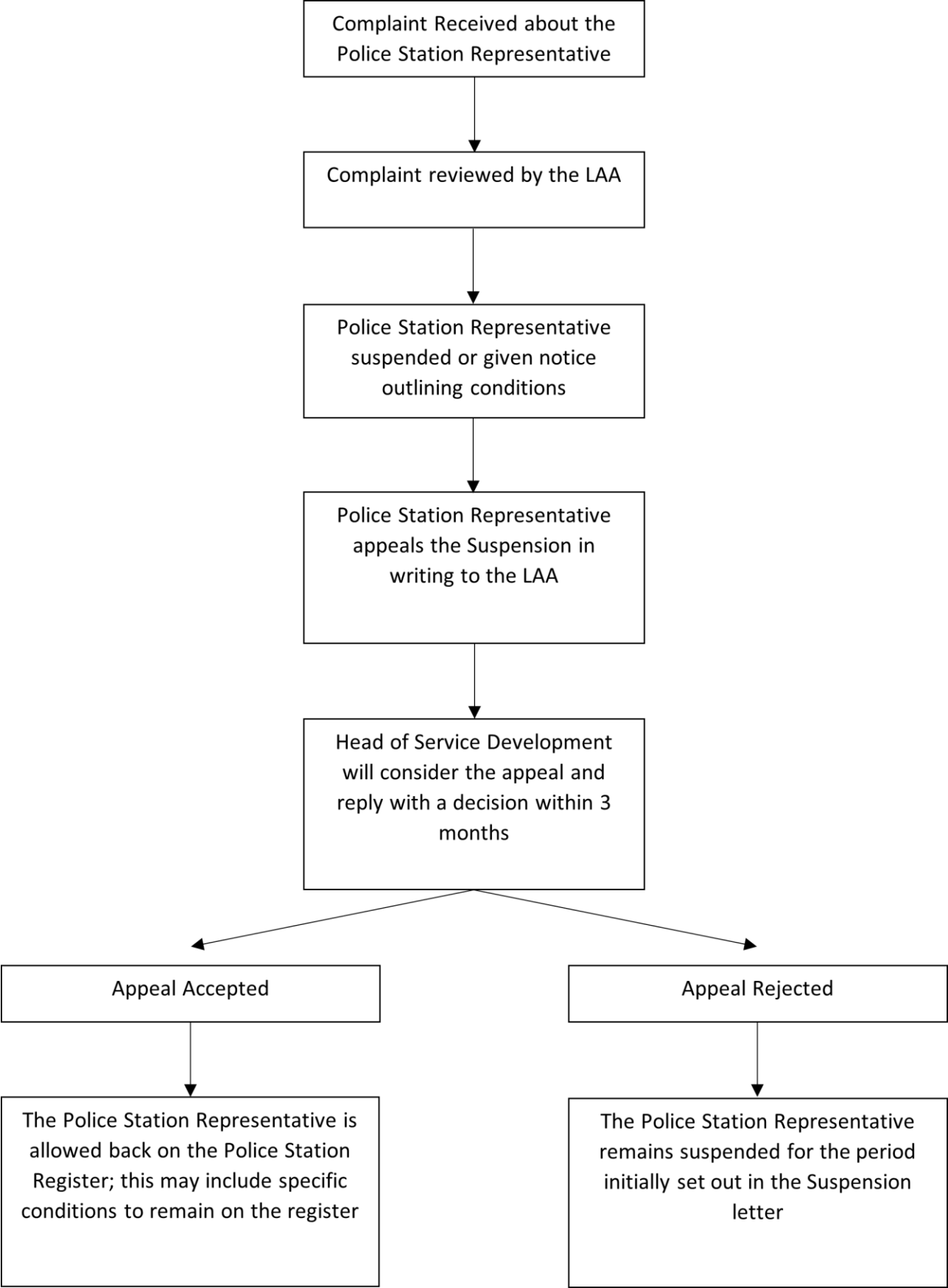
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9. Appeals

- 9.1 A Police Station Representative may appeal a Suspension in writing within 30 days of the Notice being given.
- 9.2 This must be done in writing within 30 days of the Suspension decision.
- 9.3 The Agency shall postpone a suspension until any appeal is decided unless it considers that there is good reason for suspending the Police Station Representative prior to the appeal which shall be notified to the Police Station Representative. The Agency may obtain and provide information relating to the appeal from third parties and will provide this information to the Police Station Representative upon request.
- 9.4 The Police Station Representative should submit any further written representations within 14 days of being provided with the information from the Agency, after that it will be at the discretion of the Head of the Agency's Service Development Team whether to consider the further written representations.
- 9.5 All appeals will be judged on the papers by the Head of Service Development and a decision on any appeals on suspended Police Station Representatives provided within 3 months of notification that an appeal has been lodged.
- 9.6 In an exceptional case, the Head of the Agency's Service Development Team may refer the appeal to a Panel comprising the Head of Service Development, the Principal Legal Advisor to the Director of Legal Aid Casework and the Deputy Director of Service Development and Central Commissioning. The Panel has a discretion as to whether the appeal will be determined on the papers or whether to hold a hearing at which the Police Station Representative is permitted to make oral representations.
- 9.7 If the Police Station Representative is Suspended, they may not apply for reinstatement for one year from the date of suspension, unless a specific period has been specified.
- 9.8 If the Police Station Representative is Suspended but has conditions imposed, they may not apply for reinstatement for one year from the date of suspension unless they have met their conditions and can provide a Certificate of Fitness.

If a Police Station Representative has been suspended from the Police Station Register, then they may put forward an appeal in writing and within 30 days of the suspension. All appeals will be responded to within 3 months of the appeal being lodged.

Appeals flowchart



Information for Supervising Solicitors

To become a Supervising Solicitor for a Police Station Representative they must be a Duty Solicitor, or Solicitor who is acceptable to the Agency as meeting the [Crime Category Supervisor Standard](#) (Minus Prison Law and Appeals and Reviews).

Contractual requirements for Supervising Solicitors

Supervising Solicitors must also be aware of their contractual obligations, these include:

- Ensuring that Police Station Representatives have the Supervising Solicitor's contact number, including an out of hours number if appropriate.
- Ensuring that they are contactable by the Police Station Representatives that they supervise, so they can seek advice on cases they are involved in.
- Ensuring they document the dates that their Probationary Representatives must pass the Relevant Tests to avoid suspension from the Police Station Register.
- Ensuring that they document the supervision arrangements being used to check and maintain the quality of the Police Station Representatives work.

Furthermore, it is important to note that under Sections 21.12 and 21.13 of the 2025 Standard Crime Contract Terms the Agency must be informed if any personnel (including Supervising Solicitors) are subject to any regulatory or criminal proceedings.

Issues raised against Representatives

Providers and other interested parties can raise concerns about the quality and conduct of Police Station Representatives, if this happens, they will inform the Supervising Solicitor and the Agency about the issues.

Once the Agency has been made aware of the issue it will investigate and may provide a written notice to the Supervising Solicitor and Police Station Representative outlining conditions that would need to be met to avoid the Police Station Representative being suspended. However, if the accusation is sufficiently serious then the Agency may suspend the Police Station Representative immediately.

It is the responsibility of the Supervising Solicitor to work with the Police Station Representative and inform the Agency how the conditions will be met. A Supervising Solicitor must also inform the Agency when the conditions have been met, so that a review can take place to ensure the Police Station Representative can remain on the Police Station Register.

Effective Supervision of Accredited Representatives

It is the responsibility of the Supervising Solicitor to ensure that Accredited Representatives are effectively supervised, taking into account relevant contractual, regulatory and professional guidance.

Effective supervision should contain the following factors:

- A Supervising Solicitor should be in regular contact with each person they supervise and readily available to support them (See 9.27 of the Crime Contract Specifications for specific contact requirements).
- Supervising Solicitors should ensure that clear communication and feedback are used when reviewing the work of Police Station Accredited Representatives, and any corrective actions to improve work are followed up on. (See 9.33 of the Crime Contract Specifications for specific requirements).
- Providers should ensure that supervision procedures are effective, and that Supervising Solicitors are held accountable if these are not met. (See 9.32 of the Crime Contract Specifications for specific requirements).
- Providers and Supervising Solicitors should ensure that supervision arrangements, feedback and corrective actions are properly documented and that any such records should be made available to the Agency if requested. (See 9.28 of the Crime Contract Specifications for specific requirements).
- Providers and Supervising Solicitors should adopt a risk-focused approach when deciding on supervision procedures, such as:
 - How many people the Supervising Solicitor is able to supervise whilst still realistically being able to meet the requirements that they should always be contactable for help.
 - The skills and experience of the Police Station Accredited Representative, and if they are Probationary.
 - How much work the Supervising Solicitor is able to review.
- Any arrangements made should be kept under review to ensure they are tailored to each Police Station Accredited Representative.