



## **Identity and Warrant Card Procedure**

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

### **Procedure Statement**

This procedure is designed to outline the requirements for the issue, cancellation and recovery of Identity (ID) and Warrant Cards for North Yorkshire Police (NYP) and to provide guidance as to the responsibilities of staff, officers and non-police personnel regarding their use and display.

Non-police personnel and others working on behalf of the organisation that have been issued with an ID Card should be made aware of this procedure. This includes agency and casual workers, volunteers, contractors, partner agency staff as well as any other third party or supplier which provides services to NYP.

Loss or theft of cards pose a security risk to the organisation or even the Police Service as a whole, if counter measures are not implemented or taken.

Misuse of the cards may also call into question either the integrity of an individual and/or the Force, and could impact on public confidence in the service bringing the organisation into disrepute. It may also result in complaints from members of the public.

### **Overarching Policies:**

Information Security Policy

### **Procedures:**

Physical Security Procedure

Security Incident Reporting Procedure

### **Process**

#### **Warrant Cards (Police Officers)**

Police officers in plain-clothes are required to identify themselves and produce their warrant card when they are performing their police duties and exercising their police powers. Normally, police officers in uniform are not required to produce their warrant card, however, they should do so upon request of a member of public unless the circumstances do not allow for this to happen or the

request is unreasonable.

The Warrant Card features a photograph of the person, as well as the holder's name, collar number and their rank/status.

### **Identity Cards (Police Staff)**

ID cards feature a photograph, as well as the holder's name and their collar number. It also identifies the holder as 'Police Staff', which includes 'Police Community Support Officers' (PCSOs). These cards should be carried at all times whilst on duty or on police premises.

### **Carriage of ID and Warrant Cards**

All police officers, with the exception of covert officers must be in possession of their warrant cards at all times whilst on duty. This includes the period of travelling time to and from their place of duty.

Whilst no compulsion can exist for officers whilst they are off duty, officers should bear in mind that they may be required to prove their identity when exercising police powers in an off-duty capacity (See also Foreign Travel).

All police officers and police staff must be aware that where not authorised they should not attempt to use their position in order to seek some personal gain, e.g. to gain access to clubs, cinemas or free travel.

### **Display whilst on Police Premises**

Whilst on police premises all police officers, police staff, visitors, contractors, volunteers, members of the Office of the Police and Crime Commissioner and their staff are required to wear their ID or warrant cards for identification purposes and organisational security.

All individuals must challenge any individual not showing visible identification who is on, or who is entering, police premises. On being challenged, if a person is unable to produce an ID, Warrant or Visitors Card, they must be escorted to the reception of the premises. Unauthorised access must be reported to the Information Security Officer (ISO). This will be classed as a potential breach of Force Security and be dealt with accordingly.

In addition, staff are to be aware of 'tail-gating', whether in a vehicle or on foot, and are not to hold doors open for individuals they do not recognise and are not known to work for NYP.

To minimise the impact of visitors on the operational effectiveness of the force and to ensure appropriate health and safety safeguards, all visitors and contractors who have not been vetted must be accompanied whilst on Force premises.

When travelling to/from the workplace or out of NYP premises on breaks, ID cards should be removed and put in a way in such that they are out of sight.

### **Unauthorised Uses of Cards**

ID and Warrant Cards are not intended for use off duty or in circumstances not covered by this procedure.

ID and Warrant Cards, may only be used to obtain personal discounts, advantages or concessions including free or reduced access to premises, or the provision of services when a formal agreement applicable to force employees has been agreed, or has been negotiated by the Police Federation, UNISON or other association.

ID and Warrant Cards, must only be used by the person to whom it has been issued. Card sharing is not acceptable and is a breach of security.

Any unauthorised use of an ID or Warrant Card will be considered a breach of this procedure and may lead to disciplinary action.

In addition, misuse of ones ID or Warrant Card, may in certain circumstances, constitute a criminal offence and a criminal investigation may be necessary. For example, it is a criminal offence to impersonate a police officer. A force ID Card must not be used in any way that suggests or leads others to believe the holder is a police officer.

### **Breaches of the Procedure**

All members of staff are required to adhere to this organisation procedure.

For non-compliance by personnel such as agency workers, contractors, casual workers, volunteers and others working on behalf of the organisation, any breaches of this procedure may result in the contractual arrangements being reviewed and/or their access permissions being reduced or withdrawn. It may also result in the organisation highlighting the issue to their employer.

### **The Issue of Cards**

Line Managers should make the necessary arrangements for new police staff employees to visit the Front Counter and Exhibits (Front Counter) team at one of the following locations, where a photo will be taken to enable the relevant identity card to be produced: Scarborough, Harrogate, York or Police HQ.

If the card has to be dispatched through the internal postal system the card will not be activated until the individual has received their card and informed Front Counter of the receipt (a slip of paper is included with the ID/Warrant Card with the necessary instructions detailed).

All visitors and contractors must report to any police reception or be directed to an appropriate point where they can be issued with an authorised badge; this must be worn at all times when on Force premises. A log of visitors, which includes the time and date of their entry and departure, together with details of the subject of their visit, shall be maintained at each site.

All visitors, volunteers and contractors who have not been vetted will be escorted whilst on Police premises at all times where appropriate. Responsibility for supervising the visitor rests with the person hosting them.

Volunteers that are working within the organisation have a requirement to be issued with an ID

Card, as such they must report to Front Counter at one of the following locations, where a photo will be taken to enable the relevant identity card to be produced: Scarborough, Harrogate, York or Police HQ.

In the event of a Major Incident requiring the activation of Gold/Silver Control at HQ, attending agency representatives although in possession of their own ID cards will be monitored and escorted as required whilst on the premises.

### **Lost or Stolen ID/Warrant Cards**

Any officer, member of staff or volunteer who loses or misplaces their ID/Warrant Card must report the matter immediately to their Line Manager. Contractors and visitors should report the loss immediately to the person responsible for them whilst on site.

The individual or responsible person must complete the online Security Incident Report form which can be found on the Information Management subsite. This form should be completed as accurately as possible including all incident details and action taken, failure to report may be dealt with as a disciplinary matter. The form will then be submitted to the Information Security Officer for further action/comment.

Once the incident has been reported, you will then be issued with a reference number which you can give to Front Counter in order to obtain a new card.

If after reporting an ID/Warrant Card as lost or stolen it is then recovered, the card should be sent to Front Counter, Alverton for accountability and secure disposal unless otherwise advised.

### **Additional or Replacement Cards**

If any card requires replacement due to normal wear and tear, damage, fading, promotion, change of name, change of role, or change in appearance, a replacement will be issued, by Front Counter with the authorisation of the individual's Line Manager or equivalent on an exchange basis.,

However, if the card has to be dispatched through the postal system, the card will not be activated until the individual has received their card and informed Front Counter of the receipt (a slip of paper is included with the ID/Warrant Card with the necessary instructions detailed).

All persons covered in this policy may hold one Force Warrant or Identity Card, at any one time and this must be returned at the conclusion of the agreed working arrangements.

The following exceptions apply:

- Where two different roles are undertaken that requires different cards to be held. For example, a member of police staff who is also a Special Constable. In these cases, the two cards must be used and treated separately in accordance with the role for which they have each been issued.
- If the officer is engaged on covert operational duties they may possess a covert ID/Warrant Card as well as a normal ID/Warrant Card for overt enquiries.

### **Suspension of Cards**

In the event of a member of staff, police officer or special constable being suspended pending a criminal or misconduct investigation, the ID/Warrant Card must be surrendered to the Investigating

Officer or person advising of the suspension. This will be retained until the matter has been resolved. The Investigating Officer is responsible for either returning the ID/Warrant Card to the staff member in cases where a return to work is authorised, or to Front Counter for destruction and logging if the staff member is dismissed or resigns.

### **Recovery of Cards**

Cards must be recovered from police officers, special constables and staff leaving the organisation or non-police personnel on completion of their contractual arrangement.

It is the responsibility of the Line Manager, or the person responsible for a non-police personnel or contractor, to retrieve the cards on the departure of the person and return them to Front Counter Alverton where they will be disposed of securely and logged accordingly.

Visitor badges must be relinquished on departure from the organisation's premises and the visitors' log must be updated.

In the event of the death of a serving member of staff or officer, it is the responsibility of the Commander/Head of Department to arrange for the individual's card to be returned to Front Counter Alverton via the designated family contact. In the case of a Special Constable, it is the responsibility of the District Officer to collect the ID card and return it.

### **Forgotten Warrant/Identification Card**

If, whilst at work, cards have been forgotten, users should inform their line manager and obtain a temporary card from Front Counter to enable the staff member to access the organisation's buildings and be able to identify themselves if questioned.

### **Foreign Travel**

All Force employees should be aware that possession of their ID/Warrant Card in some foreign countries could compromise their own safety. Further guidance relating to this issue is available from Special Branch.

### **Responsibilities**

#### **All Officers and Staff**

All officers and staff are required to familiarise themselves with this procedure and comply with its provisions.

#### **Non-North Yorkshire Police Employees**

The host of any non-NYP employees is required to ensure that the non-NYP employees familiarise themselves with this procedure and comply with its provisions.

#### **Line Managers**

In addition to those responsibilities of all staff, Line Managers are required to:

- As part of the Induction process for new starters, ensure a request is placed for an ID Card by the end of their first day, ensuring that Front Counter are advised of the access group permissions required for each new starter
- Enforce compliance with the procedure and take action to address any breaches, including any disciplinary action where appropriate to do so.
- Ensure the retrieval of all ID/Warrant cards from any leavers and submit to Front Counter Alverton.

### **People Services**

As part of the Leavers' process, People Services are required to:

- Ensure all managers of individuals departing the organisation have obtained their ID/Warrant cards.
- Liaise with Line Managers for any missing ID/Warrant cards on departure.

### **Commanders/Heads of Departments**

In addition to Line Managers' responsibilities, to retrieve and return ID/Warrant cards relating to staff members in the event of death whilst still a serving member of staff.

### **Information Management**

Information Management, in consultation with Front Counter, will ensure Policy and Procedures are reviewed on a periodic basis.

### **Information Security Officer**

The Information Security Officer is responsible for:

- The logging of the loss or theft of an ID or Warrant Card and the investigating of security incidents
- Implementing counter measures where necessary.

### **Professional Standards Department**

Advise on Police Officer, Special Constables and Police Staff misconduct and any suspected criminality, applying the Suspension of Card procedure as set out above as necessary.

### **Front Counter and Exhibits (Front Counter)**

Front Counter are responsible for the secure disposal and logging of duplicate and relinquished cards, as well as the issuing and replacement of ID/Warrant Cards.

### **Compliance Audits**

In the interests of security, staff, and public safety, compliance checks may be conducted at any time to verify that the processes as detailed in this procedure are being followed.

### **Definition of Special Terms**

#### **Non-Police Personnel**

Agency and casual workers, volunteers, contractors, partner agency staff

#### **Warrant Card**

A Warrant Card is proof of identification and authority carried by police officers or special constables to perform the functions of the office held

#### **Identity Card**

A card worn by Police Staff which is used to both Identify an individual as police staff. It is also used to gain access to police buildings where authorised.