



## Community Safety Accreditation Scheme

### Joint Operating Protocol

#### Between

#### **XXXX Constabulary and CSAS Organisation**

### **1 Purpose**

- 1.1 The purpose of this document is to formalise the working relationship and joint operating strategy between the parties in respect of the Community Safety Accreditation Scheme (hereinafter referred to as “the scheme”). The document and its contents shall be reviewed as a formal written memorandum between the parties involved; the next review will be at least one year from signature, prior to company renewal. It is an overarching document that embodies other protocols and agreements.
- 1.2 Nothing in this document should be seen as legally binding by any of the parties. It is an agreement, based upon the good practice and mutual advantage, which may be subject to alteration. No changes should be made to the document without prior consultation and agreement of the parties involved.
- 1.3 The parties are represented on behalf of **xxxx Constabulary** by Chief Inspector **[name]** and on behalf of **CSAS Organisation [insert organisation name]** by **[insert organisation lead's name]** The Authorised Signatory **[name]** have been identified as an individual by the Accredited Organisation to act as liaison and deal with correspondence and any day-to-day strategic issues.

### **2 Aims and Objectives**

- 2.1 The overall aim of this document is to create a mutual understanding of the day-to-day operational issues that relate to the parties.
- 2.2 In order to achieve this aim the following objectives are agreed:
  - i. The area in which this scheme will operate will be the geographic area of **xxxx** (see Appendix A);
  - ii. The Police Liaison Officer is **[name]**

- iii. The Liaison Officers for [insert CSAS organisation name] are xxxx and xxxx;
- iv. All Accredited Persons who will be acting in the scheme and their immediate supervisors must be identified together with arrangements for onsite supervision and monitoring of documents and reports;
- v. A separate information sharing protocol to exchange reports and information (see Annex A) will be agreed by signing this document.

### **3 Communication**

- 3.1 All operational identified persons in the scheme must provide contact details to other members of the scheme.
- 3.2 All information sharing must be recorded and audited. Partnership meetings between [insert CSAS Organisation name] and the Neighbourhood team should take place at least once every 3 months or sooner if required. Minutes of the partnership meetings held will be retained.
- 3.3 These records will assist and enable contact between the appropriate department for operational matters that are not subject to immediate response, but need a lower level of police response.
- 3.4 In an emergency, [insert CSAS Organisation name] accredited staff are required to call 999.

### **4 Consultation**

- 4.1 It is important that, in addition to the evaluation meetings stated in this agreement, the signatories of the protocol liaise with each other in relation to any issue. This is especially important since it may have implications impacting on organisational issues for any of the parties.

### **5 Information Sharing**

- 5.1 A separate document will be agreed by signing this document which gives further information on the procedures that will be followed and recorded for all information sharing (see Annex A).
- 5.2 The key outcomes of information sharing will be: Tackling crime, disorder, anti-social behaviour and nuisance within the geographic area of North Somerset.
- 5.3 All parties recognise the advantage of sharing relevant information. This is to be perpetuated and developed within the spirit of the Crime and Disorder Act 1998.
- 5.4 Without timely, accurate information, the scheme will not reach its full potential. Moreover, information sharing in its widest sense is required to ensure improved performance and working relationships between the parties involved.

This will enhance the already good working relationship and promote 'good practice'.

- 5.5 **Xxxx** Constabulary undertake to offer support, guidance and advice to all members involved with the scheme. A monitoring and recording system will ensure that the existing partnership work will be enhanced for the benefit of all.

## **6 Joint Operations**

- 6.1 The scheme creates a framework for **[insert CSAS Organisation name]** to work in partnership with the police, providing additional uniformed presence and capitalising on the skills and information captured. The continuation of the Scheme is designed to promote and continue joint operations.

Signature.....

Signature.....

Date .....

Date.....

C/Insp **[name]**  
For and on behalf of  
Avon and Somerset Constabulary

For and on behalf of **[insert CSAS Organisation name]**