



NOT PROTECTIVELY MARKED

WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:

ACADEMIC RESEARCH APPLICATIONS

POLICY REFERENCE NO:

Int/07

Executive Summary

Frequent requests are made for information or for access to facilities and/or staff to be made available to conduct research related to policing and the police service. These include applications from external bodies, students/academics, Government sponsored research and projects being undertaken by WMP staff either independently or as part of a WMP sponsored course.

The Academic Research Team, part of Strategic Intelligence have responsibility for ensuring all research both applied for and conducted in WMP fits with the organisation's strategic direction and complies with all legal requirements. This policy outlines key responsibilities in the handling of applications for data for research purposes and applications to conduct research to gather or create data.

**Any enquiries in relation to this policy should be made directly with that of the policy contact / department shown below.

Intended Policy Audience

This policy is intended for all staff engaged in academic research and external requests for information or facilities to support academic research.

Current Version And Effective Date	Version 1.3	25/07/2014
Business Area Owner	Strategic Intelligence	
Department Responsible	Academic Research Team	
Policy Contact	Insp Richard Harris	
Policy Author	Insp Richard Harris	
Approved By	ACC Beale	
Policy Initial Implementation Date	17/12/2014	
Review Date	17/12/2016	
Protective Marking	Not protectively marked	
Suitable For Publication – Freedom Of Information	Yes	

Supporting Documents

- *Baseline Security Requirements for Information Sharing Agreements*
- *Research Application pro forma*
- *Research Assessment pro forma*
- *Data Processing Agreement*
- *ACPO National Police Databases Board: Guidelines in Information Sharing Agreements*
- *ACPO FOI Guidelines*
- *Code of Ethics (http://www.college.police.uk/docs/Code_of_Ethics.pdf)*

Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

Please Note

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see http://www.college.police.uk/docs/Code_of_Ethics.pdf for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

CONTENTS

- 1. Introduction.....4
- 2. Purpose.....4
- 3. Process.....5
- 4. Data Access.....5
- 5. Governance.....6
- 6. Corporate Change Programme.....6
- 7. Equality Impact Assessment.....6
- 8. Human Rights.....6
- 9. Freedom of Information.....7
- 10. Training.....7
- 11. Promotion, distribution & marketing.....7
- 12. Review 9
- 13. Version History 9

APPENDIX A

1. INTRODUCTION

Research should proffer organisational learning and support the principle of improvement. This policy outlines the route for all internal and external applications for academic research made to West Midlands Police. It outlines the purpose and legal responsibilities in the handling of academic research applications. The Academic Research Team, part of the Strategic Intelligence Team is responsible for monitoring academic research requests made to WMP to ensure all statutory obligations are fulfilled, service improvements are realised and any demand on the organisation to fulfil the research is balanced against the benefits of service improvements.

All requests for research will support the organisations

- Strategic Direction
- Force Vision
- Force Values
- Police and Crime Plan

2. PURPOSE

The purpose of all research conducted within West Midlands Police is to gather data, information and facts which are then evaluated to deliver organisational improvements and objectives. Requests to complete research for academic qualifications are usually generated in the following ways:

1) Research Fair

WMP hosts a Research Fair where regional Universities are invited as business partners to apply for nominated strategic research proposals as well as being able to highlight their needs to progress policing based research that may not have been linked to the organisational objectives. The Fair produces tangible results that can be applied to organisational delivery to improve efficiency and effectiveness on an ongoing basis.

2) Direct contact from university students

These are received throughout the year, generally from post-graduate students, wishing to either access WMP data or carry out research within the organisation.

3) WMP Employees

Applications are received from staff completing research as part of further education. This is generally but not exclusively funded by WMP and relates to a specific aspect of the applicants current role.

Requests for data are also generated from the media, other government organisations or police forces and associated agencies. These requests fall outside of the definition of research and will be progressed via other force processes.

3. PROCESS

All applications for research, however initiated, will be submitted on a standard academic research application form to the Academic Research Team using the email address academic_research@west-midlands.pnn.police.uk. This will outline the aims and objectives of the research, timescales and sponsors.

All research applications will be assessed at the Academic Research Commissioning Board which is held monthly. Dependent upon the nature of the research request the board may include representatives from Legal Services and/or Information Security Services. The board will consider the following;

- i) organisational benefits and added value
- ii) impact on resources
- iii) security implications if data is processed off police premises

If approved a Data Processing and Service Level Agreement form and any vetting requirements will be completed and monitored by the Academic Research Team.

4. DATA ACCESS

Data access is governed by ACPO guidance which covers two different scenarios dependant on the nature of the research request.

- i) Data Processing and Service Level Agreement

All approved requests requiring access to police data will require the researcher to complete a Data Processing and Service Level Agreement which sets out the terms and conditions under which the data will be released to the applicant and the use, disclosure and publication agreements as to the future use of the research findings. Data generated as part of academic research within the organisation will always remain the property of WMP and this includes the provision of a right of veto for publication.

- ii) Security Vetting

Security vetting will be required where individuals require access to police premises and/or data. Individuals should be vetted to Non Police Personnel Vetting level 2 which will allow access to police premises, information, intelligence & operational assets. This will be completed on an individual basis by PSD (Vetting Unit).

Where there is a disagreement as to whether a research project/data release should be accepted the final decision will be made by ACC (Security).

5. GOVERNANCE

Governance for all academic research will sit with ACC (Security); clear terms of reference and governance arrangements are in place. A strategic governance board will meet quarterly; attendees will include

- ACC (Security) – Chair
- Organisational Learning
- Inspector – Academic Research
- Finance representative
- LPU Commander
- Force Data Protection Manager
- Learning and Development
- Business Transformation
- Strategic Intelligence

6. CORPORATE CHANGE PROGRAMME

WMP is committed to a long term Corporate Change programme and there is a clear need to ensure that duplication is avoided and research is aligned to and supports force priorities. The Organisational Change process is managed by New Ways of Working Team (NWOW); representatives of the Corporate Portfolio Management Office (CPMO) are present at the Academic Research Commissioning meetings and will offer advice to ensure all research proposals are commensurate with the foreseeable future direction of WMP. The final approval for research applications however will sit within the Academic Research team under the direction of the Head of Strategic Intelligence.

7. EQUALITY IMPACT ASSESSMENT (EQIA)

The Policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Policy.

8. HUMAN RIGHTS

This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm, potentially affecting WMP’s ability to fulfil its obligation under the Data Protection Act 1998.

9. FREEDOM OF INFORMATION (FOI)

Public disclosure of this policy document is determined by Strategic Intelligence Team on agreement with its owner. Version 1.3 of this policy has been GPMS marked as Not Protectively Marked.

Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
No exemptions		

10. TRAINING

Internal instruction will be provided by Academic Research Team members where appropriate.

11. PROMOTION / DISTRIBUTION & MARKETING

The following methods will be adopted to ensure full knowledge of the Policy:

- Internal messaging through Corporate Communications Department
- Publication on Force Policy Portal

12. REVIEW

The policy business owner, Strategic Intelligence maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.

Any amendments to the policy will be conducted and evidenced through the Strategic Intelligence Team set out within the version control template.

Feedback is always welcomed by that of the author/owner and/or Strategic Intelligence Team as to the content and layout of the policy document and any potential improvements.



CHIEF CONSTABLE

13. VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
V1.1	June 2013	First Version	Insp Gail Rumble
V1.2	July 2013	Internal feedback OSD	Insp Gail Rumble
V1.3	July 2014	Changes to data processing form, amended dept – OSD now Intel – minor amendments	56408 Couchman

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