



NOT PROTECTIVELY MARKED

WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	REMOTE ACCESS
POLICY REFERENCE NO:	Inf/28

Executive Summary.

Remote access to force systems can be a valuable business tool, allowing personnel to work away from force premises. Remote access to the force's RESTRICTED network can be granted where there is a legitimate business need

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

Intended Policy Audience.

This policy applies to every police officer, member of police staff, police community support officer, special constable, volunteer, contractor, and approved persons working for or on behalf of West Midlands Police.

Current Version And Effective Date.	Version 0.1	04 Mar 2015
Business Area Owner	Information Management Services	
Department Responsible	Information Management	
Policy Contact	Kate Jeffries – Head of Information Management	
Policy Author	Tom King	
Approved By	DCC Thompson	
Policy Initial Implementation Date	20/04/2015	
Review Date	20/04/2017	
Protective Marking	Not Protectively Marked	
Suitable For Publication – Freedom Of Information	Yes	

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Supporting Documents

- HMG Security Policy Framework (SPF);
- CESA IA Standards (IAS) and Good Practice Guides (GPG's);
- BS EN ISO27001 A.9 – Information Technology
- Security Assessment for Protectively Marked Assets (SAPMA)
- WMP Local Threat Assessment
- WMP Information Security Policy
- *Code of Ethics* (http://www.college.police.uk/docs/Code_of_Ethics.pdf)

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.

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1. INTRODUCTION

PURPOSE

1.1. Remote access to force systems can be a valuable business tool, allowing personnel to work away from force premises. Remote access to the force's RESTRICTED network can be granted where there is a legitimate business need. This can be useful for those that:

- Are often required to work away from their base station such as people seconded to the Home Office;
- Have out of hours responsibilities such as senior officer authorisations or technical support duties;
- Are recovering from an illness or condition that allows them to work but prevents them from travelling to force (temporary requirement); or
- Are designated as flexible workers as described by the New Ways of Working (NWoW) programme.

2. REMOTE ACCESS POLICY

Principles

2.1. Remote access will be granted in the following circumstances:

- The person requesting it (the requestor) has a valid business need as described in the Introduction above.
- The request is supported by their line manager;
- The requestor agrees to abide by the remote access Security Operating Procedures (SyOPS) that will be provided at the time of the request;
- The equipment used is corporately owned and provided by ICT. Colleagues must not purchase equipment without PRIOR written agreement from Head of ICT; and
- Use of personally owned devices is expressly forbidden.

Additional Information

2.2. Further details on the equipment available and advice on how to request remote access can be obtained from ICT either on the intranet or via 3344.

3. UNDERPINNING POLICIES AND PROCEDURES

3.1. To support the overarching Physical Security policy the following policies will be maintained by the force:

1. WMP Information Security Policy;
2. Information Security Incident Management Policy;
3. Information Services Risk Register;
4. West Midlands Police Risk Appetite Statement;

4. EQUALITY IMPACT ASSESSMENT (EQIA).

4.1. 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 West Midlands Police 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.

5. HUMAN RIGHTS.

5.1. 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 West Midlands Police (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

6. FREEDOM OF INFORMATION (FOI).

6.1. Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 0.1 of this policy has been GPMS marked as Not Protectively Marked.

6.2. 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
N/A		

7. TRAINING.

- 7.1. There is no specific training for West Midlands Police personnel; however those individuals with a specific involvement in physical security will have the relevant training courses detailed within their job specifications.

8. PROMOTION / DISTRIBUTION & MARKETING.

- 8.1. The following methods will be adopted to ensure full knowledge of the Policy:
- Newsbeat
 - Intranet
 - Posters
 - Policy Portal
- 8.2. No uncontrolled printed versions of this document are to be made without the authorisation of the document owner.

9. REVIEW.

- 9.1. The policy business owner – Head of Information Management – maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.
- 9.2. 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.
- 9.3. A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted annually as indicated on the first page.
- 9.4. Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 9.5. Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



CHIEF CONSTABLE

10. VERSION HISTORY.

Version	Date	Reason for Change	Amended/Agreed by.
0.1	04 Mar 2015	Initial Draft	Tom King/Stephen Laishley
0.1	27/04/2015	Chief Constable signed off policy – policy now live	56408 Couchman