



## **OFFICERS 'DATES TO AVOID' CALENDAR POLICY**

### **1.0 Policy Statement**

- 1.1 British Transport Police (BTP) will aim to ensure that all of its staff witnesses keep an accurate and up to date list of dates of non-availability and the accompanying reasons, in their personal calendars. Their calendars will be linked to and will update the witness database used by the Criminal Justice System ensuring Courts can manage cases more effectively.

### **2.0 Overview**

- 2.1 This is a new policy.
- 2.2 This policy stems from the Governments determination to improve performance in the Criminal Justice System which has lead to a program of change, largely encapsulated within the Criminal Case Management Framework.
- 2.3 This policy will apply to all BTP Police Officers and Police Staff.
- 2.4 This policy applies in England and Wales only.

### **3.0 Applicable Date, Monitoring and Review**

- 3.1 This policy is applicable from 29 August 2006.
- 3.2 This policy will be reviewed every three years.

### **4.0 Ownership**



- 4.1 This policy is owned by ACC Crime.
- 4.2 Any queries related to this policy should be directed to Justice Directorate.

## **5.0 Associated Documents**

- 5.1 Officers 'Dates to Avoid' Calendar Standard Operating Procedures
- 5.2 No Witness No Justice Witness Care Units BTP Policy
- 5.3 Victims Code of Practice BTP Policy
- 5.4 Internal Movement Checklist