



POLICY INFORMATION	
Title	Force Policy Development
Version	V2.0

POLICY OWNERSHIP	
Policy Sponsor	Director of Strategy and Change
Policy Owner	Strategy Planning Manager
Policy Author	Policy Analyst

British Transport Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. If you have any queries relating to this policy please write to: **Information Governance Unit British Transport Police 2nd Floor, 3 Callaghan Square Cardiff, CF10 5BT** or email: FOI@btp.pnn.police.uk

Purpose of the Policy

This policy sets out the management, arrangement and describes the force framework for developing policies and guidance at British Transport Police. The policy aim is to ensure that an efficient and consistent approach is adopted for the development and approval of these documents across the Force.

All Force policies should be;

- Digital enabled/interactive;
- Information Management Compliant;
- Empower Self Service and;
- User Friendly.

Who does this policy apply to

This policy applies to the development of all BTP policies. The policy applies to all Police Officers, Police Community Support Officers, Police Staff and Special Constables; collectively termed employees. This includes those who are on part-time, fixed term and permanent contracts, as well as those on secondment. This policy has been specifically developed for officers and staff who are involved in commissioning, writing, approving, publishing, implementing, monitoring or reviewing BTP policies.

This policy is applicable in England, Scotland and Wales.

Principles

This policy is complemented by guidance which describes the process for developing and reviewing policies. The guidance serves to:

- detail the responsibilities of employees, including Policy Owners and the Policy Team
- explain the different approval processes through which policies must go through
- explain what Policy Owners need to consider when researching and developing policies
- provide Policy Owners with information on styles and standards for writing a policy
- outline the consultation process for policies

- explain when and how a policy must be reviewed

At BTP there is a need for all policies to be developed in a structured manner. This Policy and accompanying guidance describes the process for developing and reviewing policies to which all departments, staff members and officers must adhere. This is to ensure that all BTP policies:

- are formatted appropriately and meet the required corporate style and standards
- comply with current relevant legislation, e.g. Human Rights Act 1998, Equality Act 2010 and Data Protection Act 1988 and national guidance such as the Authorised Professional Practice (APP) and best practice
- are subject to the appropriate research, development, consultation and approval processes before being implemented
- are reviewed at appropriate intervals to ensure they comply with new legislation, national guidance and best practice

Monitoring and Review

The Policy Team is responsible for monitoring and reviewing this policy. It will be reviewed once every three years (unless circumstances dictate it should be reviewed more frequently) to ensure that the most up to date and relevant process for managing BTP policy is in place.

Associated Policies/Documents

Force Policy Toolkit