



Model Publication Scheme for
A Chief Constable
of a Police Force in Scotland

Produced as required by
The Freedom of Information (Scotland) Act 2002

SECTION 1: INTRODUCTION TO THE PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. In order to keep the scheme as inclusive as possible we will review this scheme from time to time.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 – How to access information not available under the scheme.

SECTION 2: ABOUT DUMFRIES AND GALLOWAY CONSTABULARY

With the passage of time it became clear that policing the three south-western counties of Scotland required greater cohesion than could be achieved by seven independently run forces. The consequent amalgamations left only the three county forces in place and finally, on 16 February 1948, the Dumfriesshire, Stewartry of Kirkcudbright and Wigtownshire Constabularies amalgamated to form the present force, Dumfries and Galloway Constabulary.

Covering some 2,649 square miles in the south-west of Scotland, the force is divided into two operational policing divisions. While Galloway Division in the west has the larger land area, Dumfries Division has the greater population and proportionally more of our staff. Some 148,000 people live in the area with the largest towns being Dumfries, home to 31,600 people, Stranraer with about 10,800 and Annan with around 8,300.

Stretching the length of the force from the border with Cumbria Constabulary to our sea border with the Police Service of Northern Ireland in the west, the 95 miles of the A75, Euroroute 18, provide a conduit between Ireland and Continental Europe through the busy ferry ports of Stranraer and Cairnryan.

In the east, the A74(M) is the main arterial route between Scotland and England, running some 35 miles between our borders with Strathclyde Police in the north and Cumbria Constabulary to the south. Further to the east the force is bordered by Lothian and Borders Police.

While there have been many changes over the years, traditional agricultural and forestry industries are still substantial employers in this rural area. An outstanding landscape and many recreational facilities continue to attract large numbers of visitors, while the 218 miles of coastline offer work and leisure opportunities.

This quiet and rural area is not immune to the less desirable aspects of contemporary society. The ever growing misuse of drugs and related crime continues to give rise to concern in our communities. The force response is to act positively, using intelligence-led initiatives to prosecute those involved.

These many different demands, coupled with the geography of the area, create their own challenges for the force in providing an effective and reliable police service.

Legislative Framework and Powers

Police forces in Scotland are the subject of many pieces of legislation however the principal Act governing the establishment and maintenance of a police force is the Police (Scotland) Act 1967. In terms of the Act, governance of the force is provided on a tri-partite basis involving the Chief Constable, the Police Board and the Scottish Government. The conditions of service and duties of police officers are principally contained in the Police (Scotland) Regulations 2004. Police officers are subject to statutory procedures relating to allegations of misconduct contained in the Police (Conduct) (Scotland) Regulations 1996 and the Police (Conduct) (Senior Officer) (Scotland) Regulations 1996.

SECTION 3: PREPARING THE PUBLICATION SCHEME

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and

- the reasoning that informs our decisions.

In preparing this publication scheme Dumfries and Galloway Constabulary has analysed requests for information received since 1 January 2005 to establish types of information where there has been a sustained level of public interest in accessing that information. Additionally we have consulted with police forces throughout the United Kingdom to identify further types of information that have regularly been the subject of requests. In analysing this information we have identified a number of areas of information that we should proactively publish wherever possible and this is reflected in the composition of this version of the publication scheme.

We intend to continue to monitor levels of interest in information not included in the scheme and will seek to expand the scheme where it appears appropriate to proactively publish such information.

SECTION 4: ACCESSING INFORMATION UNDER THE SCHEME

Information available under our publication scheme will normally be available through the routes described below. Section 12 – Classes of Information provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our publication scheme is available to download from our website. In many cases a link within Section 12: Classes of Information will direct you to the relevant page or document. Where no such link is present, you can use our website’s “Search” facility at www.dg.police.uk. If you are still having trouble finding any document listed under our scheme, then please call the Freedom of Information Officer for further assistance. Contact Details: Police Headquarters, Cornwall Mount, Dumfries, DG1 1PZ. Telephone 0845 600 5701, email foi@dg.pnn.police.uk.

By email:

If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

Information can also be requested from us over the telephone. Please call the Freedom of Information Officer on 0845 600 5701 to request information available under this scheme.

By post:

All information under the scheme will normally be available in paper copy form. Please address your request to: the Freedom of Information Officer at Police Headquarters, Cornwall Mount, Dumfries, DG1 1PZ.

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 6: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact the Freedom of Information Officer at Police Headquarters, Cornwall Mount, Dumfries, DG1 1PZ. Telephone 0845 600 5701, email foi@dg.pnn.police.uk.

SECTION 5: INFORMATION THAT WE MAY WITHHOLD

All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in Section 12 – Classes of Information. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation. Strategic, tactical and operational information regarding law enforcement and investigations is unlikely as a matter of routine to be released under this model publication scheme as the exemptions contained in Section 34 and Section 35 of the Freedom of Information (Scotland) Act 2002 and the exception contained in Regulation 10 (5) (b) of the Environmental Information (Scotland) Regulations 2004 are likely to be engaged.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to Section 10 – Complaints.

SECTION 6 – OUR CHARGING POLICY

All information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

Under the Disability Discrimination Act we have a duty to provide services, including making information physically accessible when providing it. This may for example involve producing it in a larger script or different format where it is practicable to do so. The costs of this will be met by the force.

SECTION 7: OUR COPYRIGHT POLICY

Dumfries and Galloway Constabulary holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not Dumfries and Galloway Constabulary. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within Section 12 – Classes of Information.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

SECTION 8: OUR RECORDS MANAGEMENT AND DISPOSAL POLICY

Dumfries and Galloway Constabulary has in place a Records Retention Schedule in respect of all documents that it creates and holds. This Schedule sets out the lengths of time for which all types of records must be held. This means that whilst FOISA is retrospective, it is only possible to provide copies of our records that are still in existence. A copy of the Schedule is available from the ACPOS website at:

<http://www.acpos.police.uk/Policies.html#information%20management>.

Our Records Management Policy is included in the Policies section of this publication scheme and a copy is available at:

<http://www.dg.police.uk/aboutUs/ourDocs/policy/recordsManagement.pdf>

SECTION 9: FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

Please send any comments or suggestions to the Freedom of Information Officer at Police Headquarters, Cornwall Mount, Dumfries, DG1 1PZ. Telephone 0845 600 5701, email foi@dg.pnn.police.uk.

SECTION 10: COMPLAINTS

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact: the Freedom of Information Officer at Police Headquarters, Cornwall Mount, Dumfries, DG1 1PZ. Telephone 0845 600 5701, email foi@dg.pnn.police.uk.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

SECTION 11: HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to the Freedom of Information Officer at Police Headquarters, Cornwall Mount, Dumfries, DG1 1PZ. Telephone 0845 600 5701, email foi@dg.pnn.police.uk.

Charges for information which is not available under the scheme:

The charges for information which is available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which is not available under the scheme the charges will be based on the following calculations:

General information requests:

While FOISA does allow us to charge a fee for the provision of information that is not available under the terms of the Model Publication Scheme, Dumfries and Galloway Constabulary has chosen not to do so. Dumfries and Galloway Constabulary will therefore not levy any charge for information which costs us £600 or less to process. Information requests that cost us more than £600 to process will generally be refused.

Charges for environmental information:

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

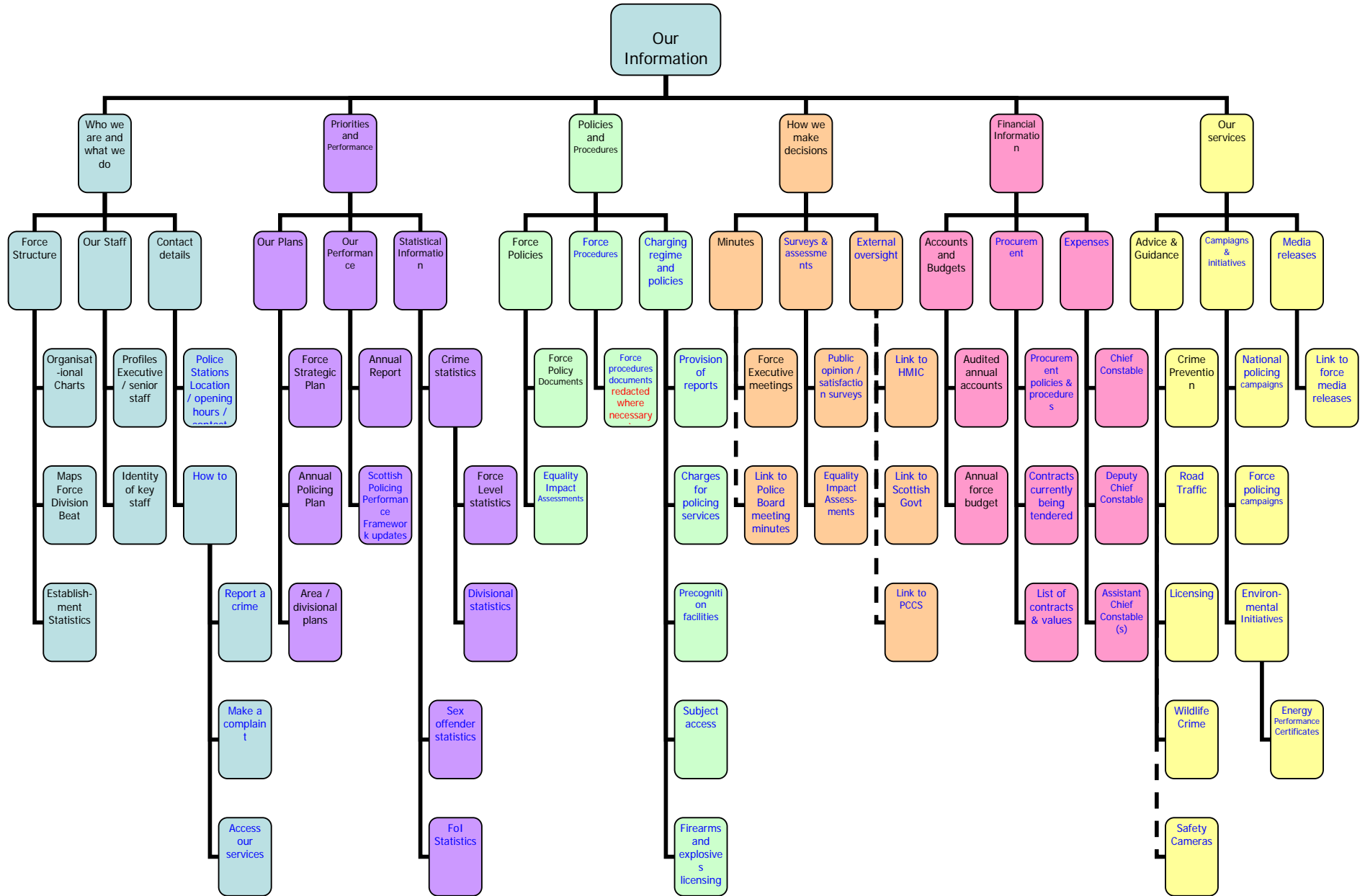
Charges are calculated on the basis of the actual cost to Dumfries and Galloway Constabulary of providing the information. However, as with requests for information processed under FOISA, requests for Environmental Information costing us £600 or less to process, based on a maximum hourly rate of £15 will be provided without cost.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data:

You are entitled to request your personal data from Dumfries and Galloway Constabulary under the Subject Access provisions contained in Section 7 of the Data Protection Act 1998. Dumfries and Galloway Constabulary charge a fee of £10, as permitted under the 1998 Act and associated regulations, for the processing of subject access requests.

SECTION 12: CLASSES OF INFORMATION



Master Information Class	WHO WE ARE & WHAT WE DO
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Section Title	Information Items	Description	Refresh and retention details
Force Structure	Organisational Chart	Organisational chart showing Executive areas of responsibility and the generic department titles and identity of department head	Current information, update when change occurs
	Maps of force area	<ul style="list-style-type: none"> • Force area • Divisional areas • Beat areas 	Current information, update when change occurs
	Establishment statistics	A breakdown of staff demographic information	Update quarterly ?
Our staff	Profiles of executive members	Photograph and career history	Current information, update when change occurs
	Identity of key staff	Photograph and brief career history for Divisional Commanders and Department Heads as identified in the organisational chart	Current information, update when change occurs
Contact details	Police stations	<ul style="list-style-type: none"> • Location • Opening hours • Emergency and non-emergency telephone numbers • Text number for general enquiries • Email address for general enquiries • Postal address for general enquiries • Details of officer in charge 	Current information, update when change occurs

	Schedule for deployment of mobile police units	Date, time and location (May not apply to all forces)	Update weekly
How to	How to report a crime	This item will include local details of how to report a crime and emphasise use of 999 in an emergency	Current information, update when change occurs
	How to make a complaint	This section will include local details of how to complain about the actions of an officer or member of police staff. Link to relevant leaflet?	Current information, update when change occurs
	How to access our services	Link to "Our Services" section of publication scheme	Current information / links, update when change occurs

Master Information Class	PRIORITIES & PERFORMANCE
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Section Title	Information Items	Description	Refresh and retention details
Our Plans	Force Strategic Plan	The force strategic plan usually covers a period of 3 to 5 years and sets out the strategic direction and intentions of the force during that period	The current and immediately previous strategic plans will be retained on the publication scheme
	Annual Policing Plan	Forces issue an annual policing plan, linked to the strategic plan, outlining the specific priorities and objectives for the year.	The current and previous two annual plans will be retained on the publication scheme
	Area / divisional policing plans	Forces may produce a local policing plan relating to a division or area of the force. If so, these plans, produced on an annual basis, will be included in the publication scheme. It should be noted that not all forces produce these plans.	The current and previous two plans, if produced, will be retained on the publication scheme
Our Performance	Annual Report	The Chief Constable has a statutory obligation to publish an annual report containing a range of statutory indicators.	The current and previous two annual reports will be retained on the publication scheme
	Scottish Police Performance Framework updates	The SPPF contains a range of performance indicators that forces are required to report. The range of performance indicators may change over time as the framework is enhanced.	Quarterly update reports will be retained on the publication scheme covering the current and previous two policing years (1 April – 31 March annually)
Statistical Information	Crime statistics	Forces maintain crime statistics in accordance with Scottish Government guidelines classified under 7 distinct group headings: Group 1 – Non sexual crimes of violence Group 2 – Crimes of indecency	Monthly update reports at force and divisional level will be retained on the publication scheme covering the current and previous two policing years (1 April – 31 March annually)

		<p>Group 3 – Crimes involving dishonesty</p> <p>Group 4 – Fireraising, malicious & reckless conduct</p> <p>Group 5 – Other crimes</p> <p>Group 6 – Other offences</p> <p>Group 7 – Offences relating to motor vehicles</p>	
	Sex Offender Statistics	Forces will retain details of the number of Registered Sex Offenders managed by the force and the number of those RSOs whose whereabouts are currently unknown	The statistical information will be updated on a monthly basis and only current statistics will be maintained on the publication scheme
	FOI statistics	Forces will retain details of the number of requests and the number of questions received under the provisions of FOISA	The statistical information will be updated on a monthly basis and retained on the publication scheme for the current and previous year .

Master Information Class	POLICIES AND PROCEDURES
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Section Title	Information Items	Description	Refresh and retention details
Force Policies	Force Policy Documents	A policy document is a statement of intent setting out what the force intends to do in relation to a particular matter or area of business. All policy documents should be retained on the publication scheme	Only current policy documents will be retained on the publication scheme – update when change occurs
	Equality Impact Assessments	Police forces have a duty to conduct an Equality Impact Assessment when creating or amending policy. The assessment process consider the impact of the policy in relation to the religion, race, age, gender, sexual orientation and disability status of those that might be affected by the policy	Only current assessments will be retained on the publication scheme – update when change occurs
Force Procedures	Force Procedures Documents	A procedure document is a statement or description of how the force intends to achieve the objectives contained in policy documents. These documents often contain sensitive information including, but not limited to, tactical or operational information, contact details, investigative techniques and contingency plans. Parts or all of some of	Initially few procedures documents will be suitable for inclusion in the publication scheme. As these documents fall for routine review appropriate considerations will be applied to the production of a public facing version. The population of this section will grow over the life of the publication scheme. Only current versions of the

		these documents would compromise the efficiency and effectiveness of the force if released and may have to be redacted or withheld in accordance with the exemption contained in the Act.	documents will be retained on the publication scheme.
Charging regime and policies	Provision of reports	The schedule of charges for the provision of reports, photographs etc to insurance companies, solicitors and other bodies accompanied by any guidance regarding to whom such information can be supplied	Only current charges and guidance will be retained on the publication scheme
	Charges for policing services	The schedule of charges for the provision of policing services	Only current charges and guidance will be retained on the publication scheme
	Precognition facilities	Details of the facilities available to precognose police officers and police staff including the charges applied in non-criminal cases	Only current charges and guidance will be retained on the publication scheme
	Subject Access / FOI	Details of charges relating to the use of the subject access provisions of the Data Protection Act 1998 and requests submitted under FOISA	Only current charges and guidance will be retained on the publication scheme
	Environmental Information	Details of the charges relating to the provision of information requested under the Environmental Information (Scotland) Regulations 2004	Only current charges and guidance will be retained on the publication scheme

Master Information Class	HOW WE MAKE OUR DECISIONS
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Section Title	Information Items	Description	Refresh and retention details
Minutes	Force executive meetings	This section will contain the open minutes of force executive meetings. These meetings deal with strategic and policy issues.	Minutes will be posted when approved, normally at the next meeting. Minutes will be retained on the publication scheme for the current and previous two years
	Link to police board minutes	This section will contain a link to the appropriate web site containing the minutes of the police board or joint police board for the force.	The retention of the minutes on the website is a matter for the police board. Forces will ensure that the link remains current
Surveys and assessments	Public opinion / satisfaction surveys	This section will contain a copy of the survey document and an analysis of the results	Documents will be retained on the publication scheme for the current and previous two years
External oversight	Link to HMICS	This section will contain a link to the web site of Her Majesty's Inspectorate on Constabulary in Scotland	The maintenance of the website lies with HMIC. Forces will ensure that the link remains current. http://www.scotland.gov.uk/Topics/Justice/Police/15403
	Link to Scottish Government	This section will contain a link to the section of the Scottish Government web site relating to policing	The maintenance of the website lies with the Scottish Government. Forces will ensure the link remains current. http://www.scotland.gov.uk/Topics/Justice/Police
	Link to PCCS	This section will contain a link to the website of the Police Complaints Commissioner for Scotland	The maintenance of the website lies with the PCCS. Forces will ensure the link remains current. http://www.pcc-scotland.org/home.aspx

Master Information Class	FINANCIAL INFORMATION
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Section Title	Information Items	Description	Refresh and retention details
Accounts and Budgets	Annual audited accounts	A copy of the certified abstract of the annual audited accounts as required by the Local Authority Accounts (Scotland) Regulations (Scotland) 1985	Last three financial years
	Force Budget	A copy of the approved force budget statement	Current plus last two financial years
Procurement Information	Procurement policies and procedures	A copy of the financial regulations governing the force and copies of policy and procedure documents governing procurement and tendering processes.	Only current versions of these documents will be maintained on the publication scheme
	Contracts currently being tendered	Details of contracts for goods and services that are currently being tendered	Current live tenders only
	List of contracts and values	Details of contracts awarded following a tendering process, as required in the force financial regulations, including: <ul style="list-style-type: none"> • Nature of goods / service provided; • Name of the supplier; • Value of the contract 	Update when change occurs . Note: this section will be populated w.e.f. the go live date of the revised publication scheme.
Senior Officers Expenses	Chief Constable Deputy Chief Constable Assistant Chief Constable(s)	Total amount spent (including amounts reclaimed and amounts spent using a corporate credit card) A quarterly total of individual	Quarterly updates covering the current and previous two financial years. Information will relate to expenses personally incurred by the Chief Officer and

		expenditure will be provided broken down into total costs of travel, accommodation, food & drink, hospitality and conference/event attendance fees.	will not include corporate expenditure.
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Master Information Class	INFORMATION ABOUT OUR SERVICES
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Section Title	Information Items	Description	Refresh and retention details
Advice and Guidance	Crime Prevention	Local contact details (link to divisional / departmental information pages?) Current information leaflets / web pages	Current information only - update when change occurs
	Road Traffic	Local contact details (link to divisional / departmental information pages?) Link to Safety Camera Partnership web pages Current information leaflets / web pages	Current information only - update when change occurs
	Licensing issues	Local contact details (link to divisional / departmental information pages?) Current information leaflets / web pages	Current information only - update when change occurs
	Wildlife Crime	Force level information relating to the occurrence and investigation of wildlife crime and initiatives to prevent / reduce wildlife crime	Current information only plus available wildlife crime statistics for current and previous two years
	Safety Cameras	Link to Safety Camera Partnership website	Maintenance of information lies with SCP
Current Campaigns	National campaigns and initiatives	Details of each current national campaign including: Name of campaign; Purpose; Duration and location;	Live campaigns only – retain for period of 3 months from conclusion to allow examination of results

		Results; Local contact details	
	Force campaigns and initiatives	Details of each force level campaign including: Name of campaign; Purpose; Duration and location; Results; Local contact details	Live campaigns only – retain for period of 3 months from conclusion to allow examination of results
	Environmental Initiatives	Details of environmental initiatives including energy saving, recycling and similar “green” internal initiatives and results where available. Energy Performance Certificates for relevant police building	Current information only. Results of specific initiatives will be retained for 3 months from conclusion to allow examination of results.
Media Releases	Press releases / appeals	Link to the media release section of force web site	Retention periods vary between forces but generally minimum of 12 months although appeals are removed when related cases are detected