



Freedom of Information Act Document			
Protective Marking :	Not Protectively Marked	Publication (Y/N) :	Y
Title :	Police Officer Professional Standards		
Summary:	Guidance to Student Constables Concerning the Standards		
Branch / OCU :	Leadership & Learning Directorate - Learning Operations - DSPP		
Date Created :	02/11/2011	Review Date :	01/04/2013
		Version :	10.2
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Police Officer Professional Standards

This document gives instructions and guidance to student constables concerning the standards of professionalism and conduct expected from all Police Constables, including Metropolitan Police Special Constables (MSC), who undertake foundation training with Leadership & Learning Directorate - Learning Operations - DSPP.

The purpose is to ensure a corporate approach to standards across all police officers and to present an image that is compatible with the ethos of Total Policing.

This document is split into two main parts; the first being the broader standards of behavior and conduct required of all police officers, the second part gives more specific information on the required standards of dress and professionalism which will be expected during your time in training from your initial day of training onwards.

It is important that you take time to read this document carefully as you will be asked to sign a declaration confirming that you have read and understood the contents of this document upon commencing your training. You will have opportunity to ask any questions in relation this document or standards in general when you start your training.

Section 1 - Code of Professional Standards

N.B. wherever this document makes reference to 'Police Officers', this applies equally to full time Police Officers and all Special Constables (MSC).

Honesty and Integrity

1.12 Police officers are honest, act with integrity and do not compromise or abuse their position.

1.13 Police officers act with integrity and are open and truthful in their dealings with the public and their colleagues, so that confidence in the police service is secured and maintained.

1.14 Police officers do not knowingly make any false, misleading or inaccurate oral or written statements or entries in any record or document kept or made in connection with any police activity.

1.15 Police officers must never accept any gift or gratuity that could compromise their impartiality. During the course of their duties police officers may be offered hospitality (e.g. refreshments) and this may be acceptable as part of their role. However, police officers always consider carefully the motivation of the person offering a gift or gratuity of any type and the risk of becoming improperly beholden to a person or organisation.

1.16 It is not anticipated that inexpensive gifts would compromise the integrity of a police officer, such as those from conferences (e.g. promotional products) or discounts aimed at the entire police force (e.g. advertised discounts through police publications). However, all gifts and gratuities must be declared in accordance with local force policy where authorisation may be required from a manager, Chief Officer or Police Authority to accept a gift or hospitality. If a police officer is in any doubt then they should seek advice from their manager.

1.17 Police officers never use their position or warrant card to gain an unauthorised advantage (financial or otherwise) that could give rise to the impression that the police officer is abusing his or her position. A warrant card is only to confirm identity or express authority.

Authority, Courtesy and Respect

1.18 Police officers act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy.

1.19 Police officers do not abuse their powers or authority and respect the rights of all individuals.

1.20 In exercising their duties, police officers never abuse their authority or the powers entrusted to them. Police officers are well placed to protect the human rights of individuals and groups within society. They have been given important powers and responsibilities due to the complex and difficult situations they deal

with. The public have the right to expect that such powers are used professionally, impartially and with such integrity, irrespective of an individual's status.

1.21 Police officers do not harass or bully colleagues or members of the public.

1.22 Police officers do not, under any circumstances inflict, instigate or tolerate any act of inhuman or degrading treatment (as enshrined in Article 3 of the European Convention of Human Rights).

1.23 Police officers, recognise that some individuals who come into contact with the police, such as victims, witnesses or suspects, may be vulnerable and therefore require additional support and assistance.

1.24 Police officers use appropriate language and behaviour in their dealings with their colleagues and the public. They do not use any language or behave in a way that is offensive or is likely to cause offence.

1.25 Like all professionals, police officers have special knowledge and experience that many others do not possess (for example what may or may not constitute an offence). Police officers do not take unfair advantage of the inequality that arises from a member of the public being ill-equipped to make an informed judgement about a matter in respect of which he or she does not have the special knowledge of the police officer.

Equality and Diversity

1.26 Police officers act with fairness and impartiality. They do not discriminate unlawfully or unfairly.

1.27 Police officers carry out their duties in accordance with Article 14 of the European Convention on Human Rights and current equality legislation.

1.28 Police officers need to retain the confidence of all communities and therefore respect all individuals and their traditions, beliefs and lifestyles provided that such are compatible with the rule of law. In particular police officers do not discriminate unlawfully or unfairly when exercising any of their duties, discretion or authority.

1.29 Police officers pay due regard to the need to eliminate unlawful discrimination and promote equality of opportunity and good relations between persons of different groups.

1.30 Police managers have a particular responsibility to support the promotion of equality and by their actions to set a positive example.

1.31 Different treatment of individuals which has an objective justification may not amount to discrimination.

Use of Force

1.32 Police officers only use force to the extent that it is necessary, proportionate and reasonable in all circumstances.

1.33 Police officers may need to use force in carrying out their duties.

1.34 It is for the police officer to justify his or her use of force but when assessing whether this was necessary, proportionate and reasonable all of the circumstances should be taken into account and especially the situation which the police officer faced at the time. Police officers use force only if other means are or may be ineffective in achieving the intended result.

1.35 As far as it is reasonable in the circumstances police officers act in accordance with their training in the use of force, i.e. by applying the management resolution model to decide what force may be necessary, proportionate and reasonable. Section 3 of the Criminal Law Act 1967 makes it clear that force may only be used when it is reasonable in the circumstances.

1.36 Article 2(2) of the European Convention on Human Rights provides a stricter test for the use of lethal force and the use of such force must be absolutely necessary.

1.37 Police officers respect everyone's right to life and do not, under any circumstances, inflict, instigate or tolerate any act of torture, inhuman or degrading treatment or punishment (as enshrined in Articles 2 and 3 of the European Convention on Human Rights).

Orders and Instructions

1.38 Police officers only give and carry out lawful orders and instructions.

1.39 Police officers abide by police regulations, force policies and lawful orders.

1.40 The police service is a disciplined body. Police officers do not give or carry out orders or instructions which they do not believe are lawful and where there are reasonable grounds for their belief.

1.41 Two factors should be considered when assessing if it was reasonable not to follow a lawful order. First of all, was the lawful order reasonable having regard to all the circumstances and secondly, did the police officer have a good and sufficient reason not to comply having regard to all the circumstances and possible consequences.

1.42 Police officers, to the best of their ability, support their colleagues in the execution of their lawful duty.

1.43 Police officers abide by police regulations and accept the restrictions on their private lives as described in these regulations.

Duties and Responsibilities

1.44 Police officers are diligent in the exercise of their duties and responsibilities.

1.45 Police officers do not neglect their duties or responsibilities.

1.46 When deciding if a police officer has neglected his or her duties all of the circumstances should be taken into account. Police officers have wide discretion and may have to prioritise the demands on their time and resources. This may involve leaving a task to do a different one, which in their judgement is more important. This is accepted and in many cases essential for good policing.

1.47 Police officers ensure that accurate records are kept of the exercise of their duties and powers as required by relevant legislation, force policies and procedures.

1.48 In carrying out their duties police officers have a responsibility to exercise reasonable care to prevent loss of life or loss or damage to the property of others (including police property).

Confidentiality

1.49 Police officers treat information with respect and access or disclose it only in the proper course of police duties.

1.50 The police services shares information with other agencies and the public as part of its legitimate policing business. Police officers never access or disclose any information that is not in the proper course of police duties. Police officers, who are unsure if they should access or disclose information, should always consult with their manager or department that deals with data protection or freedom of information before accessing or disclosing it.

1.51 Police officers do not provide information to third parties who are not entitled to it. This includes for example, requests from family or friends, approaches by private investigators and unauthorised disclosure to the media.

Fitness for Duty

1.52 Police officers when on duty or presenting themselves for duty are fit to carry out their duties and responsibilities.

1.53 Police officers do not make themselves unfit or impaired for duty as a result of drinking alcohol, using a substance for non-medical purposes or intentionally misusing a prescription drug.

1.54 Police officers who present themselves to their work with a drink or drugs misuse problem will be supported if they demonstrate an intention to address the problem and take steps to overcome it. However, the use of illegal drugs will not be condoned. A self-declaration made after a police officer has been notified of the requirement to take a test for possible substance misuse cannot be used to frustrate action being taken for misconduct that may follow a positive test result.

1.55 Police officers who are aware of any health concerns that may impair their ability to perform their duties should seek guidance from the occupational health department and if appropriate, reasonable adjustments can be made.

1.56 A police officer who is unexpectedly called to attend for duty should be able to say that they are not fit to perform the required duty as a result of having consumed alcohol without risk of bringing discredit on themselves or the police service.

1.57 Police officers when absent from duty, on account of sickness, do not engage in activities that are likely to impair their return to duty. Police officers will engage with the force medical officer or other member of the occupational health team if required and follow any advice given.

Discreditable Conduct

1.58 Police officers behave in a manner which does not discredit the police service or undermine public confidence, whether on or off duty.

1.59 Police officers report any action taken against them for a criminal offence, conditions imposed by a court or the receipt of a penalty notice.

1.60 Discredit can be brought on the police service by an act itself or because public confidence in the police is undermined. In general, it should be the actual underlying conduct of the police officer that is considered under the misconduct procedures, whether the conduct occurred on or off duty. However where a police officer has been convicted of a criminal offence that alone may lead to misconduct action irrespective of the nature of the conduct itself. In all cases it must be clearly articulated how the conduct or conviction discredits the police service.

1.61 In the interests of fairness, consistency and reasonableness the test is not solely about media coverage but has regard to all the circumstances.

1.62 Police officers are required to report as soon as reasonably practicable to their force any occasion where they have been subject to arrest, a summons for an offence, a penalty notice for a road traffic offence, or a charge or caution for an offence by any enforcement agency in the UK or elsewhere. This also includes convictions and conditions imposed by any court, whether civil or criminal. 'Conditions imposed by a court' would include, for example, the issue of an Anti-Social Behaviour Order, a restraining order, or a bind-over. A police officer being subject to any of these measures could discredit the police service and may result in action being taken for misconduct against them.

1.63 Police officers do not purchase or consume alcohol when on duty, unless specifically authorised to do so or it becomes necessary for the proper discharge of a particular police duty.

1.64 Police officers on duty whether in uniform or in plain-clothes, display a positive image of the police service in the standard of their appearance which is appropriate to their operational role.

1.65 Police officers attend punctually when rostered for duty or other commitment (e.g. attendance at court).

Off-Duty Conduct

1.66 Police officers have some restrictions on their private lives. These restrictions are laid down in Police Regulations. These restrictions have to be balanced against the right to a private life. Therefore, in considering whether a police officer has acted in a way which falls below these standards while off-duty due regard should be given to that balance and any action should be proportionate taking into account all of the circumstances.

1.67 Even when off duty, police officers should never behave in a manner that discredits the police service or undermines public confidence.

1.68 In determining whether a police officer's off-duty conduct discredits the police service, the test is not whether the police officer discredits herself or himself but the police service as a whole.

1.69 Police officers are particularly aware of the image that they portray when representing the police service in an official capacity even though they may be off-duty (e.g. at a conference).

1.70 When police officers produce their warrant card (other than for identification purposes only) or act in a way to suggest that they are a police officer (i.e. declaring that they are a police officer) they are demonstrating that they are exercising their authority and have therefore put themselves on duty and will act in a way which conforms to these standards. For example, during a dispute with a neighbour a police officer who decides to produce a warrant card would be considered on duty.

1.71 An approved business interest should always be carried out in a way that does not give the impression of compromising the police officers impartiality or is incompatible with membership of a police force (as set out in Regulation 7 of Police regulations 2003).

1.72 All forms of management action and formal outcomes for misconduct are available in response to off-duty conduct.

Challenging and Reporting Improper Conduct

1.73 Police Officers report, challenge or take action against the conduct of colleagues which has fallen below the standards of professional behaviour expected.

1.74 Police officers are expected to uphold the standards of professional behaviour in the police service by taking appropriate action if they come across the conduct of a colleague which has fallen below these standards. They never ignore such conduct.

1.75 Police officers who in the circumstances feel they cannot challenge a colleague directly, for example if they are a more junior rank and are not confident, report their concerns, preferably to a line manager. If they do not feel able to approach a line manager with their concerns, they may report the matter through the force's confidential reporting mechanism, or to the Police Authority or Independent Police Complaints Commission (IPCC).

1.76 Police officers are supported by the police service if they report conduct by a police officer which has fallen below the standards expected unless such a report is found to be malicious or otherwise made in bad faith.

1.77 It is accepted however that it will not always be necessary to report a police officer's conduct if the matter has been dealt with appropriately by a manager in the police service.

Section 2 – Student Officer Professional Standards

Wearing of Uniform whilst On Duty

2.1 The 'Dress of the Day' instruction is in place to ensure that everyone is aware what the order of dress is initially for Morning Parades and for the rest of the day. It encourages a corporate, consistent and smart standard of appearance amongst 'new to service' officers, and it engenders pride and self-discipline both individually and as a member of a team.

2.2 At Peel Centre the 'Dress of the Day' is published daily on the morning parade notice board. This is a freestanding board to be found on the ground floor of Peel House at the foot of the escalators, adjacent to the Peel Centre Library. Each training site will have its own local instructions for daily parades and inspections. Officers completing the entire course at Peel Centre will comply with the Hendon 'Dress of the Day' instruction. Whilst at other training sites and while undertaking duty at a BOCU, local instructions in relation to dress of the day should be followed. If in doubt, advice should be sought from a supervisor.

2.3 When conducting activities outside the classroom block, and if the weather conditions dictate, then under the direction of the training staff a more appropriate order of dress may be worn. However, in such circumstances, all members of the class (unless role-playing) are to be dressed the same. Helmets and jackets are not required to be worn when moving between the classroom block and the restaurant areas at Hendon, as there are no cloakroom facilities available. However students and staff in uniform attending other parts of the estate (e.g. Simpson Hall) are to wear correct headdress.

Student officers in uniform should additionally:

- Maintain a high level of personal hygiene
- Stand upright and not lean against walls.
- Carry or hold headwear when inside buildings or use any head dress as storage or for carry purposes.
- Not walk or stand around with their hands in pockets
- Not roll their sleeves down to cover their hands
- Not hang keys, mobile phones or other non-uniform items from their belts
- Not stand or walk with hands in pockets.

Wearing of Uniform whilst Off Duty

2.4 Student officers may not wear service issue uniform or carry marked service issue kit bags whilst away from their place of work or whilst commuting.

2.5 These restrictions stem from a risk assessment which focused on the risks associated with travelling in 'half-blues' (the wearing of MPS issue shirt/jumper, trousers in conjunction with a non issue top coat/jacket) or whilst carrying easily

identifiable MPS kit bags, wearing MPS issued Identification Passes or wearing a style of boot or shoe associated with the Police Service in conjunction with casual clothing. In short, there can be personal safety risks associated with being identified as a member of the Police Service whilst off-duty or off the training site. For these reasons students must not leave the training site in uniform (unless in connection with authorised police duties) or 'half blues'. This includes leaving the training site to visit nearby shops during the working day. Student's wishing to visit shops off site are advised to do so on their way to the training site and before the training day commences.

2.6 Once student police officers have been issued with uniform, they should comply with the local instructions issued by their training site inspector. In cases of doubt, guidance should be sought from training staff. When uniform is issued to police officers, it is effectively on loan for the duration of their service. If a police officer resigns or is asked to leave, then all uniform and the officer's warrant card must be returned.

2.7 Whilst the emphasis in the previous paragraphs is on MPS clothing and property, there are other matters to be considered that can undermine the personal safety of officers. These matters will include drawing attention to oneself by discussing police topics in public places or by carrying MPS issued folders/training materials. Thought should be given as to when and where a warrant card is used to obtain a travel privilege. The staff of TFL, rail and bus operators take comfort from the fact that police officers are travelling on trains/buses, and may call upon them when required but, in the case of officers who are off duty this might involve them observing rather than immediately stepping in and then summoning help covertly and later being a credible witness. Once suitable backup is available they can then assist to deal with the matter in a professional manner as opposed to being launched ill-prepared into a confrontation with minimal control and a significant risk of injury.

Carrying of Bags

2.8 Personal non-MPS bags may only be carried whilst in uniform in areas not visible to the public. They must be commensurate with the uniform being worn (moderate or small size, dark, plain). The use of personal bags on duty is only permitted where necessary to carry items required for the training being undertaken. Handbags are not to be carried whilst in uniform. A locker will be issued to students at the time of uniform issue and can be used for storage of personal items whilst on duty. Lockers are managed and issued by the Hendon Local Logistics, based in Room 101, Peel House.

Personal Appearance

2.9 Unless on identifiable religious grounds, hair must be worn above the collar. For safety reasons, ponytails are not permitted and long hair must be neatly and securely fastened up and worn close to the head. Any hair bands or ties must be plain and the colour in keeping with the main uniform. Students should seek the advice of staff if necessary.

2.10 Hair must be neat and not be shaped or shaved into patterns or motifs. Moderate layering is acceptable but a sharp dividing line between long and short

sections of hair is not allowed. Hair must not be dyed in conspicuously 'unnatural' colours. With the exception of faint modest highlighting, hair may only be dyed one colour.

2.11 An 'unshaven' appearance is not permissible; therefore beards or moustaches must not be grown by students while in Foundation Training. Students who have beards or moustaches when they join will be allowed to keep these provided they are neatly trimmed and comply with MPS policy on professional standards.

Personal Items

2.12 Expensive personal items, including jewellery, must not be worn during training. A plain watch, items of religious significance and no more than two rings may be worn. Rings with prominent stones or settings must not be worn during training, because of the risk of injury. Necklaces must not be visible and personal items such as mobile phones should not be carried during training (this applies equally to classroom based sessions and any role plays).

2.13 Any item worn should be as unobtrusive as possible and must not conflict with any PPE worn during training activities. The above personal items will be permitted only where there is no significant health and safety risk to the student personally, or to others. Where a staff member perceives that this is not the case, the student will be directed to remove the item concerned. If students are physically unable, or feel unable to remove items of religious significance, there may be occasions where they need to be securely covered to minimise any risk (such as during OST and/or ELS.)

2.14 Rings, studs or sleepers must not be worn through the ears, nose, eyebrows, tongue or any other visible part of the body. Students who have body piercings that are not visible when clothed, should be aware of the associated risk of injury during certain training activities (OST etc.) and remove jewellery as necessary, or where directed to by training staff.

Cosmetics

2.15 Cosmetics may be worn in moderation but must be appropriate to the training environment. Facial makeup must not be worn excessively during uniform fitting sessions as this can cause damage to clothing issued. Nails must be kept to a length that will not cause injury to others or otherwise interfere with training activities. Any nail varnish worn must be colourless. Where a member of staff considers that a student is wearing excessive cosmetic products then the individual concerned will be directed to remove these before training continues.

Morning Parades, Show Parades and other inspections

2.16 Students undergoing foundation training at Peel Centre will attend morning parade's starting during the first week and after attending the input on basic drill will undertake formal parades. Prior to uniform being issued you will be advised on your appropriate appearance. Once in uniform, dress for these parades will be published as 'dress of the day' and the standard of student appearance is expected to be high. Any student failing to reach an acceptable standard may be required to

parade the next day of duty, at a time and place determined by the drill or other staff.

2.17 Students training at sites away from Peel Centre will be subject to regular inspections as and when decided by their training unit staff. The same high standard of appearance to the above will be required at all training sites.

2.18 All students will also be required to maintain a high standard of appearance while in training. However it is acknowledged that some groups of students do not immediately get issued uniform when they join the MPS and so may spend a considerable period of time in plain clothes while undergoing training. During such periods however, students will be expected to present a professional image at all times.

Male students will:

- Wear smart business attire
- Shave daily (or as required)
- Wear suitable trousers (no jeans) and footwear
- Comply with all '*Personal Appearance*' requirements

Female students will:

- Wear suitable attire for a formal training based environment
- Wear appropriate footwear
- Comply with all '*Personal Appearance*' requirements

2.19 Once officers are in possession of uniform they will be required to wear this daily while on duty and will be subject to regular inspections as directed by their training staff. A tie/cravat must always be worn when wearing short sleeved shirts.

2.20 All groups of students are subject to the MPS Dress Code, extracts of which has been used to produce this SOP, and *full* details of this can be found on the MPS Peoples Page Intranet site (you will be able to access this once you join and have an AWARE account set up).

Student Constable Identification Passes for Peel Estate.

2.21 All students will be issued with a training security pass which must be worn and visible at all times, whether in uniform or in plain clothes. These will be issued on the induction day of each course in accordance with the approved design for each student group as introduced by the Leadership & Learning Directorate - Learning Operations - DSPP, Events Team. These passes must not be worn when off MPS premises and do not grant entry to non training police buildings. The pass **MUST** be returned when leaving a training site at the end of a course. These passes **MUST** be returned (not kept) once posted to a borough. The training security pass does not entitle the holder for any travel concessions.

When in uniform the passes will be worn and attached using the issued clip / lanyard on the outer garment as follows;

- Shirt Sleeve Order - on the right hand side, clipped onto the radio support strap.
- Jersey Pullover - on the right hand side, clipped onto the radio support strap.
- Gore-Tex Jacket/Anorak - on the right hand side, clipped onto the radio support strap.
- Tunic Order (PC only) - on the right hand side, clipped onto right hand breast pocket (for male officers) & the right hand jacket pocket (for female officers).

Respect and Civility

2.22 All students will be expected to treat their colleagues and staff with respect at all times. Basic courtesy will should be the norm, such as holding open any door for another should the need arise. Senior officers, staff and visitors should be acknowledged with a form of greeting followed by "Staff, Sergeant, Sir or Ma'am" as appropriate.

2.23 When assembled in class it is polite to stand up for staff entering the room. It is also an appropriate way to start training sessions. Student officers will stand for staff on the following occasions:

- At the beginning of the first morning and first afternoon lessons.
- At all times when a supervisor (Sergeant or above) or visitor enters the room.

Mobile Telephones

2.24 Mobile phones and other similar devices may only be used during official breaks (other than when specifically authorised by a member of staff for a particular purpose.) Such devices must only be used in designated rest areas and not in corridors or other public places or thoroughfares.

Urgent telephone contact with student officers whilst on duty.

2.25 Student officers who need to be contacted during duty hours at Peel Centre, should ask callers in the first instance to contact the RLC Local Logistics Support Unit in room 101, 1st Floor, Peel House on 0208 358 1380. This office normally opens from 8.00am onwards. Student officers, who need to be contacted during duty hours at training sites away from Peel Centre, should ask callers in the first instance to contact the site on a number supplied by the respective site staff. Calls to students, as above, should be for emergency and welfare reasons only. Direct communication with a student who is in class via a mobile telephone will only be permitted in the most urgent of cases and only with the express permission of staff.

Reporting Absences or Lateness

2.26 Student officers who anticipate that they are going to be late must report the fact personally to their training staff. It is not sufficient to inform another member of their class. Officers may not, without authority, absent themselves from their place of duty at any time during the working day. This includes leaving a training site

during a lunch or coffee break. If there is a specific or urgent need to do so then authority must be obtained from staff before the student leaves the premises. A comprehensive timetable will be issued to students when they commence training. If any future absences are anticipated, they should be discussed with staff and reported to course coordinator and the Duties Office as appropriate.

Reporting Sick

2.27 On the first day of sickness, student officers must make contact with their training unit no later than the start time of the tour of duty/working day, giving details of their course, class and training staff. Contact must be made by the student officer personally unless the type of sickness precludes this.

Medical Treatment/Appointments

2.28 Students should, wherever possible, attend medical appointments, such as dentist or optician outside of working hours. Appointments should be made to minimise the time taken off duty periods. Approval from a supervisor is required to attend any such appointment and will only be granted when an individual seeks permission in advance, except in the case of an emergency. Individuals should be prepared to produce an appointment card or similar record of appointment, if requested. Where an officer is referred for an Occupational Health (OH) Department appointment, physiotherapy or counselling, the officer should seek permission prior to attending.

Fire Escape Stairways

2.29 Fire escape stairways will only be used in cases of emergency or where such use is specifically authorised by staff.

Use of lifts and stairs at Hendon

2.30 At Peel Centre, student officers should only use the main staircase to descend and should never use the lifts. The escalators are to be used for ascending floors. These instructions are necessary owing to the large numbers of people regularly moving to and from classrooms throughout the day.

Meal Breaks

2.31 As a general rule student officers are not permitted to consume any foodstuffs or drinks in any classrooms. *Food and drink may not be consumed in the CRIS room on the 3rd floor Peel House under any circumstances.* Cold drinks, normally water, may be taken in classrooms at the discretion of a member of staff. However, any waste generated must be promptly disposed of.

Classrooms Cleanliness & Tidiness

2.32 Classrooms are to be kept clean and tidy at all times. All waste should be removed promptly. Desks and chairs will be either neatly placed or stored. Chairs are not to be placed on desktops. Classrooms must be left in such a condition that they are capable of being used outside of training hours. Bags and other personal belongings are not to be placed in such positions as to cause a danger to others. All Health and Safety regulations must be adhered to. Fire glass windows in doors are not to be obstructed by any notices.

Security

2.33 To avoid security incidents, no bags or personal belongings should be left unattended on any police premises unless stowed in designated areas within classrooms or changing/locker rooms. All students are responsible for ensuring that their personal property is secured accordingly. Valuable items should not be brought to their place of training. Money may be carried but excessive sums should be avoided.

Smoking

2.34 Smoking is not allowed at any time in MPS buildings. Smoking is only allowed in designated smoking areas.

Chewing Gum

2.35 The chewing of gum whilst on uniform duty is unprofessional. It is not permitted during any lesson or in any communal area other than those designated for consuming food.

MSC Officers - undertaking of minimum hours

2.36 MSC Officers will agree to perform a minimum number of duty hours as designated by the MSC OCU. A declaration to this effect will be signed in a student's training folder upon commencing training.

2.37 MSC students are required to contact their local MSC Managers within one month of being attested to agree their first tour of duty on the Borough or unit to which they have been posted.