

# Notice of Investigation

PSD REF:

DATE:

Rank /Number	Name	Area/District/Department

In accordance with,

Regulation 15 Police (Conduct) Regulations 2012

Regulation 16 Police (Complaints and Misconduct) Regulations 2012

This is to notify you that an allegation has been made that you may have breached the Standards of Professional Behaviour and that there will be an investigation into the alleged circumstances.

The details of the matter that it is alleged may have breached the Standards of Professional Behaviour can be found below. (See notes overleaf).

Name of complainant:

**Nature of allegation or complaint:-**

**Whilst you do not have to say anything it may harm your case if you do not mention when questioned, or when providing any information under these Regulations, something which you later rely on in any misconduct or appeal proceedings.**

Based on the information available at this time the conduct described above, if proven or admitted, has been assessed as amounting to **gross misconduct** and if there is a case to answer, may require your attendance at a **Misconduct Hearing**

The Investigating officer is:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	From:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Contact number:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	E-Mail	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

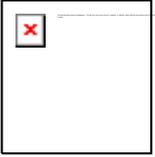
I acknowledge that I have received a copy of this document and my attention has been drawn to the accompanying notes.

I authorise a copy of this notice to be forwarded to my staff association:  Yes /  No

Signature of officer concerned: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

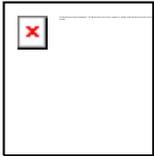
If the notice is not served on the officer concerned by the person investigating, please append the name and signature of the person serving this notice:

Rank	Number	Name



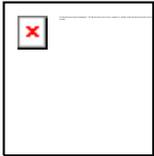
# Notice of Investigation

PCR15



## Notice of Investigation

1. This notice has been issued to inform you at the earliest possible stage that an allegation has been made that you may have breached the Standards of Professional Behaviour and that there is to be an investigation into your conduct in accordance with the Police (Conduct) Regulations 2012 or the Police (Complaints and Misconduct) Amendment Regulations 2012.
2. The fact that you have been given this notice does not necessarily mean that misconduct proceedings will be taken against you but is given to safeguard your interests. As such you should retain any documents or other material already in your possession or make any notes that may assist you in responding to the allegation(s).
3. You have the right to seek advice from your staff association and be advised, represented and accompanied to any interview, meeting or hearing by a 'police friend' who must be a member of the police service or a nominee of your staff association and who is not otherwise involved in the matter. A special constable may be represented by a police officer or police staff member.
4. Within 10 working days of being given this notice, (excluding Saturdays, Sundays or Bank Holidays), unless this period is extended by the investigator, you may provide a written or oral statement relating to any matter under investigation. You or your police friend may provide any relevant documents to the investigator or suggest any particular line of enquiry. **Failure to mention any fact which you later rely upon in your defence may lead to an adverse inference being drawn in any subsequent misconduct proceedings.**
5. If following service of this notice the likely form of any misconduct proceedings taken is revised then you will be given a further written notice explaining the reasons for that change as soon as practicable.
6. Within 4 weeks of the start of the investigation and then within 4 weeks of any previous notification you will be kept up to date with the progress of the investigation by the Investigating Officer and you will also be informed if there is likely to be any undue delay in completing the procedure. Whatever the outcome of the allegation, you will be informed of the result. At the conclusion of the investigation, if direction is given to withdraw the case then you will be provided with a copy of the investigator's report or such parts of that report as relate to you. (Subject to the harm test)
7. Where the case is referred to misconduct proceedings you will be given written notice of the referral, a copy of any statement made by you to the investigator, a copy, of the investigator's report or such parts of that report as relate to you and any other relevant document gathered in the course of the investigation. (Subject to the harm test)
8. If the case is referred to misconduct proceedings, the decision at the meeting or hearing will be determined on the standard of proof required in civil cases, which is the balance of probabilities.
9. If the case is referred to a Misconduct Hearing or Special Case Hearing you have the right to be represented by Counsel or solicitor. If you elect not to be so represented you may be represented by a police friend, however if you elect not to be legally represented this does not prevent you being dismissed or receiving any other disciplinary outcome.



## Notice of Investigation

10. If an officer is permitted to resign or retire where the allegation(s) has been assessed as **gross misconduct** and has not yet reached a point where a case to answer has been determined, the appropriate authority must consider whether a referral of the case should be made to the College of Policing for inclusion on the Barred Register.
11. Outcomes available in misconduct proceedings;

<b>Misconduct Meeting</b>	<b>Misconduct Hearing</b>
<ul style="list-style-type: none"><li>- Misconduct not found</li><li>- No further action</li><li>- Management advice</li><li>- Written warning (12 months)</li><li>- Final written warning (18 months)</li></ul>	<ul style="list-style-type: none"><li>- Misconduct not found</li><li>- No further action</li><li>- Management advice</li><li>- Written warning (12 months)</li><li>- Final written warning (18 months)</li><li>- Extension of final written warning (in exceptional cases only)</li><li>- Dismissal with notice (minimum of 28 days)</li><li>- Dismissal without notice</li></ul>

You can confidentially access support via:-

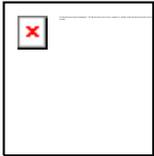
The Employee Support Helpline on 0800 2471106 (open 24 hours)

OR

The Occupational Health and Wellbeing on 02380 626600

Further advice can be obtained from the IPCC website by visiting [IPCC Website - Info for Police](#)

**It is recommended that you contact your Federation Representative to discuss this notice.**



### Notice of Investigation

**This statement is to be completed by the officer serving the form.**

#### STATEMENT OF WITNESS

CJ Act 1967, s.9; MC Act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

Statement of:		
Age if under 18:	(if over 18 insert 'over 18')	Occupation:

Police station address:
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On \_\_\_\_\_ at \_\_\_\_\_ hours

I served a Regulation 15 / Regulation 16 Notice on

Name:		Rank:		Collar No:	
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and drew attention to the caution on the form. The officer responded as follows:

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This statement is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ ,

Signed: 

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**Police Federation**  
of England and Wales



*Established by Act of Parliament*

**HAMPSHIRE CONSTABULARY**  
JOINT BRANCH BOARD

Telephone: **02380 674397**  
Extensions: 726417, 726418

Federation Office  
440 The Grange  
Romsey Road  
Michelmersh  
Near Romsey  
SO510AE

### **TO OFFICERS UNDER INVESTIGATION**

You have been served with a Regulation 15/16 Notice (Hants form PCR15) informing you of the nature of the allegation against you. The Notice will state whether the investigation is **Criminal, Misconduct or Gross Misconduct**. Also, it will mention if the complaint is subject to **Sub-judice**.

It may be that you have been subject of an investigation in the past, or perhaps this is the first time you have been in such a position.

Either way I would suggest that you make contact with a member of the Police Federation at the earliest opportunity to discuss your situation, and should you wish us to assist you in relation to the investigation.

**Please contact either the Federation office on ext 726418**

**OR**

**Your Federation representative**

To assist you, listed below are some initial points to bear in mind having been served a Regulation 14A/15 Notice:

- You should seek advice before making a duty report or any statement either verbal or written.
- The above having been said, if you are in a position to clear your name, ie on the date of the complaint you were rest day, then you should do so.
- You are entitled to contact a Federation representative at any time.
- Whilst the Professional Standards Investigating Officer will act appropriately, their function is to investigate the complaint and they should not be asked for advice on what you should do.
- If you urgently need to contact a Federation representative and have difficulty doing so please contact Force Control Room who will furnish you with a call out number.
- You should not be required to subject yourself to an interview until you have had time to seek advice and prepare yourself for questions on the content of the Regulation 15/16 Notice.

**HAMPSHIRE POLICE FEDERATION**