

Appendix A

GUIDELINES FOR REPORTING IRREGULARITIES

Attention is drawn to the information contained within the 'Culture' section of the policy document, which identifies potential avenues of bringing suspected wrong-doing to the attention of others. Individuals intending to report irregularities should give consideration to the following issues:

- Do not approach, interview or accuse anyone you suspect of being involved.
- Assemble all the facts and documentation available from the sources immediately to hand.
- If intelligence has come via the telephone, then information notified should be written down, the date and time noted, and the name and address of the source information recorded if they are willing to make it available.
- Prepare a briefing note of the circumstances.
- Do not make further enquiries without authorisation.

PROCEDURES

1. If a member of the public makes allegations of fraud and corruption against:

- Personnel employed by Lincolnshire Police
- All external contractors (engaged either by Lincolnshire Police or the Police and Crime Commissioner for Lincolnshire)

The Professional Standards Public Complaints and Misconduct Policy and Procedure must be followed. A copy can be accessed from the Lincolnshire Police website using the following link:

<https://www.lincs.police.uk/SysSiteAssets/foi-media/lincolnshire/policies/professional-standards-public-complaints-and-misconduct-policy-pd-21.pdf>

2. If a member of the public makes allegations of fraud and corruption against the Police and Crime Commissioner, the Police and Crime Panel for Lincolnshire's complaints handling procedure must be followed. A copy can be accessed from the Police and Crime Commissioner's website using the following link:

<https://lincolnshire-pcc.gov.uk/media/1769/final-pcp-complaints-handling-procedure-nov-2015.pdf>

3. If a member of the public makes allegations of fraud and corruption against the Chief Constable, the Police and Crime Commissioner's procedure for handling complaints and conduct matters involving the Chief Constable must be followed. A copy can be accessed from the Police and Crime Commissioner's website using the following link:

<https://lincolnshire-pcc.gov.uk/media/2694/work-in-progress-document-v10.pdf>

4. If a member of the public makes allegations of fraud and corruption against the Chief Executive & Monitoring Officer and/or the Chief Finance Officer to the Police and Crime Commissioner, the OPCC disciplinary and dismissal procedure must be followed. A copy can be accessed from the Police and Crime Commissioner's website using the following link:

<https://lincolnshire-pcc.gov.uk/media/2694/work-in-progress-document-v10.pdf>

5. If a member of the public makes allegations of fraud and corruption against any other member of staff employed by the Police and Crime Commissioner, the OPCC complaints procedure must be followed. A copy of the procedure can be accessed from the Police and Crime Commissioner's website using the following link:

<https://lincolnshire-pcc.gov.uk/media/2694/work-in-progress-document-v10.pdf>

If the OPCC is notified of allegations relating to personnel employed by Lincolnshire Police, or external contractors (engaged either by Lincolnshire Police or the Police and Crime Commissioner) the matter will be referred to the Lincolnshire Police Professional Standards Department.

6. If an employee of Lincolnshire Police makes allegations of fraud and corruption against a fellow employee or external contractor, the Professional Standards Reporting (Whistleblowing) Policy and procedure should be followed. A copy can be accessed from the Lincolnshire Police website using the following link:

<https://www.lincs.police.uk/SysSiteAssets/foi-media/lincolnshire/policies/professional-standards-reporting-whistleblowing-policy-pd-48.pdf>

7. If an employee of the Office of the Police and Crime Commissioner makes allegations of fraud and corruption against a fellow employee, agency staff or consultants undertaking work on behalf of the OPCC or contractors engaged by the OPCC, the OPCC Confidential Reporting ('Whistleblowing') Policy and procedure should be followed. A copy can be accessed from the Police and Crime Commissioner's website using the following link:

<https://lincolnshire-pcc.gov.uk/media/3313/confidential-reporting-whistleblowing-policy-v15-june-2022.pdf>