



**Governments of Saint Helena and  
Ascension Islands**

**Police Directorate**  
**Code of Ethics**

## Police Directorate Code of Ethics

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## **Police Directorate Code of Ethics**

### **Introduction**

The aim of this Code of Ethics is to support individual members of the St Helena and Ascension Islands Governments' Police Directorate to deliver the highest standards of professional conduct to the people who live, work and visit St Helena and Ascension Island.

The Police Directorate delivers a diverse range of services to the public on St Helena: Policing, Fire and Rescue, Sea Rescue, Immigration, HMP Jamestown and the coordination of the response to major incidents and disasters. In addition, the Directorate also has responsibility for the Policing on Ascension Island, some 700 miles to the north of St Helena.

This code is based upon the UK College of Policing Code of Ethics which has been devised following wide consultation. Although the UK Code is aimed at Policing across England and Wales, this Code of Ethics is for everyone who works within the Police Directorate on St Helena and Ascension Island.

The Police Directorate have responsibility for the safety and security of the Islands and the work undertaken in the provision of the services is challenging, diverse and at times can bring members of the Directorate into conflict with the public.

The work of the Directorate relies heavily on the support of the public. As a Directorate, we aim to provide an open, transparent and trusted service, acknowledging our responsibilities as public servants. The Police Directorate Values sets out how we will provide the best possible public service and this Code of Ethics supplements and supports our Values in achieving this.

This Code sets out the principles and standards of behaviour we expect to see from professionals working within the Police Directorate. . In producing this Code of Ethics the members of the Police Directorate are committing to the principles and standards of behaviour that support and guide us to 'do the right thing' when faced with difficult, challenging and complex situations and decisions.

Trevor Botting  
Director  
July 2014

# Police Directorate Code of Ethics

## The Code

### **Introduction**

The responsibilities of the Police Directorate include the prevention and detection of crime, enforcement of the immigration controls, the imprisonment, rehabilitation and monitoring of offenders and the primary response to major incidents and disasters through the Fire and Rescue Service.

The public expect these duties to be carried out professionally, fairly and impartially. Working and living within such a small community can bring challenges in achieving this, but our commitment is to not only be fair and impartial but to be seen to be fair and impartial. Any unprofessional or dishonest conduct damages the reputation of the Directorate and the people who work within it.

As well promoting and reinforcing the standards of behaviour, the Code also has a preventative role by questioning behaviour that falls below the standard expected. It supports the reporting of, or taking action against that behaviour.

### **Who the Code applies to**

The Code applies to every member of the Police Directorate, including volunteers, casual workers or those contracted to work within the Directorate. In addition, leaders have additional responsibility and expectations placed upon them to lead by example.

### **Responsibilities**

Everyone – As an individual member of the Directorate you are responsible for your own professional behaviour and to support you in delivering the highest possible level of public service, you must have a good understanding of the contents of this Code.

You are expected to use the Code to guide your behaviour at all times, whether at work, away from work or through social media and email.

Director and senior leaders – As head of the Directorate or as professional leads for the functions of the Directorate you will:

- ❖ Show by personal example how the principles and standards in this code apply
- ❖ Promote, support and reinforce ethical behaviour at all times
- ❖ Show moral courage to do the right thing even in the face of criticism
- ❖ Be consistent in what you do and say
- ❖ Promote openness and transparency within the Directorate and to the public
- ❖ Promote fairness and equality within the workplace

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- ❖ Create and maintain an environment where you encourage challenge and feedback
- ❖ Be flexible and willing to change a course of action if necessary

Leaders – As a person in a leadership position, you are a critical role model. The right leadership will encourage and shape ethical and professional behaviour from peers, staff and senior managers. Officers and staff who feel valued, supported, listened to and who are well led are more likely to take pride in their work and act professionally and ethically.

As someone in a leadership role you will:

- ❖ Take personal responsibility for promoting and reinforcing the principles and standards set out in this Code of Ethics
- ❖ Actively seek to embed the Code by ensuring regular reference to it in the day-to-day work and training undertaken within the Directorate.
- ❖ Use the Code of Ethics both to support the individuals for whom you are responsible and to guide them in performing their duties.

## Police Directorate Code of Ethics

### Principles

Every person working within the Police Directorate must work honestly and ethically. The public expect the Police Directorate to do the right thing in the right way. Basing decisions and actions on a set of principles will help to achieve this.

The principles set out in the Code of Ethics originate from the 'Principles of Public Life' published by the UK Committee on Standards in Public Life in 1995 as these continue to reflect public expectations. The Code also includes the principles of fairness and respect as these are crucial to maintaining and enhancing public confidence in Policing and other public services.

- ❖ Accountability
  - You are answerable for your decisions, actions and omissions
- ❖ Fairness
  - You treat people fairly
- ❖ Honesty
  - You are truthful and trustworthy
- ❖ Integrity
  - You will always do the right thing
- ❖ Leadership
  - You lead by good example
- ❖ Objectivity
  - You make choices on evidence and your best professional judgement
- ❖ Openness
  - You are open and transparent in your actions and decisions
- ❖ Respect
  - You treat everyone with respect
- ❖ Selflessness
  - You act in the public interest

## Police Directorate Code of Ethics

### Standards of Professional Behaviour

These standards reflect the expectations that we and the public have of the behaviour of those working within the Police Directorate

❖ **Honesty and integrity**

- *I will be honest and act with integrity at all times, and will not compromise my position*

❖ **Authority, respect and courtesy**

- *I will act with self control and tolerance, treating members of the public and colleagues with respect and courtesy.*
- *I will use my powers and authority lawfully and proportionately, and will respect the rights of all individuals*

❖ **Equality and diversity**

- *I will act with fairness and impartiality. I will not discriminate unlawfully or unfairly.*

❖ **Use of force**

- *I will only use force as part of my role and responsibilities and only to the extent that is necessary, proportionate and reasonable in all the circumstances*

❖ **Orders and instructions**

- *I will give and carry out lawful orders only, and will abide by the regulations of the St Helena Government and relevant ordinances and regulations.*

❖ **Duties and responsibilities**

- *I will be diligent in the exercise of my duties and responsibilities*

❖ **Confidentiality**

- *I will treat information with respect, and access or disclose it only in the proper course of my duties*

❖ **Fitness for work**

- *I will ensure, when on duty or at work, that I am fit to carry out my responsibility*

❖ **Conduct**

- *I will behave in a manner, whether on or off duty, which does not bring discredit on the Police Directorate or undermine public confidence in the work undertaken within the directorate.*

❖ **Challenging and reporting improper behaviour**

- *I will report, challenge or take proper action against the conduct of colleagues which has fallen below the standards of professional behaviour.*



# Honesty and integrity

*'I will be honest and act with integrity at all times, and will not compromise my position'*

According to this standard you must;

- ❖ Act with honesty and integrity at all times
- ❖ Use your position, warrant or identity card for purposes only connected to your role within the Directorate

In abiding by this standard you gain and maintain the trust of the public, your leaders, your colleagues and your team. You are dependable and a role model.

Examples of meeting this standard are when you:

- ❖ Are sincere and truthful
- ❖ Show courage in doing what you believe to be right
- ❖ Ensure your decisions are not influenced by improper considerations or personal gain
- ❖ Do not knowingly make false, misleading or inaccurate oral or written statements in any professional context
- ❖ Neither solicit nor accept the offer of any gift, gratuity or hospitality that could compromise your impartiality
- ❖ Do not use your position to inappropriately coerce any person or to settle personal grievances

# Authority, respect and courtesy

*'I will act with self control and tolerance, treating members of the public and colleagues with respect and courtesy'*

*'I will use my powers and authority lawfully and proportionately, and will respect the rights of all individuals'*

According to this standard you must;

- ❖ Carry out your role and responsibilities in an efficient, diligent and professional manner
- ❖ Avoid any behaviour that might impair your effectiveness or damage either your own reputation or that of the Directorate
- ❖ Ensure your behaviour and language could not reasonably be perceived to be abusive, oppressive, harassing, bullying, victimising or offensive by the public or your colleagues

The reasons for your actions may not always be understood by others, including the public. You must therefore be prepared to explain them as fully as possible.

## Relationships

According to this standard you must:

- ❖ Ensure that any relationship at work does not create an actual or apparent conflict of interest
- ❖ Not engage in sexual conduct or other inappropriate behaviour when on duty
- ❖ Not establish or pursue an improper sexual or emotional relationship with a person whom you come into contact in the course of your work who may be vulnerable to an abuse of trust or power

Examples of meeting this standard are when you:

- ❖ Remain composed and respectful, even in the face of provocation
- ❖ Retain proportionate self-restraint in volatile situations
- ❖ Recognise particular needs of victims and witnesses for policing support
- ❖ Step forward and take control when required by the circumstances
- ❖ Keep an open mind and do not prejudge situations or individuals
- ❖ Use your authority only in ways that are proportionate, lawful, accountable, necessary and ethical

# Equality and diversity

***'I will act with fairness and impartiality'***

***'I will not discriminate unlawfully or unfairly'***

According to this standard you must:

- ❖ Uphold the law and principles regarding human rights and equality
- ❖ Treat all people fairly and with respect
- ❖ Treat all people impartially

Examples of meeting this standard are when you:

- ❖ Show compassion and empathy, as appropriate, to people you come into contact with
- ❖ Treat people according to their needs
- ❖ Recognise that some individuals who come into contact with members of the Police Directorate are vulnerable and may require additional support and assistance
- ❖ Take a proactive approach to opposing discrimination so as to adequately support victims, encourage reporting and prevent future incidents
- ❖ Act and make decisions on merit, without prejudice and using the best available information
- ❖ Consider the needs of the protected characteristics groups – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- ❖ Actively seek or use opportunities to promote equality and diversity

## Use of force

***'I will only use force as part of my role and responsibilities, and only to the extent that is proportionate, legal, accountable, necessary and ethical in all the circumstances'***

This standard is primarily intended for those within the Directorate who, on occasions, may need to use force in carrying out their duties.

According to this standard:

- ❖ You must only use the minimum amount of force to achieve the required result
- ❖ You will have to account for any use of force, in other words justify it based upon your honestly held belief at the time you used force.

# Orders and instructions

**'I will, as a member of the Police Directorate, give and carry out lawful orders only, and will abide by all relevant regulations'**

According to this standard, members of the Police Directorate must obey any lawful order that is given, and must abide by relevant regulations.

According to this standard, everyone in Policing must give or carry out reasonable instructions only.

There may be instances when failure to follow an order or instruction does not amount to misconduct. Any decision not to obey an order or follow an instruction, or that transgresses SHG or Directorate policies and other guidance must be able to withstand scrutiny.

## Use of discretion

Using discretion is necessary but must be used wisely. When making decisions about using your discretion you must:

- ❖ Use your training, skills and knowledge regarding your role within the Directorate
- ❖ Consider what you are trying to achieve and the potential effects of your decision
- ❖ Take any relevant codes, policies and procedures into consideration
- ❖ Consider three key questions:
  - ✓ Are you acting consistently with the principles and standards within this Code of Ethics and the Directorate Values?
  - ✓ Are you acting in the best interests of the victim, the public or the person you are dealing with?
  - ✓ What does your decision, action or inaction look like to our community or stakeholders

Examples of meeting this standard are when you:

- ❖ Give orders which you reasonably believe to be lawful
- ❖ Follow lawful orders, recognising that any decision not to follow an order needs to be objectively and fully justified
- ❖ Support your colleagues, in the execution of their lawful duty

# Duties and responsibilities

*'I will be diligent in the exercise of my duties and responsibilities'*

According to this standard you must:

- ❖ Carry out your duties and obligations to the best of your ability
- ❖ Take full responsibility for, and be prepared to explain and justify, your actions and decisions
- ❖ Use information, training, equipment and management support you are provided with to keep yourself up to date on your role and responsibilities

Examples of meeting this standard are when you:

- ❖ Are aware of the influence that unconscious biases (such as stereotypes) can have on your actions and decisions
- ❖ Support your colleagues, to the best of your ability, in their work
- ❖ Demonstrate an effective and efficient use of directorate resources
- ❖ Ensure accurate records of your actions are kept – both as good practice and as required by legislation, policies and procedures
- ❖ Consider the expectations, changing needs and concerns of different communities or groups of people, and do what is necessary and proportionate to address them

## **Business interest or secondary employment**

People working within the Police Directorate can have a business interest or secondary employment as long as those interests or other employment(s) are authorised and there is no conflict with an individual's work and responsibilities

## **Associations or political activity**

Membership of groups or societies, or associations with groups or individuals must not create an actual or perceived conflict of interests with Directorate work and responsibilities

Members of the Police Directorate must not take any active part in politics. This is intended to prevent you placing yourself in a position where your impartiality may be questioned.

# Confidentiality

**'I will treat information with respect, and access or disclose it only in the proper course of my duties'**

According to the standard you must:

- ❖ Be familiar and abide by the principles described in the Data Protection Act 1998
- ❖ Access Directorate held information for a legitimate or authorised purpose only
- ❖ Not disclose information, on or off duty, to unauthorised recipients
- ❖ Understand that by accessing personal data without authorisation you could be committing a criminal offence, regardless of whether you then disclose that data

Examples of meeting this standard are when you:

- ❖ Ensure that information you enter onto intelligence or information systems or records is accurate
- ❖ Share information with other agencies and the public when required for legitimate purposes
- ❖ Maintain the confidentiality of commercial and other sensitive information

You must be mindful of risks such as:

- ❖ Increasing your vulnerability to harassment, corruption or blackmail by revealing personal information about yourself or information held for Directorate purposes
- ❖ Prejudicing operations or investigations by revealing operational material, tactics or information

## **Social media**

This standard also applies to any form of social media. According to this standard you must:

- ❖ Use social media responsibly and sensibly
- ❖ Ensure that nothing you publish on line can reasonable be perceived by the public or colleagues as discriminatory, abusive, oppressive, harassing, bullying, victimising, offensive or otherwise incompatible with the Directorate Values or this Code of Practice.
- ❖ Not publish, on line or elsewhere, or offer for publication, any material that might undermine your own reputation or that of the Police Directorate or which might damage public confidence in the work of the Directorate.

# Fitness for work

*'I will ensure, when on duty or at work, that I am fit to carry out responsibilities'*

According to this stand you must:

- ❖ Be fit to carry out your role within the Police Directorate and fulfil responsibilities
- ❖ Not consume alcohol when on duty
- ❖ Not use illegal drugs
- ❖ Not misuse legal drugs or other legal substances

If you believe you are unfit to undertake your role or you are somehow impaired for duty, you must immediately declare this to your line manager, HR Department or other relevant person.

If you are absent from work through sickness or injury:

- ❖ You may be required to consult appropriate health professions unless there are reasonable grounds for not doing so
- ❖ You must not engage in activities that are likely to impair your return to work

If you inform your manager, HR department or other relevant person that you have a drink or drugs misuse problem you will be given appropriate support as long as you demonstrate an intention to address the problem and take steps to overcome it you may, however, still be subject to criminal or disciplinary proceedings.

Making a declaration of substance misuse after you have been notified of the requirement to take a test for possible illegal substances may not prevent criminal or misconduct proceedings following a positive test result.



# Conduct

***'I will behave in a manner, whether on or off duty, which does not bring discredit on the Police Directorate or undermine public confidence in the services provided'***

As a member of the St Helena Police Directorate you must keep in mind at all times that the public expect you to maintain the highest standards of behaviour. Hence you must always think about how a member of the public may regard your behaviour, whether on or off duty.

You should ask yourself whether a particular decision, action or omission might result in members of the public losing trust and confidence in the Police Directorate.

It is recognised that the test of whether behaviour has brought discredit upon the Police Directorate is not solely about media coverage and public perception but has regard to all the circumstances of the behaviour.

Examples of meeting the standard are when you:

- ❖ Avoid any activities (work related or otherwise) that may bring the Police Directorate into disrepute and damage the relationship of trust and confidence between the Directorate and the public
- ❖ Ensure that crime is recorded and investigated in an ethical and open way
- ❖ Avoid any activities that may compromise your or a colleague's position within the Directorate or compromise any Police Directorate operation.
- ❖ Start work on time and are punctual while at work
- ❖ Maintain a high standard of appearance when at work, whether in uniform or plain clothes – unless your role requires otherwise.

# Conduct - reporting responsibilities

***'I will report any action taken against me for a criminal offence, any conditions imposed on me by a court and the receipt of any penalty notice'***

According to this standard you must report as soon as reasonable practicable any occasion on St Helena or elsewhere when you have been subject to one of more of the following:

- ❖ Arrest
- ❖ Summons for an offence
- ❖ Penalty notice for disorder
- ❖ Endorseable fixed penalty ticket
- ❖ A charge or caution for an offence by any law enforcement agency

You must report to your supervisor or other relevant person as soon as reasonable practicable any convictions, sentences and conditions imposed by any court, whether criminal or civil (excluding matrimonial proceedings, but including non molestation orders). Conditions imposed by any court would include, for example, orders to deal with anti social behaviour, restraining order or a bind over. When you are in doubt as to whether you need to make such a report, it is best to report it.

You must report as soon as reasonable practical any legal proceedings taken against you for debt recovery, or any other adverse financial judgements.

You must report any serious criminal conviction against a member of your family or a close friend so that appropriate safeguards can be put in place. When you are in doubt as to whether you need to make such a report, it is best to report it.

A member of the Police Directorate being subject to any of these measures could bring discredit on the Directorate and this may result in action being taken for misconduct, depending on the circumstances of the particular matter.

# Challenging and reporting improper conduct

*'I will report, challenge or take action against the conduct of colleagues which has fallen below the standards of professional behaviour'*

According to this standard you must never ignore unethical or unprofessional behaviour by a Directorate colleague, irrespective of the persons rank, grade or role.

You have a positive obligation to question the conduct of colleagues that you believe falls below the expected standards and, if necessary, challenge, report or take action against such conduct.

If you feel you cannot question or challenge a colleague directly, you should report your concerns through a line manager or other appropriate channel.

You will be supported if you report any valid concern over the behaviour of someone working within the Police Directorate or elsewhere within the Governments of St Helena and Ascension Islands which you believe falls below the standards expected. The Police Directorate and the Governments of St Helena and Ascension Islands will protect whistle blowers according to the law.

You will not be supported, and may be subject to disciplinary procedures, if your report is found to be malicious or otherwise made in bad faith.

The Police Directorate and Governments of St Helena and Ascension Islands will not tolerate discrimination or victimisation or any disadvantageous treatment against anyone who makes a valid report of unprofessional behaviour or wrongdoing.

Given the overriding duty to report wrongdoing, genuine concerns in this respect can never be deemed to bring the Police Directorate into disrepute.

## **Leadership**

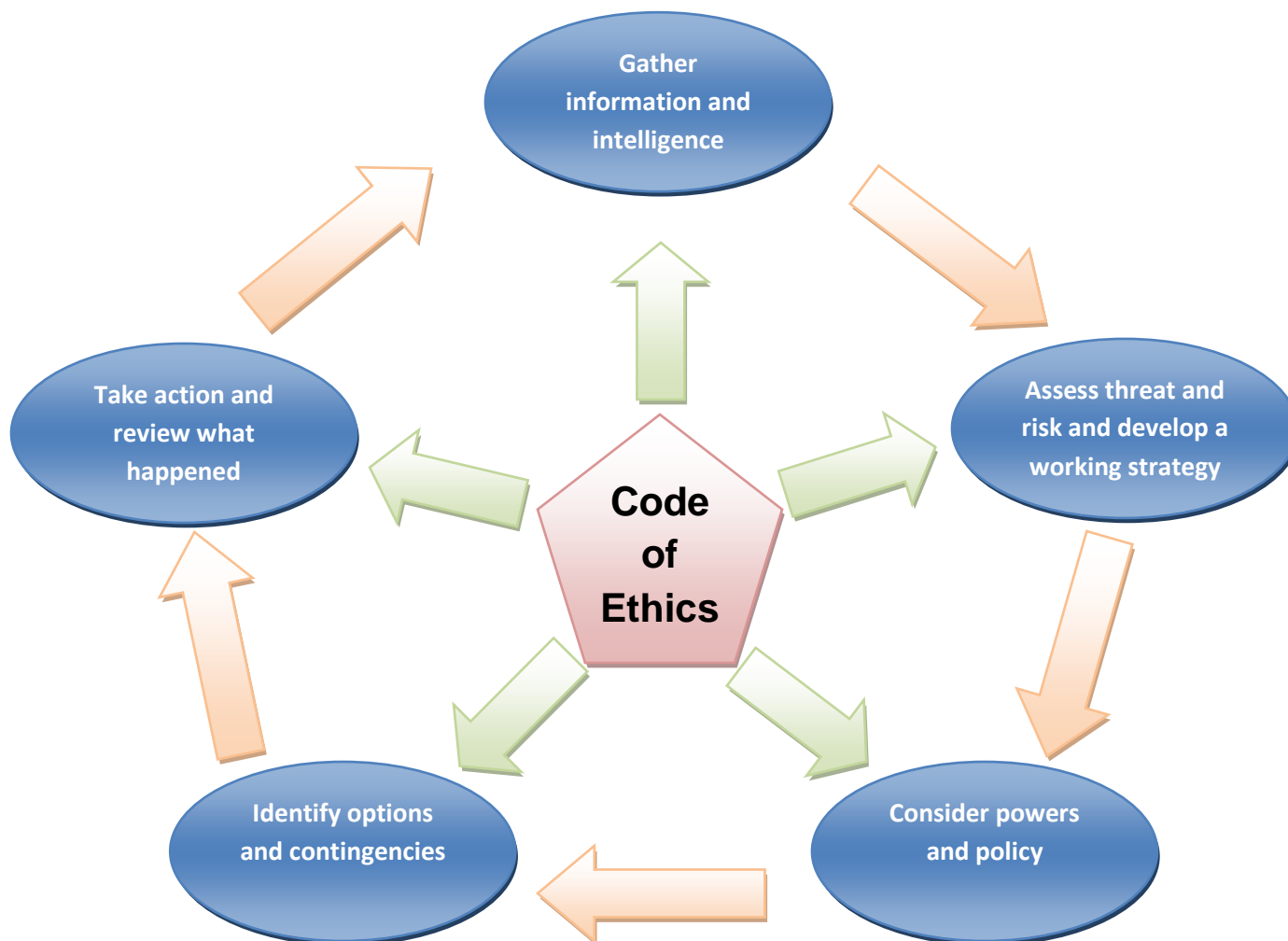
According to this standard, supervisors and leaders must:

- ❖ Ensure that your staff carry out their professional duties correctly
- ❖ Challenge and address any behaviour that falls below the standards in this code, and report it where appropriate
- ❖ Assess, take positive action, or otherwise escalate appropriately any report of unprofessional behaviour or wrongdoing made by someone for whom you are responsible.

# Ethical decision making

## The National Decision Model

The National decision Model (NDM) is the primary decision making model for policing in England and Wales. Individuals, supervisors and others use it to assess potential decisions or decisions that have already been made.



## Making ethical decisions

The Code of Ethics promotes the use of the NDM to assist in embedding ethical reasoning in according with Principles and Standards of Behaviour set out within this document. The model allows people to be more questioning of the situation confronting them, more challenging of themselves and better able to make ethical and effective decisions.

## Police Directorate Code of Ethics

The NDM places the Code of Ethics at the centre of all decision making. This reminds those working within the Police Directorate that they should consider the principles and expected standards of behaviour set out in this Code at every stage of decision making.

The NDM is inherently flexible. It can be applied to spontaneous incidents or planned operations, by an individual or teams of people, and to operational and non operational situations. The NDM also works well for debriefing and reviewing decisions and actions.

Understanding, practicing and using the NDM helps people develop the knowledge and skills necessary to make ethical, proportionate and defensible decisions in all situations. In a fast moving incident, the main priority of decision makers is to keep in mind the principles and standards set out in the Code of Ethics.

You are not expected to know the Code of Ethics word for word. What is expected is that you apply the intent of the Code to your decisions and ask yourself:

- ❖ Is my decision in line with the principles and expected behaviours outlined in the Code of Ethics?
- ❖ Will this action or decision reflect well on my profession and the Police Directorate generally?
- ❖ Would I be comfortable explaining this action or decision to my supervisor?
- ❖ Would I be prepared to defend this action or decision in public?

# When behaviour does not meet expectations

This section provides general guidance on how behaviour that does not uphold the principles or meet the expected standards of behaviour will be handled.

## Breaches of the Code

Breaches of the Code of Ethics will not always involve misconduct or require disciplinary proceedings. Breaches will range from relatively minor shortcomings on conduct, performance or attendance through to gross misconduct and corruption. Different procedures exist according to the type of unprofessional behaviour or misconduct alleged.

Relatively minor breaches of the Code may be simply and effectively dealt with through peer or team challenge. Others may require local management action, for example, by a line manager. More significant failures may require formal action by the Senior Leaders within the Directorate through relevant regulations of the Governments of St Helena and Ascension Islands Codes of Management or relevant discipline regulations or procedures.

All members of the Police Directorate have a duty to act when a concern is raised about any behaviour, level of performance or conduct which may amount to a breach of the Code.

Behaviour that does not uphold the principles or which falls short of the expected standards of professional behaviour set out in the Code of Ethics will be dealt with:

- ❖ According to the severity and impact of any actual, suspected or alleged breach
- ❖ At the most appropriate level
- ❖ In a timely and proportionate manner in order to maintain confidence in the process

Managers and supervisors are expected to exercise professional judgement and take into account the principle of proportionality in determining how to deal effectively with alleged unprofessional behaviour.

Procedures must be applied in a non discriminatory manner and due regard must be paid to the need to handle allegations sensitively and confidentially. Fairness and consistency are the key elements.