



Animal Welfare Scheme

Handbook

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1. Introduction

In 1997, the death of police dog 'Acer' whilst training in Essex, as well as the subsequent prosecution of police officers involved, resulted in an understandable loss of public confidence in relation to police dog training methods.

Chief constables must ensure compliance with the Animal Welfare Act 2006. All staff who work with, or have contact with, police dogs must act in accordance with current animal welfare legislation.

The National Police Chiefs' Council, the Association of Police and Crime Commissioners and The Dogs Trust have formulated The Animal Welfare Independent Visitor Scheme. The scheme allows police dog units to have their procedures and practices independently scrutinised by members of the local community. This has ensured the confidence in police dog training and welfare has increased and allows member forces to adopt or rehome dogs from The Dogs Trust, and other reputable welfare organisations.

The welfare of all police dogs must be at the forefront of every decision made around their care, training and deployment, when on duty and off duty. All police dogs are officially owned by the chief constable of that particular force, with most living with their individual handler.

The five welfare needs are documented in legislation for England, Wales, Scotland and Northern Ireland.

The below guidelines are based on Section 9 of the Animal Welfare Act 2006 (which applies in England and Wales) and section 24 (1) of the Animal Health and Welfare (Scotland) Act 2006:

- The need for a suitable environment
- The need for a suitable diet
- The need to be able to exhibit normal behaviour patterns
- The need to be housed with, or apart from, other animals
- The need to be protected from pain, suffering, injury and disease

The RSPCA believes that anyone responsible for looking after animals should try to give them the five freedoms. The five freedoms are considered aspirational, as they cannot always be achieved and maintained at all times. For example, an animal may need to feel hungry before it will eat. However, animal keepers should always aim to provide the five freedoms to their animals as far as possible.

The five freedoms are:

- Freedom from hunger and thirst - animals should have access to fresh water all the time and the right type of food to keep them fit.
- Freedom from discomfort - animals should have the right type of home, including shelter and somewhere comfortable to rest.
- Freedom from pain, injury or disease - animals should always be fit and well and should be treated by a vet if they are sick or injured.
- Freedom to express normal behaviour - animals should have enough space, proper facilities and the company of other animals of their own kind.
- Freedom from fear or distress - by making sure the animals' conditions and treatment avoid mental suffering.

2. Purpose of the Scheme

The purpose of the scheme is to enable Independent Animal Welfare Volunteers to observe, comment and report on the conditions under which dogs are housed, trained and transported with a view to securing greater understanding and confidence in the handling and care of dogs within the police service. The scheme covers all people who interact with the dog; including trainers and handlers, and covers all places such as police dog units, kennels and police vehicles.

The operation of the Animal Welfare Scheme is the responsibility of the Office of the Police and Crime Commissioner (OPCC) and is exercised in consultation with the Chief Constable.

3. Recruitment and Appointment

Appointment of Independent Animal Welfare Volunteers

The Police and Crime Commissioner (PCC), in consultation with the Chief Constable, will be responsible for the selection and appointment of Independent Animal Welfare Volunteers. The nominated Police Dog Officer for the Force will provide the necessary support to the PCC.

Eligibility

Independent Animal Welfare Volunteers should be independent persons of good character who are able to make unbiased observations in which the community can have confidence and which the police will accept as fair criticism, when it is justified. Anyone who has been convicted of a criminal offence, or who has been charged with any animal welfare offence, may not be suitable for this volunteer role. Applicants will therefore be asked to disclose any relevant convictions and consent to vetting checks being made by Cleveland Police and other professional animal welfare organisations. The Office of the Police and Crime Commissioner for Cleveland (OPCC) reserves the right to refuse an applicant to become an Independent Animal Welfare Volunteers.

The OPCC will not appoint magistrates, serving or former police officers or special constables as Independent Animal Welfare Volunteers. Each application will be treated on his/her/their own merits, but the OPCC seeks to prevent any conflict of interest in order to maintain the independence and integrity of the Animal Welfare Scheme.

The OPCC seeks to ensure that Independent Animal Welfare Volunteers are representative of the local community and aims to achieve a balance in terms of age range, gender and ethnic minority representation.

Training

Applicants will be invited to attend an information/training session organised by the OPCC in consultation with Cleveland Police and other animal welfare organisations. The training will consist of topics such as training methods, animal welfare, transportation and health and safety.

The OPCC may also periodically arrange training sessions in response to new training practices and procedures adopted by the Force.

Accreditation and Handbook

Following notification of their appointment and completion of training, the OPCC will issue each Independent Animal Welfare Volunteer with a Cleveland Police identity card. The pass should be worn visibly on the outer clothing when on site at Cleveland Police Headquarters/Police Buildings.

The Independent Animal Welfare Volunteer identity cards should be used only for the purpose of making visits. If anyone is found to be using their card for any other purpose, it will be withdrawn and their Independent Visitor appointment will be terminated.

Each Independent Animal Welfare Volunteer will receive a handbook, which contains details of the operation of the scheme, a list of the police premises subject to the scheme, a list of other Independent Animal Welfare Volunteers (including contact telephone numbers) and a list of police dog handlers and their dogs.

Term of Office

Newly appointed Independent Animal Welfare Volunteers will complete a six-month probationary period.

The term of office of an Independent Animal Welfare Volunteer should be three years with an option for renewal for further three-year terms.

Although the work is entirely voluntary, the OPCC has the right to terminate the appointment of any Independent Animal Welfare Volunteer whose conduct is not felt to be of the required standard.

Confidentiality

During the course of their duties, Independent Animal Welfare Volunteers may acquire confidential information and will therefore be asked to sign a confidentiality agreement. Independent Animal Welfare Volunteers should be aware that the improper disclosure of information, acquired during a visit, might attract civil or criminal proceedings. Confidential information must not be included in the written reports sent to the OPCC.

Should an Independent Animal Welfare Volunteer receive information or a complaint regarding the welfare of an animal, this information should be forwarded immediately to the OPCC.

The names, addresses or telephone numbers of Independent Animal Welfare Volunteers are issued in the strictest confidence and are shared with other Independent Animal Welfare Volunteers only for the purposes of arranging visits. Personal details should not be used for any other purpose.

Publicity Guidelines

It is generally desirable that the role and aims of the Animal Welfare Scheme should be promoted to the public. Independent Animal Welfare Volunteers must, however, bear in mind that the purpose of publicity is to inform the public about the Animal Welfare Scheme and not draw attention to individual cases or to themselves.

Any invitation to speak to the press or local groups or organisations about any aspect of visiting should be referred to the PCC, and should not be undertaken by Independent Animal Welfare Volunteers, except at the request of the PCC, who will in normal circumstances have consulted with the Chief Constable.

Visitors should remember that they are accountable to the PCC, and not to the press or individual members of the public.

Expenses

Visitors will be reimbursed their legitimate expenses incurred when carrying out visits, including public transport fares, taxi fares and car parking.

Insurance

The PCC is to arrange appropriate insurance for Independent Animal Welfare Volunteers. All Independent Animal Welfare Volunteers will receive information and advice on Generic Risk Assessments carried out by Cleveland Police.

4. Visits

Conduct of Visits

When conducting a visit, the Independent Animal Welfare Volunteers will visit in pairs and always be accompanied by a dog handler or a member of staff from the Force's Dog Support Unit.

Independent Animal Welfare Volunteers must adhere to advice given by dog handlers and members of staff at the Dog Support Unit regarding health and safety issues.

Independent Animal Welfare Volunteers will not be entitled to visit officer's private residences to inspect kennel facilities, but in exceptional circumstances, a volunteer may be asked to accompany a police officer to a dog handler's home. However, Independent Animal Welfare Volunteers may raise concerns about the welfare of a specific animal to the Inspector who may authorise the inspection of kennels maintained at a dog handler's home. Following consultation with the Independent Animal Welfare Volunteer concerned, the Inspector will submit a full report to the OPCC.

All visits carried out by Independent Animal Welfare Volunteers must meet the accepted standards endorsed by the RSPCA, the OPCC and Cleveland Police.

Frequency of Visits

The Dog Support Unit, or location from where dog handlers deploy, should ideally be visited every three months.

The Independent Animal Welfare Volunteers will liaise with the nominated Police Dog Officer to make arrangements for visits. Access will be granted between the hours of 9.30 am - 7.00 pm and subject to staff being available. Independent Animal Welfare Volunteers may inspect the conditions in which dogs are kept and will be allowed access to any welfare and training records appertaining to those animals. They may also speak to trainers, trainees, dog handlers, support staff and veterinary surgeons used by the Dog Support Unit.

All dogs and handlers are seen at least once in any 12-month period. This may require some coordination by the nominated Police Dog Officer to ensure all the dogs and handlers are seen. No handler should go 18 months without being seen by an Independent Animal Welfare Volunteer.

Visits at the Request of the Police

Exceptional circumstances may arise where the Force may wish to initiate a visit by an Independent Animal Welfare Volunteer. This may include a visit to a dog handler's home address, in particular where there may be serious local concern about the treatment and well-being of police dogs, and that a special visit could help allay public fears. The Officer in Charge of the Dog Support Unit will be responsible on these occasions for contacting an appropriate visitor and arranging a visit. Equally, if a specific complaint is received by the Force pertaining to animal welfare, the officer tasked with investigating the initial complaint should consider involving Independent Animal Welfare Volunteers qualified in animal welfare. This would include allegations in relation to an officer's home address.

Completion of Reports

Independent Animal Welfare Volunteers should make notes during the course of their visit. At the conclusion of each visit, the Independent Animal Welfare Volunteer must complete a report form as soon as possible. Copies are to be sent within 14 days of the visit to the Scheme Manager and the nominated Police Dog Officer.

The OPCC shall periodically distribute all reports amongst the Independent Animal Welfare Volunteers in order to keep members informed of the scheme's progress.

Reporting Concerns

If a visit discloses any aspect of the treatment of animals or conditions which are unsatisfactory, they should be included on the report and raised with the duty officer at the time. Any action which the duty officer takes should also be recorded on the report form.

Issues arising out of visits will also be submitted to the PCC and the Chief Constable.

Serious Injury or Death of a Police Animal

Where a serious injury or death of a police animal occurs, the Superintendent responsible will notify the OPCC.

5. Complaints

Complaint made against an Independent Animal Welfare Volunteer

- **Making a Complaint** - A complaint made by any person against an Independent Animal Welfare Volunteer due to the performance of his/her duties should be notified to the Scheme Manager as soon as possible after the alleged misconduct took place.
- **Criminal Offences** - If a complaint made to the Scheme Manager contains an allegation of the commission of a criminal offence by an Independent Animal Welfare Volunteer whilst carrying out their role, the Scheme Manager will immediately refer the complaint to Cleveland Police. The Complaints Procedure will be held in abeyance pending the outcome of any criminal investigation and proceedings in respect of that allegation. The Complaints Procedure may be proceeded with in respect of any other related allegations that are not alleging a criminal offence.
- **Criminal Proceedings** - Independent Animal Welfare Volunteers must notify the Scheme Manager if they are charged with a criminal offence. In such circumstances, the Scheme Manager will automatically suspend the Independent Animal Welfare Volunteer until the outcome of any criminal proceedings is known. If the Visitor is subsequently found not to be guilty, or if charges are dropped, then consideration will be given to reinstating the Independent Animal Welfare Volunteer.
- **Action upon receipt of a Complaint** - Upon receipt of a complaint, the Scheme Manager will investigate the allegation by speaking to the parties concerned and seeking to address the complaint informally. Should the severity of the allegation be significant or form part of a series of complaints relating to the Independent Animal Welfare Volunteer, a formal process to remove him/her may be invoked.

Complaint made by an Independent Animal Welfare Volunteer

An Independent Animal Welfare Volunteer who wishes to make a complaint about their general role and conditions, or any other relevant matter, should notify the Scheme Manager as soon as possible.

Complaints will be investigated by speaking to the parties concerned and seeking to address the complaint informally.

If necessary, depending on the severity or consistency of the complaint, the Scheme Manager will review the circumstances leading to the complaint and consider what, if any, remedial action is required to resolve it.

A complaint about a Cleveland Police employee must be notified to the Scheme Manager who will seek to resolve the matter in discussion with Cleveland Police.

Should the severity of the allegation be significant, then a referral will be made to the Cleveland Police's Department of Professional Standards & Ethics.

A complaint about the Scheme Manager must be notified to the Chief Executive & Monitoring Officer of the OPCC.

6. Suspension/Removal

Suspension/Removal of an Independent Animal Welfare Volunteer

There may be occasions when the OPCC may need to consider suspending/removing an Independent Animal Welfare Volunteer from the Scheme, either because of misconduct or unacceptable performance within the role. This may include such matters as:

- being convicted of a criminal offence
- breaching confidentiality
- inappropriate behaviour
- bringing the Scheme into disrepute
- unsatisfactory performance in the role
- falsifying an expense claim

If such an occasion should arise, the Scheme Manager will notify the Independent Animal Welfare Volunteer concerned of their immediate suspension pending investigation.

The Scheme Manager will notify the circumstances and make a recommendation to the Chief Executive & Monitoring Officer for them to assess and make a determination on removal of the Independent Animal Welfare Volunteer from the scheme.

The Scheme Manager will advise the Independent Animal Welfare Volunteer concerned that their removal from the Animal Welfare Scheme is being considered. Details of the grounds for removal will also be given in writing.

The Scheme Manager will notify the Visitor in writing of the decision made by the Chief Executive & Monitoring Officer. A decision to remove the Visitor from the Scheme will take immediate effect.

Right of Appeal against Removal from the Scheme

Should the Independent Animal Welfare Volunteer concerned be dissatisfied by the decision to remove them from the Animal Welfare Scheme, he or she will have the right of appeal to the OPCC.

The grounds for making the appeal will be made in writing and should be made within 14 calendar days of receiving the letter informing them of their removal.

The Independent Animal Welfare Volunteer will be informed in writing of the outcome of their appeal.



Independent Animal Welfare Volunteer

Role Description

1. To arrange visits to kennels with fellow Independent Animal Welfare Volunteers, in line with agreed rosters.
2. To keep the Scheme Manager and fellow Independent Animal Welfare Volunteers informed of any problems with rostered welfare visits.
3. To carry out visits to kennels, in line with the scheme guidelines and training.
4. To check on the condition of animals in line with the five freedoms.
5. To discuss with the Cleveland Police Officers or staff any concerns relating to the animals.
6. To complete the relevant report forms, ensuring that all information is recorded correctly and concisely.
7. To complete and submit expenses claims promptly and in accordance with the scheme guidelines.
8. To attend training sessions as appropriate.
9. To attend meetings, as required.
10. To observe Health and Safety requirements and to take reasonable care when conducting visits.
11. In general to carry out all duties in accordance with the Animal Welfare Scheme.



Independent Animal Welfare Volunteer

Person Specification

	Essential Criteria	Assessed By
1.	Must be at least 18 years of age.	Application
2.	Must live or work in the Cleveland area.	Application
3.	Has some experience/knowledge of working with animals, whether in a paid or a voluntary role	Application/interview
4.	Has sufficient time and flexibility to carry out the role of Independent Animal Welfare Volunteer	Interview
5.	Will work as a member of a team to carry out the Police and Crime Commissioner's visiting programme.	Interview
6.	Is able to communicate well both orally and in writing.	Application/interview
7.	Understands and will behave in accordance with the Police and Crime Commissioner's equal opportunities policies.	Interview
8.	Is able to take an independent and impartial view of animal welfare based on evidence.	Interview
9.	Is able to maintain confidentiality.	Interview

	Desirable	Assessed By
1.	Some knowledge of the five freedoms.	Interview/Application
2.	Significant experience and/or qualifications in animal welfare.	Application/Training
3.	Experience/knowledge of working with dogs.	Interview/Application
4.	Demonstrates ability to complete forms.	Application
5.	Ability to use IT.	Interview



Independent Animal Welfare Volunteer Risk Assessment

WORK ACTIVITY		HAZARD		LIKELIHOOD		RISK
No	DESCRIPTION OF TASK	DESCRIPTION INCLUDING POTENTIAL SEVERITY	H M L	EXISTING CONTROLS IN PLACE?	H M L	HAZARDS AND LIKELIHOODS
1	Independent Animal Welfare Volunteers entering kennels to make visits.	Attack from dogs	H 3	Independent Animal Welfare Volunteers will always be accompanied by an officer or staff of the Dog Support Unit during a visit who will ensure that the dogs are secure in the kennels before proceeding with the visit.	L 1	2
2	Independent Animal Welfare Volunteers in kennels.	Fire emergency.	H 3	Independent Animal Welfare Volunteers to establish on the first and subsequent visits emergency evacuation procedures and location of fire exits and muster points and who to report to in the event of a fire alarm.	L 1	3
3	Independent Animal Welfare Volunteers in kennels.	Bomb threat/suspect device.	H 3	Specific procedures in place for visitors to Police premises. Independent Animal Welfare Volunteers to establish on the first and subsequent visits emergency evacuation procedures and muster points and who to report to.	L 1	3
4	Exposure to infection in kennels.	Risk of infection/transfer of disease.	H 2	Access to dogs with infection controlled and communicated to Independent Animal Welfare Volunteers prior to entering kennels. Ensure use of decontamination processes.	L 1	2
5	Independent Animal Welfare Volunteers in kennels.	Accident – injury from trip or fall.	H 2	Independent Animal Welfare Volunteers to receive a safety briefing by escorting staff on first and subsequent visits to establish whether there are any health and safety hazards they should be aware of.	L 1	2

FURTHER CONTROL MEASURES REQUIRED	ACTION (PERSON RESPONSIBLE)
Ongoing training for Independent Animal Welfare Volunteers.	Scheme Manager and nominated Police Dog Officer for Dog Support Unit.

Risk Rating

Hazard/Severity of Injury

1. Minor cuts, grazes, sprains
2. Serious injury, fractures, concussion
3. Major injury or death.

Likelihood/Potential to Occur

1. Unlikely to occur
2. Is quite likely to occur
3. High probability of occurring

Matrix

Severity	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Potential		



Independent Animal Welfare Volunteer

Memorandum of Understanding

I _____ (full name) as an accredited member of the Cleveland's Police and Crime Commissioner's Animal Welfare Scheme, do undertake to:-

1. Maintain a high standard of personal conduct, integrity and appearance.
2. Arrange visits to kennels with fellow Independent Animal Welfare Volunteers, in line with agreed rosters.
3. Keep the Scheme Manager informed of any problems with attending rostered visits.
4. Always carry out animal welfare visits in pairs.
5. Carry out animal welfare visits in line with the scheme guidelines and training.
6. Check on the conditions in which dogs are kept, their health and well-being in accordance with the five freedoms.
7. Discuss with kennel staff any concerns and requests arising from the visit and any issues that need to be dealt with.
8. Complete the animal welfare report form, making sure the information is recorded correctly, clearly and concisely.
9. Maintain confidentiality and impartiality in relation to all parties involved in the visiting process.
10. Make informed judgements in which the community can have confidence and which the police will accept as fair criticism when it is justified.
11. Complete and submit expense claims in line with the scheme guidelines or as instructed by the Scheme Manager.
12. Attend meetings with other Independent Animal Welfare Volunteers, as required.
13. Carry out the duties of an Independent Animal Welfare Volunteer with regard to the Health and Safety requirement of the scheme.
14. Maintain effective working relationships with police staff as set out in the scheme guidelines.
15. Keep the identity card safe and only use it for visiting purposes.
16. Complete a six-month probationary period and participate fully in the three-yearly reviews.

17. Inform the Office of the Police and Crime Commissioner (OPCC) of any change in circumstance which affects scheme administration or their status as an Independent Animal Welfare Volunteer.
18. Inform the OPCC when withdrawing from the role and return the identity card and any other documentation.
19. Be open to constructive advice and any change in procedure or protocol as advised by the Scheme Manager.
20. Provide guidance and support to probationer volunteers - to ensure the OPCC can effectively assess a probationer's performance and provide appropriate feedback (as required during the 6 month probationary period).
21. Undertake a minimum of 4 visits per year.
22. Is physically fit to carry out the duties outlined in the role profile and agrees to notify the Scheme Manager if there are any changes regarding fitness that may prevent the Independent Animal Welfare Volunteer from carrying out their duties.

In return the OPCC will:

1. Ensure Independent Animal Welfare Volunteers are fully supported in the performance of their role.
2. Keep up to date with Home Office/RSPCA guidance and best practice.
3. Inform Independent Animal Welfare Volunteers of developments within their own scheme and to advise on developments nationally.
4. Ensure where necessary that any issues/concerns arising from visits are dealt with by Cleveland Police and reported back.
5. Provide visiting rosters and update contact details as necessary.
6. Provide refresher training within scheme guidelines.
7. Provide for guidance a handbook including details of the scheme.
8. Process expense claims in a timely and efficient manner.
9. Process any complaints made against Independent Animal Welfare Volunteers in accordance with the scheme guidelines.
10. Process the removal of any Independent Animal Welfare Volunteers from the scheme in accordance with the scheme's guidelines.
11. Provide Independent Animal Welfare Volunteers with identification cards.
12. Provide an opportunity for Independent Animal Welfare Volunteers to meet each other and Scheme Manager to discuss any issues they may wish to raise.

Signature of Independent Animal Welfare Volunteer	
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Print name in full	
Date	



Independent Animal Welfare Volunteer Expenses Policy

Statement of Policy

1. The Police and Crime Commissioner ensures that volunteers are paid out-of-pocket expenses to make volunteering accessible to all and to ensure that they do not suffer a financial burden as a result of their volunteering.

Rationale

2. Volunteers give their time and skills free of charge, so it is fair that they should be reimbursed for any expenses they incur whilst doing so. For equal opportunities reasons, the opportunity to volunteer should be available to all. The potential cost of volunteering should not be a factor that discourages anyone from becoming a volunteer.

Scope of Policy

3. The document provides information on expenses that can be reimbursed and the process for claiming them.
4. Volunteers are never remunerated; they are simply reimbursed for out-of-pocket expenditure. This is to prevent problems both for the organisation and the individuals themselves in respect of tax and income maintenance benefits.

Expenses Eligible for Reimbursement

5. Volunteers are expected to choose the most cost effective means available for travel and support expenditures, whilst also continuing to meet their personal requirements.
6. The following are considered legitimate expenses:
 - Travel from home to the location of volunteering.
 - Travel undertaken in the course of volunteering.
 - Car park charges (where appropriate).
 - Telephone calls.
 - Costs to enable volunteering/involvement such as a signer, carer, interpreter or translator.
7. The Office of the Police and Crime Commissioner for Cleveland (OPCC) will make necessary arrangements for costs involved in conference and training events. Health and safety equipment will also be provided if required (e.g. protective clothing).

Allowances

8. Travel allowances are aligned to HM Revenue and Customs rates as follows:

Car/Van	45p per mile
Motorcycle	24p per mile
Bicycle	20p per mile
Carrying extra passenger	5p per mile

9. Taxi fares will be reimbursed in justifiable circumstances, for example volunteers requiring particular accessible transport or when limited public transport is available for carrying out work during unsocial hours.
10. Expense claims in relation to taxi fares and all other legitimate expenses will be reimbursed provided that receipts are attached to the claim form. Expenses incurred from telephone bills will be compensated upon receipt of itemised bills with relevant calls marked.

Procedure for Claiming Expenses

11. The individual responsible for managing volunteer activities will supply claim forms regularly.
12. Claims should be submitted on form - on a monthly basis, or within a 2 month period of the expense being incurred, direct to the OPCC. Claims submitted outside of this timescale may not be reimbursed.
13. Claims without evidence (i.e. itemised bills or receipts) will not be reimbursed.
14. All expense forms must be signed by the volunteer, checked against attendance data and signed by the authorised post holder before submission to the Finance Team.
15. The OPCC intends to make payment by the Bank Automated Clearing System (BACS) within 14 days of receipt of a claim form. In exceptional circumstances, a cheque or cash payment can be made.
16. Volunteers are encouraged to claim expenses as this enables the OPCC to accurately measure costs.

Publicity of the Policy

17. Staff members are responsible for ensuring that all current and future volunteers are made aware of their entitlement to claim expenses and the process for doing so.

Review of the Policy

18. The policy will be reviewed annually.



**Independent Animal Welfare Volunteer
Expenses Claim Form**

Full Name	
Address	

Date	Destination	Reason for Journey (Custody Visit/Meeting/Training)	Mileage	Bus Fares	Other Expenses (i.e. Postage/ Car Parking)
TOTALS:					

I confirm that this claim is a true record of duties undertaken and expenses incurred in relation to my Independent Animal Welfare Volunteer role and that the insurance cover for the use of my vehicle for animal welfare visits is covered within my motor vehicle policy. Receipts **must be** provided to support expenses.

Signature of Claimant:	
Date:	

Upon completion, please forward to: **Office of the Police and Crime Commissioner for Cleveland, St Marks House, St Marks Court, Thornaby, Stockton-On-Tees, TS17 6QW**

OFFICE USE ONLY

Checked and Approved By:	
Signed:	
Date:	



**Independent Animal Welfare Volunteer
Volunteer Exit Form**

The purpose of this form is to identify any underlying reasons for Independent Animal Welfare Volunteers leaving the Animal Welfare Scheme and to help assess any necessary steps that may prevent other volunteers from leaving for similar reasons. This information will also assist the Police and Crime Commissioner to conduct an effective role analysis and project training needs for other volunteers.

Name:	
Address:	
Date Appointed:	
Leaving Date:	

1. What is your reason for leaving?

2. If you have accepted another volunteer role, what attracted you to it?

3. In relation to your time as an Independent Animal Welfare Volunteer, do you have any suggestions for improvement?

4. How do you feel about the training you have been offered or received?

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5. What have the relationships been like between yourself, fellow Independent Animal Welfare Volunteers and Office of the Police and Crime Commissioner (OPCC) staff and could they be improved?

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6. Are there any other comments that you wish to make?

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Signature of Volunteer:	
Date:	

Signature of Scheme Manager:	
Date:	

Upon completion, please forward to: **Office of the Police and Crime Commissioner for Cleveland, St Marks House, St Marks Court, Thornaby, Stockton-On-Tees, TS17 6QW**

Any enquiries regarding the OPCC's Animal Welfare Scheme should be directed to the following officers:

Scheme Manager

Elise Pout - Head of Standards, Scrutiny and Accountability
elise.pout@cleveland.police.uk

Scheme Co-ordinator

Georgina Moore - Standards, Scrutiny and Accountability Officer
georgina.moore@cleveland.police.uk

Address:

Office of the Police and Crime Commissioner for Cleveland,
St Marks House,
St Marks Court,
Thornaby,
Stockton-On-Tees,
TS17 6QW

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