



# Police Enquiries Involving Staff Procedure

Procedure Number  
WCDHB-HR-0029

Version Nos:  
4

## 1. Purpose

The West Coast District Health Board (WCDHB) will follow this Procedure where WCDHB staff members are required to provide information to Police to assist them in their enquiries.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

the **Staff Member** is required to:

- inform their Manager once they become aware they are required to provide information to the Police;
- discuss with their Manager and the Risk and Quality Manager the type of assistance and support that they require.

the relevant **Manager** is required to:

- notify the Risk and Quality Manager once they become aware that a staff member is required to provide information to the Police;
- notify the Human Resources Manager;
- discuss with the staff member and the Risk and Quality Manager the type of assistance and support that the staff member requires.

the **Risk and Quality Manager** is required to:

- discuss with the staff member and their Manager the type of assistance and support that the staff member requires;
- arrange with the Police a time and place for the interview to occur;
- support and assist the staff member.
- continue to update the Human Resources Manager

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 WCDHB recognises that WCDHB staff members may be required to provide information to the Police in relation to their activities as a WCDHB employee.
- 1.01 WCDHB will act to provide support, assistance and if required, legal representation for staff members required to provide information to the Police.

	<b>Police Enquiries Involving Staff Procedure</b>	<b>Procedure Number</b> <i>WCDHB-HR-0029</i>	<b>Version Nos:</b> <b>4</b>
---	---	---	---------------------------------

- 1.02 Once a staff member is aware that they are required to provide information to the Police, they will inform their Manager, who in turn will inform the Risk and Quality Manager.
- 1.03 The Risk and Quality Manager will discuss the matter with the staff member concerned and their Manager, to determine what the staff member needs in the way of support, assistance and/or legal representation.
- 1.04 The Risk and Quality Manager will then contact the Police Officers to make arrangements regarding a time and place for the interview to occur.

## 7. Precautions And Considerations

- ➔ Staff members must inform their Managers as soon as they become aware that they are required to give provide information to the Police.
- ➔ The Risk and Quality Manager will ascertain from discussions with the staff member and their Manager what level of support and assistance is required..

## 8. References

There are no references associated with this Procedure.

## 9. Related Documents

WCDHB Legal Representation Procedure

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	September 1998
	<b>Date Last Reviewed:</b>	June 2010
	<b>Date Of Next Review:</b>	June 2012