



## Durham Constabulary Vetting Unit Access Controls

### ACCESS CONTROL

In accordance with the following policies:

- ACPO National Vetting Policy for the Police Community
- Durham Constabulary Force Vetting Policy
- Durham Constabulary Information Security Policy

Appropriate access control will be adhered to, to reduce the risk of security incidents including:

- Accidental or deliberate unauthorised destruction, modification and/or disclosure of Durham Constabulary information
- Unauthorised access or attempt to access Durham Constabulary's buildings or property.
- Misuse of data
- Theft of information assets (including information held in either paper or electronic form – plans, files, papers, discs etc.)
- Any other information security event which has the ability to potentially affect the confidentiality, integrity or availability of Durham Constabulary information assets.

### Issue the Correct Lanyard

Any visitor to Durham Constabulary premises will be issued with the correct force lanyard. The current lanyard system is as follows:

**BLUE** – these lanyards are to be visibly worn at all times by all Durham Constabulary staff (Police Officers, Police Staff, PCSO, Special Constables)

**GREEN** – these lanyards must be issued to non-police personnel that have been vetted to the appropriate level to grant them unsupervised access to police premises.

**RED** – these lanyards must be issued to non-police personnel that have not been vetted by the Force Vetting Unit or hold no valid level of police clearance. They **MUST** be escorted by a member of Durham Constabulary staff at all times while on Durham Constabulary premises.

**BLACK** – these lanyards are issued to contractors/service providers who have paid an agreed vetting fee.

**PURPLE** – these lanyards are issued to our Police Service Volunteers.

The Vetting Unit shares a log to all the front counters showing the names and companies of those individuals who have been through the vetting process and whether they have been granted or refused. This log is updated on a weekly basis.

Each visitor to Durham Constabulary premises will be checked to determine if they have been vetted, the vetting result and the date it expires. If they have not been

vetted by the Force Vetting Unit or hold no recognised and valid level of police vetting clearance; they **WILL NOT** be granted unescorted access to our premises.

### **Non – Police Personnel Vetting (NPPV)**

The purpose of 'Non Police Personnel Vetting' (NPPV) is to provide a means of ensuring that persons other than police officers, police staff and members of the Special Constabulary, having physical or remote access to Durham Constabulary premises, information, intelligence, financial or operational assets, have been assessed as to their reliability and integrity.

The procedure serves to reduce the risks of unauthorised disclosure or loss of sensitive Durham Constabulary assets.

**Any visitor that has been through the NPPV process at the relevant level will be issued with the appropriate lanyard once the vetting status has been confirmed.**

By adhering to this guidance it assists in protecting Durham Constabulary information and assets and helps maintain a secure environment for Durham Constabulary staff and partners.