



## **Attorney General's Guidance**

### **To be read in association with the distribution of warrant cards to members of the Honorary Police**

- 1) A warrant card is a very important document which could be very dangerous if it were to fall into the wrong hands. Consequently guidance is required to ensure that this eventuality does not arise.
- 2) The Honorary Police warrant cards will be issued only from the offices at St. Brelade Parish Hall (St Aubin) or such other location as may be authorised by the Comité des Connétables where the necessary equipment and software is stored. In the event of a change of location, the Chairman of the Comité des Connétables will notify the Attorney General of the new location and of the security of the same.
- 3) Any software or data required for the production of Honorary Police warrant cards will only be stored in that location and in a secure manner with such password protection as may be necessary to restrict access thereto.
- 4) Only the following persons ("authorised persons") shall have access to the necessary data and software for the production of warrant cards –
  - a) the Connétable and Chef de Police of St Brelade;
  - b) any other Connétable or member of the Honorary Police for the time being authorised in this regard by the Comité des Connétables; and
  - c) any other person for the time being so authorised by the Comité des Connétables.
- 5) The Attorney General must be informed in advance of the grant of an authorisation under (1)(b) or (c) above.

- 6) An authorisation may be withdrawn at any time by the Chairman or Vice-Chairman of the Comité des Connétables in which case the Attorney General must be informed of the decision either before, or as soon as practicable after, it is made.
- 7) The Comité des Connétables must be informed of any such decision by the Chairman or Vice-Chairman as soon as possible.
- 8) A warrant card shall only be issued to a member of the Honorary Police once he or she has taken oath before the Royal Court.
- 9) A request to an authorised person for a warrant card may only be made by the Connétable or Chef de Police of the relevant Parish once the member concerned has been elected.
- 10) A warrant card remains at all times the property of the Parish. A member of the Honorary Police who ceases for whatever reason to hold office must immediately surrender the warrant card in his or her name to the Parish.
- 11) A warrant card is surrendered to the Parish by delivering it to the Connétable or to the Chef de Police. If it is delivered to the Chef de Police, he or she must deliver it to the Connétable as soon as possible.
- 12) The Connétable must cause the warrant card to be destroyed without delay.
- 13) A warrant card that has expired must likewise be surrendered to the Parish and destroyed.
- 14) A warrant card expires (apart from any other reason) when a member of the Honorary Police, although remaining a member, is elected to a different office.
- 15) No more than one warrant card in the name of one member of the Honorary Police shall be issued or held at any time. Any surplus warrant card(s) must be surrendered to the Parish and destroyed.
- 16) A member of the Honorary Police whose warrant card is lost or stolen must immediately report the loss to the Connétable or to the Chef de Police. The Attorney

General must be notified by the Connétable or Chef de Police within three days of the report of the loss.

- 17) If a member of the Honorary Police has been suspended, the Chef de Police must ensure that the warrant card in the name of that member is forthwith surrendered to the Parish.
- 18) The warrant card must remain in the custody of the Connétable whilst the member remains suspended and, if disciplinary action is ordered, it must not be returned to the member without the permission of the Attorney General.
- 19) In relation to a warrant card in the name of the Chef de Police that requires to be surrendered to the Parish, or which has been lost or stolen –
  - a) the warrant card is surrendered to the Parish by delivering it to the Connétable (and, if the Chef de Police is suspended, the Connétable must ensure that the warrant card is forthwith surrendered);
  - b) if the warrant card is lost or stolen, the loss must be reported to the Connétable (and the Attorney General notified within three days).

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