

[<< Previous](#)[Table of Contents](#)[Next >>](#)

Policy

A record of Metropolitan Police Service (MPS) policy is available from [POLICYPages](#).

All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Mayor's Office for Policing and Crime (MOPAC) or the Commissioner are required to comply with relevant Metropolitan Police Service (MPS) policy, procedures and associated Policy Toolkits. However, it is recognised that circumstances may necessitate a deviation from the standard policy and procedures. In these circumstances, officers and staff should be aware of this and be able to justify any such deviation.

Managers and staff must ensure that suitable arrangements are in place for staff without regular access to AWARE to be kept up-to-date with MPS policy.

Click on the hyperlink to view the full policy:

1 [Records Management Policy Toolkit](#)

(OA3/14/3)

The Records Management (RM) Toolkit supports the Information Management Policy. RM is the function of creating, organising and managing records to ensure that they provide evidence of activity, decision-making and policy; so that they are easily retrievable when required and are disposed of either by destruction or transfer to an archive at the appropriate time.

This Toolkit replaces and cancels the Records Management Manual (version 8).

See also [Item 2 of Notices 05/14 of 29 January 2014](#).

2 [Security of the Metropolitan Police Service Estate Policy - Response Levels Toolkit](#)

((OG11/13/6) and Department SO6)

This new Toolkit replaces the following Standard Operating Procedures:

- The Storage, Movement and Destruction of Protectively Marked Material
- Security at Police Buildings
- Physical Security Log (F2110)
- Change of Alert States

Amendment to Item 2 of Notices 42/08 of 15 October 2008

[<< Previous](#)

[Table of Contents](#)

[Next >>](#)

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