

Weekly Update

Monday, 2 February 2015



New toolkit to manage your documents and records

The records management policy for storing and disposing documents, records and files has changed. We've reviewed the way we manage our information and our recording processes so they're consistent, comprehensive, make your job easier and protect the Met.

All officers and staff should use the new policy toolkit to review their team and office's operational or administrative records and files to make sure they're accurate, up-to-date, and stored correctly.

View the new Records Management policy toolkit via: [Met homepage](#) > [PolicyPages](#) > [Met HQ & Support Services](#) > [Governance, Strategy & Performance](#) > [Records Management](#).

Mandatory e-learning packages for cyber crime

NCALT has created four e-learning packages to improve understanding of cyber crime.

The training is mandatory for all federated police officers and relevant police staff in operational roles. They can be accessed via the Managed Learning Environment (MLE) and must be completed by 31 March 2015. Information about the courses can be found on NCALT once you've logged in and each one should be read before you start.

Email the College of Policing service desk at [\[redacted\]](#) or call them on [\[redacted\]](#) if you're experiencing problems.

For any questions about which packages you need to complete, email [\[redacted\]](#)

SC&O36 and SO15 host awareness and support sessions

Met Intelligence (SC&O36) and Counter Terrorism Command (SO15) are hosting awareness and support sessions for any police staff considering a career as an intelligence analyst.

The events will explain the various roles performed by intelligence analysts and answer questions about the selection process, including interviews, presentations and vetting.

There are only 20 spaces available for each session on Tuesday, 3 February at [\[redacted\]](#) 08:30hrs - 10:00hrs and 13:00hrs - 14:30hrs

For those only interested in SO15, the session will begin at 15:30hrs until 17:00hrs.

To book a place, contact Senior Analyst [\[redacted\]](#). Places will be allocated on a first come, first served basis and attendees must seek permission from their line-manager before booking. Please only attend if your place is confirmed by e-mail.



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