



Leaflet Display: Front Counters Procedure

Policy

Information Management

Procedure

1. Introduction

- 1.1 Surrey Police Front Counters acts as a focal point to display information about policing and related subjects in Surrey, to the people of Surrey.
- 1.2 In line with the standardisation of working practices project for Front Counters this guidance document has been compiled to explain the process to be followed for display of an item of information, so that it complies with the corporate standard set across Front Counters.

2. Procedure Statement

- 2.1 This mechanism ensures that all information displayed is mirrored in all counters across the Force and has approval from corporate leads. This is important, as it ensures:
 - Standardisation
 - Professionalism
 - Timeliness
 - Appropriateness
- 2.2 Exception to the standardisation ethos would be accepted where there may be local targeting and/or campaigns.

3. Process

- 3.1 If you wish to display an item (poster, leaflet, collection box etc) within Front Counters, please contact Police Counters Management: email **!Police Counters Supervisors**- only items approved in this way will be displayed.
- 3.2 If your item is approved for display, a review date and contact name/department needs to be supplied.
- 3.3 The following will not be accepted for display:
- Material from any political party
 - Material which seeks to lobby or pressure sections of Government
 - Material advertising commercial goods and services