

POLICE FEDERATION

APPLICATION FOR LEGAL ASSISTANCE UNDER THE VOLUNTARY FUNDS

Incident: Date **Time** **Location**

1. Has legal assistance been obtained previously in respect of this matter **YES / NO**

If **YES** give Central Committee reference.....

Solicitor's name and reference (if known).....

Names of other members also seeking assistance in relation to this matter

.....

TO BE COMPLETED BY THE APPLICANT

2. **PERSONAL DETAILS**

Full name Male / Female

Rank and number Force Station to which attached

Private address

..... Post Code

Telephone Station Home Mobile

Email Station Home

BRANCH BOARD DETAILS

Name of Friend/Representative Rank and number

Station/Unit/Squad to which attached

Telephone Station Home Mobile

Email Station Home

3. **REASON(S) FOR WHICH ASSISTANCE SOUGHT** (PLEASE TICK APPROPRIATE BOX{ES})

Criminal Allegation		CICA Review / Appeal	
Road Traffic Offence		Defamation	
Assault		Employment Tribunal (Applicant)	(Complete Resolution Information Sheet)
Misconduct (if representation required complete form C3)		Employment Tribunal (Respondent)	
Inefficiency (if representation required complete form C3)		Miscellaneous (attach report of facts)	

The matters alleged against me are still under investigation – advice required YES / NO

Formal proceedings have commenced – representation required YES / NO

N.B. If representation is sought please forward a copy of the charge/summons/n.i.p. or other relevant documentation as soon as possible

I **CERTIFY** that the incident/issue arose

Whilst I was engaged on police duty YES / NO

Whilst I was travelling to or from police duty YES / NO

Is related to police duty..... YES / NO

4. MISCONDUCT & CICA CASES ONLY

I accept that this case may be conducted by way of BAR DIRECT if deemed appropriate by the Federation YES / NO

(Please discuss this with your Friend or Branch Board official)

5. DECLARATIONS

(A) I understand that the Police Federation will not be responsible for any costs incurred prior to its written instructions being sent to the Police Federation's appointed solicitors. I am aware that I may instruct my own solicitor but that I can only do so at my own expense.

(B) I understand that by seeking legal assistance I am agreeing to the processing by the Police Federation and the Police Federation's appointed solicitors of information provided by me to the Federation for the purposes of the Federation funding legal services for me. I understand that this information will be maintained by the Police Federation and destroyed approximately 6 years following the completion of work relating to my application. I understand that all personal information is treated with the utmost confidentiality and with appropriate levels of security.

The following information is collected by the Federation to monitor delivery of its services. Any data provided will be used only for the purposes of such monitoring and the completion of this section will be treated as comprising your explicit consent to the processing of that data for that purpose only.

(C) Ethnicity

White-British	White-Irish	White-Other	
Mixed-White & Black Caribbean	Mixed-White & Black African	Mixed-White & Asian	Mixed-Other
Asian/Asian British-Indian	Asian/Asian British-Pakistani	Asian/Asian British-Bangladeshi	Asian/British-Other
Black/Black British-Caribbean	Black/Black British-African	Black/Black British-Other	Chinese
Other Ethnic Group (Please specify)			Prefer not to say

(D) Sexual Orientation

Lesbian or Gay	Bisexual	Heterosexual	Prefer not to say
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(E) Age Group

Under 20	21-30	31-40	41-50	51-60	Over 60	Prefer not to say
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(F) Religion or Belief

Christian	Buddhist	Hindu	Jewish
Muslim	Sikh		None
Other (please specify)			Prefer not to say

(G) Do you have a disability under the terms of the Disability Discrimination Act?

(ie a physical or mental impairment that has a substantial and long term adverse impact on your ability to carry out normal day to day activities)

Yes	No	Prefer not to say
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(H) In consideration of the Police Federation granting legal assistance to me, I understand that if, as a result of any dishonest or wilful act or omission or exaggeration on my part, the Federation incurs liability for legal costs and/or disbursements that are not recoverable from a third party, then I will be liable to reimburse such costs and/or disbursements to the Federation. In the event of any recovery of damages I authorise that such costs are payable from my damages.

SIGNED **DATE**

TO BE COMPLETED BY THE BRANCH BOARD SECRETARY

6. ELIGIBILITY FOR ASSISTANCE:

Applicant is a contributor to Police Federation Voluntary Funds YES / NO
Applicant was a contributor to Police Federation Voluntary Funds on the date of incident/issue . YES / NO
Applicant is entitled to seek the assistance of the Police Federation..... YES / NO

7. NOMINATED SOLICITOR: (includes for use in respect to Road Traffic Offences)

I understand that legal services will be provided by the Federation's retained or panelled solicitors. In exceptional and urgent circumstances, and in respect to Road Traffic Offences, approval may be granted by the Deputy General Secretary for the use of a member's nominated solicitor. If approval is sought please contact the appropriate Central Committee claims office.

Name of Solicitor / Firm Reference (if any)
Address
..... Post Code
Telephone Email

8. WHERE A CRIMINAL OFFENCE IS ALLEGED I confirm that:

Application has been made to the Police Authority for assistance YES / NO
It has been refused YES / NO
It has been offered but is not acceptable to the member(s) YES / NO

9. This case arises from an incident covered by Police Federation Fund Rules. All relevant Circulars and entries in the Branch Board Secretaries Handbook have been complied with.

SIGNED **DATE**

NAME.....
CAPITALS

BRANCH BOARD SECRETARY / DEPUTY SECRETARY