

Crime and Discipline Claim Contact Sheet

Please refer to the claims journey document for details of how claims made by members under the Crime and Discipline sections of cover should be initiated via the federation office.

Addept Contact Details	
Where can I obtain a Crime and Discipline Claim Form?	https://www.addeptgroup.co.uk/portals
How do I email Addept?	claims@addeptgroup.co.uk
How do I telephone Addept?	020 4570 6102
What are Addept's opening hours?	09:00 to 17:30 Monday to Friday (exc. Bank Holidays)
Who do I contact in an emergency outside of office hours?	You should contact the federation office - out of hours service, or the approved Crime and Discipline Panel Solicitors (see below)

Crime and Discipline Panel Solicitors

Out of Hours

t: 020 4570 6102

e: claims@addeptgroup.co.uk

w: www.addeptgroup.co.uk

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Who are the approved crime and discipline panel solicitors?	City of London Police Federation	JMW Solicitors Email: LONpoliceclaims@jmw.co.uk Telephone (office hours): 0203 819 8704 Telephone (24-hrs): 0203 675 7575 Contact(s): Ian Lewis / Amy Shaffron / Daniel Martin	Yes
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Federation Authorised Personnel

Name	Telephone	Email	Authorised to appoint panel solicitors OOH	Authorised to confirm member of Group Legal Expenses Scheme
General Email Enquiries		city@polfed.org		
Suzanne Ferris		Suzanne.ferris@polfed.org	See below	Yes
Mike Reed		Mreed@polfed.org	See below	Yes
Jo Westhead		Jo.westhead@polfed.org	See below	Yes

Notes:

- JMW are the default firm for both office and out of office hours, other than if a conflict arises
- New portal claims and general email enquiries including validation requests should be sent to the generic City of London Police Federation email address city@polfed.org
- Out of hours, the branch has set up an email address cityoncall@polfed.org which only authorised federation representatives are permitted access to. Therefore, if an authority comes from that email out of hours, it should be viewed that the federation representative has the required authority, and access to the City Federation systems to be able to confirm that the officer is a member of the Legal Scheme