



## Appendix B

### STAFFORDSHIRE POLICE AUTHORITY SHARED CUSTOMER SERVICE CENTRES NEWCASTLE & KIDSGROVE

#### POLICE SERVICES

##### DESCRIPTION OF POLICE SERVICE

1. General enquiries regarding police services
2. Handling lost and found property i.e. take reports and investigate reports of lost property together with receiving found property
3. Crime Recording
4. Procedural matter relating to road traffic incidents
5. Handling driving documentation including seizure of vehicles
6. Recording incidents relating to summons and warrants
7. Vulnerable persons support by way of contacting partner agencies
8. Data Protection – subject access applications
9. Process Server/Courts administration
10. Managed Crime Appointment administration
11. Police Complaints
12. Freedom of Information requests