

Our Ref: IM-FOI-2022-1090
Date: 16 June 2022



FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

I refer to your recent request for information which has been handled in accordance with the Freedom of Information (Scotland) Act 2002.

For ease of reference, your request is replicated below together with the response.

a) The total number of warrant cards missing from serving Police Scotland staff, broken down by each of the years 2014 to 2022 and

The requested information is provided below:

YEAR	No. of Lost Warrant Cards – Police Officers	No. of Lost ID Cards – Police Staff
2014	2	0
2015	1	0
2016	1	1
2017	2	0
2018	3	0
2019	6	1
2020	9	0
2021	2	0
2022	0	0

b) The total number of warrant cards missing from former Police Scotland staff, broken down by each of the years 2014 to 2022.

In accordance with Sections 12(1) (Excessive cost of compliance) and 16(4) (Refusal of request) of the Freedom of Information (Scotland) Act 2002 (the Act), this letter represents a Refusal Notice.

By way of explanation, Police Scotland have robust procedures in place to ensure the collection and destruction of all warrant/ID cards for staff leaving the organisation, with the responsibility for collecting and destroying warrant cards sitting with line managers. When an individual's leaving paperwork begins to get processed, Police Scotland's People and Development department (P&D) compile a 'supervisory checklist' which is sent to the line manager with a list of the things they must complete in relation to the leaver. Collection and destruction of the warrant/ID card is included in this checklist. When the checklist is complete and returned to P&D this is held within the individual's file. Any access attached to warrant cards is automatically disabled following the leaving date.

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There is no way to electronically extract the number of warrant/ID cards that were unaccounted for through this process; the only way to provide the requested information would be to physically check the supervisory checklist held within each file from 2014 onwards. Given the volume of leavers this task would take in excess of the 40 hour and £600 cost limit prescribed by the Scottish Ministers under the Act.

Should you require any further assistance please contact Information Management - Glasgow at – foiglasgow@scotland.police.uk – quoting the reference number given.

If you are dissatisfied with the way in which Police Scotland has dealt with your request, you are entitled, in the first instance, to request a review of our actions and decisions.

Your request must specify the matter which gives rise to your dissatisfaction and it must be submitted within 40 working days of receiving this response - either by email to foi@scotland.police.uk or by post to Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH.

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Office of the Scottish Information Commissioner within six months for a decision. You can apply [online](#), by email to enquiries@itspublicknowledge.info or by post to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Should you wish to appeal against the Office of the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

As part of our commitment to demonstrate openness and transparency in respect of the information we hold, an anonymised version of this response will be posted to the Police Scotland Freedom of Information [Disclosure Log](#) in seven days' time.