| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 23-1867Responded to: 15 August 2023 |
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Your recent request for information is replicated below, together with our response.

## Can Police Scotland please confirm they have a Standard Operating Procedure for the Professional Standard Department which is administered from Dalmarnock Police Headquarters in Glasgow and if yes can they supply a copy or a link to said SOP

Please be advised that the Complaints Against the Police Standard Operating Procedure is being reviewed and is to be published on the Police Scotland website within the next 12 weeks.

As such, in terms of Section 16 of the Freedom of Information (Scotland) Act 2002, I am refusing to provide you with the information sought. Section 16 requires Police Scotland when refusing to provide such information because it is exempt, to provide you with a notice which:

(a) states that it holds the information,

(b) states that it is claiming an exemption,

(c) specifies the exemption in question and

(d) states, if that would not be otherwise apparent, why the exemption applies.

I can confirm that Police Scotland holds the information that you have requested and the exemption that I consider to be applicable is set out at Section 27(1) of the Act - information otherwise accessible:

*“Information is exempt information if it is held with a view to its being published […] at a date not later than twelve weeks after that on which the request for the information is made.”*

Police Scotland aim to have this document published in the near future and it will be available via the following link: [policies-and-procedures/standard-operating-procedures](https://www.scotland.police.uk/access-to-information/policies-and-procedures/standard-operating-procedures/)

In the meantime, you may be interested in the information published via this link: [Complaints - Police Scotland](https://www.scotland.police.uk/about-us/how-we-do-it/complaints/)

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by email or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by email or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.