



REGISTRATION SCHEME FOR DOOR / SECURITY STAFF AT PREMISES REGISTERED UNDER THE LICENSING (JERSEY) LAW 1974

TERMS AND CONDITIONS

(Section A) General

1. A Door Supervisor is:

A person employed on Licensed Premises to regulate and supervise patrons on those premises and to assist the Licensee, his servants or agents, in the maintenance of good order, ensuring public safety and security.

2. All applicants will be required to demonstrate that they can communicate effectively in English.
3. All course fees are included in the registration/renewal fee and provided by the JDRS. The JDRS may consider at their discretion previous relevant training in lieu of sitting particular elements of the standard JDRS training. Please check with the administrator before submitting your application.
4. An application will be refused if the applicant does not meet the minimum application criteria. (See section B).
5. Further to meeting the minimum application criteria, The States of Jersey Police reserve the right to refuse an initial application or renewal if there is information to suggest the applicant is not suitable for registration. Applicants may appeal this decision in writing, directed in the first instance to the JDRS administrator.
6. Upon successful application a probationary "Yellow Badge" will be issued by the JDRS for a period of 6 months.
7. Probationary "Yellow Badge" holders will be required to complete the following training elements within 6 months. Upon completion of the training elements a full registration "Green Badge" will be issued.
 - Multiple choice examination
 - Conflict Management training course
 - First Aid training course

- Drug Awareness, Licensing Law, Fire Evacuation Awareness and Decision Making presentation
8. The multiple-choice examination must be passed prior to sitting the other course elements. It is recommended that all applicants take the time to read the course material prior to sitting the examination
 9. If an applicant fails to complete all course elements within six months of their yellow badge being issued, a new application must be submitted. Additional charges may be made at the discretion of the JDRS administrator. In exceptional circumstances the JDRS will consider extending a probationary period to allow for completion of all course elements.
 10. A first registration is valid for a period of three years, commencing on the date of registration confirmation (provided the applicant continues to meet the criteria for continued registration).
 11. A renewed "Green Badge" is valid for a period of three years from the date of issue, (provided the applicant continues to meet the criteria set within these terms and conditions).
 12. It shall be the responsibility of the registration holder to ensure that their application for renewal is made 6 weeks prior to the expiry of their registration.
 13. 14. All registered door supervisors will wear their identification in a position where it can clearly be seen whilst on duty. Failure to do so may result in suspension.
 14. In the event of an identification badge being lost, please contact the JDRS scheme administrator for a replacement. A small charge may be made at the discretion of the JDRS administrator.
 15. Members who witness an incident whilst on duty will be expected to assist in any Police enquiries and will be expected to provide a witness statement as soon as practicable following the incident. There is no requirement for members to provide a victim complaint statement should they personally be a victim of a crime. Registration may be suspended or revoked should an on duty member refuse to assist the Police in the investigation of offences.
 16. If a registered member is charged with an offence that would normally prevent registration (explained in section B), the States of Jersey Police reserve the right to suspend the application until the outcome of the investigation is known.
 17. Should information become known to the States of Jersey Police during a period of JDRS registration that demonstrates the member poses a risk to the public, The States of Jersey Police reserve the right to withdraw continued registration. A member may appeal in writing against any revocation but understand that the reason for revocation may not be disclosed.
 18. Within 14 days of receipt of notification of suspension/revocation a Door Supervisor may appeal in writing, to the JDRS scheme administrator.
 19. Upon receiving notification of an intention to appeal, The States Of Jersey Police and the JDRS Coordinator will arrange and hold an appeal meeting with the registered member as soon as practicable.

20. The States of Jersey Police, the JDRS, and the JDRS Committee are not responsible for any loss of earnings should a registration be suspended or revoked.
21. Renewal applicants will be required to pass a multiple choice examination and to attend a refresher course in the following elements:
 - First Aid
 - Conflict Management
22. The States of Jersey Police or the JDRS can, at their discretion, direct any registered door supervisor to re-attend any of the training inputs provided where training or development need has been identified.
23. Where there is a need to amend these terms and conditions, registered members will be notified using the contact details provided on their application by the JDRS coordinator or the States of Jersey Police. As such it is imperative that all registered members update the JDRS administrator with any changes to their contact details.
24. Where the identity of an applicant is in doubt or cannot be established through the information provided on their application, the applicant may be required to present their relevant passport or national identity document to the JDRS administrator in order to assist in identification.

(Section B) Application Criteria – Court Convictions

1. Pre-application convictions

The below table identifies the offences that will restrict registration with the JDRS. The timescales stated show the time period the applicant must be free of the relevant Court conviction. The timescale shown applies from the date of conviction. A Basic Disclosure Certificate from Disclosure Scotland must be provided with all applications. (See application guide)

Murder, Manslaughter, serious indecency offences	Registration refused
Any theft involving violence, burglary & break and entry	10 years
Serious assault/act of violence	10 years
Serious drug offences (Importation & Supply offences)	10 years
Larceny (theft)	5 years
Minor drug offences (simple possession Class A)	5 years
Indecency offences	5 years
Minor drug offences (simple possession Class B & C)	3 years
Minor assault/act of violence	3 years

Parish Hall sanctions are not considered within the JDRS application process

2. Should a Basic Disclosure Certificate show any of the above listed offences committed within the time periods shown, registration will be automatically refused for the period shown. There is no course to appeal this decision
3. Should a Disclosure Certificate show a conviction not listed in the table which is relevant to the role of a door supervisor The States of Jersey Police and the JDRS reserve to the right to refuse registration. The applicant will be informed in writing of this decision along with an explanation for the decision. Appeal against this may be submitted in writing.
4. If a registered member is charged to appear in court for any of the below offences, their registration will be immediately suspended until the outcome of the case is known. If convicted registration will be prevented for the time period shown below. The timescale shown applies from the date of conviction.

Murder, Manslaughter, serious indecency offences	Registration refused
Any theft involving violence, burglary & break and entry	10 years
Serious assault/act of violence	10 years
Serious drug offences (Importation & Supply offences)	10 years
Larceny (theft)	5 years
Minor drug offences (simple possession Class A)	5 years
Indecency offences	5 years
Minor drug offences (simple possession Class B & C)	3 years
Minor assault/act of violence	3 years

A Parish Hall sanction will not result in suspension or revocation

5. The States of Jersey Police may reject an application or renewal if there is information within their knowledge that gives rise to serious concerns about their suitability for the role (and therefore the safety of the public). An appeal may be submitted in writing however it must be understood that the reason for refusal may not be disclosed
6. When considering applications, refusals and any subsequent appeals, the over-riding consideration for the States of Jersey Police and the JDRS must be the protection of the public.

(Section C) Miscellaneous

1. A new application costs £240.00 This is inclusive of all course fees and provision of the yellow and green badges
2. A renewal costs £180.00 This is inclusive of all course fees and the provision of the green badge
3. All cheques are to be made payable to JDRS

4. Cash payment is by appointment only. Please contact the JDRS administrator. Please see Section D for contact information.
5. In the event of an application being refused the JDRS reserve the right to retain/charge a fee of £50.00 to cover administration costs.
6. All Training will be arranged by the JDRS administrator. Please see Section D for contact information.
7. Once an application has been submitted and a decision reached, the original disclosure certificate will be returned to the applicant

(Section D) Contact Information

To obtain a Basic Disclosure visit

<https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/>

For questions regarding disclosure, previous convictions or any other issues regarding initial application, please contact the States of Jersey Police Licensing Unit on:

01534 612416 or JDRS@jersey.pnn.police.uk

For questions following the issue of JDRS registration please contact the JDRS administrator on:

07797 721248 or jdrs.jersey@gmail.com

(Section E) Data Protection (Jersey) Law 2018

The personal data supplied on this form will be used by the Jersey Door Registration Scheme for all aspects of managing the licencing process. The information will be shared with the States of Jersey Police to enable them to complete the necessary checks to ensure suitability for the role applied for. The information will not be sold on for direct marketing purposes but will be retained securely, for a period of up to 10 years.

Further details of how the Jersey Door Registration Scheme will process your personal data are available on 07797721248 or at jdrs.jersey@gmail.com . Further details of how the police will process your data are available on their website at <https://jersey.police.uk/accessing-information/data-protection/>