



Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

JCC Circular 30 of 2017

Ref: CS/AMacD/LS

17 July 2017

Dear Colleague

PTC Application Forms - Information

There appears to be some confusion concerning the completion and submission of application forms for the Police Treatment Centre.

Part 6 of the application form states **“to be completed by Force representative / Police Federation Office”**.

For Police Scotland Officers this means that they should have all other parts of the form completed and then send or hand deliver the form to their nearest Federation Office where it will be processed by the staff and forwarded to the Police Treatment Centre.

The forms can be downloaded from the Police Treatment website <http://www.thepolicetreatmentcentres.org/>

Please ensure that this information is circulated to all members in your area and that the staff in your office are aware of their responsibilities in respect of this matter. Full guidance can be found at Section 16 of the SPF Staff and Office Bearer Guidance document.

Yours sincerely

Calum Steele
General Secretary