

# **STATUTORY INSTRUMENTS**

## **POLICE ENGLAND & WALES**

### **The Police Regulations 2003**

**Amended up to and including**

**The Police (Amendment No. 5) Regulations 2012**

**S.I. 2012 3058**

**in force from 1st January 2013**

**Made 5th March 2003**

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**Coming into force 1st April 2003**

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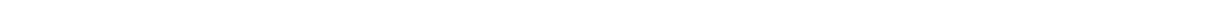
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The Secretary of State, in exercise of the powers conferred on him by section 50 of the Police Act 1996 and section 405 of the Greater London Authority Act 1999, and after taking into consideration the recommendations of the Police Negotiating Board and supplying that Board with a draft of these Regulations in accordance with section 62(1) of the Police Act 1996, and after supplying a draft of these Regulations to the Police Advisory Board for England and Wales and taking into consideration their representations in accordance with section 63(3) of the Police Act 1996, hereby makes the following Regulations:



## REGULATION 1

### PART 1

#### COMMENCEMENT AND INTERPRETATION

##### **Citation, commencement and extent**

1. - (1) These Regulations may be cited as the Police Regulations 2003 and shall come into force on 1st April 2003.

(2) These Regulations extend to England and Wales.

## REGULATION 2

### References to transfers

2. - (1) A reference in these Regulations to a member of a police force voluntarily transferring from one force to another shall be construed as a reference to such a member leaving a force for the purpose of joining another force and joining that other force, where he left the force first mentioned in this regulation on or after 1st January 1963 for that purpose with, in the case of the chief officer, the consent of the local policing body.

(2) Except where the context otherwise requires, a reference in these Regulations to a member of a police force being statutorily transferred from one force to another shall be construed as a reference to such a member being transferred -

- (a) by or under the Local Government Act 1933, the Police Act 1946, the Local Government Act 1958, the London Government Act 1963, the Police Act 1964 (including that Act as amended by the Police and Magistrates' Courts Act 1994), the Local Government Act 1972, the Local Government Act 1992 or the Police Act 1996;
- (b) in the case of a person who was a member of the River Tyne police force, under the Harbours Act 1964.

(3) A reference in these Regulations to a member of a police force transferring from one force to another shall be construed as a reference to his either voluntarily so transferring or being statutorily so transferred.

## REGULATION 3

### Interpretation

3. - (1) In these Regulations -

“the 2011 Act” means the Police Reform and Social Responsibility Act 2011;

“Act” means the Police Act 1996;

“British Transport Police Force” means the force of constables appointed under section 53 of the British Transport Commission Act 1949;

“central police officer” has the same meaning as in the Police Pensions Regulations;

“chief officer” means chief officer of police;

“Conduct Regulations” means the regulations relating to conduct from time to time in force under section 50 of the Act;

“maternity leave” means leave taken in accordance with a determination under regulation 33(7);

“member of a police force” includes such a member who is suspended under the Conduct Regulations;

“oral fluid” includes saliva;

“pensionable service” has the same meaning as in the Police Pensions Regulations;

“Police Pensions Regulations” means the regulations from time to time in force under the Police Pensions Act 1976;

“Promotion Regulations” means the regulations relating to qualification and selection for promotion from time to time in force under section 50 of the Act;

“public holiday” means Christmas Day, the 26th December (if it falls on a Saturday or a Sunday), the 1st January (if it so falls), Good Friday or a bank holiday;

“the representative bodies” means the Police Federation for England and Wales and all bodies for the time being recognised by the Secretary of State for the purposes of section 64 of the Act;

“reversionary member of a home police force” has the same meaning as in the Police Pensions Regulations;

“SOCA” means the Serious Organised Crime Agency;

“specified employee of SOCA” means

- (a) an employee of SOCA who immediately before he last became an employee of SOCA was serving as the Director General of the National Crime Squad;
- (b) an employee of SOCA who immediately before he last became an employee of SOCA was serving as a police member of the National Criminal Intelligence Service appointed under subsection (1)(b) of section 9 of the Police Act 1997 by virtue of subsection (2)(a) of that section;
- (c) an employee of SOCA who immediately before he last became an employee of SOCA was serving as a police member of the National Crime Squad appointed under subsection (1)(b) of section 55 of the Police Act 1997 by virtue of subsection (2)(a) of that section.

“university scholar” means a member of a police force on a course of university study nominated by the Secretary of State or by the local policing body maintaining the police force of which he is a member following arrangements approved by the Secretary of State.

(2) In these Regulations, a reference to a police force shall include a reference to the Police Service of Northern Ireland and a police force maintained under the Police (Scotland) Act 1967, so, however, that nothing in these Regulations shall be construed as relating to the government, administration or conditions of service of the Police Service of Northern Ireland or such a force.

(3) In these Regulations a reference to an aerodrome constabulary is a reference to such a constabulary within the meaning of the Aviation Security Act 1982, and a reference to a rank in such a constabulary corresponding to a rank in a police force is a reference to a rank in that constabulary designated for the purposes hereof by the Secretary of State as the rank corresponding to the rank in question.

(4) Nothing in these Regulations shall be construed as authorising pay or allowances payable to any person to be reduced retrospectively.



## REGULATION 4

### PART 2

### GOVERNMENT

#### Ranks

4. - (1) Subject to paragraphs (2) and (3), the ranks of a police force shall be known by the following designations -

Chief Constable;  
Deputy Chief Constable;  
Assistant Chief Constable;  
Chief Superintendent;  
Superintendent;  
Chief Inspector;  
Inspector;  
Sergeant;  
Constable.

(2) In its application to the metropolitan police force, paragraph (1) shall have effect as if -

- (a) the references to Chief Constable, Deputy Chief Constable and Assistant Chief Constable were omitted; and
- (b) there were references to Commissioner, Deputy Commissioner, Assistant Commissioner and Deputy Assistant Commissioner of Police of the Metropolis and to Commander.

(3) In its application to the City of London police force (in respect of which a Commissioner of the City of London Police is appointed under the Acts relating to that force) paragraph (1) shall have effect as if -

- (a) the references to Chief Constable, Deputy Chief Constable and Assistant Chief Constable were omitted; and
- (b) there were references to Assistant Commissioner and Commander.

## REGULATION 5

### Part-time appointments

5. - (1) A chief officer may, after consultation with local representatives of the representative bodies, appoint persons to perform part-time service in any rank.

(2) In these Regulations a person appointed to perform part-time service includes a person appointed to share a job with another person.

(3) A person appointed to perform part-time service may not be appointed to serve as a full-time member without his consent.

(4) A person appointed to perform part-time service immediately after serving as a full-time member may give notice in writing of his intention to be re-appointed as a full-time member and shall be so appointed -

- (a) within 2 months of the date the notice is received by the local policing body, where the body has a suitable vacancy, or
- (b) except where sub-paragraph (a) applies, when 4 months have elapsed since the day the notice was received, or from an earlier date if reasonably practicable.

(5) A person serving as a full-time member of a police force may not be appointed to perform part-time service without his consent.

(6) In this regulation “full-time member” means a member appointed otherwise than under this regulation.

(7) In relation to persons appointed under this regulation to perform part-time service:

- (a) regulation 12 has effect as if the words “, other than such a member who transferred to the force from another police force having completed the required period of probation therein,” were omitted; and
- (b) regulation 25 has effect as if -
  - (i) in paragraph (1) for all the words after “compensated in respect of time” there were substituted “spent on duty in excess of such period as the Secretary of State may determine”; and
  - (ii) paragraph (2) were omitted.

**Restrictions on the private life of members**

6. - (1) The restrictions on private life contained in Schedule 1 shall apply to all members of a police force.

(2) No restrictions other than those designed to secure the proper exercise of the functions of a constable shall be imposed by the local policing body or the chief officer on the private life of members of a police force except -

- (a) such as may temporarily be necessary, or
- (b) such as may be approved by the Secretary of State after consultation with the Police Advisory Board for England and Wales.

(3) Any restriction temporarily imposed under paragraph (2) shall be reported forthwith to the Secretary of State.

**ANNEX AA**

**DETERMINATION  
FOR REGULATION 6  
FOR SCHEDULE 1**

**RESTRICTIONS ON THE  
PRIVATE LIFE OF MEMBERS OF POLICE FORCES**

No member of a police force may be a member of any of the following organisations -

- (a) the British National Party;
- (b) Combat 18;
- (c) the National Front

## REGULATION 7

### **Business interests of members of police forces: general**

7. - (1) Where, in the case of a member of a police force—

- (a) a business interest has been held by the appropriate officer to be incompatible with continued membership of the force under regulation 8; and
- (b) either—
  - (i) no appeal has been made under regulation 9, or
  - (ii) such an appeal has been made and the chief officer has upheld the decision of the appropriate officer,

the decision of the appropriate officer shall be regarded as a lawful order for the purposes of the standards of professional behaviour set out in the Schedule to the Police (Conduct) Regulations 2008 and, in the event of any failure to abide by the decision, those Regulations shall apply as though the appropriate authority had determined under regulation 19(4) of those Regulations that the member had a case to answer in respect of gross misconduct.

(2) For the purposes of this regulation and regulations 8 and 9 a person has a business interest if—

- (a) being a member of a police force, the person holds any office or employment for hire or gain (otherwise than as a member of the force) or carries on any business; or
- (b) being a member of a police force or a relative of a member, the person holds or possesses a pecuniary interest in a licence or permit granted in pursuance of the law relating to alcohol licensing, refreshment houses or betting and gaming or regulating places of entertainment in the area of the police force in question.

(3) Functions of the chief officer under this regulation and regulations 8 and 9 may be exercised only—

- (a) by the chief officer personally; or
  - (b) by an acting chief officer.
- (4) A member of a police force may choose—

- (a) another member of a police force;
- (b) a police staff member, or
- (c) a person nominated by the member's staff association,

who is not otherwise involved in the matter to act as the member's police friend in relation to the procedures set out in regulations 8 and 9.

(5) A police friend may—

- (a) advise the member concerned throughout the procedures set out in regulations 8 and 9;
- (b) accompany the member concerned to any meeting held under regulation 8 or 9; and

- (c) make representations on the member's behalf at any such meeting,

and a chief officer shall permit a police friend who is under the chief officer's direction and control to use a reasonable amount of duty time for these purposes.

- (6) In this regulation and regulations 8 and 9—

“acting chief officer” means—

- (a) a person exercising or performing functions of a chief constable in accordance with section 41 of the Police Reform and Social Responsibility Act 2011,
- (b) a person exercising powers or duties of the Commissioner of Police of the Metropolis in accordance with section 44 or 45(4) of that Act, or
- (c) a person exercising duties of the Commissioner of Police for the City of London in accordance with section 25 of the City of London Police Act 1839;

“appropriate officer” means a person serving in the part of the police force responsible for the maintenance of standards of professional behaviour who has been authorised by the chief officer to exercise functions under regulation 8;

“police staff member” means—

- (a) a member of the civilian staff of a police force (within the meaning of section 102(4) and (6) of the Police Reform and Social Responsibility Act 2011); or
- (b) an employee of the Common Council of the City of London who is under the direction and control of the Commissioner of the City of London Police;

“relative”, in relation to a member of a police force, means—

- (a) a spouse or civil partner who is not separated from the member;
- (b) a person living with the member as if they were the member's spouse or civil partner;  
or
- (c) a parent, son, daughter, brother or sister of the member,

who is included in the member's family;

“staff association” means—

- (a) in relation to a member of a police force of the rank of chief inspector or below, the Police Federation of England and Wales;
- (b) in relation to a member of a police force of the rank of superintendent or chief superintendent, the Police Superintendents' Association of England and Wales; and
- (c) in relation to a member of a police force who is a senior officer, the Chief Police Officers' Staff Association.

(7) In its application to a chief officer, this regulation and regulations 8 and 9 have effect with the following modifications—

- (a) paragraph (3) of this regulation has effect as if it read—

“(3) Functions of the local policing body under this regulation and regulations 8 and 9 may be exercised, where that body is an elected local policing body, only by the body personally or by a deputy appointed under section 18(1)(a) or 19(1)(a) of the Police Reform and Social Responsibility Act 2011.”;

(b) in paragraph (6) of this regulation—

(i) the definition of “acting chief officer” is omitted;

(ii) the definition of “appropriate officer” has effect as if it read—

““appropriate officer” means a member of the staff of the local policing body who is not under the direction and control of the chief officer and who has been authorised by the body to exercise functions under regulation 8;”;

(iii) every other reference to the chief officer has effect as a reference to the local policing body.

## REGULATION 8

### **Business interests of members of police forces: notification and determination**

8. - (1) If a member of a police force—

- (a) has or proposes to have a business interest which has not previously been disclosed;  
or
- (b) is or becomes aware that a relative has or proposes to have a business interest which, in the opinion of the member, interferes or could be seen as interfering with the impartial discharge of the member's duties and has not previously been disclosed,

the member shall immediately give written notice of that business interest to the chief officer.

(2) On receipt of a notice given under paragraph (1), the chief officer shall direct the appropriate officer to decide whether or not the business interest is compatible with the member concerned remaining a member of the police force.

(3) In deciding whether the business interest is compatible with the member concerned remaining a member of the police force, the appropriate officer shall have regard to whether, as a result of the business interest, the member's conduct fails or would fail to meet the standards of professional behaviour set out in the Schedule to the Police (Conduct) Regulations 2008.

(4) Where the appropriate officer is minded to decide that the business interest is not compatible with the member concerned remaining a member of the police force, or is not so compatible unless conditions are imposed, the officer shall—

- (a) notify the member in writing of this preliminary view and the reasons for it;
- (b) give the member the opportunity to make representations in writing, at a meeting, or both, at the discretion of the member; and
- (c) take any such representations into account.

(5) Whether or not notification is given under paragraph (4), the appropriate officer shall, within 28 days of receipt of the notice given under paragraph (1), notify the member concerned in writing of the officer's decision in relation to the business interest.

(6) Where the decision is that the business interest is compatible with the member concerned remaining a member of the police force, the notification under paragraph (5) may include a requirement for the member to furnish particulars of changes in the business interest, as respects its nature, extent or otherwise.

(7) Where the decision is that the business interest is not compatible with the member concerned remaining a member of the police force, or is not so compatible unless conditions are imposed, the notification under paragraph (5) shall—

- (a) include a statement of the reasons for the decision;
- (b) be accompanied by copies of any document on which the officer relies in support of the decision, and
- (c) inform the member of the existence of the right of appeal under regulation 9.



(7) Where a member of a police force is required to furnish particulars of changes in a business interest under paragraph (6), then in the event of any such change being proposed or occurring this regulation shall have effect as though the changed business interest were a newly proposed or newly acquired business interest.

## REGULATION 9

### **Business interests of members of police forces: appeal**

9. - (1) Within 10 days of being notified of an appropriate officer's decision under regulation 8(5), or within such longer period as the chief officer may in all the circumstances allow, a member of a police force may appeal against that decision by sending written notice to the chief officer.

- (2) On receiving notice of appeal under paragraph (1) the chief officer shall—
  - (a) give the member the opportunity to make representations in writing, at a meeting, or both, at the discretion of the member; and
  - (b) take any such representations into account.
- (3) The chief officer shall decide the appeal unless it appears to the chief officer that—
  - (a) the member has adduced substantive reasons why the member should be permitted to have the business interest, or why conditions should not be imposed, which were not considered by the appropriate officer; or
  - (b) the appropriate officer failed to apply fair procedures,

in which case the chief officer may direct the appropriate officer to decide the matter again under regulation 8.

(4) Subject to paragraph (5), the chief officer shall, within 28 days of receipt of the notice of appeal under paragraph (1), notify the member concerned in writing of the outcome of the appeal and provide a statement of the reasons for the decision.

(5) The chief officer may extend the period specified in paragraph (4), where the chief officer considers that it would be in the interests of justice to do so.

(6) Where the chief officer decides to extend the period under paragraph (5), the chief officer shall provide written notification of the reasons for that decision to the member concerned.

## REGULATION 9A

### **Business interest precluding appointment to a police force**

9A.—(1) A candidate is not eligible for appointment to a police force if the candidate or a relative of the candidate has a business interest which is to be retained after appointment, unless the business interest is approved by the chief officer or, in the case of a candidate for appointment as chief officer, by the local policing body.

(2) For the purposes of this regulation—

(a) a person has a business interest if—

- (i) being a candidate for appointment to a police force, the person holds any office or employment for hire or gain or carries on any business, or
- (ii) being a candidate for appointment to a police force or a relative of a candidate, the person holds or possesses a pecuniary interest in a licence or permit granted in pursuance of the law relating to alcohol licensing, refreshment houses or betting and gaming or regulating places of entertainment in the area of the police force in question; and

(b) “relative”, in relation to a candidate for appointment to a police force, means—

- (i) a spouse or civil partner who is not separated from the candidate,
- (ii) a person living with the candidate as if they were the candidate’s spouse or civil partner, or
- (iii) a parent, son, daughter, brother or sister of the candidate,

who is included in the candidate’s family.

**REGULATION 10**  
ANNEX A AND  
ANNEX DD REFERS

**Qualifications for appointment to a police force**

10. - (1) A candidate for appointment to a police force -

- (a) must, if not a national of a Member State, Norway, Iceland or Liechtenstein, have leave to enter or remain in the United Kingdom for an indefinite period;
- (b) must produce satisfactory references as to character, and, if he has served in any police force, in the armed forces, in the civil service or as a seaman, produce satisfactory proof of his good conduct while so serving;
- (c) must have attained the age of 18 years;
- (d) must be certified by a registered medical practitioner approved by the local policing body to be in good health, of sound constitution and fitted both physically and mentally to perform the duties on which he will be employed after appointment;
- (e) must meet the standard of eyesight determined by the Secretary of State;
- (f) must, if a candidate for appointment in the rank of constable, satisfy the chief officer that he is sufficiently competent in written and spoken English, and sufficiently numerate, by passing such assessments in written and spoken English, and numeracy, as may be approved by the Secretary of State;
- (g) must, if a candidate for appointment in the rank of sergeant, or inspector, be qualified for promotion to such rank in accordance with the provisions of the Promotion Regulations;
- (h) must give such information as may be required as to his previous history or employment or any other matter relating to his appointment to the police force.
- (i) must, unless he is applying to transfer the force from another police force, on being so required by the chief officer of the force to which he is a candidate for appointment give a sample of hair or oral fluid or urine to be tested in accordance with procedures determined by the Secretary of State for evidence of such controlled drugs as the Secretary of State may determine.

(2) A candidate for appointment to a police force shall be given a notice in terms approved by the Secretary of State drawing attention to the terms and conditions of service which shall be contained therein.

(3) For the purposes of this regulation -

- (a) "armed forces" means the naval, military or air forces of the Crown including any women's service administered by the Defence Council, and
- (b) "seaman" has the same meaning as in the Merchant Shipping Act 1995.

**ANNEX A****DETERMINATION  
FOR REGULATION 10****EYESIGHT STANDARDS: POLICE RECRUITMENT**

The standard of eyesight which must be met by a candidate for appointment to a police force in respect of each of the matters specified in the first column of the following table is that specified in the second column of the table.

<b>Eyesight</b>	<b>Mandatory requirement</b>
Static Visual Acuity <sup>1</sup>	<p>Corrected distance visual acuity must be 6/12 in either eye and 6/6 or better, binocularly.</p> <p>Corrected near static visual acuity must be 6/9 or better, binocularly. [Applicants who do not reach the standard should not be rejected but should be invited for a further test after obtaining a stronger prescription].</p> <p>Uncorrected visual acuity must be 6/36 or better, binocularly.</p> <p>Corrected low contrast distance visual acuity must be 6/12 or better for a 10% contrast target, binocularly.</p>
Visual Field <sup>2</sup>	<p>A field-of-view of at least 120 degrees horizontally by 100 degrees vertically is required. The field-of-view should be free of any large defective areas, particularly in the fovea. Single defects smaller than the physiological blind spot, and multiple defects that add to an area smaller than the physiological blind spot, should be acceptable.</p>
Colour Vision <sup>3</sup>	<p>Monochromats should be rejected.</p> <p>Mild anomalous trichromats are acceptable and should be treated as normals.</p> <p>Severe anomalous trichromats and dichromats are also acceptable and should be instructed in coping strategies.</p> <p>[Applicants who show a lowered discrimination for blue colours should be referred to an ophthalmologist for further assessment. This should include a measure of their dark adaptation performance].</p>
Spectacles and contact lenses	<p>Correction should be worn where necessary to achieve 6/6 binocularly. Corrective spectacles and contact lenses are acceptable for the tasks of an Operational Police Constable.</p>
Eye Surgery	<p>PRK, LASIK, LASEK, ICRS, cataract surgery: There is no significant weakening of the cornea and applicants should not be rejected. A period of at least 6 weeks after surgery should be allowed before applications are accepted. There may be a reduction in low light level visual performance: Test visual performance under low illuminance conditions.</p> <p>Radial Keratotomy (RK), Arcuate Keratotomy (AK), corneal grafts. Any other surgical procedures that result in a significant weakening of the cornea. There is a measurable risk of corneal rupture if the eye is struck. Applicants should be rejected.</p>

- 1 Acuity should be measured using a Snellen eye chart, or equivalent.
- 2 The field of view may be tested using a confrontation test. However, it is recommended that forces use more sophisticated testing equipment, where possible. If the results of the confrontation test suggest that there is a reduced visual field, or if the results of the medical questionnaire suggest an increased risk of reduced visual field, applicants should be referred to an ophthalmologist for a thorough examination of their visual field.
- 3 Colour vision should be tested using the Farnsworth D-15 test. Applicants should not wear 'colour correcting' lenses during the colour vision tests.

## **ANNEX DD**

## **DETERMINATION FOR REGULATIONS 10 and 19A**

### **TESTING FOR SUBSTANCE MISUSE**

1. Subject to paragraph (2), for the purposes of regulations 10(1)(i) and 19A(1)(b)(c) and (d) the controlled drugs which testing shall cover are:
  - i Amphetamines (including ecstasy)
  - ii Cannabis
  - iii Cocaine
  - iv Opiates (e.g. morphine and heroin)
  - v Benzodiazepines
2. Where testing is carried out in accordance with 19A(1)(a) because the Chief Officer has reasonable cause to suspect, on the basis of intelligence, that the officer has used a controlled drug, the testing may cover one other controlled drug or drug group in addition to the controlled drugs listed in paragraph (1), provided that the officer is informed prior to testing of the drug(s) or drug group(s) for which he or she is to be tested.

#### **Testing procedures**

3. For the purposes of regulations 10(1)(i) and 19A(1), the following procedures shall apply in relation to testing for controlled drugs.
4. Testing shall be carried out without advance notice.
5. On-site testing using portable testing kits may be used to screen out members of police forces and candidates for appointment at an early stage of these procedures. Any test that is relied upon in criminal or disciplinary proceedings shall be conducted through laboratory analysis.
6. Collection of samples and initial on-site screening may be undertaken by an independent agency or by suitably trained police staff. There shall be a secure chain of custody through collection, analysis and medical review as set out in protocols issued by the Secretary of State. Laboratory analysis shall be undertaken by an independent agency.
7. Split samples shall be used in all cases that go forward to laboratory analysis. A member of a police force shall have the right to have one sample tested independently to challenge the result of a test on the other sample.
8. The following procedures shall apply in relation to testing for alcohol. Testing for alcohol shall be carried out without advance notice and using breath testing equipment capable of taking measurements at the 13 microgrammes percentage level.
9. A member of a police force who is off duty shall not be recalled to duty for the purposes of testing for controlled drugs or alcohol.

#### **Consequences of testing positive**

10. Positive results may be referred to Professional Standards Departments for action. This may lead to criminal action or formal disciplinary proceedings or both.

## REGULATION 10A

### **Taking of fingerprints and samples prior to appointment to a police force**

10A. - (1) Where a candidate for appointment to a police force is to be offered an appointment, the offer shall (unless the candidate is applying to transfer to the force from another police force or is a special constable for that or another police area) be subject to the following conditions—

- (a) the candidate is required to have fingerprints and a sample taken;
- (b) the candidate must consent to the fingerprints and sample taken being the subject of a speculative search; and
- (c) the chief officer must be satisfied that the candidate is suitable for appointment following the results of the speculative search.

(2) In a case to which paragraph (1) applies, the candidate shall notify the chief officer in writing whether the candidate consents—

- (a) to the taking of fingerprints and a sample; and
- (b) to such fingerprints and sample being the subject of a speculative search.

(3) Where a candidate is appointed as a member of a police force, upon appointment—

- (a) any fingerprints taken under paragraph (1) shall be treated as if they had been taken under regulation 18(1); and
- (b) any sample and any information derived from a sample taken under paragraph (1) shall be treated as if the sample had been taken under regulation 19(1).

(4) In this regulation—

“sample” has the same meaning as in regulation 19(4);

“speculative search” has the same meaning as in Part V of the Police and Criminal Evidence Act 1984.



## REGULATION 11 ANNEX B REFERS

### Appointment of senior officers

11. - (1) Subject to section 38(1) of the 2011 Act and regulations 9 and 10, no person shall be appointed as a chief constable of a police force unless he holds or has held such rank and for such period as the Secretary of State shall determine in respect of such appointments.

(1A) Subject to any enactment governing an appointment to a rank higher than that of Chief Superintendent, and to regulations 9 and 10, no person shall be appointed to such a rank unless he has satisfactorily completed such courses or assessment centres as the Secretary of State shall determine.

(2) An appointment to the rank of -

- (a) chief constable or deputy chief constable in a police force maintained under section 2 of the Act;
- (b) commissioner, deputy commissioner, assistant commissioner, deputy assistant commissioner in the metropolitan police force; or
- (c) assistant commissioner or commander in the City of London police force,

shall be for a fixed term.

(2A) Subject to paragraph (2B) to (2D), an appointment for a fixed term shall be for a maximum of five years.

(2B) An appointment for a fixed term may be extended, by agreement of the person who made the appointment and the person appointed, for a further term of a maximum of three years and for subsequent terms each of a maximum of one year.

(2C) The reference in paragraph (2B) to the person who made the appointment shall have effect -

- (a) in the case of an appointment of a deputy chief constable under section 11A of the Act, as a reference to the chief constable; and
- (b) in the case of an appointment of an Assistant Commissioner under section 9F of the Act or a Deputy Assistant Commissioner under section 9FA of the Act, as a reference to the Commissioner of Police of the Metropolis.

(2D) Where an appointment for a fixed term is due to expire at a time when the person appointed is acting as chief officer, the appointment shall not expire until -

- (a) the date when the person ceases to act as chief officer, if the reason for the cessation is that the person is appointed as chief officer; or
- (b) six months after the date when the person ceases to act as chief officer, if the reason for the cessation is that another person is appointed as chief officer.

(2E) Where sub-paragraph (b) of paragraph (2D) applies, the chief officer shall notify the person appointed, not less than three months before the end of the six month period mentioned in that sub-paragraph, as to whether or not the appointment is to be extended in accordance with paragraph (2B) (and, if it applies, paragraph (2C)).

(2F) For the purposes of paragraph (2D) a person is acting as chief officer when the

person is—

- (a) exercising or performing functions of a chief constable in accordance with section 41(1)(a) of the Police Reform and Social Responsibility Act 2011;
- (b) exercising powers or duties of the Commissioner of Police of the Metropolis in accordance with section 44(1)(a) or (b) of that Act; or
- (c) exercising duties of the Commissioner of Police for the City of London in accordance with section 25 of the City of London Police Act 1839.

(3) Paragraphs (2) and (2D) are without prejudice to any provision whereby a term of appointment comes to an end on promotion, dismissal, the conclusion of disciplinary proceedings or transfer to another police force and regulation 14 (retirement).

(4) The Secretary of State shall determine the circumstances in which a vacancy in a rank specified in paragraph (2) or the rank of assistant chief constable in a police force maintained under section 2 of the Act, or commander in the metropolitan police force or City of London police force shall be advertised; if a vacancy is to be advertised, the advertisement shall contain such detail and be published in such manner as the Secretary of State may determine. The Secretary of State may determine that no appointment shall be made until after a date to be specified in the advertisement.

## **ANNEX B**

## **DETERMINATION FOR REGULATION 11**

### **APPOINTMENT OF SENIOR OFFICERS**

#### **Part One. COURSES AND ASSESSMENT CENTRES**

- 1) The courses or assessment centres that must be satisfactorily completed before a person may be appointed to a rank higher than that of Chief Superintendent are:
  - a) The Senior Police National Assessment Centre (“Senior PNAC”);
  - b) The Strategic Command Course (“SCC”)
- 2) For the avoidance of doubt, paragraph (1) does not apply in a case where a person is temporarily promoted or otherwise required to perform the duties normally performed by a member of the force of a higher rank than the person’s own.

#### **Part Two. APPOINTMENTS TO BE ADVERTISED**

- 1) Subject to paragraph (4), where a vacancy exists in one of the ranks specified in paragraph (8), a notice of the vacancy which complies with paragraph (2) shall be published by the relevant authority.
- 2) The notice referred to in paragraph (1) must-
  - a) invite applications to fill the vacancy;
  - b) be published in a public website or some other form of publication which deals with police matters, and
  - c) specify the date, which shall not be less than three weeks after the date of the publication of the notice, by which applications must be made.
- 3) Subject to paragraph (4), no appointment shall be made to fill a vacancy in one of the ranks specified in paragraph (8) until after the date specified in accordance with paragraph (2)(c) in a notice in respect of that vacancy.
- 4) Paragraphs (1) and (3) shall not apply where-
  - a) the term of appointment of the person who currently holds the rank in which the vacancy would otherwise occur is extended under regulation 11(2B), or
  - b) that person is appointed for a further term and the conditions set out in paragraph (5) are satisfied.
- 5) The conditions referred to in paragraph (4) are that-
  - a) the person who currently holds the rank in which the vacancy would otherwise occur does so by virtue of an appointment under regulation 11(2);
  - b) the relevant appointment of that person was for a term which was less than the maximum term authorised in respect of that person by regulation 11(2A); and

- c) the term for which it is proposed to appoint that person (and for which that person is subsequently appointed) is such that, when taken together with
  - i) the term for which he was appointed by the relevant appointment, and
  - ii) the term for which he was appointed by any subsequent appointment,the terms in total do not exceed the maximum term of appointment to which he could have been appointed at the time of the relevant appointment under regulation 11(2A).
- 6) In paragraph (5) “relevant appointment” means an appointment made under regulation 11(2) after the procedures required by paragraphs (1) and (3) above have been complied with.
- 7) In this determination “the relevant authority” means
  - a) in the case of the ranks specified in paragraph (8)(a), the person with the power to make the appointment;
  - b) in the case of the ranks in paragraph (8)(b) and (c), the Commissioner of Police of the Metropolis or, as the case may be, the Commissioner of the City of London police.
- 8) The ranks specified for the purposes of this determination are-
  - a) chief constable, deputy chief constable or assistant chief constable of a police force maintained under section 2 of the Police Act 1996
  - b) commissioner, deputy commissioner, assistant commissioner, deputy assistant commissioner or commander in the metropolitan police force, and
  - c) assistant commissioner or commander in the City of London police force.

## REGULATION 11A

### **Removal of chief constable or commissioner or deputy commissioner of the metropolitan police**

11A. - (1) If an elected local policing body is proposing to call on a member of a police force to retire or resign under section 38(3) or 48(3) of the 2011 Act, the body shall –

- (a) obtain the views of the chief inspector of constabulary in writing;
- (b) have regard to those written views;
- (c) give the member a copy of those written views at the time of giving the member a written explanation of the reasons why the body is proposing to call for the retirement or resignation in accordance with section 48(5)(a) of, or paragraph 13(2) of Schedule 8 to, the 2011 Act; and
- (d) if the body is a police and crime commissioner, give the police and crime panel a copy of those written views at the time of giving the panel a copy of the commissioner's reasons in accordance with paragraph 13(3)(b) of that Schedule.

(2) If, having complied with paragraph (1) of this regulation and paragraph 13 of Schedule 8 to the 2011 Act, a police and crime commissioner still proposes to call upon the chief constable to retire or resign, the commissioner shall, at the time of giving the chief constable and the police and crime panel notification of the commissioner's intention in accordance with paragraph 14(2) of that Schedule –

- (a) give the chief constable and the panel a written explanation of the reasons why the commissioner still proposes to call for the retirement or resignation;
- (b) give the chief inspector of constabulary a copy of the notification and the explanation; and
- (c) give the chief executive appointed under paragraph 6(1)(a) of Schedule 1 to the 2011 Act a copy of the notification, the explanation and the written views of the chief inspector obtained in accordance with paragraph (1)(a) of this regulation.

## REGULATION 11B

### Removal of other senior officers

11B. - (1) If a chief officer is proposing to call on a member of a police force to retire or resign under section 39(5), 40(4) or 49(3) of the 2011 Act, the chief officer shall—

- (a) notify the relevant elected local policing body of the proposal as soon as is practicable;
- (b) obtain the views of the chief inspector of constabulary in writing;
- (c) have regard to those written views; and
- (d) give the member a copy of those written views at the time of giving the member a written explanation of the reasons why the chief officer is proposing to call for the retirement or resignation in accordance with section 49(5)(a) of, or paragraph 19(2) of Schedule 8 to, the 2011 Act.

(2) Paragraph (1)(a) is without prejudice to the duty of a chief constable to consult the relevant police and crime commissioner under paragraph 20(2) of Schedule 8 to the 2011 Act.

(3) In addition to giving the member of the police force the opportunity to make written representations in accordance with section 49(5)(b) of, or paragraph 19(3) of Schedule 8 to, the 2011 Act, the chief officer shall give the member the opportunity to make oral representations at a meeting attended by the chief officer.

(4) If, having complied with paragraphs (1) and (2) of this regulation and section 49(5) of, or paragraph 19 or Schedule 8 to, the 2011 Act, the chief officer still proposes to call on the member of the police force to retire or resign, the chief officer shall—

- (a) give the relevant elected local policing body—
  - (i) a written explanation of the chief officer's reasons, and
  - (ii) a copy of the written views of the chief inspector of constabulary,

at the time of consulting that body in accordance with section 49(3) of, or paragraph 20(2) of Schedule 8 to, the 2011 Act; and

- (b) give a copy of the written explanation of the chief officer's reasons to—
  - (i) the member, and
  - (ii) the chief inspector of constabulary.

**REGULATION 12**  
ANNEX C REFERS

**Probationary service in the rank of constable**

12. - (1) Subject to paragraphs (2) and (3), a member of a police force appointed in the rank of constable, other than such a member who transferred to the force from another police force having completed the required period of probation therein, shall be on probation for such period as the Secretary of State shall determine in respect of such appointments.

(2) In making a determination under paragraph (1), the Secretary of State may, subject to paragraph (3), confer on the chief officer discretion to determine the required period of probation in a particular case.

(3) For the purposes of a determination under paragraph (1), the periods to be counted or disregarded in reckoning service shall be such as may be determined by the Secretary of State.

## **ANNEX C**

## **DETERMINATION FOR REGULATION 12**

### **PROBATIONARY SERVICE IN THE RANK OF CONSTABLE**

- 1) A member of a police force appointed in the rank of constable other than such a member who transferred to the force from another police force, having completed the required period of probation therein, and not being a member to whom paragraph (2) applies, shall unless paragraph (4) applies to his case, be on probation for the first 2 years of his service as a constable in that police force following his last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.
- 2) A part-time member of a police force appointed in the rank of constable shall, unless paragraph (4) applies to his case, be on probation for a period calculated in accordance with paragraph (3) following his last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.
- 3) a) A part-time member of a police force appointed to the rank of constable shall be required to serve on probation for a period of  $(40/A) \times (2 \text{ years less any period of probation served in that force otherwise than as a part-timer})$ .  
b) In sub paragraph (a) above 'A' = member's normal weekly period of duty, as defined in the determination made by the Secretary of State under Regulation 22.
- 4) A member of a police force to whom paragraph (1) or (2) applies who has served on probation for a period of not less than a year following a previous appointment to that or any other police force shall be on probation for the first year of his service as a constable in the police force first mentioned in this paragraph following his last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.

Provided that the chief officer may at his discretion-

- a) reduce the period of probation, so however that the reduced period, when aggregated with the previous period of probation, shall not be less than 2 years except that, in the case of a member who for any part of their probation is appointed a part-time member, is not less than the period served full time in probation plus the period calculated under paragraph 3(a) above, or
  - b) dispense with the period of probation, if the member, following his previous appointment, completed the required period of probation in the force in question.
- 5) For the purposes of this determination-
- a) in reckoning service, any period of unpaid leave shall be disregarded;
  - b) in the case of a university scholar, in reckoning service his period of study shall be disregarded;
  - c) in the case of a member who has been statutorily transferred from one force



to some other force, his service in those two forces shall be treated as if it were service in the same police force;

- d) in the case of a member of a police force who has been transferred thereto from an aerodrome constabulary by an order under section 30 of the Aviation Security Act 1982, his service in that constabulary shall be treated as if it were service in that police force.
- e) in reckoning service in the case of a female member of a police force who has taken one or more periods of maternity leave -
  - (i) where that leave has been for 52 weeks or more, the first 52 weeks whilst on maternity leave shall be treated as if it were service in the police force; and
  - (ii) where that leave has been for less than 52 weeks, any period spent on maternity leave shall be treated as if it were service in the police force.
- f) in reckoning service in the case of a member of a police force who has taken one or more periods of parental leave under regulation 33(8)(b) and the determination thereunder any period spent on parental leave shall be treated as if it were service in the police force.
- g) in reckoning service in the case of a member of a police force who has taken one or more periods of maternity support leave under regulation 33 (8) (a) and the determination thereunder, any period spent on maternity support leave shall be treated as if it were service in the police force.
- h) in reckoning service in the case of a member of a police force who has taken one or more periods of adoption support leave under regulation 33 (8) (d) and the determination thereunder, any period spent on adoption support leave shall be treated as if it were service in the police force.
- i) in reckoning service in the case of a member of a police force who has taken one or more periods of adoption leave -
  - i) where that leave has been for 1 week or more, the first week whilst on adoption leave shall be treated as if they were service in the police force;
  - ii) where that leave has been for less than 1 week, any period spent on adoption leave shall be treated as if it were service in the police force;

and where that member has, at the end of the week in which they are notified of having been matched with a child for adoption, served continuously as a member of a police force for a period of not less than 26 weeks, any period spent on adoption leave during the period of 26 weeks beginning with the week in which the child is placed with the officer for adoption shall be treated as if it were service in the police force.

## REGULATION 13

### **Discharge of probationer**

13. - (1) Subject to the provisions of this regulation, during his period of probation in the force the services of a constable may be dispensed with at any time if the chief officer considers that he is not fitted, physically or mentally, to perform the duties of his office, or that he is not likely to become an efficient or well conducted constable.

(2) A constable whose services are dispensed with under this regulation shall be entitled to receive a month's notice or a month's pay in lieu thereof.

(3) A constable's services shall not be dispensed with in accordance with this regulation and any notice given for the purposes thereof shall cease to have effect if he gives written notice to the local policing body of his intention to retire and retires in pursuance of the said notice on or before the date on which his services would otherwise be dispensed with; and such a notice taking effect on that date shall be accepted by the local policing body notwithstanding that less than a month's notice is given.

(4) Where a constable has received a notice under this regulation that his services are to be dispensed with and he gives written notice of his intention to retire and retires under paragraph (3), he shall nevertheless be entitled to receive pay up to and until the date on which the month's notice he has received would have expired or where he has received or is due to receive a month's pay in lieu of notice he shall remain entitled to that pay notwithstanding the notice he has given under paragraph (3).

**REGULATION 14**  
ANNEX D REFERS

**Retirement**

14. Members of a police force may retire in such circumstances as shall be determined by the Secretary of State, and in making such a determination the Secretary of State may -

- (a) require such notice of intention to retire as may be specified in the determination, or such shorter notice as may have been accepted by the local policing body, to be given to that body,
- (b) require the consent of the chief officer to be obtained before giving such notice.

## **ANNEX D**

## **DETERMINATION FOR REGULATION 14**

### **RETIREMENT**

- 1) Without prejudice to the following provisions:
  - a) The Police Pensions Regulations relating to compulsory retirement
  - b) The Police (Conduct) Regulations 2004 relating to resignation as an alternative to dismissal (in a case where those Regulations still apply)
  - c) Sections 38(3) to (5), 39(5) and (6), 40(4) and (5), 48(3) to (6) and 49(3) to (5) of, and Parts 2 and 3 of Schedule 8 to, the Police Reform and Social Responsibility Act 2011 relating to enforced retirement:

and subject to paragraphs (2) and (3), a member of a police force may retire only if he has given to the police pension authority one month's written notice of his intention to retire or such shorter notice as may have been accepted by that authority:

Provided that, while suspended under the Conduct Regulations, a member may not, without the consent of the chief officer of police, give notice for the purposes of this determination or retire in pursuance of a notice previously given.

- 2) In the case of a chief officer of police, Deputy Commissioner of Police of the Metropolis, Deputy Chief Constable, Assistant Commissioner of Police of the Metropolis, Deputy Assistant Commissioner of Police of the Metropolis, commander in the City of London or metropolitan police force or assistant chief constable, paragraph (1) shall have effect as if:
  - a) for "one month's" there were substituted "three months"; and
- 3) A member of a police force who accepts an offer of a Compensation Lump Sum under the determination made under regulation 14A of the Police Regulations 2003 (Annex DA) may retire only if the member has given to the Chief Officer of Police three month's notice of the member's intention to retire, and notice is deemed to be given for these purposes when the member gives notice of his acceptance of the offer.
- 3) In the case of a chief officer of police, paragraph (1) shall have effect as if, for "police pension authority", there were substituted "pension supervising authority".
- 4) In this determination "police pension authority" and "pension supervising authority" have the meanings given in section 11(2) of the Police Pensions Act 1976.

**REGULATION 14A**  
ANNEX DA REFERS

**Compensation lump sum on voluntary retirement**

14A. - (1) Without prejudice to the Police Pensions Regulations, the Secretary of State may determine the circumstances in which a member of a police force is entitled to receive a payment on voluntary retirement from the police force ( a “compensation lump sum”), and the amount of such compensation lump sum.

(2) In making a determination under paragraph (1) the Secretary of State may confer such functions on—

(a) the police pension authority (within the meaning of section 11(2) of the Police Pensions Act 1976); and

(b) the pension supervising authority (within the meaning of that section),

in relation to compensation lump sums as he thinks fit.

## **ANNEX DA**

## **DETERMINATION FOR REGULATION 14A**

### **COMPENSATION LUMP SUM ON VOLUNTARY RETIREMENT**

#### **1. ELIGIBILITY FOR COMPENSATION LUMP SUM**

- a) Subject to the remainder of this paragraph, this determination applies to a member of a police force who –
  - i. has at least 2 years' Service at the relevant date;
  - ii. does not have Full Pensionable Service; and
  - iii. leaves Service in circumstances where the police pension authority has determined that voluntary retirement terms apply.
- b) The police pension authority may, at its discretion, waive or reduce the requirement in sub-paragraph (a)(i).
- c) A member of a police force has Full Pensionable Service if–
  - i. the Police Pensions Regulations 1987 apply to the member and, if required to retire on the relevant date, the member would be entitled to receive a pension of an amount not less than two thirds of the member's average pensionable pay under those Regulations (or would have been so entitled if the pension did not fall to be reduced in accordance with Part VIII of Schedule B, or if the member had not made an election under regulation G4(1), of those Regulations); or
  - ii. the Police Pensions Regulations 2006 apply to the member, and the member is entitled to reckon 35 years' pensionable service under those Regulations (or would have been so entitled if the member had not made an election under regulation 9 of those Regulations).
- d) This determination does not apply to a member of a police force if–
  - i. subject to sub-paragraph (e), the member is the subject of an allegation of misconduct or gross misconduct which has not yet been determined under the Conduct Regulations by the relevant date;
  - ii. subject to sub-paragraph (g), the member has been required to attend a third stage meeting under regulations relating to performance from time to time in force under section 50 of the Police Act 1996, and the meeting has not yet been held by the relevant date;
  - iii. subject to sub-paragraph (h), the member's conduct has, in the 12 months preceding the relevant date, been found to amount to misconduct or gross misconduct (and the finding has not been overturned on appeal by the relevant date); or
  - iv. at a meeting of the kind mentioned in sub-paragraph (d)(ii) held in the 12 months preceding the relevant date, the member's performance or attendance has been found to be unsatisfactory or to constitute gross incompetence (and the finding has not been overturned on appeal by the relevant date).

- e) Where-
- i. sub-paragraph (d)(i) applies in relation to a member of a police force, and
  - ii. after the relevant date, the member's conduct is found not to amount to gross misconduct (whether or not it is found to amount to misconduct),
- the police pension authority may, subject to sub-paragraph (f), decide within 30 days of the hearing or meeting at which that finding is made (or within 30 days of the appeal hearing or meeting at which a contrary finding is overturned) that this determination applies to the member.
- f) Where the conduct of a member of a police force to whom sub-paragraph (e) applies is found to amount to misconduct, the police pension authority shall only decide that this determination applies to the member if satisfied that it is appropriate to do so.
- g) Where-
- i. sub-paragraph (d)(ii) applies in relation to a member of a police force, and
  - ii. after the relevant date, the member's performance or attendance is found not to be unsatisfactory or to constitute gross incompetence,
- the police pension authority may decide, within 30 days of the hearing or meeting at which that finding is made (or within 30 days of the appeal hearing or meeting at which a contrary finding is overturned), that this determination applies to the member.
- h) Where sub-paragraph (d)(iii) applies by reason of the conduct of a member of a police force having been found to amount to misconduct but not gross misconduct, the police pension authority may, if satisfied that it is appropriate to do so, decide that this determination applies to the member.
- i) Where this determination applies to a member of a police force, the police pension authority may impose such further qualifications for receipt of a Compensation Lump Sum as it thinks fit.
- j) A Compensation Lump Sum under this determination is paid at the discretion of the police pension authority and nothing in this determination extends or is to be construed to extend to give any person an absolute right to such a payment.
- k) In this determination-
- i. "the relevant date" is the date determined by the police pension authority in relation to the application of voluntary retirement terms;
  - ii. "Pay" has the meaning set out in paragraph (3);
  - iii. "police pension authority" has the meaning set out in section 11(2) of the Police Pensions Act 1976, but where the member in question is the Chief Officer of Police, references to the police pension authority have effect as references to the pension supervising authority, within the meaning of that section;
  - iv. "Service" has the meaning set out in paragraph (4).

**2) AMOUNT OF COMPENSATION LUMP SUM**

- a) If this determination applies to a member of a police force, the police pension authority may offer the member a Compensation Lump Sum equal to the Compensation Tariff applicable to the member.
- b) The Compensation Tariff applicable to a member is the lesser of-
  - i. an amount calculated by multiplying one-twelfth of the member's Pay by the length of the member's Reckonable Service in years (up to and including the last day of such Reckonable Service); and
  - ii. the Voluntary Departure Maximum.
- c) If the amount that would be calculated under section 162 of the Employment Rights Act 1996, if the member was an employee with a right to a redundancy payment under section 135 of that Act, is greater than the Compensation Lump Sum determined in accordance with sub-paragraph (a), the Compensation Lump Sum must be increased to that amount.

**3) PAY**

- a) "Pay" in relation to a member of a police force means the member's pay calculated in accordance with Annex F, as at the last day of Reckonable Service (this is subject to sub-paragraphs (b) to (d)).
- b) If, on the last day of Reckonable Service, the circumstances specified in sub-paragraph (c) below apply, and as a result the member is not receiving Pay of an amount equal to that which the member would have received if those circumstances did not apply, the member is to be treated as receiving or as having received Pay of such an amount, and this amount is referred to as "Assumed Pay".
- c) The circumstances are that the member is-
  - i. on relevant service within the meaning of section 97(1) of the Police Act 1996;
  - ii. on sick leave under Annex P;
  - iii. on a career break under Annex OO;
  - iv. on maternity leave under Annex R;
  - v. on maternity support leave, parental leave, adoption leave or adoption support leave under Annex S;
  - vi. absent from duty because of being called out or recalled for permanent service in the reserve forces or the regular forces in pursuance of a call-out order made under the Reserve Forces Act 1980 or under an Order in Council made on 18th May 1982; or
  - vii. receiving pay at a reduced rate where the member is entitled to pension benefits under an occupational pension scheme other than under the Police Pensions Regulations or to a payment under this determination in respect of an earlier period of service.
- d) If the member is in part-time service on the last day of Reckonable Service, the member's Pay will be calculated as if the member received the full-time rate at that time.



- e) Where the member's Pay is more than the Deemed Maximum for the time being, the member's Pay will, for the purpose of calculating the member's lump sum under paragraph (2), be taken to be the Deemed maximum.
- f) The Deemed Maximum is six times the figure for median gross annual full-time private sector pay, as provided by the Office for National Statistics in the most recent Annual Survey of Hours and Earnings.

#### 4) **SERVICE AND RECKONABLE SERVICE**

- a) "Service" in relation to a member of a police force means the current period of continuous service as a member of a police force, including any period of that service during which the member is treated as having received Assumed Pay and any other period of unpaid leave (this is subject to sub-paragraphs (d) and (e) below).
- b) Transfer from one police force to another does not result in a period of service coming to an end, and accordingly service before and after the transfer counts as a single period of continuous service.
- c) Any previous periods of service as a member of a police force which are not part of the current period of continuous service do not count towards the member's Service (this is subject to sub-paragraph (h)).
- d) The following periods do not count towards a member's Service but do not result in that period of service coming to an end—
  - i. any unauthorised absence; and
  - ii. any break in the member's Service which lasts no more than 28 days.
- e) The following periods do not count towards a member's Service—
  - i. any service which reckons under the Police Pensions Regulations which results from a credit of reckonable service pursuant to a transfer from another pension scheme (this is subject to sub-paragraph (h)); and
  - ii. any service which reckons under the Police Pensions Regulations attributable to a purchase of added years by the member.
- f) "Reckonable Service" in relation to a member of a police force has the same meaning as the member's Service except as provided for in sub-paragraphs (g) and (i).
- g) A period of unpaid leave does not count towards a member's Reckonable Service but does not result in that period of Reckonable Service coming to an end.
- h) If the Secretary of State consents, following a request from the police pension authority, all or any part of a period of service—
  - i. other than as a member of a police force; or
  - ii. as a member of a police force but prior to a period of service to which this determination applies,may count as a member's Service or Reckonable Service.

- i) If a member of a police force has been in part-time service at any time during the period referred to in sub-paragraph (f) above, the period of Reckonable Service in years in respect of each period during which the member has been in part-time service is calculated by dividing by 2087 the number of hours of the member's part-time service in the period in question, using the result to four decimal places.
- j) For the purposes of this determination, Service and Reckonable Service are, subject to sub-paragraph (m), to be expressed in complete years and days, with any part day to be rounded up to a full day.
- k) Where periods of part-time service calculated in accordance with sub-paragraph (i) are to be expressed in complete years and days, they are first added together and the resulting number is then expressed in complete years and days, with any part day rounded up to a full day.
- l) Where Service or Reckonable Service are referred to in years, the days referred to in sub-paragraphs (j) and (k) are converted into years by dividing the number of days in excess of the period of whole years by 365, and using the result to four decimal places.
- m) If a period of Service or Reckonable Service is less than one year, this paragraph applies as if the words "complete years and", wherever they occur, were omitted from sub-paragraphs (j) and (k) and the words "in excess of the period of whole years" were omitted from sub-paragraph (l).

## 5) **VOLUNTARY DEPARTURE MAXIMUM**

- a) The Voluntary Departure Maximum in respect of a member of a police force is (subject to sub-paragraph (b))-
  - i. where the member is below Pension Age on the member's last day of Service, the lesser of-
    - 1. the amount calculated by multiplying one-twelfth of the member's Pay by 21; and
    - 2. the Tapering Maximum
  - ii. where the member is at or above Pension Age on the member's last day of Service, half of the member's Pay.
- b) If the member has been in part-time Service at any time during the last 3 years of the member's Reckonable Service, the Voluntary Departure Maximum in respect of the member is-
  - i. where the member is below Pension Age on the member's last day of Service, the lesser of-
    - 1. the amount calculated by multiplying one-twelfth of the member's Pay by A/B by 21;
    - 2. the amount calculated by multiplying one-twelfth of the member's Pay by the length of the member's Reckonable Service in years; and
    - 3. the Tapering Maximum;
  - ii. where the member is at or above Pension Age on the member's last day of Service, half of the member's Pay multiplied by A/B

- c) The Tapering Maximum in relation to a member of a police force is calculated by multiplying one-twelfth of the member's Pay by the Tapering Sum.
- d) For the purposes of sub-paragraph (c), the Tapering Sum is (subject to sub-paragraph (e)) 6 plus the number of months (rounded up or down to the nearest whole month in accordance with guidance issued by the Secretary of State) starting on (and including) the day after the member's last day of Service and finishing on (and including) the day before the member reaches Pension Age.
- e) If the member is in part-time Service on the member's last day of Reckonable Service, the Tapering Sum is the number of months (rounded up or down to the nearest whole month in accordance with guidance issued by the Secretary of State) starting on (and including) the day before the member reaches Pension Age plus the Part Time Tapering Sum rounded up or down to the nearest whole number in accordance with guidance issued by the Secretary of State (this is subject to sub-paragraph (f)).
- f) Before being rounded up or down the number of months referred to in sub-paragraph (e) above shall first be multiplied by the appropriate factor then applicable to the member, within the meaning of paragraph (6)(b) of Annex E.
- g) The Part Time Tapering Sum is  $6 \times (A/B)$ .
- h) In this paragraph-
  - A is the length of the member's Reckonable Service in years; and
  - B is what would have been the length of the member's Reckonable Service in years if the member had worked full time throughout the period of the member's Service which reckons.
- i) In this paragraph "Pension Age" means the age at which the member is first entitled to receive payments on account of an ordinary pension under such Police Pensions Regulations as are applicable to the member.

**6) RE-APPOINTMENT IN THE POLICE SERVICE**

- a) No payment shall be made in respect of a Compensation Lump Sum unless the member of the police force agrees in writing to make a repayment in accordance with this paragraph in the circumstances set out in sub-paragraph (b).
- b) The circumstances are that-
  - i. a Compensation Lump Sum has been paid to the member under this determination, or the member has opted for it to be paid to buy out the member's pension reduction in accordance with the Police Pension Regulations;
  - ii. after the Compensation Lump Sum was paid, the member commences work as a member of a police force, or as a member of the civilian staff of a police force (including the metropolitan police force) within the meaning of section 102(4) and (6) of the Police Reform and Social Responsibility Act 2011; and

- iii. the date on which the member commences work under sub-paragraph (ii) is-
1. before the last day of the member's Notional Severance Payment Period; and
  2. less than 6 months after the date on which the member left Service.
- c) A member's Notional Severance Payment Period is (subject to sub-paragraph (c)) the length of time, expressed as a decimal number of years, found by applying the following formula-
- $$C/D$$
- where-
- C is the amount of the Compensation Lump Sum paid to the member;  
and
- D is the member's Pay by reference to which the sum was calculated.
- d) If the member was in part-time Service on the member's last day of Reckonable Service, the Notional Severance Payment Period calculated in accordance with sub-paragraph (c) is divided by the appropriate factor then applicable to the member, within the meaning of paragraph (6)(b) of Annex E.
- e) The member must agree to repay, in the circumstances set out in sub-paragraph (b), an amount of the Compensation Lump Sum calculated in accordance with the formula set out in sub-paragraph (f) reduced, as necessary, in relation to sub-paragraph (f)(ii), in accordance with sub-paragraphs (g), (h) and (j).
- f) The amount that the member must agree to repay is-
- i. where the member commences work under sub-paragraph (b)(ii) less than 29 days after the date on which the member left Service on terms which qualified the member to receive the Compensation Lump Sum, the full amount of that Compensation Lump Sum;
  - ii. where the member commences work under sub-paragraph (b)(ii) 29 or more days after the date on which the member left Service on terms which qualified the member to receive the Compensation Lump Sum,
- $$E/F \times C$$
- where-
- E is the member's Notional Severance Payment Period less the time (in years and days, expressed as a decimal number of years) between the date of the member's leaving Service on terms which qualified the member to receive a Compensation Lump Sum and the date of the member's re-appointment;
- F is the member's Notional Severance Payment Period; and
- C is the amount of the Compensation Lump Sum.
- g) If the member agrees, the amount calculated under sub-paragraph (f)(ii) is

reduced, in accordance with guidance issued by the Secretary of State, to take into account the income tax paid by the member in relation to the Compensation Lump Sum.

- h) If the member's re-appointment pay as defined in sub-paragraph (i) is less than the member's Pay in relation to the Service which the member left on terms which qualified the member to receive the Compensation Lump Sum, the amount calculated under sub-paragraph (f)(ii) after applying sub-paragraph (g) where relevant, is reduced to an amount calculated in accordance with the following formula-

$$G/D \times H$$

where -

G is the member's re-appointment pay;

D is the member's Pay in relation to the Service which the member left on terms which qualified the member to receive the Compensation Lump Sum; and

H is the amount calculated under sub-paragraph (f)(ii) after applying sub-paragraph (g) where relevant.

- l) For the purposes of sub-paragraph (h), the re-appointment pay-
- i. of a member re-appointed as a member of a police force, is the member's Pay as defined in paragraph (3) except that it is as at the date of the member's re-appointment under sub-paragraph (b)(ii);
  - ii. of a member re-appointed as a member of civilian staff, is the member's annual rate of basic pay at the date.
- j) If the difference between the Compensation Lump Sum and the amount that the member agrees to repay after applying sub-paragraph (f)(ii) and, where relevant, sub-paragraphs (g) and (h), is less than the member's Statutory Redundancy Payment, then the amount that the member agrees to repay is reduced, or further reduced, so that the difference is equal to the member's Statutory Redundancy Payment.
- k) For the purpose of sub-paragraph (j), the member's Statutory Redundancy Payment is the amount that would be calculated under section 162 of the Employment Rights Act 1996 at the date when the member left Service on terms which qualified the member to receive the Compensation Lump Sum, if the member was an employee with a right to a redundancy payment under section 135 of that Act.

## REGULATION 15

### Contents of personal records

15. - (1) The chief officer of a police force shall cause a personal record of each member of the police force to be kept.

(2) The personal record shall contain -

- (a) a personal description of the member;
- (b) particulars of the member's place and date of birth;
- (c) particulars of his marriage or civil partnership (if any) and of his children (if any);
- (d) a record of his service (if any) in any branch of Her Majesty's naval, military or air forces or in the civil service;
- (e) a record of his service (if any) in any other police force and of his transfers (if any) from one police force to another;
- (ea) a record of his service (if any) in the Royal Parks Constabulary;
- (f) a record of whether he passed or failed to pass any qualifying examination at which he was a candidate;
- (g) a record of his service in the police force and the date of his ceasing to be a member of the police force with the reason, cause or manner thereof.

(3) The record of service kept in accordance with paragraph (2)(g) shall include particulars of all promotions, postings, removals, injuries received, periods of illness, commendations, rewards, sanctions other than cautions imposed under regulation 31 of the Police (Conduct) Regulations 1999 regulation 35 of the Police (Conduct) Regulations 2004 or under regulation 17 of the Police (Efficiency) Regulations 1999 but, subject to paragraph (4) -

- (i) a sanction of a fine or of a reprimand shall be expunged after 3 years free from sanction other than a caution;
- (ii) any other sanction shall be expunged after 5 years free from sanction other than a caution,
- (iii) a sanction under regulation 17 of the Police (Efficiency) Regulations 1999 shall be expunged after 2 years free from any such sanction.

(4) In the case of a period free from sanction other than a caution which expired before 1st January 1989, a sanction shall be expunged under paragraph (3) only if the member so requests.

4(A) Subject to paragraphs (4B), (4C) and (5A), the record of service kept in accordance with paragraph (2)(g) shall also include particulars of all -

- (a) disciplinary action, save for management advice-
  - (i) taken under regulation 35, 40 or 55 of the Police (Conduct) Regulations 2008; or
  - (ii) ordered following an appeal to a police appeals tribunal in accordance with the Police Appeals Tribunals Rules 2008;
- (b) written improvement notices issued under regulation 15 or varied under regulation 18 of the Police (Performance) Regulations 2008;
- (c) final written improvement notices issued under regulation 22 or varied under regulation 25 of the Police (Performance) Regulations 2008; and

- (d) outcomes, save for redeployment to alternative duties, ordered under regulation 38 of the Police (Performance) Regulations 2008 or following an appeal to a police appeals tribunal in accordance with the Police Appeals Tribunals Rules 2008.

(4B) In relation to a record of service-

- (a) a written warning shall be expunged after the expiry of the period of 12 months as referred to in regulation 3(3)(a) of the Police (Conduct) Regulations 2008 (subject to regulation 3(4) of those Regulations);
- (b) a final written warning shall be expunged-
  - (i) after the period of 18 months as referred to in regulation 3(3)(b) of the Police (Conduct) Regulations 2008 (subject to regulation 3(4) of those Regulations); or
  - (ii) in the event of a final written warning being extended under regulation 35(6)(b) or 55(2)(b) of the Police (Conduct) Regulations 2008, on the expiry of that extended warning;
- (c) a reduction in rank shall be expunged after 5 years from the date the officer concerned was reduced in rank; and
- (d) a written improvement notice or a final written improvement notice issued or extended shall be expunged at the end of the validity period of such notice as defined in the Police (Performance) Regulations 2008 unless in relation to such a notice a period mentioned in regulation 10(2) of those Regulations has been extended beyond 12 months, in which case that notice shall be expunged at the end of such extended period.

(4C) A written warning or final written warning shall not be expunged from the record of service where before the time period expires for the written notice or final written notice to be expunged under paragraph (4A)(a) or (b) a written notice is served on the officer concerned under regulation 15 of the Police (Conduct) Regulations 2008 or under regulation 14A of the Police (Complaints and Misconduct) Regulations 2004. In such cases, the written warning or final written warning shall remain on the record of service until the conclusion of the disciplinary proceedings for which the written notice was served.

(5) Where following a review of a sanction imposed under regulation 31 of the Police (Conduct) Regulations 1999 or under regulation 17 of the Police (Efficiency) Regulations 1999 the reviewing officer substitutes for the decision of the conduct hearing or, as the case may be, inefficiency hearing a decision that the member concerned had not failed to meet the appropriate standard or, as the case may be, that the performance or attendance of the member concerned was not unsatisfactory, the sanction imposed by that hearing shall be expunged forthwith.

(5A) Where, following an appeal meeting under the Police (Conduct) Regulations 2008, a first stage appeal meeting or second stage appeal meeting under the Police (Performance) Regulations 2008 or an appeal to a police appeals tribunal under the Police Appeals Tribunals Rules 2008, the person or persons hearing the appeal decide to reverse, revoke, vary the terms of or impose a different disciplinary action, outcome or notice, the previous disciplinary action, outcome or notice which was the subject matter of the appeal shall be expunged forthwith.

(6) A member of a police force shall, if he so requests, be entitled to inspect his personal record.

## REGULATION 16

### **Transfer of personal records**

16. Where a member of a police force transfers to another police force his personal record shall be transferred to the chief officer of that other police force.



## REGULATION 17

### **Personal record of member leaving force**

17. - (1) Where a member of a police force ceases to be a member of that police force the member shall, unless he transfers to another police force, be given a certificate showing his rank and setting out the period of his service in that police force and in any other police force.

(2) The chief officer may append to the certificate any recommendation which he feels justified in giving, such as that -

his conduct was exemplary;

his conduct was very good;

his conduct was good.

(3) Where a member of a police force ceases to be a member of that police force, otherwise than by transferring to another police force, his personal record shall be kept for such time as the chief officer may think fit and shall then be destroyed.

## REGULATION 18

### Fingerprints

18. - (1) Subject to paragraph (4), every member of a police force shall in accordance with the directions of the chief officer have his fingerprints taken.

(2) Fingerprints of members of a police force taken in accordance with paragraph (1) shall be kept separate from the fingerprints of persons whose fingerprints have been taken otherwise than in accordance with that paragraph, or regulation 1A(1) of the Special Constables Regulations 1995

(3) The fingerprints of a member of a police force taken in accordance with paragraph (1) or regulation 1A(1) of the Special Constables Regulations 1965 and all copies and records of those fingerprints shall be destroyed on his ceasing to be a member of that force, except that –

- (a) if on his ceasing to be a member of that force he becomes a special constable for the police area for which that force is maintained, his fingerprints shall be kept in accordance with regulation 1A(2) of the Special Constables Regulations 1965, and
- (b) if by reason of a statutory transfer he becomes a member of another force, or if he is appointed as a special constable for another police area, his fingerprints and all copies and records of those fingerprints shall be transferred to the chief officer of that other police force and kept in accordance with paragraph (2) or regulation 1A(2) of the Special Constables Regulations 1965 as the case may be.

(4) A member of the police force who was required to have fingerprints taken under regulation 10A(1) shall not also be required to have his fingerprints taken under paragraph (1).

**REGULATION 19**  
ANNEX DD REFERS

**Samples**

19. - (1) Subject to paragraph (5), every member of a police force, except those members appointed following their transfer from another police force, shall on appointment and in accordance with the directions of the chief officer have a sample taken.

(2) Samples or the information derived from samples of members of a police force taken in accordance with this regulation shall be kept separate from the samples or the information derived from samples taken in accordance with section 63 of the Police and Criminal Evidence Act 1984.

(3) The samples or information derived from samples of a member of a police force taken in accordance with this regulation, and all copies and records thereof shall be destroyed on his ceasing to be a member of that police force except by reason of a transfer to another force.

(4) In this regulation "sample" means -

- (a) a sample of hair, other than pubic hair, complete with roots;
- (b) oral fluid; or
- (c) a swab taken from the mouth.

(5) A member of a police force who was required to have a sample taken under regulation 10A(1) shall not also be required to have a sample taken under paragraph (1).

## **ANNEX DD**

## **DETERMINATION FOR REGULATIONS 10, 19 and 19A**

### **TESTING FOR SUBSTANCE MISUSE**

1. Subject to paragraph (2), for the purposes of regulations 10(1)(i) and 19A(1)(b)(c) and (d) the controlled drugs which testing shall cover are:
  - i Amphetamines (including ecstasy)
  - ii Cannabis
  - iii Cocaine
  - iv Opiates (e.g. morphine and heroin)
  - v Benzodiazepines
2. Where testing is carried out in accordance with 19A(1)(a) because the Chief Officer has reasonable cause to suspect, on the basis of intelligence, that the officer has used a controlled drug, the testing may cover one other controlled drug or drug group in addition to the controlled drugs listed in paragraph (1), provided that the officer is informed prior to testing of the drug(s) or drug group(s) for which he or she is to be tested.

#### **Testing procedures**

3. For the purposes of regulations 10(1)(i) and 19A(1), the following procedures shall apply in relation to testing for controlled drugs.
4. Testing shall be carried out without advance notice.
5. On-site testing using portable testing kits may be used to screen out members of police forces and candidates for appointment at an early stage of these procedures. Any test that is relied upon in criminal or disciplinary proceedings shall be conducted through laboratory analysis.
6. Collection of samples and initial on-site screening may be undertaken by an independent agency or by suitably trained police staff. There shall be a secure chain of custody through collection, analysis and medical review as set out in protocols issued by the Secretary of State. Laboratory analysis shall be undertaken by an independent agency.
7. Split samples shall be used in all cases that go forward to laboratory analysis. A member of a police force shall have the right to have one sample tested independently to challenge the result of a test on the other sample.
8. The following procedures shall apply in relation to testing for alcohol. Testing for alcohol shall be carried out without advance notice and using breath testing equipment capable of taking measurements at the 13 microgrammes percentage level.
9. A member of a police force who is off duty shall not be recalled to duty for the purposes of testing for controlled drugs or alcohol.

#### **Consequences of testing positive**

10. Positive results may be referred to Professional Standards Departments for action. This may lead to criminal action or formal disciplinary proceedings or both.

**REGULATION 19A**  
ANNEX DD REFERS

**Testing for substance misuse**

19A - (1) The Chief officer of a police force may require any member of the force who –

- (a) gives the chief officer reasonable cause to suspect that he has used a controlled drug;
- (b) is on a period of probation under regulation 12;
- (c) has been identified by the chief officer as being vulnerable because of a specific responsibility for dealing with drugs; or
- (d) is selected in accordance with a regime of routine random testing;

to give a sample of oral fluid or urine to be tested for evidence of controlled drugs in accordance with procedures determined by the Secretary of State.

(2) The chief officer of a police force may require a member of the force who falls within paragraph (1)(d) to give a sample of breath to be tested for evidence of alcohol in accordance with procedures determined by the Secretary of State.

- (3) A member of the police force who –
  - (a) on giving a sample under paragraph (1) is found to have taken a controlled drug specified in a determination of the Secretary of State; or
  - (b) falls within paragraph (1)(d) and who, on giving a sample under paragraph (2), is found to have more than 13 microgrammes of alcohol in 100 millilitres of breath

shall face such consequences as a specified in that determination.

## **ANNEX DD**

## **DETERMINATION FOR REGULATIONS 10, 19 and 19A**

### **TESTING FOR SUBSTANCE MISUSE**

1. Subject to paragraph (2), for the purposes of regulations 10(1)(i) and 19A(1)(b)(c) and (d) the controlled drugs which testing shall cover are:
  - i Amphetamines (including ecstasy)
  - ii Cannabis
  - iii Cocaine
  - iv Opiates (e.g. morphine and heroin)
  - v Benzodiazepines
2. Where testing is carried out in accordance with 19A(1)(a) because the Chief Officer has reasonable cause to suspect, on the basis of intelligence, that the officer has used a controlled drug, the testing may cover one other controlled drug or drug group in addition to the controlled drugs listed in paragraph (1), provided that the officer is informed prior to testing of the drug(s) or drug group(s) for which he or she is to be tested.

#### **Testing procedures**

3. For the purposes of regulations 10(1)(i) and 19A(1), the following procedures shall apply in relation to testing for controlled drugs.
4. Testing shall be carried out without advance notice.
5. On-site testing using portable testing kits may be used to screen out members of police forces and candidates for appointment at an early stage of these procedures. Any test that is relied upon in criminal or disciplinary proceedings shall be conducted through laboratory analysis.
6. Collection of samples and initial on-site screening may be undertaken by an independent agency or by suitably trained police staff. There shall be a secure chain of custody through collection, analysis and medical review as set out in protocols issued by the Secretary of State. Laboratory analysis shall be undertaken by an independent agency.
7. Split samples shall be used in all cases that go forward to laboratory analysis. A member of a police force shall have the right to have one sample tested independently to challenge the result of a test on the other sample.
8. The following procedures shall apply in relation to testing for alcohol. Testing for alcohol shall be carried out without advance notice and using breath testing equipment capable of taking measurements at the 13 microgrammes percentage level.
9. A member of a police force who is off duty shall not be recalled to duty for the purposes of testing for controlled drugs or alcohol.

#### **Consequences of testing positive**

10. Positive results may be referred to Professional Standards Departments for action. This may lead to criminal action or formal disciplinary proceedings or both.

## REGULATION 20

### PART 3

#### DUTY

##### **Duty to carry out lawful orders**

20. Every member of a police force shall carry out all lawful orders and shall at all times punctually and promptly perform all appointed duties and attend to all matters within the scope of his office as a constable.

## REGULATION 21

### **Limitations on duties to be assigned to members statutorily transferred**

21. - (1) Where a member of a police force has previously served in a police force for an area comprised in whole or in part in the area for which his present force is maintained and he ceased to be a member of his former force and became a member of his present force by reason only of one or more such statutory transfers as are mentioned in paragraph (2) then, subject to paragraph (3), he shall not be assigned to duties which, in the opinion of the Secretary of State, make it necessary for him to move his home to a place which is outside the area for which his former force was maintained.

(2) In paragraph (1) the reference to a statutory transfer is a reference to a statutory transfer being -

- (a) prior to 1st April 1995, a transfer in accordance with the provisions of an amalgamation scheme under the Police Act 1964;
- (b) on or after 1st April 1995, a transfer in accordance with an order made under section 21 or 21A of the Police Act 1964 or section 32 of the Act;
- (c) a transfer taking effect on 1st April 1974,

except that where the former force was the police force for a borough the said reference is to any statutory transfer.

(3) Paragraph (1) shall not apply to a person by reason of his previous service in a particular police force if -

- (a) since he became a member of that police force he has been a chief officer;
- (b) after he was statutorily transferred from that police force he has given written notice to the chief officer of the police force of which he was at the time a member that the protection accorded by paragraph (1) should cease to apply to him, or
- (c) that force was a county or combined police force and after he was statutorily transferred therefrom but before 1st February 1968 he was assigned to such duties as are mentioned in paragraph (1),

without prejudice, however, to the application of paragraph (1) to him by reason of service in another police force after his statutory transfer from the force first mentioned in this paragraph and before his statutory transfer to his present force.

(4) Paragraph (1) shall apply in the case of a member of a police force who ceased to be such and became a serviceman, a reversionary member of a home police force or a central police officer -

- (a) where on ceasing to be such, he resumed service in or, as the case may be, exercised his right of reversion to, his former force, as if he had not ceased to be a member of that force, or
- (b) where on ceasing to be such, he resumed service in or, as the case may be, exercised his right of reversion to some other force to which members of his former force had been transferred as mentioned in paragraph (2), as if he had been so transferred from his former force to that other force.

(5) In this regulation, "present force" and "former force" mean, respectively, the force first mentioned and that secondly mentioned in paragraph (1).



**Duty**

22. - (1) The Secretary of State shall determine -

- (a) the normal periods of duty of a member of a police force;
- (b) the periods allowed for refreshment;
- (c) the variable shift arrangements which may be brought into operation by a chief officer;
- (d) the manner and timing of the publication of duty rosters and the matters to be contained therein;
- (e) the circumstances in which travelling time may be treated as duty.
- (f) the circumstances in which a member of a police force is to be treated as if he were a night worker for the purposes of regulation 2(1) (interpretation) of the Working Time Regulations 1998; and
- (g) the periods which are to be treated as if they were additional periods of working time for the purposes of regulation 2(1) of the Working Time Regulations 1998.

(2) In making a determination under paragraph (1)(a) the Secretary of State may confer on the chief officer discretion to fix the time at which a period commences for the purposes of the determination and may determine the conditions subject to which that discretion is to be exercised.

(3) In making a determination under paragraph (1)(e) the Secretary of State may -

- (a) confer on the chief officer discretion to fix a limit on the travelling time which is to be treated as duty;
- (b) confer on the local policing body discretion to fix a limit on the amount of the expenses which may be reimbursed in respect of such travelling time.

(4) In this regulation "travelling time" means time spent by a member of a police force in travelling to and from his home -

- (a) where he is required to perform his normal daily period of duty in more than one tour of duty, between two tours; or
- (b) where he is recalled to duty between two tours of duty, in consequence of his recall.

## **ANNEX E**

## **DETERMINATION FOR REGULATION 22**

### **DUTY**

#### **1) HOURS OF DUTY**

- a) Paragraph 1 of this Annex applies to every member, other than a part-time member, of a police force of the rank of constable or sergeant who is not assigned to duties which the Secretary of State has specially excepted from the provisions of this paragraph.
- b) The normal daily period of duty (including the period for refreshment referred to (in sub-paragraph (c)) of a member shall, except in the case of a member working in accordance with variable shift arrangements, be 8 hours.
- c) As far as the exigencies of duty permit:
  - i) The normal daily period of duty (or, in the case of a member working in accordance with variable shift arrangements, a shift) shall be performed in one tour of duty; and
  - ii) Apart from where a member has taken a half day's annual leave or is working in accordance with variable shift arrangements, an interval of 45 minutes shall be allowed for refreshment.
  - iii) Where in one day a member working in accordance with variable shift arrangements is on duty for a continuous period of 5 hours or more, time for refreshment shall, as far as the exigencies of duty permit, be allowed as in the following table:

<b>Number of hours</b>	<b>Refreshment time</b>
Less than 6 hours	30 minutes
6 hours or more, but less than 7 hours	35 minutes
7 hours or more, but less than 8 hours	40 minutes
8 hours or more, but less than 9 hours	45 minutes
9 hours or more, but less than 10 hours	50 minutes
10 hours or more	60 minutes

- d) Where a member is required to perform his normal daily period of duty (or in the case of a member working in accordance with variable shift arrangements, a shift) in more than one tour of duty and does not travel to and from his home between tours, an interval for refreshment and rest shall normally be included at the beginning or end of one of those tours.

#### **2) VARIABLE SHIFT ARRANGEMENTS**

- a) A chief officer may, after consulting with the joint branch board and the members affected, allowing them at least 30 days to make representations and taking account of the likely effects of the new arrangements on their personal circumstances:

- i) announce that he intends to bring into operation variable shift arrangements for all or any particular class of members below the rank of inspector (below the rank of superintendent for part-time members); and
- ii) bring the arrangements into operation not less than 30 days after the announcement.
- b) Variable shift arrangements must provide, for full-time members for whom they are in operation:
  - i) for hours of duty equivalent to those of a member with a normal daily period of duty of 8 hours (including a period for refreshment) and who receives a day's leave on each public holiday and 2 rest days per week; and
  - ii) for annual leave equivalent to that granted in accordance with regulation 33 and the Secretary of State's determination of the annual leave of members of police forces thereunder.
- c) Variable shift arrangements must provide, for part-time members for whom they are in operation:
  - i) a normal period of duty in every relevant period as in paragraph (6) below; and
  - ii) for annual leave equivalent to that granted in accordance with regulation 33 and the Secretary of State's determination of the annual leave of members of police forces thereunder.

### 3) **DUTY ROSTERS**

- a) A chief officer shall cause to be published, in accordance with this determination, duty rosters for members of his force of the rank of constable or sergeant (and inspector and chief inspector in the case of part-time members) and, in the determinations made under the Police Regulations 2003:
  - i) a reference to a rostered rest day is to be construed, in relation to a member of a police force who is required to do duty on that day, as a reference to a day which according to the duty roster was, immediately before he was so required to do duty, to have been a rest day for the member; and
  - ii) a day off granted in lieu of a rostered rest day shall be treated as a rostered rest day.
- b) A chief officer shall cause each such roster to be drawn up and published, after full consultation with the Joint Branch Board, at intervals not exceeding 12 months and not later than one month before the date on which it starts.
- c) Each such roster shall set out, for at least three months (except one relating to a part-time member who has agreed with the chief officer on a different period) following the date on which it comes into force, in relation to each member of the force to which it relates:
  - i) his rest days;

- ii) those days, being public holidays, on which he may be required to do duty; and
  - iii) the times at which his scheduled daily periods of duty (rostered shifts for members working variable shift arrangements and for part-time members) are to begin and end; and
  - iv) for part-time members, his free days.
- d) A reference to a 'free day' is to be construed as a reference to a day which is not:
- i) a day on which, according to the duty roster, a shift is to begin or end;
  - ii) a rostered rest day; or
  - iii) a public holiday.
- e) Subject to paragraph (f), a duty roster shall make provision for:
- i) an interval of not less than 11 hours between the ending of each of a member's daily periods of duty (or in the case of a part-time member or a member working in accordance with variable shift arrangements, his shifts) and the beginning of the next; and
  - ii) an interval between each of his rostered rest days not exceeding 7 days, unless in the case of a part-time member, a longer interval has been agreed between the member and the chief officer;
- unless the Joint Branch Board agrees otherwise, such agreement providing for an equivalent period of compensatory rest.
- f) Where, owing to the exigencies of duty, it is necessary to alter a duty roster, the officer responsible for making the alteration shall endeavour, so far as practicable, to avoid thereby requiring a member to do an additional daily period of duty or, in the case of a part-time member or a member working in accordance with variable shift arrangements, a shift, in circumstances where the conditions in sub-paragraph (e)(i) and (ii) would not be satisfied in relation thereto.
- g) Where a duty roster is altered in accordance with subparagraph f) and a member is required to do an additional daily period of duty or a shift in circumstances where the conditions in sub-paragraph (e)(i) and (ii) are not satisfied in relation thereto, that member shall be entitled to an equivalent period of compensatory rest.

#### 4) **PUBLIC HOLIDAYS, REST DAYS AND MONTHLY LEAVE DAYS**

- a) **Constables and Sergeants**
- i) So far as the exigencies of duty permit, a member of a police force of the rank of constable or sergeant shall be allowed a day's leave on each public holiday and be granted rest days at the rate of two rest days (or, in the case of a member working in accordance with variable shift arrangements, not less than two rest days) in respect of each week.
  - ii) The provisions for compensation in lieu of public holidays and rostered rest days are such as are found in regulation 26 and the determination thereunder.

- iii) For the purposes of this determination and the determination made under regulation 26, a member of the rank of constable or sergeant may, with the approval of the chief officer, substitute a day which is not a public holiday within the meaning of regulation 3(1) of the Police Regulations 2003 for any day which is such a public holiday, with the exception of Christmas Day.
  - iv) A member shall give the chief officer notice of a proposed substitution under sub-paragraph (a)(iii) not less than two months before the first day of the leave year containing the public holiday for which a day is to be substituted.
  - v) The chief officer shall, subject to the exigencies of the duty, approve a proposed substitution under sub-paragraph (a)(iii).
  - vi) The chief officer shall prescribe—
    - 1. the manner in which notice is to be given under paragraph (a)(iv);
    - 2. the time within which a member is to be notified of the decision as to approval of a proposed substitution; and
    - 3. arrangements by which a member may propose a different date to be substituted for the public holiday, where the exigencies of duty prevent the chief officer from approving a proposed substitution.
  - vii) Where a proposed substitution has been approved under paragraph (a)(v) and the member later transfers to another police force, the substitution shall, subject to the exigencies of duty, continue to have effect in that other force.”.
- b) ***Inspectors and Chief Inspectors***  
Every member of a police force of the rank of inspector or chief inspector shall, so far as the exigencies of duty permit, be allowed a day’s leave on each public holiday and be granted rest days at the rate of two rest days in each week.
- c) ***Ranks above Chief Inspector***  
Every member of a police force of, or above, the rank of superintendent shall, so far as the exigencies of duty permit, be allowed a day’s leave on each public holiday and be granted in each month:
- i) in the case of a member of a police force of the rank of superintendent or chief superintendent, 8 monthly leave days;
  - ii) in any other case, 1½ monthly leave days.

## 5) **TRAVELLING TIME TREATED AS DUTY**

- a) This paragraph applies where a full-time member of a police force is:
  - i) required to perform his normal daily period of duty (or in the case of a member working in accordance with variable shift arrangements, his shift) in more than one tour of duty; or
  - ii) recalled to duty between two tours of duty ( in the case of a member working in accordance with variable shift arrangements, two shifts)and travels to and from his home between tours (in the case of a member working variable shift arrangements, between shifts), or as

the case may be, in consequence of his recall, (in this determination referred to as “relevant travelling”).

- b) This paragraph applies to a part-time member where:
  - i) a shift consists of two separate periods; or
  - ii) he is recalled to duty between two shifts;and he travels to and from his home between those periods or, as the case may be, in consequence of his recall, (in this determination referred to as “relevant travelling”).
- c) In computing any period of overtime for the purposes of regulation 25 and the determination thereunder or any period of duty for the purpose of regulation 26 and the determination thereunder (save for the purposes of sub-paragraph 3(g) of the determination thereunder) the time occupied by such a member in relevant travelling, not exceeding such reasonable limit as may be fixed by the chief officer of police, shall be treated as a period of duty.

## 6) **PART-TIME MEMBERS**

### ***Normal Period of Duty***

- a)
  - i) This paragraph applies to every part-time member of a police force below the rank of superintendent
  - ii) The normal period of duty in every relevant period of a part-time member of a police force to whom this determination applies, which is to be performed in accordance with general arrangements made by the chief officer of police, is, subject to sub paragraph (v), the total number of hours determined by the chief officer with the agreement of the member at the time of his appointment.
  - iii) For the purposes of sub-paragraph (ii) a day of annual leave counts as a period of duty of 8 hours multiplied by the appropriate factor.
  - iv) The chief officer shall review a member’s normal period of duty at intervals of not more than 52 weeks, and in doing so shall have regard to the number of hours actually spent on duty during the interval preceding the review.
  - v) After a review under sub-paragraph(iv) or (vi):
    - (1) any number of hours different from that determined under sub-paragraph (ii) which was determined by the chief officer and agreed to by the member becomes the member’s normal period of duty, and
    - (2) if no different number was agreed to by the member, his normal period of duty is the number of hours determined on the last previous review, or where no such review has taken place, under sub-paragraph (ii).
  - vi) In addition to any review required under sub-paragraph (v), a member or the chief officer may require a further review where there has been or is likely to be significant changes in the normal daily period of duty or in the circumstances of the member.
  - vii) On any review under sub-paragraph (vi) the chief officer shall have

regard to the number of hours actually spent on duty during the interval preceding the review.

viii) As far as the exigencies of duty permit, a shift shall consist of one continuous period.

ix) Periods allowed for Refreshment

Where in one day a member is on duty for a continuous period of 5 hours or more, an interval for refreshment shall, as far as the exigencies of duty permit, be allowed in accordance with the Table below:

<b>Number of hours</b>	<b>Refreshment time</b>
Less than 6 hours	30 minutes
6 hours or more, but less than 7 hours	35 minutes
7 hours or more, but less than 8 hours	40 minutes
8 hours or more, but less than 9 hours	45 minutes
9 hours or more, but less than 10 hours	50 minutes
10 hours or more	60 minutes

x) Where a shift consists of two periods amounting in total to 5 hours or more and the member does not travel to and from his home between those periods, an interval for refreshment and rest shall normally be included at the beginning or end of one of them.

b) For the purposes of this paragraph, in relation to a part-time member of a police force:

i) the determined hours are the number of hours which the chief officer has determined as his normal period of duty in a relevant period,

ii) a relevant period is a period for which a duty roster relating to him has effect for the time being under paragraph 3 , and

iii) the appropriate factor is A/B, where

A is the number of determined hours, and

B is 40 times the number of weeks in the relevant period.

c) In relation to a member of a police force in a job share arrangement the appropriate factor is  $\frac{1}{2}$ .

7) a) In this determination and determinations made under regulations 25 and 33, "day", in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members.

b) In discharging his functions under sub paragraph (a) above, the chief officer shall have regard to the wishes of the joint branch board.

8) **OFFICERS WORKING AT NIGHT**

- a) Any member who regularly works for at least three hours of his daily working time between 11pm and 6am, irrespective of the pattern of duty worked, shall be treated as if he were a night worker for the purposes of regulation 2 (1) of the Working Time Regulations 1998.

9) **WORKING TIME**

The following periods are to be treated as if they were additional periods of working time for the purposes of regulation 2(1) of the Working Time Regulations 1998;

- a) time spent in travel, outside of rostered duty hours and not covered by paragraph 5 of this Annex, to and from duty at a place other than the normal place of duty;
- b) time spent in travel to and from training courses other than at the usual place of duty.



## REGULATION 23

### **Meetings of Police Federation treated as police duty**

23. - (1) The attendance of a member of a police force at one of the following meetings of the Police Federation, that is to say, a quarterly meeting of a branch board, an ordinary meeting of a central committee, a meeting of the conferences arrangements committee, the annual meeting of the joint central committee with the joint central committee of the Scottish Police Federation and the central committee of the Police Federation for Northern Ireland, the annual meeting of a central conference or a women's regional conference shall be treated as an occasion of police duty.

(2) Subject to the approval of the chief officer, the attendance of a member of a police force at an additional meeting of a branch board of the Police Federation or at a meeting of a committee of a branch board shall be treated as an occasion of police duty.

(3) Subject to the approval of the Secretary of State, the attendance of a member of a police force at a meeting of the Police Federation, other than such a meeting as is mentioned in paragraph (1) or (2), shall be treated as an occasion of police duty.

**PART 4**

**PAY**

**Pay**

24. - (1) Subject to the following provisions of this Part, the pay of members of police forces shall be determined by the Secretary of State, and in making such a determination the Secretary of State may -

- (a) confer such functions in relation to the pay of members of a police force above the rank of chief superintendent on the local policing body;
- (b) where the pay of a member of a police force of the rank of chief inspector or below is payable subject to such conditions as may be specified in the determination, confer on a member of that police force senior in rank to that member, or on a person employed by the Chief Officer or the local policing body, such functions in relation to those conditions,

as he thinks fit.

(2) Subject to part 7 of these regulations and section 97(3) of the Act, in reckoning the service of a member of a police force in any rank for the purposes of pay, account shall be taken of all his service in that rank, whether in that or another police force, and service in a higher rank, on temporary promotion thereto or otherwise, shall be treated as if it had been service in that rank.

- (3) For the purposes of this regulation in reckoning a member's service in any rank -
  - (a) that service shall be treated as unbroken by, and including, any period of service in Her Majesty's forces which he is entitled to reckon as pensionable service;
  - (b) except where the local policing body in the circumstances of a particular case otherwise determine with the approval of the Secretary of State, no account shall be taken of any previous service in that rank which terminated in his reduction in rank as a punishment but any previous service in a higher rank which so terminated shall be treated as if it had been service in the rank to which the member was reduced;
  - (c) no account shall be taken of any performance of the duties of that rank in respect of which a temporary salary is payable under regulation 27;
  - (d) any period of unpaid leave shall be disregarded;
  - (e) any part-time service shall be taken into account as though it were full-time service;
  - (f) in the case of a female member who has taken one or more periods of maternity leave, in respect of each maternity period—
    - (i) where that leave has been for 52 weeks or more, account shall be taken of the first 52 weeks whilst on maternity leave;
    - (ii) where that leave has been for less than 52 weeks, account shall be taken of any period spent on maternity leave;

- (g) account shall be taken of any period of parental leave taken in accordance with a determination under regulation 33(8)(b);
- (h) in the case of a member who has taken one or more periods of adoption leave, in respect of each adopted child account shall be taken of any period of such leave taken in accordance with a determination under regulation 33(8)(c);
- (i) in the case of a member who has taken one or more periods of maternity support leave, account shall be taken of any period of such leave taken in accordance with a determination under regulation 33(8)(a);
- (j) in the case of a member who has taken one or more periods of adoption support leave, account shall be taken of any period of such leave taken in accordance with a determination under regulation 33(8)(d).

and, in the case of a member of a police force of a rank higher than that of chief inspector, paragraph (2) shall have effect subject to any contrary agreement so far as it relates to the reckoning of previous service in that or another force, not being a force from which he was statutorily transferred to his present force.

(4) Nothing in this regulation shall affect the operation of any provisions of the Conduct Regulations and, in relation to a member of a police force suspended or fined thereunder the provisions of paragraphs 1 and 3 of Schedule 2 or of paragraph 4 thereof shall have effect.

(5) A determination under paragraph (1) shall have effect in relation to a university scholar subject to the provisions of any determination for the time being in force under regulation 32.

**ANNEX F**

**DETERMINATION  
FOR REGULATION 24**

**PAY**

**Part:**

**1. GAIN FROM PROMOTION**

**1A. SUSPENSION OF INCREMENTAL PROGRESSION**

**2. CONSTABLES' PAY**

**3. SERGEANTS' PAY**

**4. INSPECTORS' PAY**

**5. CHIEF INSPECTORS' PAY**

**6. SUPERINTENDENTS' PAY**

**6 (i) SUPERINTENDENTS' PAY**

**6 (ii) SUPERINTENDENTS' PAY - RANGE 2 PROTECTED PAY  
SCALE FOR SUPERINTENDENTS APPOINTED TO RANGE II  
POSTS PRIOR TO 1ST JANUARY 2002**

**7. CHIEF SUPERINTENDENTS' PAY**

**CHIEF OFFICERS (Omitted from this booklet)**

**9. COMPETENCE RELATED THRESHOLD PAYMENT FOR CONSTABLES,  
SERGEANTS, INSPECTORS AND CHIEF INSPECTORS**

**9A. PHASING OUT OF AWARD OF COMPETENCE RELATED THRESHOLD  
PAYMENT**

**10. LONDON WEIGHTING**

**11. PART-TIME MEMBERS**

**Part 1.**

**GAIN FROM PROMOTION**

- 1 When a member is promoted to a higher rank, the rate of pay payable to the member in the higher rank shall always be higher than the rate of pay the member would have received had he not been promoted and shall be set at a rate which is not less than the rate appropriate to the pay point which, in the higher rank, is immediately above the rate of pay the member would have been receiving but for his promotion.
- 2 For so long as the member continues to serve in the higher rank, he shall be paid at the rate identified in paragraph (1) until, in accordance with the terms of service appropriate to the member's new rank, a higher pay point becomes applicable.

**Part 1A.**

**SUSPENSION OF INCREMENTAL PROGRESSION FOR  
CONSTABLES, SERGEANTS, INSPECTORS AND CHIEF  
INSPECTORS**

- 1 Save as set out in the remaining paragraphs of this Part, no member in the rank of constable, sergeant, inspector or chief inspector shall move to a higher pay point in the relevant period.
- 2 A member who completes initial training in the relevant period shall move to the relevant pay point in the table in Part 2 (constables' pay with effect from 1st September 2010).
- 3 A member who completes two years' service as a constable in the relevant period shall move to pay point 2 in that table.
- 4 A constable on pay point 2 in that table who completes a further year's service in the relevant period shall move to the next pay point on doing so.
- 5 In this part "the relevant period" means the period from 1st April 2012 to 31st March 2014.

**Part 2.****CONSTABLES' PAY**

Pay point	With effect from 1 April 2003 £	With effect from 1 September 2003 £
On commencing service	18,666	19,227
On completion of initial training	20,838	21,462
2	22,047(a)	22,707 (a)
3	22,620	23,298
4	23,394	24,096
5	24,129	24,852
6	24,903	25,650
7	25,615	26,382
8	26,250	27,039
9	27,090	27,903
10	28,071	28,914
11	28,728	29,589
12	29,307 (b)	30,186 (b)

- (a) All members move to this salary point on completion of two years' service as a constable.
- (b) Members who have been on this point for a year will have access to the competence related threshold payment .

**New Pay Scales for Constables' with effect from 1st April 2004.**

The pay point 3 on the constables' scale will be removed, to create a new 12-point pay scale. With effect from 1 April 2004, members should move sideways from the current scale in the second column to the fourth column in the table below. If there is a blank space, then members should move directly onto the next highest point. In practice, this will affect all members on the current pay point 3 (£23,298), who will move on to the new pay point 3 (£24,096).

Pay point	With effect from 1 September 2003 £	Pay point	With effect from 1 April 2004 £
On commencing service	19,227	On commencing service	19,227
On completion of initial training	21,462	On completion of initial training	21,462
2	22,707 (a)	2	22,707 (a)
3	23,298		
4	24,096	3	24,096
5	24,852	4	24,852
6	25,650	5	25,650
7	26,382	6	26,382
8	27,039	7	27,039
9	27,903	8	27,903
10	28,914	9	28,914
11	29,589	10	29,589
12	30,186 (b)	11	30,186 (b)

- (a) All members move to this salary point on completion of two years' service as a constable.
- (b) Members who have been on this point for a year will have access to the competence related threshold payment .

**Anomalies**

To counteract the anomalies arising from both assimilation to the above new pay scale, and that implemented with effect from 1 April 2003, the incremental dates of members listed below will, for pay purposes only, change where indicated in the following table:

<b>Member's start date</b>	<b>Incremental date</b>
On or before 1 October 1991	No change
Between 2 October 1991 and 30 September 1992:	Change to 1 October from 2003
Between 2 October 1992 and 30 September 1993:	no change
Between 2 October 1993 and 30 September 1994:	change to 1 October from 2003
Between 2 October 1994 and 30 September 1999	no change
Between 2 October 1999 and 30 September 2000:	change to 1 October from 2004

Post 2 October 2000: no change

Any member with a 1st October start date does not change. The above changes to incremental dates will need to remain in place until members reach the top of the constables' scale, in order to avoid yet further anomalies arising.

All other members move on to the next point in the scale in accordance with their normal incremental dates.



**CONSTABLES' PAY with effect from 1st September 2004**

Pay Point	Annual salary
On commencing service	19,803
On completion of initial training	22,107
2 (*)	23,388
3	24,819
4	25,599
5	26,421
6	27,174
7	27,849
8	28,740
9	29,781
10	30,477
11	31,092 **

\* All members move to this salary point on completion of two years' service as a constable.

\*\* Members who have been on this point for a year will have access to the competence related threshold payment.

**CONSTABLES' PAY with effect from 1st April 2005 and 1 September 2005****Annual salary**

Pay Point	With effect from 1 April 05	With effect from 1 Sept 05
On commencing service	19,803	20,397
On completion of initial training	22,107	22,770
2	23,388 (a)	24,090(a)
3	24,819	25,563
4	25,599	26,367
5	26,421	27,213
6	27,174	27,990
7	27,849	28,683
8	28,740	29,601
9	30,477	31,392
10	31,092 (b)	32,025 (b)

(a) All members move to this salary point on completion of two years' service as a constable.

(b) Members who have been on this point for a year will have access to the competence related threshold payment

**CONSTABLES' PAY with effect from 1st September 2005 and 1 September 2006**

Pay point	With effect from 1 September 2005	With effect from 1 September 2006
On commencing Service	20,397	21,009
On Completion of initial training	22,770	23,454
2	24,090(a)	24,813(a)
3	25,563	26,331
4	26,367	27,159
5	27,213	28,029
6	27,990	28,830
7	28,683	29,544
8	29,601	30,489
9	31,392	32,334
10	32,025	32,985 (b)

- (a) All officers move to this salary point on completion of two years' service as a constable.
- (b) Officers who have been on this point for a year will have access to competence related threshold payment.

**CONSTABLES' PAY with effect from 1st December 2007**

Pay Point	Annual salary
On commencing service	21,534
On completion of initial training	24,039
2	25,434 (a)
3	26,988
4	27,837
5	28,731
6	29,550
7	30,282
8	31,251
9	33,141
10	33,810 (b)

- (a) All officers move to this salary point on completion of two years' service as a constable.
- (b) Officers who have been on this point for a year will have access to competence related threshold payment.

### **CONSTABLES' PAY with effect from 1st September 2008**

Pay Point	Annual salary
On commencing service	22,104
On completion of initial training	24,675
2	26,109 (a)
3	27,702
4	28,575
5	29,493
6	30,333
7	31,083
8	32,079
9	34,020
10	34,707 (b)

- (a) All officers move to this salary point on completion of two years' service as a constable.
- (b) Officers who have been on this point for a year will have access to competence related threshold payment.

### **CONSTABLES' PAY with effect from 1st September 2009**

Pay Point	Annual salary
On commencing service	22,680
On completion of initial training	25,317
2	25,787 (a)
3	28,422
4	29,319
5	30,261
6	31,122
7	31,890
8	32,913
9	34,905
10	35,610 (b)

- (a) All officers move to this salary point on completion of two years' service as a constable.
- (b) Officers who have been on this point for a year will have access to competence related threshold payment.

### **CONSTABLES' PAY with effect from 1st September 2010**

Pay Point	Annual salary
On commencing service	23,259
On completion of initial training	25,962
2	27,471 (a)
3	29,148
4	30,066
5	31,032
6	31,917
7	32,703
8	33,753
9	35,796
10	36,519 (b)

- (a) All officers move to this salary point on completion of two years' service as a constable.
- (b) Officers who have been on this point for a year will have access to competence related threshold payment.

### **CONSTABLES' PAY for those joining on or after 1st April 2013**

Pay Point/year	Annual salary
0	19,000 (a), (b)
1	22,000 (c)
2	23,000 (d)
3	24,000
4	25,000
5	27,000
6	31,032
7	36,519

- (a) Entry point for a member appointed in the rank of constable, however:
- (i) the chief officer of police may, after consultation with the local policing body, assign any member to pay point 1 on the basis of local recruitment needs or the possession of a policing qualification or relevant experience other than those specified in sub-paragraph (ii) of this note, and
- (ii) the chief officer of police shall assign to pay point 1 any member who:
1. Possesses a Policing Qualification as defined by the chief officer after consultation with the local policing body;
  2. Was, prior to appointment, serving as a Special Constable who has been assessed and has achieved 'Safe and Lawful' attainment to National Standards, or the equivalent as specified by the Chief Officer;
  3. Was, prior to appointment, serving as a Police Community Support Officer who has been signed off as competent to perform independent patrol and who have served a minimum of 18 months in the role.

- (b) The salary paid to a member at pay point 0 shall be between £19,000 and £21,999 as determined by the chief officer of police, after consultation with the local policing body, based on local recruitment needs or the possession of a policing qualification or relevant experience other than those specified in subparagraph (ii) of note (a) above.
- (c) On completion of initial training, a member who entered at pay point 0 will move to pay point 1.
- (d) All members will move to pay point 2 after 12 months at pay point 1, and progression will continue to be at a rate of one pay point per 12 months of service thereafter.

### **TRANSITIONAL ARRANGEMENTS IN RELATION TO INTRODUCTION OF NEW CONSTABLES' PAY SCALE**

The chief officer of police may decide, after consultation with the local policing body, that the pay scale set out under the heading 'Constables' pay with effect from 1 September 2010' shall apply to a constable appointed in the period from 1 April 2013 to 31 August 2013.

### **CONSTABLES' PAY SCALE - ASSIMILATION PROCEDURE**

1. The former constables' pay scale of fifteen points has been reduced by four points over two years from April 2003.
2. With effect from 1 April 2003 two points were removed, namely, the former 8 and 10 years' service points, to create a new 13-point pay scale.
3. With effect from 1 April 2004, the 3 years' service point on the constables' scale was removed, to create a new 12-point pay scale.
4. With effect from 1 April 2005 the 9 years' service point as at 31 March 2004 has been removed to create a new 11-point pay scale, the top point of which will be reached in ten years.
5. With effect from 1 April 2005, members who were on the former 9 years service point should be placed on the new 9 years service point and those on the former 10 years service point should be placed on the new 10 years service point. Members on the former 11 years service point should be placed on the new 10 years service point.

#### **Anomalies**

6. Anomalies will arise with this assimilation method whereby some officers will be overtaken in the pay scales by other officers recruited up to a year later, due to the inter-relationship between individuals' incremental dates and the effective dates of implementation of the new pay scales.
7. To counteract these anomalies arising from both assimilation to the above new pay scale, and that implemented with effect from 1 April 2003, the following changes to certain members' incremental dates will apply. The incremental dates of members listed below will, *for pay purposes only*, change in accordance with the following table:

Officer's start date	Incremental date
Pre-1 October 1991	no change
Between 2 October 1991 and 30 September 1992:	change to 1 October from 2003
Between 2 October 1992 and 30 September 1993:	no change
Between 2 October 1993 and 30 September 1994:	change to 1 October from 2003
Between 2 October 1994 and 30 September 1999:	no change
Between 2 October 1999 and 30 September 2000:	change to 1 October from 2004
Post-2 October 2000:	no change

8. A member with a 1st October start date does not change. The above changes to incremental dates will need to remain in place until members reach the top of the constables' scale, in order to avoid yet further anomalies arising.
9. All other members move on to the next point in the scale in accordance with their normal incremental dates.

**Part 3**

**SERGEANTS' PAY with effect from 1st April 2003**

Pay point	With effect from 1 April 2003
	£
0	29,307(a)
1	30,312(b)
2	31,329
3	31,998
4	32,940(c)

**SERGEANTS' PAY with effect from 1st September 2003**

Pay point	With effect from 1 September 2003
	£
0	30,186 (a)
1	31,221(b)
2	32,268
3	32,958
4	33,927 (c)

- (a) Entry point for members promoted from constables' pay point 10 or less.
- (b) Entry point for members promoted from constables' pay point 11.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment.

**Anomalies**

To counteract these anomalies arising from assimilation onto the new pay scale implemented with effect from 1 April 2003, the incremental dates of members listed below were for pay purposes only, changed as indicated below:

Entry date to rank	Incremental date
Pre-1 October 2001	No change
Between 2 October 2001	Changed to 1 October 2003
and 30 September 2002:	no change
Post-2 October 2002	

These changes to remain in place until members reached the top of the sergeants' scale.

Anomalies did not in fact arise for those members promoted to the rank between 2 October 2001 and 30 September 2002 who had 12 or more years' reckonable service as a constable. Therefore, such members promoted to the rank between 1 April 2002 and 30 September 2002 shall, with retrospective effect, have their previous increment dates reinstated.

**SERGEANTS' PAY with effect from 1st September 2004**

Pay Point	Annual salary
0	31,092 (a)
1	32,157 (b)
2	33,237
3	33,948
4	34,944 (c)

- (a) Entry point for members promoted from constable's pay point 10 or less
- (b) Entry point for members promoted from constable's pay point 11.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment

**SERGEANTS' PAY with effect from 1 April 2005 and 1 September 2005**

Pay Point	Annual salary with effect from 1 April 2005	Annual salary with effect from 1 September 2005
0	31,092 (a)	32,025(a)
1	32,157 (b)	33,123 (b)
2	33,237	34,233
3	33,948	34,965
4	34,944 (c)	35,991 (c)

- (a) Entry point for members promoted from constable's pay point 9 or less
- (b) Entry point for members promoted from constable's pay point 10.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment

**SERGEANTS' PAY with effect from 1st September 2005 and 1st September 2006**

Pay Point	With effect from 1 September 2005	With effect from 1 September 2006
0	32,025 (a)	32,985 (a)
1	33,123 (b)	34,116 (b)
2	34,233	35,259
3	34,965	36,015
4	35,991 (c)	37,071 (c)

- (a) Entry point for members promoted from constables' pay point 9 or less.
- (b) Entry point for members promoted from constables' pay point 10.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment.



**SERGEANTS' PAY with effect from 1st December 2007**

Pay point	Annual Salary £
0	33,810 (a)
1	34,968 (b)
2	36,141
3	36,915
4	37,998 (c)

- (a) Entry point for members promoted from constables' pay point 9 or less.
- (b) Entry point for members promoted from constables' pay point 10.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment.

**SERGEANTS' PAY with effect from 1st September 2008**

Pay point	Annual Salary £
0	34,707 (a)
1	35,895 (b)
2	37,098
3	37,893
4	39,006 (c)

- (a) Entry point for members promoted from constables' pay point 9 or less.
- (b) Entry point for members promoted from constables' pay point 10.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment.

**SERGEANTS' PAY with effect from 1st September 2009**

Pay point	Annual Salary £
0	35,610 (a)
1	36,828 (b)
2	38,064
3	38,877
4	40,020 (c)

- (a) Entry point for members promoted from constables' pay point 9 or less.
- (b) Entry point for members promoted from constables' pay point 10.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment.

\* The salary for 2009 at pay point 2 of the sergeants' pay scale have been amended from the figures shown in PNB 08/5 in order to correct a rounding error.

**SERGEANTS' PAY with effect from 1st September 2010**

Pay point	Annual Salary
	£
0	36,519 (a)
1	37,767 (b)
2	39,036
3	39,867
4	41,040 (c)

- a) Entry point for members promoted from constables' pay point 9 or less.
- (b) Entry point for members promoted from constables' pay point 10.
- (c) Members who have been on this point for a year will have access to the competence related threshold payment.

\* The salary for 2010 at pay point 2 of sergeants' pay scale have been amended from the figures shown in PNB 08/5 in order to correct a rounding error.

**Part 4****INSPECTORS' PAY** (London salaries in brackets)

Pay point	Annual salary with effect from 1 April 2003		Annual salary with effect from 1 September 2003	
	£		£	
0	37,551	(39,198)	38,679	(40,374)
1	38,610	(40,257)	39,768	(41,466)
2	39,669	(41,322)	40,860	(42,561)
3	40,731 (a)	(42,287) (a)	41,952 (a)	(43,659) (a)

- (a) Members who have been on this point for a year will have access to the competence related threshold payment

**INSPECTORS' PAY with effect from 1st September 2004**

Pay Point	Annual salary (London salaries in brackets)	
0	39,840	(41,586)
1	40,962	(42,711)
2	42,087	(43,839)
3	43,212 (a)	(44,970) (a)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Members who have been on this point for a year will have access to the competence related threshold payment.

**INSPECTORS' PAY with effect from 1 September 2005**

Pay Point	Annual salary (London salaries in brackets) £	
0	41,034	(43,834)
1	42,192	(43,992)
2	43,350	(45,153)
3	44,508 (a)	(46,320)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Members who have been on this point for a year will have access to the competence related threshold payment

**INSPECTORS' PAY with effect from 1 September 2006**

Pay point	Annual salary (London salaries in brackets) £	
0	42,264	(44,118)
1	43,458	(45,312)
2	44,649	(46,509)
3	45,843 (a)	(47,709) (a)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Officers who have been on this point for a year will have access to the competence related threshold payment.

**INSPECTORS' PAY with effect from 1 December 2007**

Pay point	Annual salary (London salaries in brackets) £	
0	43,320	(45,222)
1	44,544	(46,446)
2	45,765	(47,673)
3	46,986 (a)	(48,903) (a)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Officers who have been on this point for a year will have access to the competence related threshold payment.

**INSPECTORS' PAY with effect from 1 September 2008**

Pay point	Annual salary (London salaries in brackets) £	
0	44,469	(46,419)
1	45,723	(47,676)
2	46,977	(48,936)
3	48,234 (a)	(50,199) (a)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Officers who have been on this point for a year will have access to the competence related threshold payment.

**INSPECTORS' PAY with effect from 1 September 2009**

Pay point	Annual salary (London salaries in brackets) £	
0	45,624	(47,625)
1	46,911	(48,915)
2	48,198	(50,208)
3	49,488 (a)	(51,504) (a)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Officers who have been on this point for a year will have access to the competence related threshold payment.

**INSPECTORS' PAY with effect from 1 September 2010**

Pay point	Annual salary (London salaries in brackets) £	
0	46,788	(48,840)
1	48,108	(50,163)
2	49,428	(51,489)
3	50,751 (a)	(52,818) (a)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Officers who have been on this point for a year will have access to the competence related threshold payment.

**Part 5**

**CHIEF INSPECTORS' PAY *wef 1 April 2003***

Pay Point	Annual salary	
1	41,562	(43,221)
2	42,399	(44,052)

**CHIEF INSPECTORS' PAY *with effect from 1 September 2003***

**Chief Inspectors' Pay** (London salaries in brackets)

Pay point	Annual salary with effect from 1 September 2003	
	£	
1	42,810 (a)	(44,517) (a)
2	43,671	(45,375)
3	44,571 (b)	(46,275) (b)

- (a) Entry point for a member appointed to the rank, unless the chief officer of police assigns the member to a higher point.
- (b) Members who have been on this point for a year will have access to the competence related threshold payment

NB. London salaries apply only to members in the Metropolitan and City of London police forces.

**ASSIMILATION PROCEDURE**

- i. All chief inspectors who, as at 1 September 2003 had been on pay point 2 for a year or more, will move onto the new pay point 3 with effect from 1 September 2003.
- ii. Chief inspectors who have completed a year or more at pay point 2 since 1 September 2003 will move onto the new pay point 3 with effect from the date they completed a year at pay point 2.

**COMPETENCE-RELATED THRESHOLD PAY**

- i. All chief inspectors in receipt of CRTP as at 1 September 2003 will retain their CRT payment on moving to new pay point 3.
- ii. All chief inspectors not in receipt of CRTP who move onto the new pay point 3 will be eligible to apply for the payment one year after the effective date of their move onto pay point 3.

**Chief Inspectors in post as chief inspectors at 31 August 1994** (London salaries in brackets)

Annual salary with effect from 1 April 2003		Annual salary with effect from 1 September 2003	
£		£	
43,980 (a)	(45, 630) (a)	45,300 (a)	(46,998) (a)

- (a) Members on this point will have access to the competence related threshold payment.

### **CHIEF INSPECTORS' PAY with effect from 1 September 04**

Pay Point	Annual salary (London salaries in brackets)	
1	44,094 (a)	(45,852) (a)
2	44,982	(46,737)
3	45,909 (b)	(47,664) (b)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Entry point for a member appointed to the rank, unless the chief officer of police assigns the member to the higher point.
- (b) Members who have been on this point for a year will have access to the competence related threshold payment

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

Annual salary with effect from 1 September 2004 (London salaries in brackets)

46,659 (a) (48,408) (a)

- (a) Members on this point will have access to the competence related threshold payment. .

### **CHIEF INSPECTORS' PAY with effect from 1 September 05**

Pay Point	Annual salary (London salaries in brackets) £	
1	45,417 (a)	(47,229) (a)
2	46,332	(48,138)
3	47,286 (b)	(49,095)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (c) Entry point for a member appointed to the rank, unless the chief officer of police assigns the member to the higher point.
- (d) Members who have been on this point for a year will have access to the competence related threshold payment

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

Annual salary with effect from 1 September 2005 (London salaries in brackets)

48,060 (a) (49,860) (a)

- (a) Members on this point will have access to the competence related threshold payment

### **CHIEF INSPECTORS' PAY with effect from 1st September 2006**

Pay point	Annual salary (London salaries in brackets) £	
1	46,779 (a)	(48,645) (a)
2	47,721	(49,581)
3	48,705 (b)	(50,568) (b)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Entry point for an officer appointed to the rank, unless the chief officer of police assigns the officer to the higher point.
- (b) Officers who have been on this point for a year will have access to the competence related threshold payment.

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

Annual salary with effect from 1 September 2006 (London salaries in brackets)

49,503 (a) (51,357) (a)

- (a) Officers on this point will have access to the competence related threshold payment.

### **CHIEF INSPECTORS' PAY with effect from 1st December 2007**

Pay point	Annual salary (London salaries in brackets) £	
1	47,949 (a)	(49,863) (a)
2	48,915	(50,820)
3	49,923 (b)	(51,831) (b)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Entry point for an officer appointed to the rank, unless the chief officer of police assigns the member to a higher point.
- (b) Officers who have been on this point for a year will have access to the competence related threshold payment.

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

Annual salary with effect from 1 September 2007 (London salaries in brackets)

50,742 (a) (52,641) (a)

- (a) Officers on this point will have access to the competence related threshold payment.



### **CHIEF INSPECTORS' PAY with effect from 1st September 2008**

Pay point	Annual salary (London salaries in brackets) £	
1	49,221 (a)	(51,183) (a)
2	50,211	(52,167)
3	51,246 (b)	(53,205) (b)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Entry point for an officer appointed to the rank, unless the chief officer of police assigns the member to a higher point.
- (b) Officers who have been on this point for a year will have access to the competence related threshold payment.

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

Annual salary with effect from 1 September 2008 (London salaries in brackets)

52,086 (a) (54,036) (a)

- (a) Officers on this point will have access to the competence related threshold payment.

### **CHIEF INSPECTORS' PAY with effect from 1st September 2009**

Pay point	Annual salary (London salaries in brackets) £	
1	50,502 (a)	(52,515) (a)
2	51,516	(53,523)
3	52,578 (b)	(54,588) (b)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Entry point for an officer appointed to the rank, unless the chief officer of police assigns the member to a higher point.
- (b) Officers who have been on this point for a year will have access to the competence related threshold payment.

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

Annual salary with effect from 1 September 2009 (London salaries in brackets)

53,439 (a) (55,440) (a)

- (a) Officers on this point will have access to the competence related threshold payment.

### **CHIEF INSPECTORS' PAY with effect from 1st September 2010**

Pay point	Annual salary (London salaries in brackets) £	
1	51,789 (a)	(53,853) (a)
2	52,830	(54,888)
3	53,919 (b)	(55,980) (b)

NB. London salaries apply only to members in the Metropolitan and City of London police forces

- (a) Entry point for an officer appointed to the rank, unless the chief officer of police assigns the member to a higher point.
- (b) Officers who have been on this point for a year will have access to the competence related threshold payment.

### **CHIEF INSPECTORS IN POST AT AUGUST 1994**

Annual salary with effect from 1 September 2010 (London salaries in brackets)

54,801 (a) (56,853) (a)

- (a) Officers on this point will have access to the competence related threshold payment.

**Part 6 (i)**

**SUPERINTENDENTS' PAY with effect from 1 September 2003**

Pay point	Salary
1	£51,501
2	£53,625
3	£55,749
4	£57,876
5	£60,000

**SUPERINTENDENTS' PAY with effect from 1 September 2004**

Pay point	Salary
1	£53,046
2	£55,233
3	£57,420
4	£59,613
5	£61,800

**SUPERINTENDENTS' PAY with effect from 1 September 2005**

Pay point	Salary p.a.
1.	£54,636
2.	£56,889
3.	£59,142
4.	£61,401
5.	£63,654

**SUPERINTENDENTS' PAY with effect from 1 September 2006**

Pay point	Salary p.a.
1	£56,274
2	£58,596
3	£60,915
4	£63,243
5	£65,565

**SUPERINTENDENTS' PAY with effect from 1st December 2007**

Pay point	Salary p.a.
1	£57,681
2	£60,060
3	£62,439
4	£64,824
5	£67,203

**SUPERINTENDENTS' PAY with effect from 1st September 2008**

Pay point	Salary p.a.
1	£59,211
2	£61,653
3	£64,095
4	£66,543
5	£68,985

**SUPERINTENDENTS' PAY with effect from 1st September 2009**

Pay point	Salary p.a.
1	£60,750
2	£63,255
3	£65,760
4	£68,274
5	£70,779

**SUPERINTENDENTS' PAY with effect from 1st September 2010**

Pay point	Salary p.a.
1	£62,298
2	£64,869
3	£67,437
4	£70,014
5	£72,585

**Incremental Progression**

Incremental progression through the scales will be according to the individual's PDR rating. Those rated as competent will receive one increment. Those rated as exceptional will receive a double increment. Those rated as not yet competent will receive no increment.

Those on the penultimate point of their scale who are rated as exceptional will receive a one-off non-pensionable payment equivalent to the second increment in addition to proceeding to the top of the pay scale. This payment will be paid as a single lump sum.

Incremental progression and the award of non-pensionable payments under the preceding paragraphs is suspended in the period from 1 April 2012 to 31 March 2014, save as follows. Those paragraphs continue to apply in relation to a PDR rating awarded in respect of a reporting year ending before 1 April 2012 which has not yet resulted in any increment or payment being awarded by that date.

Protected pay arrangements with effect from 1 January 2002 for superintendents appointed to range 2 posts prior to 1st January 2002 and not promoted to Chief Superintendent are set out at Part 6(ii).

### **Central Service Posts**

Those members of temporary Chief Superintendent rank on central service prior to 1st September 1994, and still on central service after that date should, in common with those appointed onto central service from 1st September 1994, suffer no worsening in their pay when they return to their parent force.

### **Performance-related Bonus**

Those who have been at the top of their pay scale for at least twelve months will be eligible for a performance-related bonus, if they are rated as exceptional performers in their PDR. This bonus will amount to 5% of pensionable pay at the time of the performance review. It will be non-pensionable. It will be paid as a single lump sum.

The award of performance-related bonuses under the preceding paragraph is suspended in the period from 1 April 2012 to 31 March 2014, save as follows:

- a) That paragraph continues to apply in relation to a PDR rating awarded in respect of a reporting year ending before 1 April 2012 which has not yet resulted in any bonus being awarded by that date. In this circumstance the member will be entitled to the full bonus under the preceding paragraph.
- b) That paragraph continues to apply in relation to a PDR rating awarded in respect of a reporting year beginning before 1 April 2012 and ending after that date. In this circumstance the member will be entitled to a sum calculated by multiplying the full bonus under the preceding paragraph by  $N/12$ , where N is the number of full months in the period beginning with the start of the reporting year and ending on 31 March 2012.

**Part 6(ii)**

**SUPERINTENDENTS' PAY with effect from 1st September 2003**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2  
posts prior to 1st January 2002

Pay Point	Salary
1	£58,965
2	£59,988
3	£61,305
4	£62,751

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. Members promoted to Range 2 Superintendent prior to 1st January 2002 progress to point 9 by annual increments on completing each year of reckonable service in the rank of Superintendent. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

**SUPERINTENDENTS' PAY with effect from 1st September 2004**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2  
posts prior to 1st January 2002

Pay Point	Salary
1	£60,735
2	£61,788
3	£63,144
4	£64,635

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

**SUPERINTENDENTS' PAY with effect from 1 September 2005**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2

Pay point	Salary p.a.
1	£62,556
2	£63,642
3	£65,037
4	£66,573

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

**SUPERINTENDENTS' PAY with effect from 1 September 2006**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2

Pay point	Salary p.a.
1	64,434
2	65,550
3	66,987
4	68,571

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

**SUPERINTENDENTS' PAY with effect from 1st December 2007**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2

Pay point	Salary p.a.
1	66,045
2	67,188
3	68,661
4	70,284

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

**SUPERINTENDENTS' PAY with effect from 1st September 2008**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2

Pay point	Salary p.a.
1	67,794
2	68,967
3	70,482
4	72,147

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

### **SUPERINTENDENTS' PAY with effect from 1 September 2009**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2

Pay point	Salary p.a.
1	69,558
2	70,761
3	72,315
4	74,022

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

### **SUPERINTENDENTS' PAY with effect from 1 September 2010**

Range 2 protected pay scale\* for  
Superintendents appointed to range 2

Pay point	Salary p.a.
1	71,331
2	72,564
3	74,160
4	75,909

**\* Note:**

Range 2 Superintendents who were not given the rank of Chief Superintendent on its re-introduction receive full protection of their Range 2 salary. They will remain on the Range 2 salary scale uprated as above. The scale will continue to be uprated to reflect annual pay awards.

### **Incremental Progression**

Incremental progression through the scales will be according to the individual's PDR rating. Those rated as competent will receive one increment. Those rated as exceptional will receive a double increment. Those rated as not yet competent will receive no increment.

Those on the penultimate point of their scale who are rated as exceptional will receive a one-off non-pensionable payment equivalent to the second increment in addition to proceeding to the top of the pay scale. This payment will be paid as a single lump sum.

Incremental progression and the award of non-pensionable payments under the preceding paragraphs is suspended in the period from 1 April 2012 to 31 March 2014, save as follows. Those paragraphs continue to apply in relation to a PDR rating awarded in respect of a reporting year ending before 1 April 2012 which has not yet resulted in any increment or payment being awarded by that date.



### **Central Service Posts**

Those members of temporary Chief Superintendent rank on central service prior to 1st September 1994, and still on central service after that date should, in common with those appointed onto central service from 1st September 1994, suffer no worsening in their pay when they return to their parent force.

### **Performance-related Bonus**

Those who have been at the top of their pay scale for at least twelve months will be eligible for a performance-related bonus, if they are rated as exceptional performers in their PDR. This bonus will amount to 5% of pensionable pay at the time of the performance review. It will be non-pensionable. It will be paid as a single lump sum.

Former Superintendent Range 2s not promoted to Chief Superintendent, who have been at the maximum of the protected scale for at least twelve months, will also be eligible for this payment

The award of performance-related bonuses under the preceding paragraph is suspended in the period from 1 April 2012 to 31 March 2014, save as follows:

- a) That paragraph continues to apply in relation to a PDR rating awarded in respect of a reporting year ending before 1 April 2012 which has not yet resulted in any bonus being awarded by that date. In this circumstance the member will be entitled to the full bonus under the preceding paragraph.
- b) That paragraph continues to apply in relation to a PDR rating awarded in respect of a reporting year beginning before 1 April 2012 and ending after that date. In this circumstance the member will be entitled to a sum calculated by multiplying the full bonus under the preceding paragraph by  $N/12$ , where N is the number of full months in the period beginning with the start of the reporting year and ending on 31 March 2012.

**Part 7**

**CHIEF SUPERINTENDENTS' PAY with effect from 1 September 2003**

Pay Point	Salary
1	£61,500
2	£63,249
3	£65,001

**CHIEF SUPERINTENDENTS' PAY with effect from 1 September 2004**

Pay Point	Salary
1	£63,345
2	£65,145
3	£66,951

**CHIEF SUPERINTENDENTS' PAY with effect from 1 September 2005**

Pay Point	Salary
1	£65,244
2	£67,098
3	£68,961

**CHIEF SUPERINTENDENTS' PAY with effect from 1 September 2006**

Pay point	Salary p.a.
1	67,200
2	69,111
3	71,031

**CHIEF SUPERINTENDENTS' PAY with effect from 1 December 2007**

Pay point	Salary p.a.
1	68,880
2	70,839
3	72,807

**CHIEF SUPERINTENDENTS' PAY with effect from 1 September 2008**

Pay point	Salary p.a.
1	70,704
2	72,717
3	74,736

### **CHIEF SUPERINTENDENTS' PAY with effect from 1 September 2009**

Pay point	Salary p.a.
1	72,543
2	74,607
3	76,680

### **CHIEF SUPERINTENDENTS' PAY with effect from 1 September 2010**

Pay point	Salary p.a.
1	74,394
2	76,509
3	78,636

Superintendents promoted from the maximum of their pay scale will start on the second point of the Chief Superintendents' scale, if in receipt of the performance related bonus at their most recent PDR while on the maximum of the Superintendents' scale.

#### **Incremental Progression**

Incremental progression through the scales will be according to the individual's PDR rating. Those rated as competent will receive one increment. Those rated as exceptional will receive a double increment. Those rated as not yet competent will receive no increment.

Those on the penultimate point of their scale who are rated as exceptional will receive a one-off non-pensionable payment equivalent to the second increment in addition to proceeding to the top of the pay scale. This payment will be paid as a single lump sum.

Incremental progression and the award of non-pensionable payments under the preceding paragraphs is suspended in the period from 1 April 2012 to 31 March 2014, save as follows. Those paragraphs continue to apply in relation to a PDR rating in respect of a reporting year ending before 1 April 2012 which has not yet resulted in any increment or payment being awarded by that date.

#### **Central Service Posts**

Those members of temporary Chief Superintendent rank on central service prior to 1st September 1994, and still on central service after that date should, in common with those appointed onto central service from 1st September 1994, suffer no worsening in their pay when they return to their parent force.

#### **Performance-related Bonus**

Those who have been at the top of their pay scale for at least twelve months will be eligible for a performance-related bonus, if they are rated as exceptional performers in their PDR. This bonus will amount to 5% of pensionable pay at the time of the performance review. It will be non-pensionable. It will be paid as a single lump sum.

The award of performance-related bonuses under the preceding paragraph is suspended in the period from 1 April 2012 to 31 March 2014, save as follows:

- a) That paragraph continues to apply in relation to a PDR rating awarded in respect of a reporting year ending before 1 April 2012 which has not yet resulted in any bonus being awarded by that date. In this circumstance the member will be entitled to the full bonus under the preceding paragraph.
- b) That paragraph continues to apply in relation to a PDR rating awarded in respect of a reporting year beginning before 1 April 2012 and ending after that date. In this circumstance the member will be entitled to a sum calculated by multiplying the full bonus under the preceding paragraph by  $N/12$ , where N is the number of full months in the period beginning with the start of the reporting year and ending on 31 March 2012.

**Part 9**

**COMPETENCE RELATED THRESHOLD PAYMENT  
FOR CONSTABLES, SERGEANTS,  
INSPECTORS AND CHIEF INSPECTORS**

- 1) With effect from 1 April 2003, a member in the rank of constable, sergeant, inspector or chief inspector whose service as reckoned under regulation 24 or, where applicable, section 97(3) of the Police Act, has entitled him for at least one year to be at the top of the scale applied to his rank as shown in Parts 2, 3, 4 and 5, and who makes an application in accordance with paragraph (3), shall receive a competence related threshold payment at the appropriate rate a year, provided that his determining officer has determined that he has demonstrated high professional competence under each of the following national standards:
  - Professional competence and results
  - Commitment to the job
  - Relations with the public and colleagues
  - Willingness to learn and adjust to new circumstances.
  
- 2) High professional competence is reached under a national standard by demonstrating competence against each of the following criteria listed under the standard to which they are related -
  - Professional competence and results
    - effective organisation of work to meet the demands of the applicant's role;
    - commitment to Police Service values;
    - commitment to health and safety requirements; and
    - compliance with the Code of Conduct.
  
  - Commitment to the job
    - commitment to achieving Force objectives;
    - commitment to personal and professional development; and
    - commitment to achieving high levels of attendance.
  
  - Relations with the public and colleagues
    - promoting equality, diversity and human rights in working practices;
    - contributing to the Force's response, recognising the needs of all relevant communities; and
    - working as part of a team.
  
  - Willingness to learn and adjust to new circumstances
    - making best use of available technology; and
    - demonstrating an openness to change.
  
- 3) The member in his application shall use the appended form, or a form to like effect. The member, except as provided in paragraph (12) or (13), shall include examples relating to performance over the two years prior to the date of the application. The completed form shall be submitted to the member's assessing officer. The assessing officer shall complete in the relevant sections of the form his assessment as to whether or not the examples contained in the application are indicative of high professional competence against each of the four national standards. The assessing officer shall then submit the form to the member's determining officer.

- 4) The member's determining officer shall consider the assessing officer's assessments and determine whether or not payment should be made under this Part of this determination.
- 5) The assessment and the determination shall be completed, and the applicant notified in writing of the decision, by no later than 21 days after receipt of the completed application by the assessing officer. In exceptional cases, this period may be extended to 30 days if either the assessing officer or determining officer requires more information.
- 6) Successful applicants, including those who are successful on appeal, shall receive the payment with effect from the date at which they become eligible or the date of application, whichever is the later. Unsuccessful applicants shall be entitled to receive written feedback on their application from the determining officer and oral feedback from their assessing officer, and shall be entitled to appeal the decision not to award the payment. If appealing, the member shall explain in writing the reasons for disputing the decision. The member's appeals officer shall undertake the review of the decision.

Grounds for appeal shall be restricted to one or both of the following:

- The assessing officer or determining officer did not properly take account of the material presented;
- the assessing officer or determining officer took account of irrelevant or inaccurate factors.

The appeals officer shall reconsider the decision in the light of the information provided. The outcome of the appeal shall be final. If necessary, the appeals officer may seek additional information from any party to the process. The applicant shall be notified of the decision in writing within 21 days of submitting the appeal.

- 7) Where a force identifies, under any formal management procedures, including any performance assessment process operated by the force, concerns with respect to the maintenance of high professional standards by a member in receipt of the payment, the member's entitlement to the payment shall be re-assessed. In these circumstances, the member, having been notified in writing of the causes for concern, may resubmit an application as outlined in paragraph (3) and it shall be considered as outlined in paragraphs (4) and (5), and the right of appeal as outlined in paragraph (6) shall apply.
- 8)
  - a) Subject to (b) and (c), when a member in receipt of the payment is promoted to a higher rank, the payment shall be discontinued with effect from the date the promotion takes effect, except that, where, at any time on or after that date the annual rate of pay of a member in the higher rank is lower than the total of
    - i. the member's annual rate of pay at the lower rank, and
    - ii. the rate of the payment made under this Part, and
    - iii. an annual sum of £450he shall be paid at the same annual rate of pay and rate of payment under this Part as if he had not been promoted, plus an annual sum of £450 per annum.
  - b) A member who is reduced in rank otherwise than as mentioned in subparagraph (c) shall receive the payment from the date at which he returns to the lower rank

- c) A member who was in receipt of the payment before promotion to a high rank and has been reduced in rank as a result of formal action under the Police (Efficiency) Regulations 1999 or the Police (Conduct) Regulations 2004 shall not be entitled to the payment when returned to the lower rank, but may resubmit an application as outlined in paragraph (3) and the application shall be considered as outlined in paragraphs (4) and (5) and the right of appeal as outlined in paragraph (6) shall apply.
- 9) When a member in receipt of the payment is temporarily promoted to a higher rank, the payment shall be discontinued with effect from the date the temporary promotion takes effect until the period of temporary promotion ends, except that, where, at any time during the temporary promotion the annual rate of pay of a member in the higher rank is lower than the total of
  - a) the member's annual rate of pay at the lower rank, and
  - b) the rate of payment made under this Part, and
  - c) the annual sum of £450he shall be paid at the same annual rate of pay and rate of payment under this Part as if he had not been promoted, plus an annual sum of £450 per annum.
- 10) Paragraphs 8 and 9 shall to apply to part-time members with the following modifications:
  - a) every reference to "member" shall be read as a reference to "part-time member",
  - b) every reference to "annual rate of pay" shall be read as a reference to "hourly rate of pay",
  - c) the words "rate of the payment under this Part" and "rate of payment under this Part" shall be read as "hourly rate of payment under this Part, calculated in accordance with paragraph 12",
  - d) the words "annual sum of £450" shall be read as "additional hourly rate calculated by multiplying by 6/12520 the sum of £450.
- 11) Subject to paragraph (7), where a member in receipt of the payment is seconded, he shall receive the payment from the date of his return to the seconding force.
- 12) The hourly rate of pay of a part-time member entitled to this payment shall be increased by a sum obtained by multiplying by 6/12520 the appropriate rate.
- 13) A member who, at the time of her application, is on maternity leave in accordance with Regulation 33(4) and any determination thereunder shall in her application cite examples relating to performance from the two year period ending with the start of her maternity leave.
- 14) A member who, at the time of his application, is absent from duty on account of injury or illness in accordance with Regulation 33(2) and any determination thereunder shall in his application cite examples relating to performance from the two year period ending with the start of his absence under that Regulation.

15) In this determination -

“appropriate rate” means:

From 1st April 2003	£1002 per annum
From 1st September 2004	£1032 per annum
From 1st September 2005	£1062 per annum
From 1st September 2006	£1095 per annum
From 1st September 2007	£1122 per annum
From 1st September 2008	£1152 per annum
From 1st September 2009	£1182 per annum
From 1st September 2010	£1212 per annum

“assessing officer” means the person who has the immediate supervisory responsibility for the member concerned;

“determining officer” means a person who has supervisory responsibility within the police force concerned and who is senior in rank or grade to the assessing officer;

“appeals officer” means the person who has, for the time being, supervisory responsibility for the person who is, in relation to the member concerned, the determining officer.

16) Where neither the assessing officer nor the determining officer nor the appeals officer as defined in paragraph (14) is a member of a police force, then the chief officer shall appoint a suitable member of the police force to be the appeals officer for the member concerned.

## **Part 9A**

### **PHASING OUT OF AWARD OF COMPETENCE RELATED THRESHOLD PAYMENT**

1) Part 9 (Competence Related Threshold Payment for Constables, Sergeants, Inspectors and Chief Inspectors) shall have effect with the following modifications:

a) Paragraph (12) shall have effect as if it read: “The hourly rate of pay of a part-time member entitled to this payment shall be increased by a sum obtained by multiplying by 6/12520 the appropriate rate as defined in paragraph (15).”.

b) In paragraph (15), the definition of “appropriate rate shall have effect as if it read:

““appropriate rate” means:

From 1 April 2013	£900 per annum
From 1 April 2014	£600 per annum
From 1 April 2015	£300 per annum
From 1 April 2016	£0”.

2) No new applications for a competence related threshold payment shall be entertained.

3) For the avoidance of doubt, a re-application by an officer who was in receipt of a competence related threshold payment prior to 31st March 2013 is not a new application.



**Part 10**

**LONDON WEIGHTING**

1) The annual pay of a member of the City of London or metropolitan police force shall be increased to £1,827 with effect from 1 July 2002, but any allowance under the Regulations calculated by reference to a member's pay, shall be calculated as if this part of this determination had not been made.

2) PART-TIME MEMBERS

The hourly rate of pay payable to a part-time member of the City of London or metropolitan police force shall be increased by a sum obtained by multiplying by 6/12520 the sum of £1,827.

The above calculations for part-time members will apply to the following years:

**LONDON WEIGHTING**

<b>With Effect From:</b>	<b>London Weighing Rate</b>
1 July 2003	£1,881
1 July 2004	£1,938
1 July 2005	£1,995
1 July 2006	£2,055
1 July 2007	£2,106
1 July 2008	£2,163
1 July 2009	£2,220
1 July 2010	£2,277

**Part 11**

**PART-TIME MEMBERS**

The hourly rate of pay of a part-time member shall be calculated by multiplying by 6/12520 the appropriate annual rate of pay.

A part-time member's pay for days of annual leave shall be 8 times the rate of pay as in (1) above, reduced in proportion that the number of determined hours bears to 40 times the number of weeks in the relevant period.

In this Part, "determined hours" and "relevant period" have the meaning given in paragraph 6(b) of the Secretary of State's determination of the normal periods of duty of a member of a police force under regulation 22.

## **ANNEX H**

## **DETERMINATION FOR REGULATION 24 FOR REGULATION 26**

### **PUBLIC HOLIDAYS AND REST DAYS**

#### **1) ROSTERED REST DAYS and PUBLIC HOLIDAYS**

- a) A member of a police force of the rank of constable or sergeant shall, if required to do duty on a day which is a rostered rest day, be granted:
  - i) where he receives less than 15 days' notice of the requirement, an allowance at the appropriate rest-day rate; or
  - ii) in any other case, another rest day, which shall be notified to him within 4 days of notification of the requirement.
- b) Subject to paragraph (2)(a), the appropriate rest-day rate is, for each completed 15 minutes of duty on a rostered rest day, the fraction of a day's pay specified in sub-paragraph (c).
- c) The fraction is three sixty-fourths.
- d) A member of a police force of the rank of constable or sergeant shall, if required to do duty on a day which is a public holiday, be granted:
  - i) where he receives less than 8 days' notice of the requirement:
    - 1) an allowance at the appropriate rate and, in addition,
    - 2) another day off in lieu thereof, which shall be notified to him within 4 days of the notification of the requirement, and which shall be treated for the purposes of this determination as a public holiday;
  - ii) in any other case, an allowance at the appropriate rate.
- e) A member of a police force of the rank of constable or sergeant who is required to do duty on a day which is a public holiday or a rostered rest day may, within 28 days of the day in question, elect to receive, in lieu of an allowance as mentioned in sub-paragraph (a)(i) or (d), time off equal:
  - i) in the case of a day which is a public holiday, to double, and
  - ii) in the case of a rostered rest day, to one and a half times,the period of completed quarters of an hour of duty on the day in question.
- f) Where such a member of a police force who is required to do duty on a day which is a public holiday or a rostered rest day, or for a part-time member, a free day has elected to receive time off as mentioned in sub-paragraph (e) or paragraph 2(h), the chief officer shall, subject to the exigencies of duty, grant such time off within such time (not exceeding 3 months) as he may fix, and subject to such time off being taken, no allowance in respect of the day in question shall be payable under sub-paragraph (a)(i) or, as the case may be, subparagraph (d)(i) or (ii)' or, for a part-time member paragraph 2(e) or (f).

g) Where the exigencies of duty have precluded:

- (1) the allowance of a day's leave on a public holiday, or
- (2) the grant in any week of two rest days,

to a member of a police force of the rank of inspector or chief inspector, he shall, during the next following twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day not allowed or granted.

h) Where the exigencies of duty have precluded:

- (1) the allowance of a day's leave on a public holiday, or
- (2) the grant in any month of eight monthly leave days,

to a member of a police force of the rank of superintendent or chief superintendent, he shall, during the next twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day not allowed or granted.

i) Where the exigencies of duty have precluded the allowance of a day's leave on a public holiday to any such member other than a member of a police force above the rank of chief superintendent, he shall, during the next three months and so far as the exigencies of duty permit, be allowed a day's leave in lieu of any such day not allowed.

j) For the purpose of this paragraph "month" means that period of 28 days beginning with such day as is fixed by the chief officer of police.

k) A member of a police force shall not be given less than 15 days' notice of a requirement to do duty on a day which is a public holiday without the authorisation of a member of a police force of a rank above that of chief superintendent.

## 2) **PART-TIME CONSTABLES AND SERGEANTS**

a) The appropriate rest-day rate for a part-time member of a police force of the rank of constable or sergeant is, for each completed 15 minutes of duty on a rostered rest day, the fraction of the member's hourly rate of pay calculated in accordance with the determination under regulation 24(1) specified in subparagraph (b) below.

b) The fraction is one eighth.

c) A part-time member of a police force of the rank of constable or sergeant who:

- i) is required to do duty on a free day, and
- ii) receives not less than 15 days' notice of the requirement,

shall be granted another free day in lieu, which shall be notified to him within 4 days of notification of the requirement.

d) This sub-paragraph applies where:

- i) a part-time member of a police force of the rank of constable or sergeant

is required to do duty on a free day, and

- ii) he receives less than 15 days' notice of the requirement, and
  - iii) the duty is of such a nature that it would not in the circumstances have been reasonably practicable for it to be done by any other member.
- e) Where sub-paragraph (d) applies:
- i) if the member was on duty for more than 8 hours on the free day and for more than 40 hours (in addition to any hours on a rostered rest day or public holiday for which an allowance fell to be granted under this determination) during the week in which the free day occurred, he is entitled to an allowance at the rate of one twelfth of an hour's pay for each completed period of 15 minutes of duty done on the free day, and
  - ii) in any other case, he is entitled to time off equal to the total length of those periods.
- f) Where:
- i) a member is required to do duty on a free day, and
  - ii) he receives less than 15 days' notice of the requirement,
- but sub-paragraph (d)(iii) does not apply, he is entitled to an allowance at the appropriate rest-day rate.
- g) In the case of a part-time member of a police force of the rank of constable or sergeant working in accordance with variable shift arrangements, the number of hours on duty shall for the purposes of sub-paragraph (e)(i) be determined by adding together:
- i) the average number of hours the member is contracted to work in the week in which the free day occurred;
  - ii) the number of hours, if any, the member worked on any rest day in that week; and
  - iii) the number of hours (if any) the member worked on any public holiday within that period.
- h) A member who is required to do duty on a free day may within 28 days of that day elect to receive:
- i) in lieu of an allowance under sub-paragraph (e)(i), time off equal to one and one third times, and
  - ii) in lieu of an allowance under sub-paragraph (f), time off equal to one and a half times,
- the period of completed quarters of an hour of duty done on the free day.
- i) Any entitlement of a member to an allowance for rest day, public holiday or free day working in respect of any day is in addition to any payments due to that member for that day in accordance with regulation 24 (pay) and the determination thereunder.

- j) For the purposes of regulation 24(1)(pay) and the determination thereunder:
  - i) a day's leave allowed under paragraph (4)(a)(i) of the determination under regulation 22 and a day off granted under paragraph (1)(d) above or under paragraph (3)(j) below in respect of a public holiday each count as a period of duty of 8 hours multiplied by the appropriate factor, and
  - ii) so much of any time off granted under sub-paragraph (h) or paragraph (1)(f) above as exceeds the time spent on duty on the public holiday, rest day or free day counts as time spent on duty.

**3) FOR THE PURPOSES OF THIS DETERMINATION:**

- a) a member of a police force who is paid a dog handler's allowance shall not be treated as required to do duty by reason only of his being required to care for the dog;
- b) "a day's pay" means a week's pay at the rate at which the member was paid on the day in question divided by five;
- c) "the appropriate rate" for a full-time constable or sergeant means a sixteenth of a day's pay for each completed 15 minutes of duty done on a public holiday;
- d) "the appropriate rate" for a part-time constable or sergeant is, for each completed 15 minutes of duty done on a public holiday, one half of the member's hourly rate of pay calculated in accordance with regulation 24 and the determination thereunder;
- e) In this paragraph, "day" in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members;
- f) a reference to a day which is a public holiday is to be construed, in relation to the member concerned as a reference to a day commencing at any time on the calendar date of the public holiday in question;
- g) "week" means a period of 7 days beginning with such day as is fixed by the chief officer;
- h) where a member is required to do duty, or is recalled to duty, for a period of less than 4 hours on a public holiday or a rostered rest day or, for a part-time member, a free day, such period or each such period, shall be treated as though it were a period of 4 completed hours. The only exception to this is where a period of not more than one hour of duty on a rostered rest day or, for a part-time member, a free day immediately follows a normal daily period of duty (or, in the case of a part-time member or a member working in accordance with variable shift arrangements, a rostered shift). In this instance the period of not more than one hour of duty counts as the number of period of 15 minutes actually completed.

- i) where a member is required to do duty on a public holiday or on a rostered rest day or, for a part-time member, a free day, his period of duty shall include (except for the purposes of sub paragraph (h) above) the time occupied by him in going to and returning from his place of duty, not exceeding such reasonable limit as may be fixed by the chief officer, save that, for the purposes of this sub-paragraph, there shall be disregarded any period of time so occupied:
  - i) which together with the member's period of duty exceeds 6 hours, or
  - ii) which is treated as a period of duty under regulation 22 (travelling time treated as duty).
- j) where it is at his own request that a member works on a day which is a public holiday, rostered rest day or, for a part-time member, a free day, he shall not be treated for the purposes of this determination as having been required to do duty on that day but shall be granted another day off in lieu thereof, which shall be treated as a public holiday, rostered rest day or free day as the case may be.
- k) in relation to a part-time member of a police force:
  - i) the determined hours are the number of hours which the chief officer has determined as his normal period of duty in a relevant period (as provided for in Annex E paragraph (6)(ii) or paragraph (6)(v) as applicable),
  - ii) a relevant period is a period for which a duty roster relating to him has effect for the time being under paragraph 3 of Annex E, and
  - iii) the appropriate factor is  $A/B$ , where
    - A is the number of determined hours, and
    - B is 40 times the number of weeks in the relevant period.

**Overtime**

25. - (1) Subject to the provisions of this regulation, the Secretary of State shall determine the circumstances and manner in which a member of a police force shall be compensated in respect of time -

- (a) for which he remains on duty after his tour of duty ends, or
- (b) for which he is recalled between two tours of duty, or
- (c) which forms part of a tour of duty which he is required to begin earlier than the rostered time without due notice and on a day when he has already completed his normal daily period of duty;

and such time is referred to in these Regulations as "overtime".

(2) For the purposes of this regulation -

"due notice" means notice given at least 8 hours before the revised starting time of the rostered tour of duty in question;

"normal daily period of duty" shall be construed in accordance with regulation 22;

"recall" does not include a warning to be in readiness for duty if required; and

"tour of duty", in relation to a member of a police force for whom variable shift arrangements are in operation under regulation 22(1)(c), means rostered shift.

(3) In making a determination under paragraph (1), the Secretary of State may confer on the chief officer discretion -

- (a) to fix the day on which a period commences for the purposes of the determination;
- (b) to fix the period within which time off in compensation for overtime is to be granted;
- (c) to allow time in addition to that specified in the determination to be taken into account in computing any period of overtime.



## **ANNEX G**

## **DETERMINATION FOR REGULATION 25**

### **OVERTIME**

- 1) a) Subject to the provisions of Regulation 25 and this Determination, a member of a police force of the rank of constable or sergeant shall be compensated in respect of time:
  - i) for which he remains on duty after his tour of duty ( or in the case of a member working in accordance with variable shift arrangements, a rostered shift) ends; or
  - ii) for which he is recalled between two tours of duty (or in the case of a member working variable shift arrangements, rostered shifts); or
  - iii) which forms part of a tour (or in the case of a member working variable shift arrangements, a rostered shift) which he is required to begin earlier than the rostered time without due notice and on a day when he has already completed his normal daily period of duty (or in the case of a member working variable shift arrangements, a rostered shift);and such time is referred to in this determination as “overtime”.
- b) Only a member of a police force of the rank of constable or sergeant may be eligible for compensation for overtime.
- c) He shall not be compensated under this determination for overtime for which an allowance is payable under Regulation 26 and the determination under that regulation.
- d) Subject to paragraphs (e) and (g), a full-time member of a police force of the rank of constable or sergeant shall be granted an allowance in respect of each week at the rate of a twenty-fourth of a day’s pay for each completed period of 15 minutes of overtime worked by him on any occasion during that week, except that on each of the first four occasions on which overtime in respect of which the member was not informed as mentioned in paragraph (g) is worked during a week 30 minutes of the overtime worked is to be disregarded.
- e) Where such a member of a police force of the rank of constable or sergeant, before the expiry of any pay period, elects in respect of specified overtime worked by him during the weeks ending within that period to be granted in lieu of an allowance time off subject to and in accordance with paragraph (f), and in accordance therewith receives time off in respect of any overtime, no allowance in respect thereof shall be payable under paragraph (d).
- f) Subject to the exigencies of duty, where by virtue of an election under paragraph (e) time off falls to be granted to a member of a police force of the rank of constable or sergeant in respect of any overtime worked by him in any week then, within such time (not exceeding 3 months) after that week as the chief officer of police may fix, he shall grant to the member time off equal, subject to paragraph (g), to the period of that overtime worked by him during that week and, in addition, for each completed 45 minutes of such overtime, an additional 15 minutes off, except that on each of the first 4 occasions on which overtime in respect of which the constable or sergeant was not informed as mentioned in paragraph (g) is worked during a week 30 minutes of the overtime worked is to be disregarded.

- g) For the purposes of paragraphs (d) and (f), no account shall be taken of any period of less than 30 minutes of overtime worked on any occasion other than a period of 15 minutes of overtime in respect of which the member was informed at the commencement of his tour of duty that he would be required to remain on duty after his tour of duty ended.
- h) In computing any period of overtime for the purpose of this determination:
- i) where the member of a police force of the rank of constable or sergeant is engaged in casual escort duty, account shall be taken only of:
    - (1) time during which he is in charge of the person under escort;
    - (2) such other time as is necessarily spent in travelling to or from the place where the member is to take charge of, or hand over, the person under escort, as the case may be; and
    - (3) any other time that may be allowed by the chief officer, so however, that, if the member is so engaged overnight and has proper sleeping accommodation, whether in a train or otherwise, the chief officer may exclude such period not exceeding eight hours, during which the member is not in charge of the person under escort as he considers appropriate in the circumstances;
  - ii) subject to sub-paragraph (iv), where the tour or tours of duty does not or do not amount in the aggregate to more than the normal daily period of duty, no account shall be taken of any overtime except so much as together with the tour or tours of duty exceeds the normal daily period of duty. This sub-paragraph does not apply to members working in accordance with variable shift arrangements;
  - iv) where the time at which a member is required to begin a rostered tour of duty ( in the case of a member working variable shift arrangements, a rostered shift) is brought forward without due notice so that he is required to begin that tour of duty ( in the case of a member working variable shift arrangements, that shift) on a day on which he has already completed his normal daily period of duty (in the case of a member working variable shift arrangements, a rostered shift), the time for which he is on duty before the rostered commencement time shall be reckonable as overtime and shall be taken into account as part of that tour of duty ( in the case of a member working variable shift arrangements, that shift).

2) **FOR THE PURPOSES OF THIS DETERMINATION:**

- a) A “day’s pay” means the member’s pay for the week in question divided by 5.
- b) “normal daily period of duty” shall be construed in accordance with a determination under regulation 22(a).
- c) “Pay period” means the period for which a member is paid.
- d) “Week” means the period of 7 days beginning with such day as is fixed by the chief officer.
- e) In this determination and determinations made under regulations 22 and 33, “day”, in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the

chief officer may fix different times in relation to different groups of members.

- f) In discharging his functions under sub paragraph (e) above, the chief officer shall have regard to the wishes of the joint branch board.

### 3) **FOR PART-TIME MEMBERS**

This paragraph has effect for part-time members of a police force below the rank of inspector.

A part-time member of the rank of constable or sergeant who has been on duty for more than 40 hours in any period of 7 days beginning with a day fixed for the purposes of this determination by the chief officer (a relevant week) is entitled to an allowance at the rate of one twelfth of an hour's pay for each completed 15 minutes in excess of 8 hours, on any day during that period on which he was on duty for more than 8 hours, except that on each of the first 4 occasions on which overtime in respect of which the constable or sergeant was not informed as mentioned in paragraph (1)(g) is worked during a relevant week 30 minutes of the overtime worked is to be disregarded;

- a) In the case of a part-time member of a police force of the rank of constable or sergeant working a variable shift arrangement, the number of hours on duty shall, for the purposes of sub-paragraph (a.) above, be determined by adding together;
- i) The average number of hours the member is contracted to work in a relevant week;
  - ii) The number of hours(if any) the member worked on any rest day during that period; and
  - iii) The number of hours (if any) the member worked on any public holiday during that period.
- b) i) A part-time member of a police force of the rank of constable or sergeant may, before the end of a pay period (as determined under regulation 30), elect to receive time off in lieu of an allowance, in respect of any long duty day that occurred during a relevant week ending within the pay period.
- ii) A "long duty day" means a day on which more than 8 hours is worked.
- c) Subject to the exigencies of duty, where a member of a police force of the rank of constable or sergeant has chosen to receive time off in lieu of an allowance for overtime, the chief officer shall, within three months of the end of the relevant week, grant him time off equal to the total of:
- i) the time in excess of 8 hours spent on duty on the day or days in respect of which the choice was made; and
  - ii) 15 minutes in respect of each completed 45 minutes of that time;

except that on each of the first four occasions on which overtime in respect of which the part-time member of a police force of the rank of constable or sergeant was not informed as mentioned in paragraph (1)(g) is worked during a week, 30 minutes of the overtime worked is to be disregarded.

- d) Any time counting for the purposes of regulation 24(1) (pay) as time spent on duty, except
  - i) time for which an allowance is received under sub-paragraph (g) or under regulation 26 and the determination thereunder; and
  - ii) any period of less than 30 minutes during the first 30 minutes after the end of a rostered shift, except a period of 15 minutes which the member was told at the beginning of the shift would be required;

counts as time spent on duty for the purposes of sub-paragraph (c).

- g) Where the time at which a member of a police force of the rank of constable or sergeant is required to commence a rostered shift is brought forward:
  - i) without giving him notice 8 hours or more before the new commencement time, and
  - ii) so that he is required to commence that shift on the day on which his previous shift ended;

he is entitled to an allowance at the rate of one twelfth of an hour's pay for each completed 15 minutes of the time for which he is on duty before the rostered commencement time.

- h) A member who has become entitled to an allowance under sub-paragraph (g) above may, before the end of the pay period during which the day on which he was required to commence the shift occurred, elect to receive time off instead of the allowance.
- i) Subject to the exigencies of duty, where a member has chosen to receive time off in lieu of an allowance as mentioned in sub-paragraph (h) above, the chief officer shall, within 3 months after the date of that decision, grant him time off equal to one and one third times the number of completed quarters of an hour for which he was on duty before the rostered commencement time.

- j) Where:

- i) (aa) on any day on which he has a rostered shift, a member has been on duty for a period exceeding the length of that shift, or (bb) on any other day on which he is on duty, he has been on duty for more than 8 hours,  
and
- ii) he is not entitled in respect of that day to any allowance under sub-paragraph (a) or (g) of this determination;

he may, not later than 4 days after the end of the relevant week in which the day in question occurred, decide to be granted time off in respect of the excess over the length of shift (in a case within i)(aa) above) or the period of 8 hours (in a case within i)(bb) above ("the excess period").

- k) For the purposes of sub-paragraphs (a) and (j) , a continuous period of duty which began before and ended after the beginning of a day shall:
  - i) if the day on which it ended was not:

- (1) a public holiday,
- (2) a rostered rest day, or
- (3) a free day,

in respect of which he became entitled to an allowance under regulation 26 (public holidays and rest days) be treated as having fallen wholly within, and

- ii) in any other case, be treated as having consisted only of so much of the period as fell within, the day on which the period began.
- l) Subject to the exigencies of duty, where a member has chosen to receive time off under sub-paragraph (j), the chief officer shall, within 3 months of the decision, grant him time off equal to the excess period.
  - m) For the purpose of Regulation 24(1) (pay) any extra period of duty in respect of which time off is granted under sub-paragraph (d) or (i) counts as one and one third times the number of completed quarters of an hour comprised in the extra period of duty, and a period falling within sub-paragraph (f)(i) and (ii) counts as one of 4 hours.

**REGULATION 26**  
ANNEX H REFERS

**Public holidays and rest days**

26. - (1) The Secretary of State shall determine the circumstances and manner in which a member of a police force shall be granted leave or otherwise compensated in respect of time spent on duty on -

- (a) public holidays;
- (b) days which a member of a police force has elected to treat as public holidays; or
- (c) rostered rest days;

and in this regulation “rostered rest day”, in relation to a member of a police force who is required to do duty on that day, means a day which according to the duty roster was, immediately before he was so required to do duty, to have been a rest day for the member.

(2) In making a determination under paragraph (1) the Secretary of State may confer on the chief officer discretion -

- (a) to fix the time at which, or the day on which, a period commences for the purposes of the determination;
- (b) to fix the period within which time off in compensation for time spent on duty as mentioned in that paragraph is to be granted;
- (c) to fix a limit on the time occupied by a member of a police force in travelling to and from his place of duty which is to be included in a period of duty for the purposes of the determination.

## **ANNEX H**

## **DETERMINATION FOR REGULATION 24 FOR REGULATION 26**

### **PUBLIC HOLIDAYS AND REST DAYS**

#### **1) ROSTERED REST DAYS and PUBLIC HOLIDAYS**

- a) A member of a police force of the rank of constable or sergeant shall, if required to do duty on a day which is a rostered rest day, be granted:
  - i) where he receives less than 15 days' notice of the requirement, an allowance at the appropriate rest-day rate; or
  - ii) in any other case, another rest day, which shall be notified to him within 4 days of notification of the requirement.
- b) Subject to paragraph (2)(a), the appropriate rest-day rate is, for each completed 15 minutes of duty on a rostered rest day, the fraction of a day's pay specified in sub-paragraph (c).
- c) The fraction is three sixty-fourths.
- d) A member of a police force of the rank of constable or sergeant shall, if required to do duty on a day which is a public holiday, be granted:
  - i) where he receives less than 8 days' notice of the requirement:
    - 1) an allowance at the appropriate rate and, in addition,
    - 2) another day off in lieu thereof, which shall be notified to him within 4 days of the notification of the requirement, and which shall be treated for the purposes of this determination as a public holiday;
  - ii) in any other case, an allowance at the appropriate rate.
- e) A member of a police force of the rank of constable or sergeant who is required to do duty on a day which is a public holiday or a rostered rest day may, within 28 days of the day in question, elect to receive, in lieu of an allowance as mentioned in sub-paragraph (a)(i) or (d), time off equal:
  - i) in the case of a day which is a public holiday, to double, and
  - ii) in the case of a rostered rest day, to one and a half times,the period of completed quarters of an hour of duty on the day in question.
- f) Where such a member of a police force who is required to do duty on a day which is a public holiday or a rostered rest day, or for a part-time member, a free day has elected to receive time off as mentioned in sub-paragraph (e) or paragraph 2(h), the chief officer shall, subject to the exigencies of duty, grant such time off within such time (not exceeding 3 months) as he may fix, and subject to such time off being taken, no allowance in respect of the day in question shall be payable under sub-paragraph (a)(i) or, as the case may be, subparagraph (d)(i) or (ii)' or, for a part-time member paragraph 2(e) or (f).

g) Where the exigencies of duty have precluded:

- (1) the allowance of a day's leave on a public holiday, or
- (2) the grant in any week of two rest days,

to a member of a police force of the rank of inspector or chief inspector, he shall, during the next following twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day not allowed or granted.

h) Where the exigencies of duty have precluded:

- (1) the allowance of a day's leave on a public holiday, or
- (2) the grant in any month of eight monthly leave days,

to a member of a police force of the rank of superintendent or chief superintendent, he shall, during the next twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day not allowed or granted.

i) Where the exigencies of duty have precluded the allowance of a day's leave on a public holiday to any such member other than a member of a police force above the rank of chief superintendent, he shall, during the next three months and so far as the exigencies of duty permit, be allowed a day's leave in lieu of any such day not allowed.

j) For the purpose of this paragraph "month" means that period of 28 days beginning with such day as is fixed by the chief officer of police.

k) A member of a police force shall not be given less than 15 days' notice of a requirement to do duty on a day which is a public holiday without the authorisation of a member of a police force of a rank above that of chief superintendent.

## 2) **PART-TIME CONSTABLES AND SERGEANTS**

a) The appropriate rest-day rate for a part-time member of a police force of the rank of constable or sergeant is, for each completed 15 minutes of duty on a rostered rest day, the fraction of the member's hourly rate of pay calculated in accordance with the determination under regulation 24(1) specified in subparagraph (b) below.

b) The fraction is one eighth.

c) A part-time member of a police force of the rank of constable or sergeant who:

- i) is required to do duty on a free day, and
- ii) receives not less than 15 days' notice of the requirement,

shall be granted another free day in lieu, which shall be notified to him within 4 days of notification of the requirement.

d) This sub-paragraph applies where:

- i) a part-time member of a police force of the rank of constable or sergeant



is required to do duty on a free day, and

- ii) he receives less than 15 days' notice of the requirement, and
  - iii) the duty is of such a nature that it would not in the circumstances have been reasonably practicable for it to be done by any other member.
- e) Where sub-paragraph (d) applies:
- i) if the member was on duty for more than 8 hours on the free day and for more than 40 hours (in addition to any hours on a rostered rest day or public holiday for which an allowance fell to be granted under this determination) during the week in which the free day occurred, he is entitled to an allowance at the rate of one twelfth of an hour's pay for each completed period of 15 minutes of duty done on the free day, and
  - ii) in any other case, he is entitled to time off equal to the total length of those periods.
- f) Where:
- i) a member is required to do duty on a free day, and
  - ii) he receives less than 15 days' notice of the requirement,
- but sub-paragraph (d)(iii) does not apply, he is entitled to an allowance at the appropriate rest-day rate.
- g) In the case of a part-time member of a police force of the rank of constable or sergeant working in accordance with variable shift arrangements, the number of hours on duty shall for the purposes of sub-paragraph (e)(i) be determined by adding together:
- i) the average number of hours the member is contracted to work in the week in which the free day occurred;
  - ii) the number of hours, if any, the member worked on any rest day in that week; and
  - iii) the number of hours (if any) the member worked on any public holiday within that period.
- h) A member who is required to do duty on a free day may within 28 days of that day elect to receive:
- i) in lieu of an allowance under sub-paragraph (e)(i), time off equal to one and one third times, and
  - ii) in lieu of an allowance under sub-paragraph (f), time off equal to one and a half times,
- the period of completed quarters of an hour of duty done on the free day.
- i) Any entitlement of a member to an allowance for rest day, public holiday or free day working in respect of any day is in addition to any payments due to that member for that day in accordance with regulation 24 (pay) and the determination thereunder.

- j) For the purposes of regulation 24(1)(pay) and the determination thereunder:
  - i) a day's leave allowed under paragraph (4)(a)(i) of the determination under regulation 22 and a day off granted under paragraph (1)(d) above or under paragraph (3)(j) below in respect of a public holiday each count as a period of duty of 8 hours multiplied by the appropriate factor, and
  - ii) so much of any time off granted under sub-paragraph (h) or paragraph (1)(f) above as exceeds the time spent on duty on the public holiday, rest day or free day counts as time spent on duty.

**3) FOR THE PURPOSES OF THIS DETERMINATION:**

- a) a member of a police force who is paid a dog handler's allowance shall not be treated as required to do duty by reason only of his being required to care for the dog;
- b) "a day's pay" means a week's pay at the rate at which the member was paid on the day in question divided by five;
- c) "the appropriate rate" for a full-time constable or sergeant means a sixteenth of a day's pay for each completed 15 minutes of duty done on a public holiday;
- d) "the appropriate rate" for a part-time constable or sergeant is, for each completed 15 minutes of duty done on a public holiday, one half of the member's hourly rate of pay calculated in accordance with regulation 24 and the determination thereunder;
- e) In this paragraph, "day" in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members;
- f) a reference to a day which is a public holiday is to be construed, in relation to the member concerned as a reference to a day commencing at any time on the calendar date of the public holiday in question;
- g) "week" means a period of 7 days beginning with such day as is fixed by the chief officer;
- h) where a member is required to do duty, or is recalled to duty, for a period of less than 4 hours on a public holiday or a rostered rest day or, for a part-time member, a free day, such period or each such period, shall be treated as though it were a period of 4 completed hours. The only exception to this is where a period of not more than one hour of duty on a rostered rest day or, for a part-time member, a free day immediately follows a normal daily period of duty (or, in the case of a part-time member or a member working in accordance with variable shift arrangements, a rostered shift). In this instance the period of not more than one hour of duty counts as the number of period of 15 minutes actually completed.

- i) where a member is required to do duty on a public holiday or on a rostered rest day or, for a part-time member, a free day, his period of duty shall include (except for the purposes of sub paragraph (h) above) the time occupied by him in going to and returning from his place of duty, not exceeding such reasonable limit as may be fixed by the chief officer, save that, for the purposes of this sub-paragraph, there shall be disregarded any period of time so occupied:
  - i) which together with the member's period of duty exceeds 6 hours, or
  - ii) which is treated as a period of duty under regulation 22 (travelling time treated as duty).
- j) where it is at his own request that a member works on a day which is a public holiday, rostered rest day or, for a part-time member, a free day, he shall not be treated for the purposes of this determination as having been required to do duty on that day but shall be granted another day off in lieu thereof, which shall be treated as a public holiday, rostered rest day or free day as the case may be.
- k) in relation to a part-time member of a police force:
  - i) the determined hours are the number of hours which the chief officer has determined as his normal period of duty in a relevant period (as provided for in Annex E paragraph (6)(ii) or paragraph (6)(v) as applicable),
  - ii) a relevant period is a period for which a duty roster relating to him has effect for the time being under paragraph 3 of Annex E, and
  - iii) the appropriate factor is  $A/B$ , where
    - A is the number of determined hours, and
    - B is 40 times the number of weeks in the relevant period.

**REGULATION 27**  
ANNEXES I AND J REFER

**Temporary salary and temporary promotion**

27. The Secretary of State shall determine -

- (a) the circumstances in which a member of a police force is entitled to receive a temporary salary and the rate of that salary; and
- (b) the circumstances in which a member of a police force is entitled to be temporarily promoted and the rate of his salary while so promoted.

## **ANNEX I**

## **DETERMINATION FOR REGULATION 27**

### **TEMPORARY SALARY**

- 1) After 28 consecutive days of being required to perform the duties normally performed by a member of the force of a higher rank than his own, an officer of a substantive rank of or above assistant chief constable (or the equivalent ranks in the Metropolitan and City of London Police Forces) will be paid at a rate equivalent to 90% of the higher rank's basic pay or receive an honorarium of an amount determined by-
  - a) the local policing body (in the case of a chief officer of police and any other officer of the City of London Police Force to whom this paragraph applies; or
  - b) the chief officer of police (in any other case).
- 2) Where a member of a police force -
  - a) is entitled to 46 days of acting up allowance in respect of one continuous period of performing the duties normally performed by a member of the force of a higher rank than his own (under the determination under regulation 34 (Annex UU - acting up allowance));
  - b) and at the end of such period of 46 days is required to continue to perform such duties,  
  
he shall be paid in respect of the period after the 46th day at a rate equal to the rate of pay of the member in that higher rank, if paragraph (3) applies.
- 3) This paragraph applies if -
  - a) the member is a constable or sergeant and is not qualified for promotion; or
  - b) the chief officer is required to respond to an overwhelming operational emergency that requires an immediate application.
- 4) A member shall not receive a temporary salary under paragraph (2) in respect of any day for which he is entitled to an acting up allowance under the determination made under regulation 34 (Annex UU - acting up allowance).
- 6) Where:
  - a) a member of a police force below the rank of inspector is entitled to be paid under paragraph (2),
  - a) the higher rank is that of inspector or above, and
  - a) the day on which the member is required to perform the duties referred to in paragraph (2) is not a public holiday or rostered rest day,  
  
there shall be no entitlement to an allowance or time off under regulation 25 and any determination thereunder in respect of such duties.
- 7) Paragraph (2) shall not apply where"

- a) a member of a police force below the rank of inspector is required to perform the duties normally performed by a member of the force of the rank of inspector or above, and
- b) the day on which the member is so required to perform such duties is a public holiday or rostered rest day.

## **ANNEX J**

## **DETERMINATION FOR REGULATION 27**

### **TEMPORARY PROMOTION**

- 1) Subject to paragraph (2), where a member of a police force-
  - (a) is entitled to 46 days of acting up allowance in respect of one continuous period of performing the duties normally performed by a member of the force of a higher rank than his own (under the determination under regulation 34 (Annex UU - acting up allowance));
  - (b) and at the end of such period of 46 days is required to continue to perform such duties,  
  
he shall be temporarily promoted to the higher rank at the end of such period of 46 days, unless he is entitled to a temporary salary under paragraph (2) of the determination under regulation 27 (Annex I, temporary salary).
- 2) Where the member is-
  - (a) a constable, he shall not be temporarily promoted to the rank of sergeant;
  - (b) a sergeant, he shall not be temporarily promoted to the rank of inspector, unless he is qualified for the promotion under regulation 3 of the Police Promotion Regulations 1996.
- 3) While a member is temporarily promoted under this determination, he shall be paid at the pay point for the higher rank which he would receive if the promotion had been permanent.
- 4) A member temporarily promoted under this determination shall revert to his former rank when he is no longer required to perform the duties of the higher rank.

**REGULATION 28**  
ANNEX K REFERS

**Sick pay**

28. The Secretary of State shall determine the entitlement of members of police forces to pay during periods of sick leave taken in accordance with a determination under regulation 33(5), and in making such a determination the Secretary of State may confer on the chief officer discretion to allow a member of a police force to receive more pay than that specified in the determination.



## **ANNEX K**

## **DETERMINATION FOR REGULATION 28**

### **SICK PAY**

- 1) Subject to paragraph (2), a member of a police force who is absent on sick leave, in accordance with Regulation 33(5), shall be entitled to full pay for six months in any one year period. Thereafter, the member becomes entitled to half pay for six months in any one year period.
- 2) The period during which sick pay shall be paid and the rate of sick pay in respect of any period of sick leave shall be calculated by deducting from the member's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.
- 3) The chief officer of police may, in a particular case determine that for a specified period
  - a) a member who is entitled to half pay while on sick leave is to receive full pay, or
  - b) a member who is not entitled to any pay while on sick leave is to receive either full pay or half pay,and may from time to time determine to extend the period.
- 4) For the purposes of this determination:
  - a) references to a member's being on sick leave are references to his being absent from duty while entitled to be so, under Regulation 33(5),
  - b) references to full pay are references to pay at the rate set out in the Secretary of State's determination of pay, made under Regulation 24(1), and
  - c) references to half pay are references to pay at half the rate of the member's full pay.

**REGULATION 29**  
ANNEX L REFERS

**Maternity pay**

29. The Secretary of State shall determine the entitlement of female members of police forces to pay during periods of maternity leave.

## **ANNEX L**

## **DETERMINATION FOR REGULATION 29**

### **MATERNITY PAY**

- 1) Subject to the following provisions of this determination, a female member of a police force who satisfies the conditions in paragraph (2) is entitled to be paid as respects the first eighteen weeks of any period or periods of maternity leave in any one maternity period (as defined in the determination on maternity leave made under regulation 33) taken in accordance with the determination on maternity leave made under regulation 33, but is not entitled to be paid thereafter.
- 2) The conditions referred to in paragraph (1) are that:
  - a) at the beginning of the week in which the expected date of birth (as defined by the determination on maternity leave made under regulation 33) occurs, the female member of a police force will have served continuously for a period of not less than sixty three weeks in that or any other police force; and
  - b) on the date (“the relevant date”) fifteen weeks before the expected date of birth (as so defined) she either:
    - i. remains pregnant, or
    - ii. has given birth prematurely to a baby who is alive on the relevant date.
- 3) In this determination “week” means a period of seven days beginning with such day as is fixed by the chief officer.
- 4) **FOR PART-TIME MEMBERS**
  - a) A part-time woman member who satisfies the conditions in paragraph (2) is to be treated for the purposes of regulation 24(1) and any determination thereunder as having been on duty for the number of hours determined by multiplying the number of her determined hours by the length in days of the paid leave period and dividing the result by the length in days of the relevant period.
  - b) For the purposes of paragraph (4)(a) the “determined hours” are the number of hours which the chief officer has determined under the determination under regulation 22(1)(a) (Annex E) as the member’s normal period of duty in a relevant period.
- 5) The pay to which a female member of a police force is entitled under this determination is to be reduced, in respect of any week for which she receives statutory maternity pay, by an amount equal to the statutory maternity pay that she receives for that week.
- 6) For the purposes of paragraph (5), “statutory maternity pay” means any payment made in accordance with Part XII of the Social Security Contributions and Benefits Act 1992 or any later enactment which replaces those provisions and is to the same or substantially similar effect.
- 7) A female member of a police force entitled to be paid as respects the first eighteen weeks of any period or periods of maternity leave may, with the agreement of the chief officer, elect to receive half pay in the fourteenth to the twenty-third weeks of the period or periods, instead of receiving full pay in the fourteenth to the eighteenth weeks.

**REGULATION 30**  
ANNEX M REFERS

**Fixing of pay day and calculation of monthly, weekly and daily pay**

30. - (1) The intervals at which members of a police force are to be paid shall be fixed by the local policing body in accordance with such rules as the Secretary of State may determine.

(2) The Secretary of State shall determine the manner of calculating monthly, weekly and daily pay.

## **ANNEX M**

## **DETERMINATION FOR REGULATION 30**

### **FIXING OF PAY DAY AND CALCULATION OF MONTHLY, WEEKLY AND DAILY PAY**

#### **1) PAY DAY**

- a) In fixing the intervals at which members of a police force shall be paid the local policing body may fix different intervals for different classes of members.
- b) In fixing the interval for any class the local policing body shall have regard to the wishes of the members of that class.
- c) The chief officer of police (or, where the member is the chief officer or any member of the City of London Police Force, the local policing body) may, if the chief officer thinks fit, pay to a member such part of the member's pay as the chief officer may determine in advance of the day on which it would otherwise be due to be paid in accordance with this determination.

#### **2) MONTHLY PAY**

- a) Subject to sub-paragraph (b), a month's pay shall be calculated, for all purposes, at a monthly rate of pay determined by dividing by 12 the annual rate.
- b) For the purposes of regulation 13(2), a month's pay for a part-time member is to be calculated by multiplying one twelfth of the annual rate ascertained from the determination under regulation 24(1) by the appropriate factor.

#### **3) WEEKLY PAY**

A week's pay shall be calculated, for all purposes, at a weekly rate of pay determined by dividing by  $52 \frac{1}{6}$  the annual rate.

#### **4) DAILY PAY**

A day's pay shall be calculated, except for the purposes of regulations 25 and 26 and any determinations thereunder, at a daily rate determined by dividing by 7 the weekly rate, determined as aforesaid.

## REGULATION 31

### **Deductions from pay of social security benefits and statutory sick pay**

31. - (1) There shall be deducted from the pay of a member of a police force who is in receipt of full pay -

- (a) the amount of any short-term or long-term incapacity benefit to which he is entitled under the Social Security (Incapacity for Work) Act 1994;
- (b) any statutory sick pay to which he is entitled under the Social Security Contributions and Benefits Act 1992,

and for the purposes of sub-paragraph (a) any increase for adult and child dependants shall be treated as forming part of the benefit or allowance to which it relates.

(2) For the purposes of this regulation, a female member of a police force who as a married woman or widow has elected to pay contributions under section 19 of the Social Security Contributions and Benefits Act 1992 at the reduced rate, shall be deemed to be entitled to any social security benefits mentioned in paragraph (1) to which she would have been entitled had she not elected to contribute at the reduced rate.

(3) In this regulation, "full pay" means pay at the rate ascertained from regulation 24 and the determination made thereunder.

**REGULATION 32**  
ANNEX N REFERS

**University scholars**

32. The Secretary of State shall determine how Part 3 and this Part of these Regulations and any determination made thereunder shall have effect in relation to a university scholar, and in making such a determination the Secretary of State may confer on the local policing body discretion to determine whether or not the conditions subject to which a university scholar is entitled to any payment under this Part are met.

## **ANNEX N**

## **DETERMINATION FOR REGULATION 32**

### **UNIVERSITY SCHOLARS**

- 1) Regulations 22, 25 and 26 and the determinations made thereunder (Annexes E, G and H) shall not apply to a university scholar for the duration of his course except for such period or periods, if any, as he is engaged otherwise than in study.
- 2) A full-time university scholar, not being a member of the City of London or metropolitan police force, who has undertaken a course of study given wholly or mainly at an institution within the City of London or the metropolitan police district, and has taken up residence within the City of London or the metropolitan police district shall be entitled to supplementary pay of £1,827 a year, if his taking up residence is, in the opinion of the Chief Constable (or, where the member is the Chief Constable, the local policing body), due to his having undertaken his course. Such supplementary pay shall be for the duration of the course, whether or not he is resident throughout that period.
- 3) A part-time university scholar, not being a member of the City of London or metropolitan police force, who has undertaken a course of study given wholly or mainly at an institution within the City of London or the metropolitan police district shall be entitled to supplementary pay at the rate obtained by multiplying by the appropriate factor £1,827 a year, if his taking up residence is, in the opinion of the Chief Constable (or, where the member is the Chief Constable, the local policing body), due to his having undertaken his course. Such supplementary pay shall be for the duration of the course, whether or not he is resident throughout that period.



**REGULATION 33**  
ANNEXES O, OO, P, Q, R, S AND T REFER

**PART 5**

**LEAVE**

**Leave**

33. - (1) Every member of a police force shall, so far as the exigencies of duty permit, be granted in each leave year such annual leave as may be determined by the Secretary of State; and in this regulation "leave year" means that period of 12 months beginning on such date as may from time to time be determined by the local policing body.

(2) In making a determination under paragraph (1) the Secretary of State may confer on the chief officer discretion -

- (a) to grant such additional days of annual leave in any leave year in such circumstances and subject to such conditions as the Secretary of State may determine, and
- (b) subject to such conditions as the Secretary of State may determine, to allow days of annual leave granted under this regulation to be taken as a single period, or as single days, or in periods of more than one day or as half days.

(3) In a determination under paragraph (1) the Secretary of State shall make provision for the compensation of a member of a police force for being recalled to duty during a period of annual leave granted under this regulation.

(4) Annual leave granted under this regulation shall be additional to the days on which the member is not required to perform police duties in accordance with a determination under regulation 26.

(5) A member of a police force shall not be entitled to be absent from duty on account of injury or illness otherwise than in such circumstances as shall be determined by the Secretary of State, and in making such a determination the Secretary of State may confer on the local policing body power to appoint, or approve the appointment of, a medical practitioner for the purposes of any function to be carried out under the determination.

(6) A female member of a police force who is pregnant shall, in such circumstances as shall be determined by the Secretary of State, have the right not to be unreasonably refused special leave from duty to enable her to keep an appointment for the purpose of receiving antenatal care.

(7) A female member of a police force qualifies for maternity leave in such circumstances as shall be determined by the Secretary of State.

(8) A member of a police force shall, so far as the exigencies of duty permit, be granted such -

- (a) maternity support leave;
- (b) parental leave;
- (c) adoption leave; and
- (d) adoption support leave,

in such circumstances, as the Secretary of State shall determine; and in this paragraph “maternity support leave” means leave to enable support to be given to an expectant mother at or around the time of birth.

(9) A member of a police force shall, so far as the exigencies of duty permit, be entitled to be permitted to take a reasonable amount of time off during periods of duty in order to take such action, and for such purposes, in respect of a dependant of that member, and subject to such conditions, as shall be determined by the Secretary of State; and for this purpose the Secretary of State may determine the meaning of “dependant” in relation to members of a police force.

(10) The Secretary of State may determine that any period of leave or time off taken in accordance with a determination under paragraph (1), (6), (8) or (9) shall be treated as a period of duty.

(11) Paragraph (5) and any determination thereunder shall apply to a member who is in quarantine as it applies to a member who is ill subject, in the case of such a determination, to such modifications as may be determined by the Secretary of State.

(12) The Secretary of State shall determine the circumstances in which, and the terms on which, a member of a police force shall be entitled to take a career break.

(13) Any determination under paragraph (12) shall be without prejudice to any arrangement in place under which a member is taking a career break at the time that paragraph comes into force.

## **ANNEX O**

## **DETERMINATION FOR REGULATION 33**

### **ANNUAL LEAVE**

1)

- a) Every member of a police force of or above the rank of superintendent shall be granted in each leave year the following period of annual leave namely-
- i) in the case of a member of the rank of superintendent or chief superintendent, 31 days;
  - ii) in the case of a member of a rank higher than that of chief superintendent who has not completed 10 years' relevant service, not less than 42 days; and
  - iii) in any other case, not less than 48 days.
- b) Subject to sub-paragraph (c) below every member of a police force holding a rank below that of superintendent shall be granted annual leave entitlements (expressed in 8 hour days) in each leave year commencing after 31 December 2005 as set out in the table below:-

Length of Service	Annual leave
Less than 2 years' relevant service	22
2 or more years' relevant service	25
5 or more years' relevant service	25
10 or more years' relevant service	27
15 or more years' relevant service	28
20 or more years' relevant service	30

- c) Where the annual leave entitlement of a member of a police force immediately before the coming into effect of this paragraph, in respect of the first leave year commencing after 31st December 2003, exceeded the period prescribed in his case in respect of that year by the foregoing provisions of this paragraph he shall continue to be entitled to be granted such greater period of leave until such time as he shall have completed such number of years' relevant service as, by virtue of the said provisions, entitle him to an increased period of leave.

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<sup>1</sup> The Secretary of State notes the agreements of the Police Negotiating Board in 2004 and 2005 to give increased annual leave entitlements as follows. However, these entitlements do not form part of this determination as such.

Length of Service	2004	2005
Less than 2 years' relevant service	22	22
2 or more years' relevant service	22	23
5 or more years' relevant service	24	25
10 or more years' relevant service	27	27
15 or more years' relevant service	28	28
20 or more years' relevant service	30	30

- 2) In the leave year in which a member of a police force is appointed to, is promoted in, or retires from the force or completes such number of years' relevant service as will entitle him to an increased period of annual leave, his annual leave shall be calculated at the rate of a twelfth of the period of annual leave appropriate, under paragraph (1), to the rank held by him for each complete month of service in that rank in the leave year in question, a fraction of a day being reckoned as a day:

Provided that where a member of a police force is promoted or completes the said number of years' relevant service while completing a month's service in the leave year in question, he shall be treated for the purposes of this paragraph as if he had been promoted or, as the case may be, completed the said number of years' relevant service at the beginning of that month's service.

- 3) In the case of a member of a police force of a rank not higher than that of chief superintendent, the chief officer of police may, in his discretion and subject to the exigencies of duty-
- a) notwithstanding anything in paragraphs (1) and (2), where he is satisfied that, in any leave year, the member has not taken the full period of annual leave specified in those paragraphs, grant the member, during the following leave year, additional days of annual leave not exceeding the number of days not taken, so however that he shall not exercise his discretion so as to grant more than 5 additional days of annual leave to a member unless he is satisfied that there are exceptional circumstances and that it is in the interests of efficiency to do so;
  - b) grant the member not more than 5 additional days of annual leave, to be taken in the last month of the leave year, subject to a corresponding reduction being effected in the member's period of annual leave under paragraph (1) for the following year.
- 4) a) Subject to sub paragraph (b), days of annual leave granted under this determination may be taken, in the discretion of the chief officer of police and subject to the exigencies of duty, as a single period, or as single days, or in periods of more than one day or as half days.
- b) In the case of a member below the rank of superintendent, not more than 3 days of annual leave shall be taken as half days, and where annual leave is so taken, the member-
- i) shall do duty on that day for 4 hours, and
  - ii) shall not be entitled to be allowed an interval for refreshment such as may be determined under regulation 22(b).
- 5) a) Where a member of a police force has been recalled to duty from a period of absence from duty to which this paragraph applies, he shall be granted, in compensation for being recalled to duty on any day during that period which is a day of annual leave or a day taken off in lieu of overtime-
- i) if he was so recalled to duty for 1 or 2 days (whether or not in the latter case those days formed a single period), an additional 2 days' annual leave (or, if the member so choose, 1 day's annual leave and 1 day's pay at double time) in lieu of each such day for which he was so recalled; or
  - ii) if he was so recalled to duty for 3 or more days (whether or not forming a single period), 2 days' annual leave (or, if the member so choose, 1 day's annual leave and 1 day's pay at double time) in lieu of each of the first 2

such days for which he was so recalled, and 1 1/2 days' annual leave (or, if the member so choose, 1 day's annual leave and 1/2 day's pay at double time) in lieu of each such day for which he was so recalled thereafter.

- b) This paragraph applies to a period of absence from duty of 3 or more days, where at least one of those days is a day of annual leave and the other days, if not days of annual leave, are rostered rest days, day taken off in lieu of overtime, public holidays, free days (or days taken off in lieu thereof) or monthly leave days, or any combination thereof.
  - c) This paragraph applies in the case of a member of a police force who is required to work on a day scheduled to fall in a period of absence from duty to which this paragraph applies as it applies in the case of a member who is recalled to duty from such a period.
- 6 a) This paragraph applies where:
- i) a member ceases to be a member of a police force, other than on immediate transfer to another police force, during the course of his leave year, and
  - ii) on the date on which he ceases to be a member of a police force, the proportion he has taken of the annual leave to which he is entitled in the leave year under this determination differs from the proportion of the leave year which has expired.
- b) Where the proportion of annual leave taken by the member is less than the proportion of the leave year which has expired, the member shall be entitled to a payment in lieu of leave in accordance with sub-paragraph (c).
  - c) The payment due under sub-paragraph (b) shall be a sum equal to the amount that would be due to the member in respect of a period of leave determined according to the formula  $(A \times B) - C$  where
    - A is the period of leave to which the member is entitled under this determination;
    - B is the proportion of the member's leave year which expired before the termination date, and
    - C is the period of leave taken by the member between the start of the leave year and the termination date.
  - d) Where the proportion of leave taken by the member exceeds the proportion of the leave year which has expired, the member shall provide compensation, whether by payment, by additional service or otherwise.
- 7) a) For the purposes of this determination—"relevant service" means any service which the member concerned is entitled to reckon for the purposes of pay together with any service which he was previously so entitled to reckon-
- (i) in the case of a member below the rank of superintendent, in any lower rank;
  - (ii) in any other case, in the rank of superintendent or any higher rank,
- except that relevant service shall not include any such service as is mentioned in regulation 44.

- b) Where a member of an aerodrome constabulary has been transferred to a police force by an order under section 30 of the Aviation Security Act 1982 then, for the purposes of this paragraph, his service in any rank in that constabulary shall be treated as if it were service in the corresponding rank in a police force.
  
- 8) a) In this determination and determinations made under regulations 22 and 25, "day", in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members.
  
- b) In discharging his functions under sub paragraph (a) above, the chief officer shall have regard to the wishes of the joint branch board.

## **ANNEX 00**

## **DETERMINATION FOR REGULATION 33**

### **CAREER BREAKS**

- 1) If a member of a police force who has completed the required period of probation under Regulation 12 makes an application to take a career break to the chief officer of his police force, the application shall be considered by a human resources professional authorised for these purposes who shall:
    - (a) make known his decision of acceptance or rejection to the member within 28 days of the application, and
    - (b) in the case of his rejection of the application, provide the member at the same time as the rejection with written reasons for the rejection
  - 2) A member whose application to take a career break has been rejected may submit a notice of appeal to the chief officer, within 28 days of receiving the rejection and the reasons for rejection, and the appeal shall be determined personally by the chief officer or an acting chief officer.
- 2A) In paragraphs (1) and (2)-
- “acting chief officer” has the same meaning as in regulations 7 to 9 of the Police Regulations 2003;
- “human resources professional” has the same meaning as in the Police (Performance) Regulations 2012.
- 3) Before the start of the career break, the member shall agree with the chief officer-
    - (a) the date on which the career break is to start
    - (b) the length of the career break, which shall not be greater than five years, save that in exceptional circumstances the chief officer may allow more than five years
    - (c) the end date of the career break, which shall not be later than the compulsory retirement age for the member’s rank within the meaning of regulation A18 of the Police Pensions Regulations 1987 or regulation 19 of the Police Pensions Regulations 2006, as the case may be.
    - (d) objectives with timescales for the career break, which may be varied at any time during the career break by agreement between the member and the chief officer
  - 4) The member shall inform the chief officer during the career break of any circumstances which may affect the objectives or timescales of the career break.
  - 5) During the career break the member shall not undertake full-time education or activities for which he is paid or reimbursed expenses or which involve him in the sale of goods or services, by way of business, without the agreement of the chief officer.
  - 6) Where the chief officer has reasonable grounds for believing that the agreed objectives and timescales of a career break may not be achievable, he may require

the member to attend a review. As the result of such a review, the chief officer may require the member to return to duty, after a minimum notice period of one month, provided that if the chief officer is minded to require the member to return to duty he will allow the member to make appropriate representations before he reaches a final decision.

- 7) Other than as provided in paragraph (6) the chief officer shall not require the member to return from the career break earlier than the agreed date.
- 8) On the agreed return date, the member shall return to duty with the same determined hours and work pattern as before the start of the career break.
- 9) The chief officer shall allow the member before the agreed end date of the career break to return to duty with the same determined hours and work pattern as before the start of the career break -
  - (a) in the case that there is a suitable vacancy, within one month of the member giving notice of his intention to return to duty
  - (b) in any other case, within three months of the member giving notice of his intention to return to duty
- 10) During the career break the member remains a member of his police force for the purposes of the Regulations and the Secretary of State's determinations thereunder, other than, subject to (11), the regulations and determinations of the Secretary of State under Part 4 (Pay), Part 5 (Leave) and Part 6 (Allowances and Expenses).
- 11) (a) A female member of a police force on a career break who becomes pregnant shall give notice to the chief officer as soon as reasonably practicable:
  - (i) that she is pregnant,
  - (ii) of the expected date of birth of her child
  - (iii) of her decision whether to exercise her entitlement under (b)
- (b) Such a member shall be entitled to suspend her career break so that Regulations 29 and 33(?) and the Secretary of State's determinations thereunder may apply to her
- (c) Resumption of the career break in due course shall be subject to further agreement between the chief officer and the member.



## **ANNEX P**

## **DETERMINATION FOR REGULATION 33**

### **SICK LEAVE**

- 1) A member of a police force shall not be entitled to be absent from duty on account of injury or illness unless a registered medical practitioner has certified him to be unfit for duty:

Provided that-

- a) with the consent of the chief officer, a member may be so absent without such certificate of unfitness where the period of unfitness for duty does not exceed 7 days, including any day on which, even if he were fit to do so, he would not have been required to perform police duty;
  - b) if, notwithstanding such certificate of unfitness for duty, a registered medical practitioner appointed or approved by the chief officer has examined the member and considers him to be fit for duty, the chief officer shall, if the medical practitioner who issued the certificate of unfitness for duty agrees, within 28 days of the difference of opinion coming to their attention arrange for a third registered medical practitioner to examine the member and to report in writing to the other two practitioners concerned; the third registered practitioner shall be acceptable to the practitioner who issued the certificate of unfitness for duty and to the practitioner who has examined the member on behalf of the chief officer, except that in the event of a failure to agree, the chief officer may appoint such third medical practitioner as it considers appropriate; and if the third registered medical practitioner certifies the member to be fit for duty, or if the medical practitioner who issued the certificate of unfitness for duty does not agree to such further examination, the member shall no longer be entitled to be absent from duty.
- 1A) In the case of a person who is a chief officer or any member of the City of London Police Force, paragraph (1) shall have effect as if, for "chief officer", there were substituted "local policing body".
  - 2) This determination applies to a member who is in quarantine as it applies to a member who is ill and any reference to fitness or unfitness for duty shall be construed accordingly.

### **3) PART-TIME MEMBERS**

While a part-time member of the rank of constable or sergeant is entitled under this determination to be absent from duty, any rostered shift counts, for the purposes of Regulation 24(1) (pay) and any determination made thereunder, as a period of duty of the same duration.

- 4) a) In this determination and determinations made under regulations 22 and 25, "day", in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members.
- b) In discharging his functions under sub paragraph (a) above, the chief officer shall have regard to the wishes of the joint branch board.

## **ANNEX Q**

## **DETERMINATION FOR REGULATION 33**

### **LEAVE FOR THE PURPOSES OF ANTE-NATAL CARE**

- 1) A female member who is pregnant and who, on the advice of a registered medical practitioner, registered midwife or registered health visitor, has made an appointment to attend at any place for the purpose of receiving ante-natal care shall, subject to the following provisions of this determination, have the right not to be unreasonably refused special leave from duty to enable her to keep the appointment.
- 2) Subject to paragraph (3), the chief constable shall not be required by virtue of this determination to permit a female member to take special leave from duty to keep an appointment unless, if he requests her to do so, she produces for his inspection-
  - a) a certificate from a registered medical practitioner, registered midwife or registered health visitor stating that she is pregnant, and
  - b) an appointment card or other document showing that the appointment has been made.
- 3) Paragraph (2) shall not apply where the female member's appointment is the first appointment during her pregnancy for which she seeks permission to take special leave from duty in accordance with paragraph (1).
- 4) A period of special leave from duty taken in accordance with paragraph (1) shall be treated as a period of duty.

## **ANNEX R**

## **DETERMINATION FOR REGULATIONS 24 and 33**

### **MATERNITY AND ADOPTION LEAVE**

#### **Part 1 - Maternity Leave**

1) In this part of this determination:

“expected date of birth” means, subject to paragraph (4), the date given in accordance with paragraph (2)(b);

“maternity leave” means leave taken in accordance with the provisions of this part by a qualified member of a police force during the maternity period;

“maternity period”, in relation to such a member, means a fifteen month period which is elected by the member and which falls wholly within the period which:

- a) begins six months before the expected date of birth of the member’s child as given under paragraph (2)(b) or, as the case may be, paragraph (4) and
- b) ends 12 months after the date so given.

“qualified member” means a member of a police force who qualifies under paragraph (2).

2) Subject to the following provisions of this part of this determination and part 3, a female member of a police force qualifies for maternity leave when she has given to the chief officer of police notice stating:

- a) that she is pregnant;
- b) the expected date of birth of her child; and
- c) the date of which she intends to commence maternity leave or, where she proposes to take more than one period of maternity leave, the proposed dates of those periods.

3) A female member of a police force does not qualify for maternity leave where the chief officer of police has requested a certificate from a registered medical practitioner, registered midwife or registered health visitor setting out the matters referred to in paragraph (2)(a) and (b) and she fails to produce such a certificate.

4) Where a certificate produced under paragraph (3) sets out a different date as the expected date of the birth of the child of the female member of a police force from the date given in accordance with paragraph (2)(b), the date given in the certificate shall have effect in place of the date given in the notice.

5) A female member of a police force who is pregnant shall give the notice required by paragraph (2) as soon as reasonably practicable after she becomes aware of the expected date of birth of her child.

6) The date or dates given in accordance with paragraph (2)(c) may be amended by a subsequent notice to the chief officer of police, provided that not less than 21 days’ notice is given of the qualified member’s intention to return to duty.

- 7) A qualified member shall commence maternity leave no later than the date given in accordance with paragraph (2)(b) and, subject to paragraphs (8) and (9), the leave shall continue until the last day of the maternity leave.
- 8) Where a qualified member intends to return to duty before the end of the maternity period after taking maternity leave, she shall give to the chief officer of police not less than 21 days' notice of her intention.
- 9) A notice under paragraph (8) may be subsequently revoked; and any such revocation shall be without prejudice to the giving of another notice under that paragraph of an intention to return to duty before the end of the maternity period.
- 10) During any period of maternity leave, a qualified member shall not be entitled to any sick leave under regulation 33(2) and the determination on sick leave thereunder.
- 11) In paragraph (10) "period of maternity leave" means the period:
  - a) beginning on:
    - i) the date given in accordance with paragraph (2)(c) as the date on which the qualified member intends to commence maternity leave or, where she proposes to take more than one period of such leave, the first of those dates, or
    - ii) where that date or, as the case may be, the first of those dates has been amended by a subsequent notice under paragraph (6), that date; and
  - b) ending on:
    - i) where a notice has been given under paragraph (8) and has not been subsequently revoked, the date so given; or
    - ii) where no such notice has been given or remains in force, the last day of the maternity period.
- 12) The first 52 weeks of maternity leave shall be treated as relevant service for the purposes of calculating annual leave entitlement in accordance with determinations made under regulation 33 (Annex O).

## **Part 2 - Adoption Leave**

- 13) In this part of this determination:

"adoption leave" means any leave taken in accordance with the provisions of this part

"qualified member" means a member of the police force who qualifies for adoption leave in accordance with the provisions of this part.
- 14) Subject to the following provisions of this part of this determination and part 3, a member of a police force qualifies for adoption leave when the member has given notice to the chief officer of police stating:
  - a) that the member has been matched with a child for adoption;

- b) the date on which the child is expected to be placed with the member for adoption; and
  - c) the date on which the member intends to commence adoption leave.
- 15) A member of a police force must commence adoption leave within the period of 14 days ending with the date on which the child is expected to be placed with the member as notified under paragraph (16)(b).
- 16) A notice under paragraph (16) must be given within 7 days of the member of a police force being notified that they have been matched with a child for adoption. Where it is not reasonably practicable for the member to give such notice within 7 days, the notice should be given as soon as is reasonably practicable.
- 17) A member of a police force who is matched for adoption with a child who is a step-child or foster-child of the member, and was previously living with the member, does not qualify for adoption leave.
- 18) Where a couple are jointly adopting a child, a member of a police force does not qualify for adoption leave if the other person in the couple is also taking adoption leave whether in accordance with this part of this determination (where that other person is also a member of a police force) or otherwise.
- 19) A qualified member who has, at the end of the week in which he is matched with a child for adoption, served continuously as a member of a police force for less than 26 weeks is entitled to a one week's adoption leave ("standard adoption leave").
- 20) A qualified member who has at the end of the week in which he is matched with a child for adoption served continuously as a member of a police force for a minimum period of 26 weeks is entitled to 52 weeks' adoption leave ("ordinary and additional adoption leave").
- 21) Where a qualified member is matched for adoption with more than one child at the same time, this does not affect the member's entitlement to adoption leave under this part of this determination.
- 22) A qualified member intending to return to duty before the end of the period of ordinary and additional adoption leave shall give the chief officer of police not less than 28 days' notice of the date on which the member intends to return.
- 23) A qualified member is entitled to be paid as respects the first week of adoption leave at the member's normal rate of pay but, subject to paragraphs (24), is not entitled to be paid thereafter.
- 24) A qualified member who has service continuously as a member of a police force for one year or more at the end of the week in which he is matched with a child for adoption is entitled (in addition to the member's entitlement under paragraph 23) to be paid as respects the second to the 13th weeks of adoption leave at the member's normal rate of pay.
- 25) The pay to which a qualified member is entitled under paragraphs (23) and (24) shall be reduced, in respect of any week for which the member receives statutory adoption pay, by an amount equal to the statutory adoption pay that the member receives for that week.
- 26) For the purposes of paragraphs (23) to (25):

- a) “normal rate of pay” means the pay to which the qualified member in question would be entitled if the member was not on adoption leave, and
  - b) “statutory adoption pay” means any payment made in accordance with Part XIIIB of the Social Security Contributions and Benefits Act 1992 or any later enactment which replaces those provisions and is to the same or substantially similar effect.
- 27) In the case of part-time member each day of paid adoption leave granted counts for the purposes of the determinations made under regulation 24 (Annex F) as a period of duty of 8 hours multiplied by the appropriate factor.
- 28) Adoption leave shall be treated as relevant service for the purposes of calculating annual leave entitlement in accordance with determinations made under regulation 33 (Annex O).

### **Part 3 - Keeping in Touch Days**

- 29)
- a) A member of a police force on maternity leave or adoption leave may, at the discretion of the member and with the agreement of the chief officer of police, carry out duty on up to 10 days (“Keeping In Touch Days”) without bringing the maternity leave or adoption leave to an end.
  - b) A Keeping In Touch Day shall not count towards the period in respect of which a member of a police force is entitled to maternity pay in accordance with the determination made under regulation 29 (Annex L), or to be paid in respect of adoption leave in accordance with part 2 of this determination.
  - c) Subject to the provisions of the determination made under regulation 25 (Annex G), duty on a Keeping In Touch Day shall be paid at an hourly rate calculated by multiplying by 6/12520 the appropriate annual rate of pay for the member concerned,
  - d) Where a member of a police force would be entitled to statutory maternity pay or statutory adoption pay for any week but for the fact that a Keeping In Touch Day falls in that week, neither the member’s statutory maternity pay or statutory adoption pay (as the case may be) nor the member’s pay in respect of the Keeping In Touch Day shall be reduced on account of the other.
  - e) For the purposes of sub-paragraph (d), “statutory maternity pay” has the same meaning as in paragraph (6) of the determination made under regulation 29 (Annex L).
- 31)
- a) In this determination and determinations made under regulations 22 and 25, “day”, in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members.
  - b) In discharging his functions under sub paragraph (a) above, the chief officer shall have regard to the wishes of the joint branch board.

## **ANNEX S**

## **DETERMINATION FOR REGULATIONS 24 and 33**

### **MATERNITY SUPPORT LEAVE, ADOPTION SUPPORT LEAVE AND PARENTAL LEAVE**

#### **Part 1 - Ordinary Maternity Support Leave and Ordinary Adoption Support Leave**

- 1) So far as the exigencies of duty permit, a member of a police force who is the child's father, the partner or the nominated carer of an expectant mother shall be granted, if the member so requires, two weeks' ordinary maternity support leave at or around the time of birth.
- 2) For the purposes of paragraph (1), a nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of birth.
- 3) So far as the exigencies of duty permit, a member of a police force who is an adopter's spouse or partner shall be granted, if the member so requires, two weeks' ordinary adoption support leave at or around the time of adoption.
- 4) A member of a police force on ordinary maternity support leave or ordinary adoption support leave is entitled to be paid at the member's normal rate of pay as respects the first week of any such leave, but, subject to paragraph (5), is not entitled to be paid thereafter.
- 5) A member of a police force who has served in that or another force for a continuous period of at least 26 weeks ending with:
  - a) the week immediately preceding the 14th week before the expected week of the child's birth (in the case of a member on ordinary maternity support leave), or
  - b) the week in which the adopter is matched with a child for adoption (in the case of a member on ordinary adoption support leave)is entitled to be paid as respects the second week of any such leave at the statutory paternity pay rate.
- 6) The pay to which a member of a police force is entitled under paragraphs (5) and (6) shall be reduced, in respect of any week for which the member receives statutory paternity pay, by an amount equal to the statutory paternity pay that the member receives for that week.
- 7) For the purposes of paragraphs (6) and (7), "statutory paternity pay" means any payment made in accordance with Part XIIZA of the Social Security Contributions and Benefits Act 1992 or any later enactment which replaces those provisions and is to the same or substantially similar effect, and the "statutory paternity pay rate" is the rate of such payment applicable to the member of the police force in question.
- 8) In the case of a part-time member, each day of paid ordinary maternity support leave or paid ordinary adoption support leave counts for the purposes of regulation 24(1) and the determination thereunder as a period of duty of 8 hours multiplied by the appropriate factor.

- 9) In this part of this determination and in determinations made under regulations 22 and 25, “day”, in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members.
- 10) In discharging his functions under paragraph (9) above, the chief officer shall have regard to the wishes of the joint branch board.
- 11) Leave taken as ordinary maternity support leave or ordinary adoption support leave shall be treated as relevant service for the purposes of calculating annual leave entitlement in accordance with determinations made under regulation 33 (Annex O).

**Part 1A - Additional Maternity Support Leave and Additional Adoption Support Leave**

- 11A) Without prejudice to Part 1 of this determination, and so far as the exigencies of duty permit, a member of a police force who:
  - a) satisfies the conditions specified in paragraph (11B); and
  - b) complies with the requirement specified in paragraph (11C),shall be granted additional maternity support leave or additional adoption support leave (as the case may be) for the purposes of caring for a child.
- 11B) The conditions are that:
  - a) the member is the father of the child, or the spouse or partner of the mother or adopter of the child;
  - b) the member is taking leave to care for the child and has, or expects to have, responsibility for the child;
  - c) the member has served in that or another police force for a continuous period of at least 26 weeks ending with:
    - i) the week immediately preceding the 14th week before the expected week of the child’s birth (in the case of additional maternity support leave), or
    - ii) the week in which the adopter is matched with the child for adoption (in the case of additional adoption support leave);
  - d) the member remains a member of the police force until the week before the first week of additional maternity support leave or additional adoption support leave;
  - e) the mother or adopter of the child:
    - i) has been in receipt of statutory maternity pay, statutory maternity allowance or statutory adoption pay,
    - ii) has returned to work before the commencement of the additional maternity support leave or additional adoption support leave, and
    - iii) has not exercised the full entitlement to maternity or adoption leave;



and

- f) the child is due to be born on or after 3rd April 2011 (in the case of additional maternity support leave), or the adopter was notified of a match for adoption on or after 3rd April 2011 (in the case of additional adoption support leave).
- 11C) The requirement is that the member gives the chief officer eight weeks' notice of the member's intention to take any part of the additional maternity support leave or additional adoption support leave to which the member is entitled. For the purposes of this paragraph the notice required is notice which:
- a) is given in writing;
  - b) specifies:
    - i) the name of the member,
    - ii) the week in which the mother was expected to give birth (in the case of additional maternity support leave) or the date on which the adopter was notified of a match for adoption (in the case of additional adoption support leave),
    - iii) the date on which the child was born (in the case of additional maternity support leave) or placed for adoption (in the case of additional adoption support leave),
    - iv) the dates on which the period of leave is to begin and end;
  - c) contains a declaration by the member stating:
    - i) that the purpose of the leave will be to care for the child, and
    - ii) that the member satisfies the conditions in paragraph (11B)(a) and (b); and
  - d) contains a declaration by the mother or adopter (as the case may be) stating:
    - i) the mother or adopter's name, address and National Insurance number,
    - ii) the date the mother or adopter intends to return to work,
    - iii) that the member satisfies the conditions in paragraph (11B)(a) and (b),
    - iv) that the member is the only person exercising an entitlement to leave under this part of this determination, or to additional paternity leave under the Additional Paternity Leave Regulations 2010, in respect of the child, and
    - v) that the mother or adopter consents to the chief officer processing the information contained in the declaration.
- 11D) Additional maternity support leave or additional adoption support leave:
- a) may be taken at any time within the period which begins 20 weeks after the date on which the child is born (in the case of additional maternity support leave) or placed for adoption (in the case of additional adoption support

- leave) and ends 52 weeks after that date;
- b) may be taken for a minimum period of two weeks and a maximum period of 26 weeks; and
  - c) must be taken in multiples of complete weeks and, subject to paragraph (11E), must be taken as one continuous period.
- 11E) A member on additional maternity support leave or additional adoption support leave:
- a) may, in exceptional circumstances, be recalled to duty during the period of leave; and
  - b) shall be entitled to ten “Keeping In Touch Days” in accordance with paragraph 29 of Annex R (Maternity Leave and Adoption Leave), and the references in sub-paragraph (d) of that paragraph to statutory maternity pay or statutory adoption pay shall be read as references to additional statutory paternity pay within the meaning of Part XIIZA of the Social Security Contributions and Benefits Act 1992.
- 11F) In a case where the mother or adopter dies before the end of the period of 52 weeks beginning with the date on which the child is born (in the case of additional maternity support leave) or placed for adoption (in the case of additional adoption support leave):
- a) a member who has given notice in accordance with paragraph (11C) may vary the dates on which the period of leave is to begin or end; and
  - b) the leave may be for a minimum period of two weeks and, notwithstanding paragraph (11D)(b), a maximum period of 52 weeks.
- 11G) Leave taken as additional maternity support leave or additional adoption support leave shall be treated as relevant service for the purposes of calculating annual leave entitlement in accordance with determinations made under regulation 33 (Annex O).

## **Part 2 - Parental Leave**

- 12) A member of a police force who:
- a) has served continuously for a period of not less than a year; and
  - b) has, or expects to have, responsibility for a child,
- is entitled, in accordance with this determination, to be absent from work on parental leave for the purpose of caring for that child.
- 13) A member has responsibility for a child, for the purposes of paragraph (12), if:
- a) he has parental responsibility for the child; or
  - b) he has been registered as the child’s father under any provision of section 10(1) or 10A(1) of the Births and Deaths Registration Act 1953.
- 14) Subject to paragraph (15) below a member is entitled to thirteen weeks’ leave in

respect of any individual child.

- 15) A member is entitled to eighteen weeks' leave in respect of a child who is entitled to receive a disability living allowance.
- 16) Where the period for which a member is normally required to do duty in the course of a week does not vary, a week's leave for the member is a period of absence from duty which is equal in duration to the period for which he is normally required to do duty.
- 17) Where the period for which a member is normally required to do duty in the course of a week varies from week to week or over a longer period, or where he is normally required to work in some weeks but not in others, a week's leave for the member is a period of absence from duty which is equal in duration to the period calculated by dividing the total of the periods for which he is normally required to do duty in a year by 52.
- 18) Where a member takes leave in periods shorter than the period which constitutes for him, a week's leave under whichever of paragraphs (16) and (17) is applicable in his case, he completes a week's leave when the aggregate of the periods of leave he has taken equals the period constituting a week's leave for him under the applicable paragraph.
- 19) Except in the cases referred to in paragraphs (20) and (21), a member may not exercise any entitlement to parental leave in respect of a child after the date of the child's 5th birthday or, in the case of a child placed with the member for adoption by him, on or after:
  - a) the 5th anniversary of the date on which the placement began, or
  - b) the date of the child's 18th birthday,whichever is the earlier.
- 20) In the case of a child:
  - a) born before 15th December 1999, whose 5th birthday was or is on or after that date, or
  - b) placed with the member for adoption by him before 15th December 1999, the 5th anniversary of whose placement was or is on or after that date,not being a case to which paragraph (21) applies, any entitlement to parental leave may not be exercised after 31st March 2005.
- 21) In the case of a child who is entitled to a disability living allowance, any entitlement to parental leave may not be exercised on or after the date of the child's 18th birthday.
- 22) A member of a police force shall give notice to the chief officer of his intention to take any part of the parental leave to which he is entitled. For the purposes of this paragraph, the notice required is notice which:
  - a) specifies the dates on which the period of leave is to begin and end; and
  - b) is given to the chief officer at least 21 days before the date on which that period is to begin.
- 23) As far as the exigencies of duty permit, the chief officer shall grant the member parental leave where notice has been given in accordance with paragraph (22)

## **ANNEX T**

## **DETERMINATION FOR REGULATION 33**

### **TIME OFF FOR DEPENDANTS**

- 1) A member of a police force is entitled to be permitted by his chief officer to take a reasonable amount of time off during his normal duty periods in order to take action which is necessary:
  - a) to provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted,
  - b) to make arrangements for the provision of care for a dependant who is ill or injured,
  - c) in consequence of the death of a dependant,
  - d) because of the unexpected disruption or termination of arrangements for the care of a dependant, or
  - e) to deal with an incident which involves a child of the member and which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for him.
- 2) Paragraph (1) does not apply unless the member:
  - a) tells his chief officer the reason for his absence as soon as reasonably practicable, and
  - b) except where paragraph (a) cannot be complied with until after the member has returned to duty, tells his chief officer for how long he expects to be absent.
- 3) Subject to paragraphs (4) and (5), for the purposes of this section “dependant” means, in relation to a member of a police force:
  - a) a spouse,
  - b) a child,
  - c) a parent,
  - d) a person who lives in the same household as the member, otherwise than by reason of being his employee, tenant, lodger or boarder.
- 4) For the purposes of paragraphs (1)(a) or (b) “dependant” includes, in addition to the persons mentioned in paragraph (3), any person who reasonably relies on the member:
  - a) for assistance on an occasion when the person falls ill or is injured or assaulted, or
  - b) to make arrangements for the provision of care in the event of illness or injury.
- 5) For the purposes of paragraph (1)(d) “dependant” includes, in addition to the persons mentioned in paragraph (3), any person who reasonably relies on the member to make arrangements for the provision of care.
- 6) A reference in this determination to illness or injury includes a reference to mental illness or injury.
- 7) Leave taken as time off for dependants shall be treated as duty.

**PART 6**

**ALLOWANCES AND EXPENSES**

**Allowances**

34. - (1) Subject to regulation 38, the Secretary of State shall determine the entitlement of members of a police force to any allowance, and in making such a determination the Secretary of State may confer on -

- (a) the local policing body;
- (b) the chief officer,

such functions -

- (i) in relation to the calculation of an allowance,
- (ii) where the payment of an allowance is subject to such conditions as may be specified in the determination, in relation to those conditions,

as he thinks fit.

(2) No allowances shall be paid to a member of a police force except as provided by or under these Regulations or approved by the Secretary of State, and the amounts and conditions of payment of such allowances shall be as so provided or approved.

(3) Nothing in this regulation shall apply to the reimbursement of expenses incurred by a member of a police force in the execution of his duty, being expenses authorised either generally or specifically by the local policing body in respect of which no allowance is payable under these Regulations and no determination has been made under regulation 35.

## **ANNEX U**

## **DETERMINATION FOR REGULATION 34 FOR SCHEDULE 2**

### **ALLOWANCES**

#### **1) MOTOR VEHICLE ALLOWANCES**

- a) Where the chief officer is of opinion that the duties normally performed by a member of a police force are of such a nature that it is-
- i) essential, or
  - ii) desirable,

that the member in question should, at all material times, have a motor vehicle at his disposal, he may authorise that member to use (subject to his directions) a motor vehicle owned by the member for the purposes of duties performed by him and, subject to the following provisions of this determination, in respect of such use the member shall be paid a motor vehicle allowance. Use of a motor vehicle during travelling time which is treated as duty in accordance with a determination under regulation 22(1)(e) shall be treated as use for the purposes of duties performed by the member.

- b) A motor vehicle allowance shall not be payable in respect of the authorised use of a motor vehicle unless there was in force in relation thereto a policy of insurance in terms approved by the chief officer, in relation to the use in question, for the purposes thereof.
- c) A motor vehicle allowance shall not be payable in respect of the authorised use of a motor car of a cylinder capacity exceeding 500 c.c. unless the member concerned was willing to carry passengers for the purposes of the duties performed by him or, in the case of passengers being members of a police force, by those members.
- d) A motor vehicle allowance in respect of the authorised use of a motor car of a cylinder capacity exceeding 500 c.c. shall, subject as aforesaid, be payable-
- i) where the chief officer of police is of the opinion mentioned in sub-paragraph (a)(i), at the essential user's rate;
  - ii) where the chief officer of police is of the opinion mentioned in sub-paragraph (a)(ii), at the casual user's rate,

as provided in sub-paragraphs (e) and (f) .

Provided that where the member concerned holds a rank above that of chief superintendent he may instead be paid a flat-rate motor vehicle allowance at such annual rate as is determined by the chief officer on such basis as is approved by the Secretary of State.

- e) i) Subject to the following provisions of this determination, the amount of a motor vehicle allowance payable at the essential user's rate shall in any year comprise a fixed element and a mileage element calculated as provided in sub-paragraphs (ii) and (iii).
- ii) The fixed element shall be calculated by reference to the number of completed months comprised in the period of authorised use for the

year in question at the annual rate specified in sub-paragraph (g) by reference to the cylinder capacity of the motor car in question.

iii) The mileage element shall be calculated in relation to authorised use at the rate specified in sub-paragraph (g) by reference to the cylinder capacity of the motor car in question, and for that purpose sub-paragraph (g) so specifies:

- (1) a basic rate, in relation to authorised use not exceeding the mileage specified in sub-paragraph (g) (“the basic mileage”), and
- (2) a reduced rate in relation to authorised use in excess of the basic mileage.

(f) A motor vehicle allowance in respect of the authorised use of-

- (i) a motor car of a cylinder capacity not exceeding 500 c.c., or
- (ii) a motor bicycle,

shall, subject as aforesaid, be payable on such conditions and at such rate as is approved by the Secretary of State.

(g) Rate, with effect from 1 April 2012

	451-999cc	1000-1199cc	1200-1450cc
<b>Essential users</b>			
Lump sum per annum	£846	£963	£1,239
Per mile - first 8,500 miles	36.9p	40.9p	50.5p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Petrol element per mile	9.406p	10.366p	11.288p
Amount of VAT per mile in petrol element	1.567p	1.727p	1.881p
<b>Casual users</b>			
Per mile - first 8,500 miles	46.9p	52.2p	65.0p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Petrol element per mile	9.406p	10.366p	11.288p
Amount of VAT per mile in petrol element	1.567p	1.727p	1.881p

- h) Where in any year a motor vehicle allowance is payable at the essential user’s rate it shall be payable in such instalments, in advance or in arrears, as the chief officer may determine; but when the amount of the allowance for that year is finally calculated, any over payment shall be recoverable.
- i) Where in any year a motor vehicle allowance is payable at the essential user’s rate to a member of a police force and the member is on sick leave, or maternity leave, or the motor car in question is out of order, for a continuous period of four or more weeks in that year the allowance shall be reduced by such amount as the chief officer, with the approval of the Secretary of State, determines as being appropriate in all the circumstances.

- j) Where in any year a motor vehicle allowance is payable at the essential user's rate but the period of authorised use is a fraction only of that year, sub paragraph (e)(iii) shall have effect as if for the reference to the basic mileage there were substituted a reference to the corresponding fraction of that mileage; and for the purposes of this paragraph the monthly rate of the fixed element of such an allowance so payable shall be taken to be a twelfth of the annual rate.
- k) The amount of a motor vehicle allowance payable at the casual user's rate shall in any year be an amount calculated in relation to the mileage of authorised use in that year at the rate specified in sub-paragraph (g) by reference to that mileage and the cylinder capacity of the motor car in question, except that where the amount of the allowance would be less if it were calculated at the essential user's rate, it shall be of an amount calculated in accordance with sub-paragraph (e).
- l) The amount of a motor vehicle allowance payable to a member of a police force shall not exceed that which would be payable if the vehicle in question were of such a cylinder capacity, not being less than 1,000 c.c., as the chief officer of police, has determined appropriate for use for the purposes of the duties normally performed by the member concerned.
- m) This determination shall have effect -
- i) in its application to a chief officer of police, as if every power conferred on the chief officer; and
- ii) in its application to any other officer in the City of London Police Force, as if the powers conferred on the chief officer by virtue of paragraph (1)(b), the proviso to paragraph (1)(d), paragraph (1)(h), paragraph (1)(i) and paragraph (1)(n),
- were conferred on the local policing body instead.
- n) For the purposes of this determination-

"authorised use" means the use, authorised under sub-paragraph (a), of a motor vehicle owned by the member of a police force concerned for the purposes of his duties as a member of that force or, where he has been statutorily transferred from one force to another force, as a member of either of those forces, and "period of authorised use" means the period during which such use is authorised;

"cylinder capacity" means the cylinder capacity of the engine of a vehicle calculated in accordance with regulations under paragraph 2(4) of Schedule 1 to the Vehicle Excise and Registration Act 1994;

"motor bicycle" means a mechanically propelled bicycle (including a motor scooter, a bicycle with an attachment for propelling it by mechanical power and a mechanically propelled bicycle used for drawing a sidecar);

"motor car" means a mechanically propelled vehicle other than a motor bicycle and, accordingly, includes a mechanically propelled tricycle;

"year" means a period of twelve months beginning on such date as may be determined by the chief officer;



and a reference to a motor vehicle owned by a member of a police force is a reference to such a vehicle kept and used by him.

**2) DOG HANDLER'S ALLOWANCE**

- a) Where a dog owned for the purposes of the police force is kept and cared for by a member of a police force at his home, the member shall be paid a dog handler's allowance in respect of the care accorded to the dog on the member's rest days and on public holidays.
- b) For this purpose the member shall be treated as keeping and caring for a dog at his home if he would be doing so but for his being on annual leave.
- c) The annual rate of this allowance is as follows: with effect from 1 September 2010 is £2,133.
- d) Where the member keeps and cares for at his home more than one dog owned for the purposes of the police force, there shall be added to the allowance an amount equal to 25 per cent of the sum specified in sub-paragraph (c) for each such dog.

**3) LONDON ALLOWANCE**

- a) A member of the City of London or metropolitan police force shall be paid a London allowance at a rate determined by the Commissioner of the relevant force with regard to location and retention needs, following consultation with the joint branch board or Joint Executive Committee, and not exceeding the maximum rates set out in sub-paragraph (b) below.
- b) The maximum rate is:
  - i) £4,338 a year if appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3;
  - ii) £1,011 a year, in other cases (provided that, in respect of any particular member, the total of the London allowance and replacement allowance payable to the member shall not exceed the London allowance that would be payable if the member were not receiving a replacement allowance).
  - iii) A part-time member of the City of London or metropolitan police force shall be paid a London allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.
- c) A member of the City of London or metropolitan police force suspended under the Conduct Regulations, other than a member to whom paragraph 1(1) of Schedule 2 applies, shall be entitled to receive the London allowance.
- d) In this Part and Parts 4 to 6. "location" in relation to a member of a police force means the police establishment in which the member is stationed.

**4) LONDON TRANSITIONAL SUPPLEMENT**

- a) A member of the City of London or metropolitan police force who joined before 1 September 1994 and receives an allowance being:

- i) at half rate, a replacement allowance equivalent to a housing allowance under regulation 49 of the 1987 Regulations as it had effect before 1 September 1994, or
- ii) at flat rate, a replacement allowance equivalent to a transitional rent allowance under regulation 49B of the 1987 Regulations as it had effect before 1 September 1994

shall be paid an allowance at a rate determined by the Commissioner of the relevant force with regard to location and retention needs, following consultation with the joint branch board or Joint Executive Committee, and not exceeding £1000 a year (provided that, in respect of any particular member, the total of the London transitional supplement, London allowance and replacement allowance payable to the member shall not exceed the London allowance that would be payable if the member were not receiving a replacement allowance).

- b) A part-time member of the City of London or metropolitan police force who joined before 1 September 1994 and receives an allowance as at (a)(i) or (ii) shall be paid an allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.
- c) Payment shall cease if the member moves to the full rate of replacement allowance.

#### 5) **SOUTH EAST ENGLAND ALLOWANCE**

- a) A member of the Essex, Hertfordshire, Kent, Surrey or Thames Valley constabulary appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3 shall be paid an allowance at a rate determined by the Chief Constable of the relevant force with regard to location and retention needs, following consultation with the joint branch board, and not exceeding £2,000 a year.
- b) A member of the Bedfordshire, Hampshire or Sussex constabulary appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3 shall be paid an allowance at a rate determined by the Chief Constable of the relevant force with regard to location and retention needs, following consultation with the joint branch board, and not exceeding £1,000 a year.
- c) A part-time member of any of the forces mentioned in sub-paragraphs (a) or (b) appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3 shall be paid an allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.

#### 6) **SOUTH EAST ENGLAND TRANSITIONAL SUPPLEMENT**

- a) A member of the Hertfordshire, Kent or Surrey constabulary who joined the police service before 1 September 1994 and receives an allowance being:
  - i) at half rate, a replacement allowance equivalent to a housing allowance under regulation 49 of the 1987 Regulations as it had effect before 1 September 1994, or
  - ii) at flat rate a replacement allowance equivalent to a transitional rent

allowance under regulation 49B of the 1987 Regulations as it had effect before 1 September 1994

payable at a rate less than the rate of the South East England Allowance that the member would receive under paragraph (5) if not in receipt of a replacement allowance, shall be paid a supplementary allowance at the rate of the difference between that South East England Allowance and the replacement allowance that the member is receiving.

- b) A part-time member of the Hertfordshire, Kent or Surrey constabulary who joined before 1 September 1994 and receives an allowance as at (a)(i) or (ii) shall be paid a supplementary allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.
- c) Payment shall cease if the member moves to the full rate of replacement allowance.

#### 7) **SPECIAL PRIORITY PAYMENTS**

- a) A member in a qualifying post in his force's special priority payment scheme who meets the personal criteria in sub-paragraph (g) below in respect of any year shall be paid an allowance (special priority payment or SPP).
- b) The annual amount of the SPP for each qualifying post shall be determined by the chief officer and the police authority and be paid on an annual basis, unless following consultation with the local staff associations they determine that it be paid on a monthly basis.
- c) Where the SPP is paid on an annual basis, it shall be paid as a single lump sum in December of the relevant year.
- d) The annual amount shall normally be no less than £500 and no more than £3,000, although exceptionally, amounts of up to £5,000 may be determined.
- e) Where a member is entitled to a SPP in respect of any year and he has not been in the qualifying post for the whole of that year, he shall be paid a fraction of the annual amount corresponding to the fraction of the period of that year during which the member has been in the qualifying post.
- f) In agreeing the qualifying posts for the force's special priority payment scheme, the chief officer and police authority shall have regard to the following criteria in respect of any post, that it:
  - Carries a significantly higher responsibility level than the norm for the rank; or
  - Presents particular difficulties in recruitment and retention; or
  - Has specially demanding working conditions or working environments
- g) The personal criteria are that the member has demonstrated that he is fully competent in and highly committed to his duties and responsibilities.
- h) In this paragraph, "year" means any period of 12 months.

**7A) ABOLITION OF SPECIAL PRIORITY PAYMENTS**

- a) Special priority payments are abolished and, subject to sub-paragraph (c), paragraph (7) of this determination has no further effect.
- b) Special priority payments paid on a monthly basis shall not be paid after 31 March 2012.
- c) A member who, but for sub-paragraph (a), would have been entitled to receive a lump sum in December 2012 on account of a special priority payment paid on an annual basis, shall instead receive a lump sum of one quarter of the annual amount to reflect the member's service in the qualifying post between 1 January 2012 and 31 March 2012.

**8) BONUS PAYMENTS**

A chief officer may award a payment of between £50 and £500 to a member of his force where he is satisfied that the member concerned has performed a piece of work of an outstandingly demanding, unpleasant or important nature

**9) POST-RELATED ALLOWANCES FOR CHIEF SUPERINTENDENTS**

- a) A chief superintendent in a qualifying post shall be paid a Post-Related Allowance (PRA) of £5,001 a year (non-pensionable).
- b) A qualifying post is a post identified as such by the force's chief officer, following consultation with the local branch of the Superintendents' Association.
- c) In identifying any qualifying posts for the purposes of this paragraph, the chief officer shall have regard to the following criteria:
  - Whether the post is that of BCU commander, with exceptionally difficult policing conditions, high public profile, and particularly complex community relationships;
  - Whether the post is otherwise a very demanding post, including one dealing with high volumes of serious crime, high levels of deprivation and difficult conflict in community and partnership working.
- d) A PRA will not be paid to a person acting up, under Annex I of the determinations, in the absence of a post-holder entitled to a PRA.

A PRA will not be paid to anyone acting up, under Annex I of the determinations, in the absence of a post-holder entitled to a PRA.

**10) UNSOCIAL HOURS ALLOWANCE**

- a) A member of a police force in the rank of constable, sergeant, inspector or chief inspector shall be paid an allowance, to be known as the unsocial hours allowance, in respect of every full hour worked by the member between 8pm and 6am.
- b) Subject to the transitional arrangements set out in sub-paragraphs (c) to (f), the unsocial hours allowance shall be paid at an hourly rate of 10% of the member's hourly rate of pay, calculated by multiplying by 6/125200 the

member's annual rate of pay.

- c) Until 1 January 2014 the unsocial hours allowance may be paid monthly in arrears at a fixed rate in respect of any month in which the member works any hours between 8pm and 6am, rather than by reference to the hours worked by the individual member.
- d) The fixed rate for a full-time member working a standard eight-hour alternating shift system for a four team pattern is as follows:
  - i) £100 for constables;
  - ii) £125 for sergeants;
  - iii) £160 for inspectors;
  - iv) £175 for chief inspectors
- e) The rates in sub-paragraph (d) may be altered by the chief officer where different shift arrangements apply.
- f) The fixed hourly rate for a part-time member shall be calculated by multiplying by 9/1565 the rate for the member's rank in sub-paragraph (d), or such other rate as the chief officer has determined under sub-paragraph (e).

#### 11) **AWAY FROM HOME OVERNIGHT ALLOWANCE**

- a) A member of a police force in the rank of constable, sergeant, inspector or chief inspector shall be paid an allowance of £50, to be known as the away from home overnight allowance, in respect of every night on which the member is held in reserve.
- b) Subject to sub-paragraph (c), a member is held in reserve for the purposes of this paragraph if the member is serving away from his normal place of duty (whether because the member has been provided for the assistance of another police force under section 24 of the Police Act 1996 or otherwise) and is required to stay in a particular, specified place rather than being allowed to return home.
- c) A member is not held in reserve if the member is serving away from his normal place of duty only by reason of being on a training course or carrying out routine enquiries.

#### 12) **HARDSHIP ALLOWANCE**

- a) A member of a police force shall be paid an allowance of £30, to be known as the hardship allowance, in the circumstances set out in sub-paragraph (b).
- b) The allowance shall be paid in respect of every night when the member:
  - i) is held in reserve, within the meaning of paragraph (11), and
  - ii) is not provided with proper accommodation.
- c) For the purposes of sub-paragraph (b)(ii) "proper accommodation" means a room for the sole occupation of the member, with an en suite bathroom.

#### 13) **ON CALL ALLOWANCE**

- (1) A member of the rank of Constable, Sergeant, Inspector or Chief Inspector shall receive an allowance of £15 in respect of each day on which he spends

any time on-call.

- (2) In paragraph (1) “day” means a period of 24 hours commencing at such time or times as the chief officer shall fix after consultation with the joint branch board, and the chief officer may fix different times in relation to different groups of members.

## **ANNEX UU**

## **DETERMINATION FOR REGULATION 34**

### **ACTING UP ALLOWANCE**

- 1) Subject to the following provisions of this determination, a member of a police force of the rank of chief superintendent or below who, in any year, is required to perform the duties normally performed by a member of the force of a higher rank than his own for 10 complete days is entitled to an acting up allowance in respect of each further complete day in that year on which he is required to perform such duties.
- 2) An acting up allowance for a full-time member not working in accordance with variable shift arrangements shall be paid at a daily rate calculated in accordance with the formula

$$\frac{A - B}{365}$$

where A is the salary to which the member would be entitled on promotion to the higher rank; and B is the salary to which the member is entitled in his current rank (including any payment to which the member is entitled under part 9 of the determination under regulation 24 (Annex F - Pay)).

- 3) An acting up allowance for a part-time member and for any member working in accordance with variable shift arrangements shall be paid at an hourly rate arrived at by dividing by 8 the daily rate that would be applicable under paragraph (4) if the member was a full-time member not working in accordance with variable shift arrangements.
- 4) Where a member is absent from duty for one or more periods each of no more than two weeks he shall be entitled to an acting up allowance in respect of those periods if he would have been entitled to such allowance under paragraph (1) had he been on duty throughout the periods.
- 5) An acting up allowance shall only be payable for a maximum of 46 days in respect of any one continuous period of performing the duties normally performed by a member of a police force of a higher rank (and for the purposes of this paragraph, any days on which the allowance is paid under paragraph (6) shall be treated as days on which the member is performing the duties normally performed by a member of a police force of a higher rank).
- 6) Where:
  - a) a member of a police force below the rank of inspector is entitled to an acting up allowance under paragraph (1),
  - b) the member is performing the duties of the rank of inspector or above, and
  - c) the day on which the member is performing such duties is not a public holiday or rostered rest day,

there shall be no entitlement to an allowance or time off under regulations 25 and any determination thereunder in respect of such duties.

- 7) Paragraph (1) shall not apply where:

- a) a member of a police force below the rank of inspector is required to perform the duties normally performed by a member of the force of the rank of inspector or above, and
  - b) the day on which the member is required to perform such duties is a public holiday or rostered rest day.
- 8) Where a full-time member of a police force not working in accordance with variable shift arrangements:
- b) on his last scheduled working day in any year is paid in respect of that day an acting up allowance, and
  - c) on his first scheduled working day of the next following year continues for the complete day to perform such duties,
- he shall be entitled to an acting up allowance in respect of the day mentioned in sub-paragraph (b) and any following complete day which together therewith forms a continuous period during which he is required to perform such duties, as if that day or days had formed part of the year mentioned in sub-paragraph (a):
- provided that the said day or days shall be disregarded for the purposes of the application of paragraph (1) to that member in the year mentioned in sub-paragraph (b).
- 9) Where a part-time member of a police force or any member working in accordance with variable shift arrangements:
- a) has a qualifying shift as his last rostered shift in any year, and
  - b) is paid in respect of that shift an acting up allowance, and
  - c) has a qualifying shift as his first rostered shift in the next following year,
- he shall be paid in respect of the shift mentioned in sub-paragraph (c) and any qualifying shifts beginning on days that follow consecutively the day on which that shift began as if that shift or shifts had occurred in the year mentioned in sub-paragraph (a):
- provided that the said shift or shifts shall be disregarded for the purposes of the application of paragraph (1) to that member in the year mentioned in sub-paragraph (c).
- 10) For the purposes of this determination “qualifying shift” means, in relation to a member of a police force, a rostered shift throughout which he is required to perform duties normally performed by a member of the force of a higher rank than his own.
- 11) For the purposes of this determination “year” means a period of 12 months beginning on 1 April.
- 12) For the purposes of this determination “day” means in relation to a member of a police force below the rank of inspector, his normal daily period of duty.
- 13) “Full-time member” means a member of the force appointed otherwise than under regulation 5 and any determination thereunder.



**REGULATION 35**  
ANNEX V REFERS

**Expenses**

35. - (1) The Secretary of State shall determine the entitlement of members of a police force to reimbursement of any expenses incurred by such a member in or in connection with the execution of his duty.

(2) Where, in making a determination under paragraph (1), the Secretary of State specifies conditions subject to which expenses are to be reimbursed, he may in that determination confer on -

- (a) the local policing body;
- (b) the chief officer,

such functions in relation to those conditions as he thinks fit.

(3) The expenses that may be reimbursed under a determination made under paragraph (1) include tax paid by a chief officer in connection with removal or relocation expenses associated with his appointment.

## **ANNEX V**

## **DETERMINATION FOR REGULATION 35**

### **EXPENSES**

#### **1) REIMBURSEMENT OF MEDICAL CHARGES**

- a) A member of a police force, if the charges are incurred by reason of an injury received without his default in the execution of his duty as a constable, shall be reimbursed any charges incurred in his case under section 77, 78 or 79 of the National Health Service Act 1977 (which sections relate to charges for certain drugs, medicines and appliances and for dental treatment).
- b) For the purposes of sub-paragraph (a), “injury” and “injury received in the execution of duty” have the same meanings as they have in the Police Pensions Regulations.

#### **2) REMOVAL EXPENSES**

- a) Where a member of the police force moves his home in circumstances to which this sub-paragraph applies, the chief officer of police, in accordance with its published policy -

- i) shall either reimburse the reasonably incurred cost of removal or carry out the removal;
- ii) shall, where the member was the owner of his former home, reimburse expenses reasonably incurred by him -

(1) in connection with the disposal thereof, or

(2) in a case where and to the extent that the chief officer of police so decides, in connection with the renting of that former home to tenants.

- iii) shall, where the member is the owner of his new home, reimburse expenses reasonably incurred by him in connection with the acquisition thereof if -

(1) he was the owner of his former home, or

(2) after consulting the chief officer of police, is satisfied that he could neither have been provided with a suitable house or quarters nor have been reasonably expected to find suitable rented accommodation within a reasonable distance of his normal place of duty,

so, however, that where the chief officer of police is of the opinion that the member could have acquired a suitable home for a consideration less than that actually paid, they may restrict the reimbursement of expenses directly related to the consideration paid by him to expenses which would have been reasonably incurred had he paid that lesser consideration;

- iv) shall reimburse the member payments made by him to meet relevant

liabilities in respect of the first 26 weeks following the move and may, if they think fit, reimburse him such payments in respect of such further period as they may determine so, however, that where the chief officer of police is of the opinion that the member has not taken all reasonable steps to reduce or terminate his liability to make such payments as aforesaid they may restrict the reimbursement to payments which the member would have been liable to make had he taken all such steps; and

- v) shall reimburse tax liabilities incurred by the member as a consequence of payments made by the chief officer of police under this sub-paragraph.
- b) Sub-paragraph (a) -
- i) applies where the member moves his home on joining the force in the rank of assistant chief constable or a higher rank, and
  - ii) otherwise applies with the exception of sub-paragraph (a)(v) where the member moves his home, except as a consequence of joining the force otherwise than on being statutorily transferred thereto, and the removal is, in the opinion of the chief officer of police, due to the exigencies of police duty or is made at the request of the chief officer of police and is, in his opinion, in the interests of the efficiency of the force.
- c) For the purposes of sub-paragraph (a)(iv) relevant liabilities are -
- i) liabilities in respect of mortgage interest or rent payable in connection with his former home; and
  - ii) in respect of any days in respect of which he is liable to pay council tax in respect of his former home, the amount by which that tax and any council tax he is liable to pay in respect of his new home exceeds the council tax that he would have been liable to pay in respect of his former home if he had not moved from it.
- ca) Where a member of a police force moves his home in consequence of his voluntarily transferring from one force to another, otherwise than in circumstances to which sub-paragraph (b) applies, the chief officer of police of the force to which he transfers -
- i) may either reimburse the reasonable cost of removal or carry out the removal;
  - ii) may, in the circumstances mentioned in sub-paragraph (a)(ii), reimburse the expenses there mentioned;
  - iii) may, in the circumstances and subject to the conditions mentioned in sub-paragraph (a)(iii), reimburse the expenses there mentioned;
  - iv) may, subject to the conditions mentioned in sub-paragraph (a)(iv), reimburse the expenses there mentioned.
- d) Where the cost of removal is reimbursed or the removal is carried out by the chief officer of police under sub-paragraph (a) or (ca) the chief officer of police shall reimburse
- i) an item of expenditure incidental to the move and not otherwise covered in this determination if the member can satisfy the chief officer

of police of the necessity of the expenditure.

- ii) where he satisfies the chief officer of police that, in consequence of the move, he has failed to benefit, in whole or in part, from expenditure reasonably incurred by him prior to the move (other than such payments as are referred to in sub paragraph (a)(iv)), the whole or the proportionate part of that expenditure so far as it is not recoverable by him.
- da) Where a member of a police force has been requested by the chief officer of police, in the interests of the efficiency of the force, to move his home, and –
- i) the member has, in consequence, in connection with the contemplated disposal of his home and acquisition of a new home, incurred any expenses; and
  - ii) he would, if he had moved his home, have been reimbursed those expenses by the local policing body in pursuance of sub-paragraph (a)(i) or (iii); but
  - iii) in consequence of a subsequent decision of the chief officer of police, the member does not in fact move his home,
- he shall be entitled, notwithstanding that he has not moved his home, to be reimbursed those expenses by the chief officer of police.
- e) To qualify for reimbursement, an item of removal expenditure must be necessary, reasonable and backed by a receipt.
  - f) In this determination -
    - i) any reference to an owner of any property is a reference to an occupier thereof whose interest therein is either a freehold interest or a leasehold interest which is neither a yearly or shorter tenancy nor a furnished tenancy, and
    - ii) any reference to expenses incurred in connection with the disposal or acquisition of any property shall be construed as including, in particular, estate agent's, auctioneer's, surveyor's and solicitor's fees, stamp duty and expenses in connection with the redemption, transfer or taking out of a mortgage; and any reference to expenses incurred in connection with the acquisition of any property shall be construed as also including expenses in connection with the contemplated acquisition of a property other than that acquired.
  - g) This determination shall have effect –
    - i) in its application to a chief officer of police, as if every reference to the chief officer; and
    - ii) in its application to any member of the City of London Police force other than the chief officer, as if every reference to the chief officer with the exception of the references in sub-paragraphs (a)(ii) and (b)(ii),were references to the local policing body.

### 3) **FOOD AND ACCOMMODATION EXPENSES**

- a) When a member of a police force is necessarily prevented in the course of a tour of duty from obtaining a meal in his usual way, he shall be reimbursed the difference between the meal he then obtains and the meal he usually takes in the course of that tour of duty, provided that the additional expenditure is reasonable and backed by a receipt.
- b) When a member of a police force is retained on duty beyond his normal daily period of duty, he shall be reimbursed the cost of any meal he then necessarily obtains provided that expenditure is reasonable and backed by a receipt.
- c) A member of a police force shall be reimbursed accommodation expenses necessarily incurred in connection with duty away from his usual place of duty, or necessary because he has been retained on duty beyond his normal daily period of duty provided that the expenditure is reasonable and backed by a receipt.
- d) The usual place of duty for this purpose is the police establishment in which the member is stationed. The chief officer shall determine the date at which a member on duty away from his usual establishment becomes for the time being stationed at the place where he is temporarily on duty.
- e) A member of a police force shall, if he requests, be given an advance to cover, as far as practicable, probable expenses of duty away from his usual place of duty.
- f) In the case of a part-time member and in the case of a member working in accordance with variable shift arrangements, in sub-paragraph (a) for the words "tour of duty" and in sub-paragraph (b) for the words "normal daily period of duty", substitute "rostered shift".

### 4) **TRAIN TRAVEL EXPENSES FOR CERTAIN RANKS**

A member of a police force of the rank of superintendent or above who is required to travel by train in the execution of his duty shall be entitled to travel in first-class accommodation and to be reimbursed his expenses accordingly.

### 5) **RELEVANT TRAVELLING EXPENSES**

- a) This paragraph applies where a member of a police force is-
  - i) required to perform his normal daily period of duty in more than one tour of duty, or
  - ii) recalled to duty between two tours of duty,and travels to and from his home between tours, or, as the case may be, in consequence of his recall (in this paragraph referred to as "relevant travelling").
- b) Relevant travelling expenses shall be treated as expenses incurred in the execution of duty and, unless they are expenses in respect of which an allowance is payable under these Regulations and determinations

thereunder, the member concerned shall be reimbursed those expenses to the extent that they do not exceed such reasonable limit as the police authority may fix.

6) **UNIVERSITY SCHOLARS**

- a) This Annex shall have effect in relation to a university scholar subject to the provision contained in (b).
- b) Where a university scholar moves his home and the removal is, in the opinion of the chief officer (or, where the scholar is a chief officer or any officer of the City of London Police Force, the local policing body), due to his having undertaken or completed his course of study and is, in their opinion, reasonable in all the circumstances of his case, paragraph (2) shall have effect in his case as if the removal were such as is mentioned in subparagraph (a) thereof.

## REGULATION 36

### **Continuance of allowances when member ill**

36. If a member of a police force who is regularly in receipt of an allowance to meet an expense which ceases during his or her absence from duty is placed upon the sick list or is on maternity leave, the allowance shall be payable during his or her absence from duty up to a period of a month, but thereafter, during the remainder of his or her absence from duty, payment may be suspended at the discretion of the chief officer.

## REGULATION 37

### **Allowances in respect of periods of suspension**

37. This Part of these Regulations shall have effect in relation to a member of a police force suspended under the Conduct Regulations, subject to the provisions of paragraphs 2 and 3 of Schedule 2.



## **REGULATION 38**

### **Replacement allowance**

38. Schedule 3 shall have effect.

## REGULATION 39

### **Restriction on payments for private employment of police**

39. Without prejudice to the generality of regulation 34(2), a member of a police force who is engaged on duty at the request of any person who has agreed to pay the local policing body for the member's services shall not be entitled to any payment for those services except as provided by or under these Regulations; and any payments made in pursuance of that agreement shall be made by that person to the local policing body.

## REGULATION 40

### PART 7

#### RECKONING OF SERVICE

##### **Reckoning of service in the Police Service of Northern Ireland**

40. - (1) Where a member of a police force joined or rejoined that force having left the Police Service of Northern Ireland, on or after 17th December 1969, for that purpose or on exercising the right of reversion conferred prior to 1st April 1995 by section 2(1) of the Police Act 1969 and on or after that date by section 53C of the Police Act 1964 or section 97 of the Act then, for the purposes of regulation 24, his service in any rank in the Police Service of Northern Ireland shall be treated as if it were service in the corresponding rank in the police force he joined or rejoined as aforesaid:

Provided that in the case of a member of a police force of a rank higher than that of chief inspector this paragraph shall have effect subject to any contrary agreement.

(2) A member of a police force of the rank of constable shall be entitled to reckon, for the purposes of pay for that rank, any period of service in the Police Service of Northern Ireland not reckonable under paragraph (1).

(3) In this regulation, any reference to a rank corresponding to a rank in a police force is a reference to a rank in the Police Service of Northern Ireland designated by the Secretary of State for the purposes hereof as the rank corresponding to the rank in question.

## REGULATION 41

### **Reckoning of service in the British Transport Police Force**

41. - (1) Where a member of a police force joined or rejoined that force having left the British Transport Police Force, on or after 1st September 1994 then, for the purposes of regulation 24, his service in any rank in the British Transport Police Force shall be treated as if it were service in the corresponding rank in the police force he joined or rejoined as aforesaid:

Provided that in the case of a member of a police force of a rank higher than that of chief inspector this paragraph shall have effect subject to any contrary agreement.

(2) A member of a police force of the rank of constable shall be entitled to reckon, for the purposes of pay for that rank, any period of service in the British Transport Police Force not reckonable under paragraph (1).

(3) In this regulation, any reference to a rank corresponding to a rank in a police force is a reference to a rank in the British Transport Police Force designated by the Secretary of State for the purposes hereof as the rank corresponding to the rank in question.

## REGULATION 41A

### **Reckoning of service in the Royal Parks Constabulary**

41A. - (1) Where a member of a police force joined or rejoined that force after having left the Royal Parks Constabulary, on or after 1st July 2004 then, for the purposes of regulation 24, his service in any rank in the Royal Parks Constabulary shall be treated as if it were service in the corresponding rank in the police force he joined or rejoined as aforesaid:

Provided that in the case of a member of a police force of a rank higher than that of chief inspector this paragraph shall have effect subject to any contrary agreement.

(2) A member of a police force of the rank of constable shall be entitled to reckon, for the purposes of pay for that rank, any period of service in the Royal Parks Constabulary not reckonable under paragraph (1).

(3) In this regulation, any reference to a rank corresponding to a rank in a police force is a reference to a rank in the Royal Parks Constabulary designated by the Secretary of State for the purposes hereof as the rank corresponding to the rank in question.

## REGULATION 42

### **Reckoning by constables of service in certain constabularies**

42. - (1) A member of a police force of the rank of constable shall be entitled to reckon for the purposes of pay for that rank any period of service in a constabulary mentioned in paragraph (2).

(2) The constabularies referred to in paragraph (1) are -

- (a) the Ministry of Defence Police, that is to say the force established by section 1 of the Ministry of Defence Police Act 1987 or, before the coming into force of that Act, comprising constables appointed under section 3 of the Special Constables Act 1923 on the nomination of the Defence Council or, before 1st April 1964, of the Admiralty, Army Council or Air Council;
- (b) the Port of Tilbury Constabulary or, before the coming into force of the Port of Tilbury Transfer Scheme 1991 Confirmation Order 1992, the Port of London Authority's police force, that is to say the force of constables appointed under section 154 of the Port of London Act 1968.

## REGULATION 43

### **Reckoning of service in an airport constabulary**

43. Where a member of an aerodrome constabulary has been transferred to a police force by an order under section 30 of the Aviation Security Act 1982 then, for the purposes of regulation 24, his service in any rank in that constabulary shall be treated as if it were service in the corresponding rank in a police.

## REGULATION 44

### **Reckoning by constables of overseas police service**

44. - (1) A member of a police force of the rank of constable shall be entitled to reckon for the purposes of pay for that rank the following periods of service, that is to say, any period of -

- (a) certified overseas police service such as is mentioned in paragraph (2);
- (b) certified service in the British South Africa Police such as is mentioned in paragraph (3),
- (c) such service in a police force in the Channel Islands or the Isle of Man as is mentioned in paragraph (4),

notwithstanding that such service is not service in the rank of constable in a police force in Great Britain.

(2) The reference in paragraph (1) to certified overseas police service is a reference to -

(a) continuous service as a member of a police force in any territory or country outside the United Kingdom, being a colony, protectorate or protected state within the meaning of the British Nationality Act 1948 a dependent territory within the meaning of the British Nationality Act 1981 or, where appropriate, the territory or country wherein the colony, protectorate or protected state or dependent territory was incorporated after the inception of the service, subject to it having been certified by or on behalf of the Secretary of State that -

- (i) the service was, at its inception, pensionable, and
- (ii) in his opinion the person concerned ceased so to serve for reasons connected with constitutional developments in the territory or country in question, or

(b) continuous service for 6 years or more as a member of a police force outside the United Kingdom, subject to it having been certified by or on behalf of the Secretary of State that -

- (i) the person concerned so served under a contract of service,
- (ii) immediately before he ceased so to serve, the person concerned was, for the purposes of section 12 of the Overseas Development and Co-operation Act 1980, a person designated in accordance with such an agreement as is therein mentioned, and
- (iii) in his opinion the person concerned ceased so to serve for reasons connected with constitutional developments in the territory or country in question,

except that the said reference in paragraph (1) does not include a reference to service as a reversionary member of a home police force.

(3) The reference in paragraph (1) to certified service in the British South Africa Police is a reference to continuous service as a member thereof, for a period which included 11th November 1965, up to such time, on or after that date, as the person concerned ceased to perform duties therein, subject to his having ceased to perform those duties before 2nd March 1970 and subject to it having been certified by or on behalf of the Secretary of State that he approves the application of this regulation in the case of the person concerned.



(4) The reference in paragraph (1) to service in a police force in the Channel Islands or the Isle of Man is a reference to service in -

- (a) the Island police force maintained under the Police Force (Guernsey) Law 1986;
- (b) the States of Jersey police force maintained under the Jersey Laws entitled the Police Force (Jersey) Law 1974, or
- (c) the Isle of Man Constabulary maintained under the Police Act 1993 (an Act of Tynwald).

(5) A certificate given by or on behalf of the Minister of Overseas Development before 12th November 1970, shall be treated for the purposes of paragraph (2) as if it had been given by or on behalf of the Secretary of State.

## REGULATION 44A

### **Reckoning of service in SOCA**

44A. - (1) Subject to paragraph (2), where a member of a police force joined or rejoined that force having been employed by SOCA as a specified employee of SOCA and having left SOCA, then for the purposes of regulation 24, service in any SOCA grade shall be treated as if it were service in the corresponding rank in the police force the member joined or rejoined.

(2) In this regulation, any reference to a SOCA grade corresponding to a rank in a police force is a reference to a grade of an employee of SOCA designated by the Secretary of State for the purposes of this regulation as the SOCA grade corresponding to the rank in question.

**PART 8**

**UNIFORM AND EQUIPMENT**

**Issue of uniform and equipment**

45. The Secretary of State shall determine the circumstances in which and the conditions subject to which uniform and equipment is to be issued by the local policing body to a member of a police force of the rank of constable or sergeant, and in making such a determination the Secretary of State may confer on the local policing body discretion -

- (a) to specify the type of uniform and equipment to be issued;
- (b) to issue uniform and equipment to members of the police force in ranks other than constable or sergeant.

## **ANNEX W**

## **DETERMINATION FOR REGULATION 45**

### **UNIFORM**

Sergeants and constables shall be entitled to receive the uniform and equipment that they need free of charge and in a clean and serviceable condition. The chief officer (or in the case of the City of London Police Force, the local policing body) shall determine the extent of this need. The chief officer may decide to provide uniform and equipment for police force members of higher ranks, but in the case of uniform and equipment for the chief officer or for any higher ranks of the City of London, the decision shall be that of the local policing body. Unless other arrangements are made, such uniform and equipment remains the property of the police authority and shall be returned when the member leaves the force.

**PART 9**

**DETERMINATIONS**

**Determinations**

46. - (1) Before making a determination under any provision of these Regulations relating to the matters mentioned in section 61(1) of the Act, the Secretary of State shall take into consideration any recommendation made by the Police Negotiating Board and shall supply the Board with a draft of the determination; and subsection (2) of section 62 of the Act shall apply in relation to a recommendation to be made for the purposes of this paragraph as it applies in relation to a recommendation to be made for the purposes of subsection (1) of that section.

(2) Before making a determination under any provision of these Regulations relating to any other matter, the Secretary of State shall supply the Police Advisory Board for England and Wales with a draft of the determination, and take into consideration any representations made by that Board.

(3) A determination under any provision of these Regulations for regulating pay and allowances may be made with retrospective effect to any date specified in the determination, but nothing in this paragraph shall be construed as authorising the pay or allowances payable to any person to be reduced retrospectively.

(4) A determination under any provision of these Regulations may make different provision for different cases and circumstances.

## REGULATION 47

### PART 10

#### REVOCATIONS AND SAVINGS

##### **Revocations and savings**

47. - (1) The Regulations specified in Part 1 of Schedule 4 are revoked to the extent specified.

(2) The revocations have effect subject to the savings in Part 2 of Schedule 4.

John Denham  
Minister of State

Home Office  
5th March 2003

**RESTRICTIONS ON THE PRIVATE LIFE OF MEMBERS OF POLICE FORCES**

1. - (1) A member of a police force shall at all times abstain from any activity which is likely to interfere with the impartial discharge of his duties or which is likely to give rise to the impression amongst members of the public that it may so interfere.

(2) A member of a police force shall in particular -

(a) not take any active part in politics;

(b) not belong to any organisation specified or described in a determination of the Secretary of State.

2. A member of a police force shall not reside at premises which are not for the time being approved by the chief officer.

3. - (1) A member of a police force shall not, without the previous consent of the chief officer, receive a lodger in a house or quarters with which he is provided by the local policing body or sub-let any part of the house or quarters.

(2) A member of a police force shall not, unless he has previously given written notice to the chief officer, receive a lodger in a house in which he resides and in respect of which he receives an allowance under Schedule 3 or sub-let any part of such a house.

4. A member of a police force shall not wilfully refuse or neglect to discharge any lawful debt.

**ANNEX AA**

**DETERMINATION  
FOR REGULATION 6  
FOR SCHEDULE 1**

**RESTRICTIONS ON THE  
PRIVATE LIFE OF MEMBERS OF POLICE FORCES**

No member of a police force may be a member of any of the following organisations -

- (a) the British National Party;
- (b) Combat 18;
- (c) the National Front



## **EFFECT OF DISCIPLINARY ACTION ON PAY AND ALLOWANCES**

1. - (1) Subject to paragraph 3, a member of a police force suspended under the Conduct Regulations who -

- (a) is detained in pursuance of a sentence of a court in a prison or other institution to which the Prison Act 1952 applies, or is in custody (whether in prison or elsewhere) between conviction by a court and sentence, or
- (b) has absented himself from duty and whose whereabouts are unknown to the chief officer (or an assistant chief officer acting as chief officer),

shall not, by virtue of regulation 24, be entitled to pay in respect of his period in detention or custody or, as the case may be, in respect of the period during which his whereabouts are unknown as aforesaid.

(2) Where the member suspended is a chief officer, sub-paragraph (1)(b) shall have effect as if for the words after "unknown" there were substituted "to the local policing body".

2. Subject to paragraph 3, a member of a police force suspended under the Conduct Regulations shall not, by virtue of Part 6 of these Regulations, be entitled to any allowance, in respect of the period of suspension, other than -

- (a) an allowance under Schedule 3; or
- (b) in the case of a member to whom paragraph 1(1) does not apply, such allowance as the Secretary of State may determine.

3. Where a member of a police force returns to duty when the period of suspension comes to an end and -

- (a) it has been decided that he shall not be charged with a disciplinary offence, or
- (b) he has been so charged and all the charges have been dismissed, or
- (c) he has been so charged and has been punished by a reduction in his rate of pay, fine, reprimand or caution,

he shall receive, as from the date of his suspension, the pay to which, but for paragraph 1, and the allowances to which, but for paragraph 2, he would have been entitled by virtue of these Regulations.

4. Where a member of a police force is fined under the Conduct Regulations, the fine shall, without prejudice to any other method of recovery, be recoverable by way of deductions from the member's pay during the period of 13 weeks following the imposition of the fine so, however, that the aggregate sum which may be deducted in pursuance of this paragraph in respect of any one week (whether on account of one or more fines) shall not exceed a seventh of his weekly pay:

Provided that in the event of the member leaving the police force, the whole amount of any fine unpaid may be deducted from any pay then due.

## **ANNEX U**

## **DETERMINATION FOR REGULATION 34 FOR SCHEDULE 2**

### **ALLOWANCES**

#### **1) MOTOR VEHICLE ALLOWANCES**

- a) Where the chief officer is of opinion that the duties normally performed by a member of a police force are of such a nature that it is-
- i) essential, or
  - ii) desirable,

that the member in question should, at all material times, have a motor vehicle at his disposal, he may authorise that member to use (subject to his directions) a motor vehicle owned by the member for the purposes of duties performed by him and, subject to the following provisions of this determination, in respect of such use the member shall be paid a motor vehicle allowance. Use of a motor vehicle during travelling time which is treated as duty in accordance with a determination under regulation 22(1)(e) shall be treated as use for the purposes of duties performed by the member.

- b) A motor vehicle allowance shall not be payable in respect of the authorised use of a motor vehicle unless there was in force in relation thereto a policy of insurance in terms approved by the chief officer, in relation to the use in question, for the purposes thereof.
- c) A motor vehicle allowance shall not be payable in respect of the authorised use of a motor car of a cylinder capacity exceeding 500 c.c. unless the member concerned was willing to carry passengers for the purposes of the duties performed by him or, in the case of passengers being members of a police force, by those members.
- d) A motor vehicle allowance in respect of the authorised use of a motor car of a cylinder capacity exceeding 500 c.c. shall, subject as aforesaid, be payable-
- i) where the chief officer of police is of the opinion mentioned in sub-paragraph (a)(i), at the essential user's rate;
  - ii) where the chief officer of police is of the opinion mentioned in sub-paragraph (a)(ii), at the casual user's rate,

as provided in sub-paragraphs (e) and (f) .

Provided that where the member concerned holds a rank above that of chief superintendent he may instead be paid a flat-rate motor vehicle allowance at such annual rate as is determined by the chief officer on such basis as is approved by the Secretary of State.

- e) i) Subject to the following provisions of this determination, the amount of a motor vehicle allowance payable at the essential user's rate shall in any year comprise a fixed element and a mileage element calculated as provided in sub-paragraphs (ii) and (iii).
- ii) The fixed element shall be calculated by reference to the number of completed months comprised in the period of authorised use for the

year in question at the annual rate specified in sub-paragraph (g) by reference to the cylinder capacity of the motor car in question.

iii) The mileage element shall be calculated in relation to authorised use at the rate specified in sub-paragraph (g) by reference to the cylinder capacity of the motor car in question, and for that purpose sub-paragraph (g) so specifies:

- (1) a basic rate, in relation to authorised use not exceeding the mileage specified in sub-paragraph (g) (“the basic mileage”), and
- (2) a reduced rate in relation to authorised use in excess of the basic mileage.

(f) A motor vehicle allowance in respect of the authorised use of-

- (i) a motor car of a cylinder capacity not exceeding 500 c.c., or
- (ii) a motor bicycle,

shall, subject as aforesaid, be payable on such conditions and at such rate as is approved by the Secretary of State.

(g) Rate, with effect from 1 April 2012

	451-999cc	1000-1199cc	1200-1450cc
<b>Essential users</b>			
Lump sum per annum	£846	£963	£1,239
Per mile - first 8,500 miles	36.9p	40.9p	50.5p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Petrol element per mile	9.406p	10.366p	11.288p
Amount of VAT per mile in petrol element	1.567p	1.727p	1.881p
<b>Casual users</b>			
Per mile - first 8,500 miles	46.9p	52.2p	65.0p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Petrol element per mile	9.406p	10.366p	11.288p
Amount of VAT per mile in petrol element	1.567p	1.727p	1.881p

- h) Where in any year a motor vehicle allowance is payable at the essential user’s rate it shall be payable in such instalments, in advance or in arrears, as the chief officer may determine; but when the amount of the allowance for that year is finally calculated, any over payment shall be recoverable.
- i) Where in any year a motor vehicle allowance is payable at the essential user’s rate to a member of a police force and the member is on sick leave, or maternity leave, or the motor car in question is out of order, for a continuous period of four or more weeks in that year the allowance shall be reduced by such amount as the chief officer, with the approval of the Secretary of State, determines as being appropriate in all the circumstances.

- j) Where in any year a motor vehicle allowance is payable at the essential user's rate but the period of authorised use is a fraction only of that year, sub paragraph (e)(iii) shall have effect as if for the reference to the basic mileage there were substituted a reference to the corresponding fraction of that mileage; and for the purposes of this paragraph the monthly rate of the fixed element of such an allowance so payable shall be taken to be a twelfth of the annual rate.
- k) The amount of a motor vehicle allowance payable at the casual user's rate shall in any year be an amount calculated in relation to the mileage of authorised use in that year at the rate specified in sub-paragraph (g) by reference to that mileage and the cylinder capacity of the motor car in question, except that where the amount of the allowance would be less if it were calculated at the essential user's rate, it shall be of an amount calculated in accordance with sub-paragraph (e).
- l) The amount of a motor vehicle allowance payable to a member of a police force shall not exceed that which would be payable if the vehicle in question were of such a cylinder capacity, not being less than 1,000 c.c., as the chief officer of police, has determined appropriate for use for the purposes of the duties normally performed by the member concerned.
- m) This determination shall have effect -
- i) in its application to a chief officer of police, as if every power conferred on the chief officer; and
  - ii) in its application to any other officer in the City of London Police Force, as if the powers conferred on the chief officer by virtue of paragraph (1)(b), the proviso to paragraph (1)(d), paragraph (1)(h), paragraph (1)(i) and paragraph (1)(n),
- were conferred on the local policing body instead.
- n) For the purposes of this determination-

"authorised use" means the use, authorised under sub-paragraph (a), of a motor vehicle owned by the member of a police force concerned for the purposes of his duties as a member of that force or, where he has been statutorily transferred from one force to another force, as a member of either of those forces, and "period of authorised use" means the period during which such use is authorised;

"cylinder capacity" means the cylinder capacity of the engine of a vehicle calculated in accordance with regulations under paragraph 2(4) of Schedule 1 to the Vehicle Excise and Registration Act 1994;

"motor bicycle" means a mechanically propelled bicycle (including a motor scooter, a bicycle with an attachment for propelling it by mechanical power and a mechanically propelled bicycle used for drawing a sidecar);

"motor car" means a mechanically propelled vehicle other than a motor bicycle and, accordingly, includes a mechanically propelled tricycle;

"year" means a period of twelve months beginning on such date as may be determined by the chief officer;

and a reference to a motor vehicle owned by a member of a police force is a reference to such a vehicle kept and used by him.

**2) DOG HANDLER'S ALLOWANCE**

- a) Where a dog owned for the purposes of the police force is kept and cared for by a member of a police force at his home, the member shall be paid a dog handler's allowance in respect of the care accorded to the dog on the member's rest days and on public holidays.
- b) For this purpose the member shall be treated as keeping and caring for a dog at his home if he would be doing so but for his being on annual leave.
- c) The annual rate of this allowance is as follows: with effect from 1 September 2010 is £2,133.
- d) Where the member keeps and cares for at his home more than one dog owned for the purposes of the police force, there shall be added to the allowance an amount equal to 25 per cent of the sum specified in sub-paragraph (c) for each such dog.

**3) LONDON ALLOWANCE**

- a) A member of the City of London or metropolitan police force shall be paid a London allowance at a rate determined by the Commissioner of the relevant force with regard to location and retention needs, following consultation with the joint branch board or Joint Executive Committee, and not exceeding the maximum rates set out in sub-paragraph (b) below.
- b) The maximum rate is:
  - i) £4,338 a year if appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3;
  - ii) £1,011 a year, in other cases (provided that, in respect of any particular member, the total of the London allowance and replacement allowance payable to the member shall not exceed the London allowance that would be payable if the member were not receiving a replacement allowance).
  - iii) A part-time member of the City of London or metropolitan police force shall be paid a London allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.
- c) A member of the City of London or metropolitan police force suspended under the Conduct Regulations, other than a member to whom paragraph 1(1) of Schedule 2 applies, shall be entitled to receive the London allowance.
- d) In this Part and Parts 4 to 6. "location" in relation to a member of a police force means the police establishment in which the member is stationed.

**4) LONDON TRANSITIONAL SUPPLEMENT**

- a) A member of the City of London or metropolitan police force who joined before 1 September 1994 and receives an allowance being:

- i) at half rate, a replacement allowance equivalent to a housing allowance under regulation 49 of the 1987 Regulations as it had effect before 1 September 1994, or
- ii) at flat rate, a replacement allowance equivalent to a transitional rent allowance under regulation 49B of the 1987 Regulations as it had effect before 1 September 1994

shall be paid an allowance at a rate determined by the Commissioner of the relevant force with regard to location and retention needs, following consultation with the joint branch board or Joint Executive Committee, and not exceeding £1000 a year (provided that, in respect of any particular member, the total of the London transitional supplement, London allowance and replacement allowance payable to the member shall not exceed the London allowance that would be payable if the member were not receiving a replacement allowance).

- b) A part-time member of the City of London or metropolitan police force who joined before 1 September 1994 and receives an allowance as at (a)(i) or (ii) shall be paid an allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.
- c) Payment shall cease if the member moves to the full rate of replacement allowance.

#### 5) **SOUTH EAST ENGLAND ALLOWANCE**

- a) A member of the Essex, Hertfordshire, Kent, Surrey or Thames Valley constabulary appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3 shall be paid an allowance at a rate determined by the Chief Constable of the relevant force with regard to location and retention needs, following consultation with the joint branch board, and not exceeding £2,000 a year.
- b) A member of the Bedfordshire, Hampshire or Sussex constabulary appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3 shall be paid an allowance at a rate determined by the Chief Constable of the relevant force with regard to location and retention needs, following consultation with the joint branch board, and not exceeding £1,000 a year.
- c) A part-time member of any of the forces mentioned in sub-paragraphs (a) or (b) appointed on or after 1 September 1994 and not receiving a replacement allowance under Schedule 3 shall be paid an allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.

#### 6) **SOUTH EAST ENGLAND TRANSITIONAL SUPPLEMENT**

- a) A member of the Hertfordshire, Kent or Surrey constabulary who joined the police service before 1 September 1994 and receives an allowance being:
  - i) at half rate, a replacement allowance equivalent to a housing allowance under regulation 49 of the 1987 Regulations as it had effect before 1 September 1994, or
  - ii) at flat rate a replacement allowance equivalent to a transitional rent

allowance under regulation 49B of the 1987 Regulations as it had effect before 1 September 1994

payable at a rate less than the rate of the South East England Allowance that the member would receive under paragraph (5) if not in receipt of a replacement allowance, shall be paid a supplementary allowance at the rate of the difference between that South East England Allowance and the replacement allowance that the member is receiving.

- b) A part-time member of the Hertfordshire, Kent or Surrey constabulary who joined before 1 September 1994 and receives an allowance as at (a)(i) or (ii) shall be paid a supplementary allowance at an hourly rate calculated by multiplying by 6/12520 the allowance that the member would receive if a full-time member.
- c) Payment shall cease if the member moves to the full rate of replacement allowance.

#### 7) **SPECIAL PRIORITY PAYMENTS**

- a) A member in a qualifying post in his force's special priority payment scheme who meets the personal criteria in sub-paragraph (g) below in respect of any year shall be paid an allowance (special priority payment or SPP).
- b) The annual amount of the SPP for each qualifying post shall be determined by the chief officer and the police authority and be paid on an annual basis, unless following consultation with the local staff associations they determine that it be paid on a monthly basis.
- c) Where the SPP is paid on an annual basis, it shall be paid as a single lump sum in December of the relevant year.
- d) The annual amount shall normally be no less than £500 and no more than £3,000, although exceptionally, amounts of up to £5,000 may be determined.
- e) Where a member is entitled to a SPP in respect of any year and he has not been in the qualifying post for the whole of that year, he shall be paid a fraction of the annual amount corresponding to the fraction of the period of that year during which the member has been in the qualifying post.
- f) In agreeing the qualifying posts for the force's special priority payment scheme, the chief officer and police authority shall have regard to the following criteria in respect of any post, that it:
  - Carries a significantly higher responsibility level than the norm for the rank; or
  - Presents particular difficulties in recruitment and retention; or
  - Has specially demanding working conditions or working environments
- g) The personal criteria are that the member has demonstrated that he is fully competent in and highly committed to his duties and responsibilities.
- h) In this paragraph, "year" means any period of 12 months.

**7A) ABOLITION OF SPECIAL PRIORITY PAYMENTS**

- a) Special priority payments are abolished and, subject to sub-paragraph (c), paragraph (7) of this determination has no further effect.
- b) Special priority payments paid on a monthly basis shall not be paid after 31 March 2012.
- c) A member who, but for sub-paragraph (a), would have been entitled to receive a lump sum in December 2012 on account of a special priority payment paid on an annual basis, shall instead receive a lump sum of one quarter of the annual amount to reflect the member's service in the qualifying post between 1 January 2012 and 31 March 2012.

**8) BONUS PAYMENTS**

A chief officer may award a payment of between £50 and £500 to a member of his force where he is satisfied that the member concerned has performed a piece of work of an outstandingly demanding, unpleasant or important nature

**9) POST-RELATED ALLOWANCES FOR CHIEF SUPERINTENDENTS**

- a) A chief superintendent in a qualifying post shall be paid a Post-Related Allowance (PRA) of £5,001 a year (non-pensionable).
- b) A qualifying post is a post identified as such by the force's chief officer, following consultation with the local branch of the Superintendents' Association.
- c) In identifying any qualifying posts for the purposes of this paragraph, the chief officer shall have regard to the following criteria:
  - Whether the post is that of BCU commander, with exceptionally difficult policing conditions, high public profile, and particularly complex community relationships;
  - Whether the post is otherwise a very demanding post, including one dealing with high volumes of serious crime, high levels of deprivation and difficult conflict in community and partnership working.
- d) A PRA will not be paid to a person acting up, under Annex I of the determinations, in the absence of a post-holder entitled to a PRA.

A PRA will not be paid to anyone acting up, under Annex I of the determinations, in the absence of a post-holder entitled to a PRA.

**10) UNSOCIAL HOURS ALLOWANCE**

- a) A member of a police force in the rank of constable, sergeant, inspector or chief inspector shall be paid an allowance, to be known as the unsocial hours allowance, in respect of every full hour worked by the member between 8pm and 6am.
- b) Subject to the transitional arrangements set out in sub-paragraphs (c) to (f), the unsocial hours allowance shall be paid at an hourly rate of 10% of the member's hourly rate of pay, calculated by multiplying by 6/125200 the



member's annual rate of pay.

- c) Until 1 January 2014 the unsocial hours allowance may be paid monthly in arrears at a fixed rate in respect of any month in which the member works any hours between 8pm and 6am, rather than by reference to the hours worked by the individual member.
- d) The fixed rate for a full-time member working a standard eight-hour alternating shift system for a four team pattern is as follows:
  - i) £100 for constables;
  - ii) £125 for sergeants;
  - iii) £160 for inspectors;
  - iv) £175 for chief inspectors
- e) The rates in sub-paragraph (d) may be altered by the chief officer where different shift arrangements apply.
- f) The fixed hourly rate for a part-time member shall be calculated by multiplying by 9/1565 the rate for the member's rank in sub-paragraph (d), or such other rate as the chief officer has determined under sub-paragraph (e).

#### 11) **AWAY FROM HOME OVERNIGHT ALLOWANCE**

- a) A member of a police force in the rank of constable, sergeant, inspector or chief inspector shall be paid an allowance of £50, to be known as the away from home overnight allowance, in respect of every night on which the member is held in reserve.
- b) Subject to sub-paragraph (c), a member is held in reserve for the purposes of this paragraph if the member is serving away from his normal place of duty (whether because the member has been provided for the assistance of another police force under section 24 of the Police Act 1996 or otherwise) and is required to stay in a particular, specified place rather than being allowed to return home.
- c) A member is not held in reserve if the member is serving away from his normal place of duty only by reason of being on a training course or carrying out routine enquiries.

#### 12) **HARDSHIP ALLOWANCE**

- a) A member of a police force shall be paid an allowance of £30, to be known as the hardship allowance, in the circumstances set out in sub-paragraph (b).
- b) The allowance shall be paid in respect of every night when the member:
  - i) is held in reserve, within the meaning of paragraph (11), and
  - ii) is not provided with proper accommodation.
- c) For the purposes of sub-paragraph (b)(ii) "proper accommodation" means a room for the sole occupation of the member, with an en suite bathroom.

#### 13) **ON CALL ALLOWANCE**

- (1) A member of the rank of Constable, Sergeant, Inspector or Chief Inspector shall receive an allowance of £15 in respect of each day on which he spends

any time on-call.

- (2) In paragraph (1) “day” means a period of 24 hours commencing at such time or times as the chief officer shall fix after consultation with the joint branch board, and the chief officer may fix different times in relation to different groups of members.

## **REPLACEMENT ALLOWANCE**

### **Interpretation**

1. - (1) This paragraph has effect for defining expressions used in paragraphs 2 to 8.

(2) “Qualifying member” means a member of a police force who -

(a) immediately before 1st September 1994 was a member of that or another police force,

(b) was not then on unpaid leave,

(c) has at all times after 31st August 1994 been a member of a police force, and

(d) has not after that date been on unpaid leave.

(3) Where a member of a police force in Scotland or Northern Ireland in receipt of a replacement allowance under a corresponding regulation which has effect there transfers to a police force in England and Wales he shall be treated from the date of his transfer as if he were a qualifying member.

(4) Where a member of the British Transport Police Force in receipt of a housing allowance transfers on or after 1st September 1994 to a police force in England and Wales he shall be treated from the date of his transfer as if he were a qualifying member.

(4A) Where a member of the Royal Parks Constabulary in receipt of a housing allowance transfers on or after 1st July 2004 to a police force in England and Wales he shall be treated from the date of his transfer as if he were a qualifying member.

(5) “Re-joining member” means a member of a police force who by reason only of a relevant absence is not a qualifying member.

(6) “Relevant absence” means -

(a) a period of central service or overseas service, or

(b) a period of relevant service within the meaning of paragraph (ca), (cb) or (cc) of section 97(1) of the Police Act 1996 or any corresponding provision for the time being in force in Scotland or Northern Ireland, or

(c) a period of unpaid leave, or

(d) a period of ill-health retirement, or

(e) a period of service as a specified employee of SOCA,

ending after 31st August 1994.

(6A) In sub-paragraph (6), “period of ill-health retirement” means a period -

(a) commencing when a member of a police force retires with an entitlement to an ill-health award under regulation B3 of the Police Pensions Regulations 1987 or with an ill-health pension under regulation 29 of the Police Pensions Regulations 2006, and

- (b) ending when the member rejoins the force in accordance with regulation K1(3) of the Police Pensions Regulations 1987 or regulation 51(4) of the Police Pensions Regulations 2006, as the case may be.

(7) "Housing emoluments" means a housing allowance paid to members of the British Transport Police Force or Royal Parks Constabulary or any one or more of the following kinds of payments under the revoked provisions as they had effect before 1st September 1994 -

- (a) a housing allowance under regulation 49,
- (b) a transitional rent allowance and a transitional supplementary rent allowance under regulation 49B,
- (c) a supplementary housing allowance under regulation 50,
- (d) a compensatory grant under regulation 52, and
- (e) a compensatory allowance under regulation 52B,

and in relation to a re-joining member includes a rent allowance under regulation 49 as it had effect before 1st April 1990; and "housing allowance" and "transitional rent allowance" mean respectively the allowances mentioned in (a) and (b) above.

(8) "The revoked provisions" means the provisions of the 1987 Regulations relating to housing and housing payments that were revoked on 1st September 1994, that is to say regulations 49 to 52, 52B and 72, paragraphs 16 to 18 of Schedule 1A and paragraph 4(1) and (2) of Schedule 4.

(9) "The 1987 Regulations" means the Police Regulations 1987.

(10) Where a qualifying member or a re-joining member resides in accommodation which he shares with a specified employee of SOCA falling within sub-paragraph (11), that member shall, for the purposes of this Schedule and the revoked provisions, be treated as if he shared the accommodation with a member of a police force.

(11) A specified employee of SOCA falls within this sub-paragraph if -

- (a) before becoming a specified employee of SOCA the employee was a qualifying member or a re-joining member; and
- (b) the employee is in receipt of an allowance equivalent to the replacement allowance he would receive if he continued to be a qualifying member or a re-joining member, as the case may be.

### **Qualifying member previously provided with accommodation**

2. - (1) A qualifying member who ceases to occupy a house or quarters with which he was provided free of rent becomes entitled to a replacement allowance.

(2) The replacement allowance is, subject to paragraph 7, an allowance at a rate equal to the total of -

- (a) the rate at which housing allowance, or as the case may be transitional rent allowance, was payable, or would have been payable if he had not been occupying the house or quarters, immediately before 1st September 1994, and
- (b) the rate at which any allowance under regulation 49(11) or 50(3) was or would have

been then payable.

**Qualifying member with housing emoluments**

3. - (1) A qualifying member who immediately before 1st September 1994 was in receipt of housing emoluments is entitled to a replacement allowance unless he is provided with a house or quarters free of rent.

(2) The replacement allowance is, subject to paragraphs 7 and 8, an allowance at the rate at which the housing emoluments were payable immediately before 1st September 1994.

**Re-joining member previously provided with accommodation**

4. - (1) A re-joining member who immediately before the relevant absence began was occupying a house or quarters with which he was provided free of rent becomes entitled to a replacement allowance unless he is again provided with a house or quarters free of rent.

(2) The replacement allowance is, subject to paragraph 7, an allowance at the rate at which, if he had not been occupying the house or quarters, housing allowance, or as the case may be transitional rent allowance, would have been payable -

(a) where the relevant absence began before 1st September 1994, immediately before it began, and

(b) in any other case, immediately before 1st September 1994.

**Re-joining member previously in receipt of housing payments**

5. - (1) A re-joining member who immediately before the relevant absence began was in receipt -

(a) of housing emoluments, or

(b) of a replacement allowance under paragraph 2 or 3,

becomes entitled to a replacement allowance unless he is provided with a house or quarters free of rent.

(2) The replacement allowance is, subject to paragraph 7, an allowance -

(a) where sub-paragraph (1)(a) applies, and subject to paragraph 8, at the rate at which the housing emoluments were payable, and

(b) where sub-paragraph (1)(b) applies, at the rate at which the previous replacement allowance was payable,

immediately before the relevant absence began.

**Members provided with house or quarters**

6. A qualifying member or a re-joining member who -

(a) is provided with a house or quarters free of rent, and

(b) if the revoked provisions had continued in force would have been entitled to an allowance under regulation 49(11) or 50(3) of the 1987 Regulations,

is, subject to paragraph 7, entitled to an equivalent replacement allowance.

### **Variation and termination of replacement allowances**

7. - (1) Subject to sub-paragraph (2), in circumstances in which -

- (a) a housing allowance or transitional rent allowance payable as mentioned in paragraph 2(2) or 4(2), or
- (b) any of the housing emoluments mentioned in paragraphs 3(1), 5(1)(a) and 6,

would, if the revoked provisions had continued in force, have fallen to be reduced or discontinued, the replacement allowance in question is reduced accordingly or, if the effect of discontinuance would have been that no housing emoluments remained payable, terminated.

(2) For the purposes of sub-paragraph (1) it is to be assumed that a housing allowance or transitional rent allowance would not have fallen to be reduced by reason of the member's being married to or sharing accommodation with another member of a police force appointed after 31st August 1994.

(3) In circumstances in which any allowance or housing emoluments mentioned in sub-paragraph (1) would, if the revoked provisions had continued in force, have fallen to be increased otherwise than under regulation 49A of the 1987 Regulations (which provided for biennial adjustment of housing allowances), or in which any new housing emoluments would in that case have become payable, the replacement allowance in question is not increased accordingly.

### **Modification of compensatory allowance**

8. - (1) This paragraph applies to a member whose entitlement to a replacement allowance is calculated in whole or in part by reference to the rate at which he was in receipt of a compensatory allowance under regulation 52B of the 1987 Regulations.

(2) This paragraph also applies to a member who would be entitled to a replacement allowance calculated in whole or in part by reference to the rate at which he would have been in receipt of a compensatory allowance under regulation 52B of the 1987 Regulations had that regulation provided as set out in paragraph (3) before 1st September 1994.

(3) A member to whom this paragraph applies is entitled to a replacement allowance calculated as if for regulation 52B of the 1987 Regulations there were substituted the following regulation -

### **Compensatory allowance**

52B. - (1) This regulation applies where two or more persons, each of whom is a member of a police force, are living in the same accommodation and at least one of them is appointed to perform part-time service.

(2) Where this regulation applies those persons are entitled to a compensatory allowance of a proportion of the appropriate amount determined in accordance with guidance issued by the Secretary of State.

(3) Where there are only two persons living in the same accommodation and only one of them is appointed to perform part-time service, the appropriate amount is given by the formula

$$(A+B) - (C+D)$$

where—

A is the notional amount for the time being of any allowances that were payable under regulations 49 to 51 to the full-time member before the part-time member's appointment as such,

B is the notional amount for the time being of any allowances that were then so payable to the part-time member,

C is the amount for the time being of any allowances that are so payable to the full-time member,

D is the amount for the time being of any allowances that are so payable to the part-time member.

(4) Where there are only two persons living in the same accommodation and each of them is appointed to perform part-time service, the appropriate amount is given by the formula

$$(A+B) - (C+D)$$

where—

A is the notional amount for the time being of any allowances that were payable under regulations 49 to 51 to one of the members (the "first part-time member") before his appointment as such,

B is the notional amount for the time being of any allowances that were then so payable to the other member,

C is the amount for the time being of any allowances that are so payable to the first part-time member,

D is the amount for the time being of any allowances that are so payable to the other member.

(5) Where there are more than two persons living in the same accommodation, the appropriate amount is given by the formula

$$A-B$$

where—

A is the aggregate notional amount for the time being of any allowances that were payable under regulations 49 to 51 to those members before the appointment of one of them as a part-time member,

B is the aggregate amount for the time being of any allowances that are so payable to those members.

(6) For the purposes of this regulation the notional amount for the time being of an allowance is the amount that would for the time being be payable if the part-time member were a full-time member."

### **Reduced arrears of replacement allowance for re-joining members in receipt of related allowances**

9. - (1) This paragraph applies to a replacement allowance payable in respect of a relevant period to a member of a police force who -

- (a) is a re-joining member by reason of a relevant absence of a kind mentioned in paragraph 1(6)(d) or (e); and
- (b) received an allowance referred to in the determinations made by the Secretary of State under regulation 34(1) as a London Allowance or a South East England Allowance in respect of the relevant period.

(2) The annual rate of a replacement allowance to which this paragraph applies shall be reduced -

(a) in the case of a member who received a London Allowance, by an amount calculated by the formula  $A - B$ , where -

(i) A is the annual rate at which the London Allowance was paid to the member; and

(ii) B is the annual rate at which the London Allowance would have been paid to the member had it been known, at the time when the London Allowance was paid, that the member was entitled to receive a replacement allowance; and

(b) in the case of a member who received a South East England Allowance, by the annual rate of that allowance.

(3) For the purposes of this paragraph a relevant period is a period -

(a) beginning on the day after the last day of the relevant absence; and

(b) ending before 23rd February 2012.



**REVOCATIONS AND SAVINGS****PART 1****REVOCATIONS**

<b>Instruments Revoked</b>	<b>References</b>	<b>Extent of revocation</b>
The Police Regulations 1995	S.I. 1995/215	The whole Regulations
The Police (Amendment) Regulations 1995	S.I. 1995/547	The whole Regulations
The Police (Amendment No. 2) Regulations 1995	S.I. 1995/2020	The whole Regulations
The Police (Amendment) Regulations 1996	S.I. 1996/699	The whole Regulations
The Police (Amendment) Regulations 1998	S.I. 1998/493	The whole Regulations
The Police Pensions (Amendment) Regulations 1998	S.I. 1998/577	Regulation 5(4)
The Police (Efficiency) Regulations 1999	S.I. 1999/732	Regulation 23
The Greater London Authority Act 1999 (Consequential Amendments) (Police) Order 2000	S.I. 2000/1549	Article 4
The Police (Amendment) Regulations 2000	S.I. 2000/2013	The whole Regulations
The Police (Amendment) Regulations 2001	S.I. 2001/3293	The whole Regulations
The Criminal Justice and Police Act 2001 (Consequential Amendments) (Police Ranks) Regulations 2001	S.I. 2001/3888	Regulation 3
The Police (Amendment) Regulations 2002	S.I. 2002/1758	The whole Regulations
The Police (Amendment) (No.2) Regulations 2002	S.I. 2002/2529	The whole Regulations
The Police (Amendment) (No.3) Regulations 2002	S.I. 2002/3162	The whole Regulations

**PART 2****SAVINGS**

In relation to a person performing part-time service in the rank of inspector or chief inspector pursuant to an appointment in the rank in question made under regulation 8A of the Police Regulations 1987 before 1st September 1994, these Regulations, and any determination made thereunder, shall have effect as if, for all purposes except that of determining pay, the appointment had been in a rank lower than inspector.

## **EXPLANATORY NOTE**

### **(This note is not part of the Regulations)**

These Regulations (which extend to England and Wales) replace the Police Regulations 1995 as amended by the regulations specified in Part 1 of Schedule 4 (“the 1995 Regulations”). The amendments, other than drafting amendments, made by these Regulations are as follows.

Regulations 11 (appointment of senior officers), 12 (probationary service), 14 (retirement), 22 (duty), 25 (overtime), 26 (public holidays and rest days), 27 (temporary salary and temporary promotion), 28 (sick pay), 29 (maternity pay), 30 (fixing of pay day and calculation of pay), 32 (university scholars), 33 (leave), 34 (allowances), 35 (expenses) and 45 (uniform and equipment) provide for the determination by the Secretary of State of certain matters prescribed by the 1995 Regulations. Such determinations, together with determinations under regulation 24 (pay), are subject to the provisions of regulation 46.

Regulation 33 makes new provision for parental and adoption leave and for time off for dependants, and replaces provision in the 1995 Regulations for paternity leave with provision for maternity support leave.

Regulations 8, 23 and 71 of the 1995 Regulations (which provided for the division of police areas into beats, sections and divisions, and for work which is not to be performed by members of police forces and made temporary provision about deputy chief constables) are not reproduced.