

# **STATUTORY INSTRUMENTS**

## **POLICE ENGLAND & WALES**

### **The Police Regulations 2003**

**Amended up to and including**

**The Police (Amendment No. 3) Regulations 2012**

**S.I. 2012 1960**

**in force from 20th August 2012**

**Made 5th March 2003**

**Laid before Parliament 10th March 2003**

**Coming into force 1st April 2003**

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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:

## **Determinations of the Secretary of State under the Police Regulations 2003**

The Secretary of State, in exercise of the powers conferred by regulations 11, 12, 22, 24, 25, 27, 33, 34 and 35 of and Schedule 2 to the Police Regulations 2003 (SI 2003/527), and after having complied with the requirements of regulation 46, has determined that there shall be substituted for Annexes B, C, E, F, G, I, O, R, S, U and V of the Determinations under the Police Regulations 2003 the following corresponding Annexes.

The substituted Annexes B, C, E, F, G, I, O, R, S, U and V shall come into force on 4th April 2007.

Under regulation 46(2), a determination for regulating pay and allowances may be made with retrospective effect to any date specified in the determination.

Accordingly, the substituted Annex F shall have effect from the dates set out in that Annex.

The substituted Annex I shall have effect from 12 February 2004.

The substituted Annex U shall have effect from 1 April 2006, subject to paragraph 2 (dog handler's allowance) which shall have effect from 1 September 2006.

The Secretary of State, in exercise of the powers conferred on him by regulation 33 of the Police Regulations 2003, and after having complied with the requirements of regulation 46, has determined that, with effect from 4th April 2007, there shall be inserted after Annex O of the Determinations under the Police Regulations 2003, Annex OO.

## **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 (c)

"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 service 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 one month 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 3 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.

**REGULATION 6**  
ANNEX AA REFERS

**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 SCHEDULE 1  
FOR REGULATION 6**

**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 lawful order for the purposes of the standards of professional behaviour set out in the Schedule to the Police (Conduct) Regulations 2008 (a) 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),
- (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(c);

“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.

### **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 DD**

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

### **TESTING FOR SUBSTANCE MISUSE**

1. For the purposes of regulation 19A(1)(d), the descriptions of members of police forces who may be required to give a sample of saliva, urine or breath are as follows:

#### **Safety critical posts**

- (i) Firearms officers authorised to use firearms or directly supervising such officers
  - (ii) Drivers authorised by their Chief Officer to use the police exemption under the Road Traffic Regulation Act 1984 and holding posts in which they may be called upon to use that exemption
  - (iii) Members or supervisors of Police Search Advisor (POLSA) teams
  - (iv) Police divers.
2. For the purposes of regulations 10(1)(i) and 19A(3)(a), the controlled drugs which testing shall cover are:
    - Amphetamines (including ecstasy)
    - Cannabis
    - Cocaine
    - Opiates (e.g. morphine and heroin)
    - Benzodiazepines

#### **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.

**Consequences of testing positive**

9. 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(a).”.

**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), 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, provided that any extension or subsequent extension which is due to expire more than one year after the expiry of the original fixed term shall require the consent of the Secretary of State.

(3) Paragraph (2) is 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.

**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.

### **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.

## **ANNEX B**

## **DETERMINATION FOR REGULATION 11**

### **APPOINTMENT OF SENIOR OFFICERS**

#### **Part One. EXPERIENCE**

- 1) Subject to section 11(1) of the Police Act 1996 and regulations 9 and 10 and paragraph (2), no person shall be appointed as chief constable of a police force unless for a period of not less than two years he holds or has held the rank of assistant chief constable (or commander in the metropolitan police force or the City of London police force) or above:
  - a) in some other police force;
  - b) in the British Transport Police;
  - c) whilst engaged on relevant service within the meaning of section 97(1) of the Police Act 1996; or
  - d) partly in one of the capacities above and partly in another.
- 2) This requirement may be waived where exceptional circumstances apply.

#### **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-
    - i) not less than one newspaper, or
    - ii) not less than one journal which deals with police matters,circulating throughout England and Wales; 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 police authority for the force in question;
  - 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 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;

and where that member has, at the beginning of the fourteenth week before the expected date of birth of the member's child, as given in accordance with a determination under regulation 33 (7), served continuously as a member of a police force for a period of not less than 26 weeks, any period (not being a period of which account has been taken under paragraph (i) or (ii)) spent on maternity leave during the period of 29 weeks beginning with the week in which the child is born shall in addition 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 Conduct Regulations relating to resignation as an alternative to dismissal
  - c) Sections 9E(1) to (3), 11(2) to (4), 11A(3) and 12(3) of the Police Act 1996 relating to retirement in the interests of efficiency or effectiveness: and subject to paragraph (2), a member of a police force may retire only if he has given to the police 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
  - b) for "chief officer of police" there were substituted "police authority".

## 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.

(3) The fingerprints of a member of a police force taken in accordance with paragraph (1) and all copies and records thereof shall be destroyed on his ceasing to be a member of that force, except that, where by reason of a statutory transfer he becomes a member of another force, his fingerprints and all copies and records thereof shall be transferred to the chief officer of that other police force.

(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).

**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 and 19A**

### **TESTING FOR SUBSTANCE MISUSE**

1. For the purposes of regulation 19A(1)(d), the descriptions of members of police forces who may be required to give a sample of saliva, urine or breath are as follows:

#### **Safety critical posts**

- (i) Firearms officers authorised to use firearms or directly supervising such officers
  - (ii) Drivers authorised by their Chief Officer to use the police exemption under the Road Traffic Regulation Act 1984 and holding posts in which they may be called upon to use that exemption
  - (iii) Members or supervisors of Police Search Advisor (POLSA) teams
  - (iv) Police divers.
2. For the purposes of regulations 10(1)(i) and 19A(3)(a), the controlled drugs which testing shall cover are:
    - Amphetamines (including ecstasy)
    - Cannabis
    - Cocaine
    - Opiates (e.g. morphine and heroin)
    - Benzodiazepines

#### **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.



**Consequences of testing positive**

9. 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).

**REGULATION 22**  
**ANNEX E REFERS**

**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.
- 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 after consulting the police authority and local representatives of the representative bodies, 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);

and where that member has, at the end of the week in which they are notified of being matched with a child for adoption, served continuously as a member of a police force for a period of not less than 26 weeks, account shall be in addition be taken of 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;

- (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.

**PAY**

**Part:**

- 1. GAIN FROM PROMOTION**
- 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**
- 8. CHIEF OFFICERS**
- 9. COMPETENCE RELATED THRESHOLD PAYMENT FOR CONSTABLES, SERGEANTS, INSPECTORS AND CHIEF INSPECTORS**
- 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:

Member's start date	Incremental date
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**

Pay Point	Annual salary	
	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 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

**Part 3****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.

**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 8(i)****Chief Officer Ranks' Pay with effect from 1st September 2003**

Chief Constables, Deputy Chief Constables and equivalent London ranks in post on 1.4.04 have a choice between (a) continuing with their existing FTA (whether or not it is their original FTA or an extension to it) but on rates of pay as set out in table A below and without access to bonus payments as in this agreement; or (b) accepting the benefits of this agreement, as set out in table B below, in return for a new FTA of the lesser of the unexpired duration of their existing FTA and five years. This choice needs to be exercised within six months of 1 April 2004.

<b>Table A</b>	<b>Officers Appointed for a Fixed Term £pa</b>
Deputy Chief Constables	80% of the basic salary of their chief or £83,736, whichever is higher
Chief Constables by population band:	
1 – up to 500,000	87,426 – 99,984
2 – 500,001 – 1,000,000	91,896 – 108,069
3 – 1,000,001 – 2,000,000	99,984 – 116,151
4 – More than 2,000,000	110,646 – 124,866
Chief Constables of Greater Manchester and West Midlands	114,648 – 129,390
Metropolitan Police:	
Assistant Commissioner	116,151 – 130,020
Deputy Commissioner	136,638 – 146,853
Commissioner	168,198 – 180,777
City of London Commissioner	99,984 – 116,151
City of London Assistant Commissioner	80% of the basic salary of the commissioner or £83,736, whichever is higher

**Table B.**

<b>Force Weighting*</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4x ACs) West Midlands Greater Manchester	£150,000	£115,002 (MPS- 8xDACs)
8.0	West Yorkshire	£140,001	£112,002
6.5	Thames Valley	£132,501	£109,314
6.0	Merseyside Northumbria	£130,002	£107,250
5.5	Hampshire	£127,500	£105,189
5.0	Kent Lancashire Devon & Cornwall	£125,001	£103,125
4.5	South Yorkshire Essex Avon & Somerset Sussex South Wales	£122,502	£101,064
3.5	Nottinghamshire	£117,501	£96,939
3.0	Hertfordshire West Mercia Cheshire Humberside Staffordshire Leicestershire Derbyshire	£115,002	£94,875
2.5	Surrey Norfolk	£112,500	£92,814
2.0	Cleveland Durham Cambridgeshire North Wales North Yorkshire Gwent Northamptonshire Suffolk Dorset Wiltshire Bedfordshire	£110,001	£90,750
1.5	Gloucestershire Lincolnshire Cumbria Warwickshire Dyfed-Powys	£107,502	£90,000

\*Force weightings reflect measures relating to:

- (i) call management
- (ii) crime management
- (iii) traffic management
- (iv) public order management/public reassurance
- (v) community policing management
- (vi) patrol management
- (vii) security-related expenditure

(viii) population sparsity

**Note**

1. *The salaries of certain chief officers in service at 1 April 2004 are personally protected in accordance with the provisions set out in part 8(ii)*

**ASSISTANT CHIEF CONSTABLES AND COMMANDERS**

- 1) £75,000
- 2) £77,502
- 3) £80,001
- 4) £82,500
- 5) £85,002
- 6) £87,501



**Part 8(ii)**

**CHIEF OFFICER RANKS' PAY ARRANGEMENTS**

**Summary**

Allocation to a pay range for chief constables is no longer determined by the population of the force area alone. The basic pay of chief constables is now related to a range of policing measures.

**Protection Arrangements**

**Pay Rates with effect from 1 September 2003**

The following chief officers will receive protected salaries while in post as shown below, with their successors being paid in accordance with the new pay structure set out above:

Chief Constables -

Hertfordshire	£117,546
West Mercia	£117,546
Staffordshire	£117,546
Surrey	£117,546
Gloucestershire	£110,001
Lincolnshire	£110,001
Cumbria	£110,001
Warwickshire	£110,001
Dyfed-Powys	£110,001

Deputy Chief Constable -

Surrey	£94,038
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These protected salaries will be adjusted in line with the pay indexation arrangements.

**Assimilation**

Assimilation of ACCs and Commanders to their new pay scale will be to the point on the new scale which is immediately above the individual's existing basic pay, except that ACCs and Commanders who have been in that rank for three years or more as at 1 September 2003 will be assimilated to £87,501; and that those for whom such an increase would be less than 1.2% then the assimilation will be to the next point above the point immediately above their existing pay.

Those promoted to the rank of ACC or Commander on or after 1 April 2004 will start at £75,000; unless promoted from the maximum of the Chief Superintendent's scale, in which case they will start at £77,502.

**Part 8(i)****Chief Officers Ranks Pay****Pay Structure with effect from 1st September 2004**

Chief Constables, Deputy Chief Constables and equivalent London ranks in post on 1.4.04 have a choice between (a) continuing with their existing FTA (whether or not it is their original FTA or an extension to it) but on rates of pay as set out in table A below and without access to bonus payments as in this agreement; or (b) to accept the benefits of this agreement, as set out in table B below, in return for a new FTA of the lesser of the unexpired duration of their existing FTA and five years. This choice needs to be exercised within six months of 1 April 2004.

**Table A**

	Officers Appointed for a Fixed Term £pa
Deputy Chief Constables	80% of the basic salary of their chief or £83,736, whichever is higher
Chief Constables by population band:	
1 – up to 500,000	87,426 – 99,984
2 – 500,001 – 1,000,000	91,896 – 108,069
3 – 1,000,001 – 2,000,000	99,984 – 116,151
4 – More than 2,000,000	110,646 – 124,866
Chief Constables of Greater Manchester and West Midlands	114,648 – 129,390
Metropolitan Police:	
Assistant Commissioner	116,151 – 130,020
Deputy Commissioner	136,638 – 146,853
Commissioner	168,198 – 180,777
City of London Commissioner	99,984 – 116,151
City of London Assistant Commissioner	80% of the basic salary of the commissioner or £83,736, whichever is higher

**Table B.**

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4x ACs) West Midlands Greater Manchester	£154,000	£118,452 (MPS- 8xDACs)
8.0	West Yorkshire	£144,201	£115,362
6.5	Thames Valley	£136,476	£112,593
6.0	Merseyside Northumbria	£133,902	£110,469
5.5	Hampshire	£131,325	£108,345
5.0	Kent Lancashire Devon & Cornwall	£128,751	£106,218
4.5	South Yorkshire Essex Avon & Somerset Sussex South Wales	£126,177	£104,097
3.5	Nottinghamshire	£121,026	£99,846
3.0	Hertfordshire West Mercia Cheshire Humberside Staffordshire Leicestershire Derbyshire	£118,452	£97,722
2.5	Surrey Norfolk	£115,875	£95,598
2.0	Cleveland Durham Cambridgeshire North Wales North Yorkshire Gwent Northamptonshire Suffolk Dorset Wiltshire Bedfordshire	£113,301	£93,474
1.5	Gloucestershire Lincolnshire Cumbria Warwickshire Dyfed-Powys	£110,727	£92,700

**Metropolitan Police Service**

Commissioner - £221,451

Deputy Commissioner - £182,826

### **National Crime Squad**

Deputy General - £154,000

Deputy Director General - £118,452

### **City of London Commissioner and Assistant Commissioner**

Commissioner - £137,000

Assistant Commissioner - £113,000

### **Assistant Chief Constables and Commanders**

1) £77,250

2) £79,827

3) £82,401

4) £84,975

5) £87,552

6) £90,126

*Those promoted to the rank of ACC or Commander on or after 1 April 2004 will start at £77,250; unless promoted from the maximum of the Chief Superintendent's scale, in which case they will start at £79,827*

### **Incremental Pay Progression following assimilation/promotion to ACC/Commander Scale**

Until 31st March 2005, incremental progression through the ACCs' and Commanders' scale will be according to length of service in the rank. Thereafter, it will be according to the individual's PDR rating. Those rated as competent in the rank will receive one increment. Those rated as exceptional in the rank will receive a double increment. Those rated as unsatisfactory in the rank will receive no increment. Where increments are paid, they will be paid on the anniversary of promotion to the rank.

**Part 8(ii)**

**Chief Officer Ranks' Pay Arrangements**

**Protection Arrangements**

**Pay Rates with effect from 1 September 2004**

The following chief officers will receive protected salaries while in post as shown below, with their successors being paid in accordance with the new pay structure set out above:

Chief Constables -

Hertfordshire	£121,071
West Mercia	£121,071
Staffordshire	£121,071
Surrey	£121,071
Gloucestershire	£113,301
Lincolnshire	£113,301
Cumbria	£113,301
Warwickshire	£113,301
Dyfed-Powys	£113,301

Deputy Chief Constable -

Surrey	£96,858
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**Part 8(i)****Chief Officers Ranks Pay****Pay Structure with effect from 1 September 2005**

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4XACs) West Midlands Greater Manchester	£159,135	£122,007 (MPS 8xDACs)
8.0	West Yorkshire	£148,527	£118,824
6.5	Thames Valley	£140,571	£115,971
6.0	Merseyside Northumbria	£137,919	£113,784
5.5	Hampshire	£135,264	£111,594
5.0	Kent Lancashire Devon & Cornwall	£132,615	£109,404
4.5	South Yorkshire Essex Avon & Somerset Sussex South Wales	£129,963	£107,220
3.5	Nottinghamshire	£124,656	£102,840
3.0	Hertfordshire West Mercia Cheshire Humberside Staffordshire Leicestershire Derbyshire	£122,007	£100,653
2.5	Surrey Norfolk	£119,352	£98,466
2.0	Cleveland Durham Cambridgeshire North Wales North Yorkshire Gwent Northamptonshire Suffolk Dorset Wiltshire Bedfordshire	£116,700	£96,279
1.5	Gloucestershire Lincolnshire Cumbria Warwickshire Dyfed-Powys	£114,048	£95,481

**Metropolitan Police Service**

Commissioner - £228,096

Deputy Commissioner - £188,310

**National Crime Squad**

Director General - £159,135

Deputy Director General - £122,007

**Assistant Chief Constables and Commanders**

1. £79,566

2. £82,221

3. £84,873

4. £87,525

5. £90,180

6. £92,829

**City of London Commissioner and Assistant Commissioner**

Commissioner - £141,111

Assistant Commissioner - £116,391

**Part 8(ii)**

**Chief Officer Ranks' Pay Arrangements**

**Protection Arrangements**

**Pay Rates with effect from 1 September 2005**

The protection only applies while the Chief Officer is in post as shown below, with their successors being paid in accordance with the new pay structure shown in part 8(i).

Chief Constables	
Hertfordshire	£124,704
West Mercia	£124,704
Staffordshire	£124,704
Surrey	£124,704
Gloucestershire	£116,700
Lincolnshire	£116,700
Cumbria	£116,700
Warwickshire	£116,700
Dyfed-Powys	£116,700
Deputy Chief Constable	
Surrey	£99,765



**Part 8(i)****Chief Officers Ranks Pay****Pay Structure with effect 1 September 2006**

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4xACs)	£163,908	£125,667 (MPS 8xDACs)
	West Midlands		
	Greater Manchester		
8.0	West Yorkshire	£152,982	£122,388
6.5	Thames Valley	£144,789	£119,451
6.0	Merseyside	£142,056	£117,198
	Northumbria		
5.5	Hampshire	£139,323	£114,942
5.0	Kent	£136,593	£112,686
	Lancashire		
	Devon & Cornwall		
4.5	South Yorkshire	£133,863	£110,436
	Essex		
	Avon & Somerset		
	Sussex		
	South Wales		
3.5	Nottinghamshire	£128,397	£105,924
3.0	Hertfordshire	£125,667	£103,674
	West Mercia		
	Cheshire		
	Humberside		
	Staffordshire		
	Leicestershire		
	Derbyshire		
2.5	Surrey	£122,934	£101,421
	Norfolk		
2.0	Cleveland		
	Durham		
	Cambridgeshire		
	North Wales		
	North Yorkshire		
	Gwent		
	Northamptonshire		
	Suffolk		
	Dorset		
	Wiltshire		
	Bedfordshire	£120,201	£99,198
1.5	Gloucestershire		
	Lincolnshire		
	Cumbria		
	Warwickshire		
	Dyfed-Powys	£117,468	£98,346

**Metropolitan Police Service**

Commissioner - £234,939

Deputy Commissioner - £193,959

**National Crime Squad**

Director General - £163,908

Deputy Director General - £125,667

**Assistant Chief Constables and Commanders**

1. £81,954

2. £84,687

3. £87,420

4. £90,150

5. £92,886

6. £95,613

**City of London Commissioner and Assistant Commissioner**

Commissioner - £145,344

Assistant Commissioner - £119,883

**Part 8(ii)**

**Chief Officers on protected pay rates**

**Pay Rates with effect from 1 September 2006**

The protection only applies while the Chief Officer is in post as shown below, with their successors being paid in accordance with the new pay structure shown in the main body of this circular.

**Chief Constables**

Hertfordshire	£128,445
West Mercia	£128,445
Staffordshire	£128,445
Surrey	£128,445
Gloucestershire	£120,201
Lincolnshire	£120,201
Cumbria	£120,201
Warwickshire	£120,201
Dyfed-Powys	£120,201

**Deputy Chief Constable**

Surrey	£102,759
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**Part 8(i)****Chief Officers Ranks Pay****Pay Structure with effect 1st December 2007**

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4xACs)	£168,006	£128,808 (MPS 8xDACs)
	West Midlands		
	Greater Manchester		
8.0	West Yorkshire	£156,807	£125,448
6.5	Thames Valley	£148,410	£122,436
6.0	Merseyside	£145,608	£120,129
	Northumbria		
5.5	Hampshire	£142,806	£117,816
5.0	Kent	£140,007	£115,503
	Lancashire		
	Devon & Cornwall		
4.5	South Yorkshire	£137,211	£113,196
	Essex		
	Avon & Somerset		
	Sussex		
	South Wales		
3.5	Nottinghamshire	£131,607	£108,573
3.0	Hertfordshire	£128,808	£106,266
	West Mercia		
	Cheshire		
	Humberside		
	Staffordshire		
	Leicestershire		
	Derbyshire		
2.5	Surrey	£126,006	£103,956
	Norfolk		
2.0	Cleveland	£123,207	£101,646
	Durham		
	Cambridgeshire		
	North Wales		
	North Yorkshire		
	Gwent		
	Northamptonshire		
	Suffolk		
	Dorset		
	Wiltshire		
	Bedfordshire		
1.5	Gloucestershire	£120,405	£100,806
	Lincolnshire		
	Cumbria		
	Warwickshire		
	Dyfed-Powys		

**Metropolitan Police Service**

Commissioner - £240,813

Deputy Commissioner - £198,807

**Assistant Chief Constables and Commanders**

1.	£84,003
2.	£86,805
3.	£89,607
4.	£92,403
5.	£95,208
6.	£98,004

**City of London Commissioner and Assistant Commissioner**

Commissioner - £148,977  
Assistant Commissioner - £122,880

**Part 8(ii)**

**Chief Officer Ranks' Pay Arrangements**

**Protection Arrangements**

**Pay Rates with effect from 1st December 2007**

The protection only applies while the Chief Officer is in post as shown below with their successors being paid in accordance with the new pay structure shown in Annex F (Part 8) (i).

**Chief Constables**

Hertfordshire	£131,655
West Mercia	£131,655
Staffordshire	£131,655
Surrey	£131,655
Gloucestershire	£123,207
Lincolnshire	£123,207
Cumbria	£123,207
Warwickshire	£123,207

**Deputy Chief Constable**

Surrey	£105,327
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**Part 8(i)****Chief Officers Ranks Pay****Pay Structure with effect 1 September 2008**

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4xACs)	£172,458	£132,222 (MPS 8xDACs)
	West Midlands		
	Greater Manchester		
8.0	West Yorkshire	£160,962	£128,772
6.5	Thames Valley	£152,343	£125,682
6.0	Merseyside	£149,466	£123,312
	Northumbria		
5.5	Hampshire	£146,589	£120,939
5.0	Kent	£143,718	£118,563
	Lancashire		
	Devon & Cornwall		
4.5	South Yorkshire	£140,847	£116,196
	Essex		
	Avon & Somerset		
	Sussex		
	South Wales		
3.5	Nottinghamshire	£135,096	£111,450
3.0	Hertfordshire	£132,222	£109,083
	West Mercia		
	Cheshire		
	Humberside		
	Staffordshire		
	Leicestershire		
	Derbyshire		
2.5	Surrey	£129,345	£106,710
	Norfolk		
2.0	Cleveland	£126,471	£104,340
	Durham		
	Cambridgeshire		
	North Wales		
	North Yorkshire		
	Gwent		
	Northamptonshire		
	Suffolk		
	Dorset		
	Wiltshire		
	Bedfordshire		
1.5	Gloucestershire	£123,597	£103,476
	Lincolnshire		
	Cumbria		
	Warwickshire		
	Dyfed-Powys		

**Metropolitan Police Service**

Commissioner - £247,194

Deputy Commissioner - £204,075

**Assistant Chief Constables and Commanders**

1.	£86,229
2.	£89,106
3.	£91,983
4.	£94,851
5.	£97,731
6.	£100,602

**City of London Commissioner and Assistant Commissioner**

Commissioner - £152,925

Assistant Commissioner - £126,135



**Part 8(ii)**

**Chief Officers ranks' pay arrangements**

**Protection Arrangements**

**Pay Rates with effect from 1st September 2008.**

The protection only applies while the Chief Officer is in post as shown below, with their successors being paid in accordance with the new pay structure shown in Annex F (Part 8) (i).

<b>Chief Constables</b>	<b>2008</b>
Hertfordshire	£135,144
West Mercia	£135,144
Gloucestershire	£126,471
Lincolnshire	£126,471

**Part 8(i)****Chief Officers Ranks Pay****Pay Structure with effect 1st September 2009**

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4xACs)	£176,943	£135,660 (MPS 8xDACs)
	West Midlands		
	Greater Manchester		
8.0	West Yorkshire	£165,147	£132,120
6.5	Thames Valley	£156,303	£128,949
6.0	Merseyside	£153,351	£126,519
	Northumbria		
5.5	Hampshire	£150,399	£124,083
5.0	Kent	£147,456	£121,647
	Lancashire		
	Devon & Cornwall		
4.5	South Yorkshire	£144,510	£119,217
	Essex		
	Avon & Somerset		
	Sussex		
	South Wales		
3.5	Nottinghamshire	£138,609	£114,348
3.0	Hertfordshire	£135,660	£111,918
	West Mercia		
	Cheshire		
	Humberside		
	Staffordshire		
	Leicestershire		
	Derbyshire		
2.5	Surrey	£132,708	£109,485
	Norfolk		
2.0	Cleveland	£129,759	£107,052
	Durham		
	Cambridgeshire		
	North Wales		
	North Yorkshire		
	Gwent		
	Northamptonshire		
	Suffolk		
	Dorset		
	Wiltshire		
	Bedfordshire		
1.5	Gloucestershire	£126,810	£106,167
	Lincolnshire		
	Cumbria		
	Warwickshire		
	Dyfed-Powys		

**Metropolitan Police Service**

Commissioner - £253,620

Deputy Commissioner - £209,382

**Assistant Chief Constables and Commanders**

1.	£88,470
2.	£91,422
3.	£94,374
4.	£97,317
5.	£100,272
6.	£103,218

**City of London Commissioner and Assistant Commissioner**

Commissioner - £156,900  
Assistant Commissioner - £129,414

**Part 8(ii)**

**Chief Officers ranks' pay arrangements**

**Protection Arrangements**

**Pay Rates with effect from 1st September 2009.**

The protection only applies while the Chief Officer is in post as shown below, with their successors being paid in accordance with the new pay structure shown in Annex F (Part 8) (i).

<b>Chief Constables</b>	<b>2009</b>
Hertfordshire	£138,657
West Mercia	£138,657
Gloucestershire	£129,759

**Part 8(i)****Chief Officers Ranks Pay****Pay Structure with effect 1st September 2010**

<b>Force Weighting</b>	<b>Forces</b>	<b>CC Salary</b>	<b>DCC Salary</b>
10.0	MPS (4xACs)	£181,455	£139,119 (MPS 8xDACs)
	West Midlands		
	Greater Manchester		
8.0	West Yorkshire	£169,359	£135,489
6.5	Thames Valley	£160,290	£132,237
6.0	Merseyside	£157,260	£129,744
	Northumbria		
5.5	Hampshire	£154,233	£127,248
5.0	Kent	£151,215	£124,749
	Lancashire		
	Devon & Cornwall		
4.5	South Yorkshire	£148,194	£122,256
	Essex		
	Avon & Somerset		
	Sussex		
	South Wales		
3.5	Nottinghamshire	£142,143	£117,264
3.0	Hertfordshire	£139,119	£114,771
	West Mercia		
	Cheshire		
	Humberside		
	Staffordshire		
	Leicestershire		
	Derbyshire		
2.5	Surrey	£136,092	£112,278
	Norfolk		
2.0	Cleveland	£133,068	£109,782
	Durham		
	Cambridgeshire		
	North Wales		
	North Yorkshire		
	Gwent		
	Northamptonshire		
	Suffolk		
	Dorset		
	Wiltshire		
	Bedfordshire		
1.5	Gloucestershire	£130,044	£108,873
	Lincolnshire		
	Cumbria		
	Warwickshire		
	Dyfed-Powys		

**Metropolitan Police Service**

Commissioner - £260,088

Deputy Commissioner - £214,722

### **Assistant Chief Constables and Commanders**

1.	£90,726
2.	£93,753
3.	£96,780
4.	£99,798
5.	£102,828
6.	£105,849

Incremental progression for assistant chief constables and commanders is suspended in the period from 1 June 2012 to 31 May 2014, save as follows. Incremental progression will continue to apply in relation to a PDR rating awarded in respect of a reporting year ending before 1 June 2012 which has not yet resulted in any increment being awarded by that date.

### **City of London Commissioner and Assistant Commissioner**

Commissioner -	£160,902
Assistant Commissioner -	£132,714

### **Part 8 (ii)**

#### **Chief Officers ranks' pay arrangements**

#### **Protection Arrangements**

#### **Pay Rates with effect from 1st September 2010.**

The protection only applies while the Chief Officer is in post as shown below, with their successors being paid in accordance with the new pay structure shown in Annex F (Part 8) (i).

<b>Chief Constables</b>	<b>2010</b>
Hertfordshire	£142,194
West Mercia	£142,194

**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 value;
    - 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 forms 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 £450

he 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**

### **SUSPENSION OF AWARD OF COMPETENCE RELATED THRESHOLD PAYMENT**

- 1) Subject to the remaining paragraphs of this Part, no new applications for a competence related threshold payment shall be entertained in the relevant period.
- 2) The only applications made before 1st April 2012 that shall continue to be dealt with in accordance with Part 9 during the relevant period are those in the case of which the member's relevant service had entitled him to be at the top of the pay scale for his rank for at least one year by that date.
- 3) For the avoidance of doubt, a re-application by an officer who was in receipt of a competence related threshold payment as at 31st March 2012 is not a new application for the purposes of paragraph (1).
- 4) In this Part “the relevant period” means the period from 1st April 2012 to 31st March 2014”.

**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.

**REGULATION 25**  
ANNEX G REFERS

**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.









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**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, or
- (b) 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 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 the police authority.
- 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 day 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 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.

## 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.

**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.

**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.

**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.

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 police authority shall make him 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 police authority are entitled to 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.



**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 chief officer shall consider the application and 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 police authority, within 28 days of receiving the rejection and the reasons for rejection from the chief officer.
- 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(7) 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 police authority, 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 police authority has examined the member and considers him to be fit for duty, the police authority 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 police authority, except that in the event of a failure to agree, the police authority 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.
- 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.