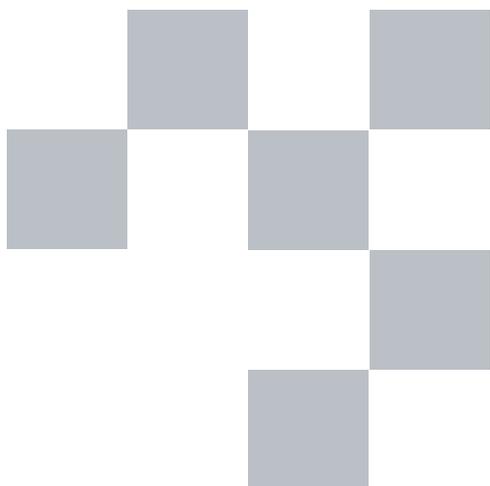


Terms and conditions of service



This is a summary of the conditions of service for applicants to the Police Service. The Police Regulations 2003 (as amended) and the Secretary of State's determinations are the authoritative sources.

Pay and allowances

The pay of police officers is determined by the Secretary of State with recommendations by the Police Negotiating Board. Police officers pay Class 1 National Insurance contributions in the same way as other employees. The current pay scales are enclosed in this pack.

Pension scheme

Since 6 April 2006, all new entrants to the Police Service automatically join the New Police Pension Scheme. The contribution rate is 9.5 per cent of pensionable pay. Part-time officers pay contributions on a pro rata basis. Police officers are contracted out of the earnings-related part of the state pension scheme, so National Insurance contributions are paid at the lower, contracted-out rate. The maximum payment is half final pensionable pay and is payable after 35 years' pensionable service. Officers must have reached the age of 55 and have at least two years' pensionable service to retire with an immediate pension. The maximum pension is half final salary plus a fixed lump sum of four times the pension, with the option to give up part or all of the lump sum for extra pension.

Other benefits of the scheme include a tax-free lump sum of four times the pension, paid in addition to the basic pension. Pensions for surviving spouses and partners are payable for life. Pensions increase each year with inflation.

Pension contributions made during previous employment may be transferred to the Police Pension Scheme. However, due to the relatively high contributions made to the Police Pension Scheme, payments to other schemes may not equate to the same period in Police Service terms.

Hours of work

The normal daily period of duty is eight hours, although a force may operate variable shift arrangements. All ranks below superintendent are entitled to two rest days a week and compensation if required to work on those two days.

Part-time working

Police officers may be able to work part time. As a general rule, the same terms and conditions should apply to part-time officers as apply to full-time officers, where appropriate on a pro rata basis.

You can apply to join the Police Service as a part-time officer, but while on probation you must work an average of at least 24 hours a week (1,248 hours a year). Initial training must be completed on a full-time basis. Officers working part time will not be exempt from working shifts – including night duties.

The annual salary of a part time (or job-sharing) probationer, constable or sergeant is that of a full-time officer calculated on a pro rata basis.

Accommodation and postings

An officer's place of residence is subject to the approval of the chief officer.

Disqualification for appointment

Public confidence in the police depends on police officers demonstrating the highest level of personal and professional standards of behaviour, both on and off duty. The Standards of Professional Behaviour reflect the expectations that the Police Service and the public have of how police officers should behave. Officers must at all times avoid behaviour likely to discredit the Police Service or interfere with the impartial discharge of their duties. Officers must not take any active part in politics.

Officers must settle all debts promptly and honour their financial commitments. Failure to discharge debts must be reported to the chief officer.

Requirements on appointment

Officers are required to have their fingerprints taken and a record kept for elimination purposes.

New recruits are required to provide a DNA sample which will be retained on a separate database for elimination purposes only.

Probation

Constables are on probation for two years. This may be extended in certain circumstances at the discretion of the chief officer. During this period your services may be dispensed with at any time if the chief officer considers that you are unable to perform the duties of a constable effectively or if you are guilty of misconduct. In such circumstances you would be entitled to one month's notice or a month's pay in lieu and the return of your pension contributions (if appropriate). Under the Police Pension Scheme (PPS), if you leave the Police Service with less than two years' qualifying service and without entitlement to any other PPS award, you can either ask for your PPS benefits to be transferred to another pension scheme or have your pension contributions returned, less deduction of tax and a deduction to contract you back into the State Second Pension. For part-time constables, the period of probation will be a minimum of two years extended on a pro rata basis according to the average hours worked per week.

Promotion

All appointments to higher ranks are filled from within the Police Service. For information on the arrangements for promotion you should contact your force.

Annual leave

All ranks below superintendent are entitled to periods of annual leave on full pay. Officers with less than two years' service receive 22 days of annual leave per year. Officers with two years' service receive 25 days.

Part-time officers are entitled to the same number of days of annual leave as full-time officers with the same length of service, but the time credited will be on a pro rata basis.

Maternity leave, maternity support leave, adoption leave and career breaks

Women officers are entitled to maternity leave. This can be for the whole (or part/s) of the period between six months before and no later than 12 months after the expected date of birth.

Women officers are entitled to three months' paid maternity leave, if they have served continuously for a year or more by the start of the 11th week before the expected birth date and are still pregnant or have given birth 15 weeks before the expected birth date.

Officers are entitled to two weeks' maternity support leave, the first of which will be on full pay, if they are the child's father or the mother's partner, or the nominated carer of an expectant mother at the time of the birth. Officers who have at least 26 weeks' continuous service at the 14th week before the expected week of confinement will be entitled to be paid for the second week at the statutory paternity pay rate.

Adoptive parents will be allowed two weeks' adoption support leave, the first of which will be on full pay, at or around the time of adoption. Officers who have at least 26 weeks' continuous service at the notification week will be entitled to be paid for the second week at the statutory paternity pay rate.

Police officers who have completed their probationary period may apply for a career break up to a maximum of five years to enable them to carry out, for example, caring responsibilities. Approval is a matter for the chief officer, taking into consideration matters such as health, attendance and conduct.

Sick leave

Officers receive full pay during the first six months of any absence due to sickness or injury and have an entitlement to half pay for a further six months.

Fitness

Candidates for appointment must be in good health and physically and mentally fit enough in order to perform policing duties.

Uniform and equipment

Uniform and equipment are provided free by the Police Authority. When leaving the force, the officer returns them to the Police Authority.

Membership of trade unions

On appointment, a constable becomes a member of the Police Federation. Police officers may not join a trade union, but existing union members joining the Police Service may, with the consent of the chief officer, remain members of that union.

Retirement and resignation

Constables and sergeants normally retire after 35 years' service, or on reaching the age of 60, unless the chief constable has approved an extension of service. The compulsory retirement age differs for higher ranks.

Officers may resign or, where appropriate, retire before reaching the compulsory retirement age having given a month's notice in writing, or a shorter notice period as agreed by the Police Authority.