



<u>Policy Title</u>	Bonus Payments for Police Officers
<u>CCMT Sponsor</u>	Director of Resources
<u>Department/Area</u>	Human Resources
<u>Section/Sector</u>	HR Service Delivery

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1.0 Rationale

1.1

The Police Regulations 2003 contain a number of elements relating to police pay and conditions. **This document relates to Bonus payments.**

1.2

These create the ability to award police officers **bonus payments** of between £50 and £500 against defined guidelines.

1.3

The facility to pay bonuses commenced on 1st April 2003. **The categories and rates contained in this policy apply to events from 1st April 2008 onwards and are not retrospective.**

2.0 Intention

To define:

- Eligibility guidelines for bonus payments
- Award categories and amounts
- A simple authorisation procedure
- Payment process

3.0 General Principles

3.1

Bonus payments of between £50 and £500 may be awarded to police officers for occasional work of an outstandingly demanding, unpleasant or important nature.

3.2

Payments will be taxable but non pensionable and there is no limit to the number of times these can be received by an individual per year.

3.3

Payments will be made by Corporate Finance as a credit to the normal salary process and in the next pay following receipt of authorisation

3.4

Eligibility guidelines necessitate two general principles to be established as follows:

- Occasional work
- Outstandingly demanding, unpleasant or important

3.5

It is also considered important to target payments towards operational roles where an element of added value (beyond conventional working) has been identified.

4.0 Guidance, Procedures & Tactics

4.1

The details of the 2008-09 scheme are contained in [Appendix A](#), which details the categories eligible for payment and indicates which categories will be processed locally on receipt of individual applications and which categories will be processed centrally, not requiring applications from individual officers.

4.2

Retrospective claims from previous years' schemes will be accepted only as far back as the previous financial year.

4.3

The application form is now an electronic document published on the Intranet. The link can be found on the Policy and Procedures website under "Bonus Payments".

4.4

Evidence to support payment of an award will be documented on the application form.

4.5

Recommendations for payment of bonuses must be endorsed by line manager and approved by BCU/OCU Commanders or Heads of Department before forwarding to local HR/Personnel Managers for payment. **This procedure does not apply to categories which are processed centrally.**

4.6

No further documentation is required but local copies may be retained by HR Managers. However, copies will not be included on personal files.

5.0 Challenges & Representations

5.1

Bonus payments are discretionary. However, decisions made by BCU/OCU Commanders and Heads of Department to reject an application may be reviewed by respective Chief Officers whose decision will be final. Initiation of appeals and the outcome will be notified to Head of HR Service Delivery to ensure consistency and consider the need for further clarification.

5.2

Payment categories have been compiled taking account of provisions within the Special Priority Payment scheme.

5.3

Any recommendations or suggestions for amendment to this policy should be forwarded to the Head of HR Service Delivery

Challenges to this policy should be addressed to :-
Head of HR Service Delivery

Thames Valley Police HQ
Oxford Road
Kidlington
Oxfordshire
OX5 2NX

6.0 Communication

6.1 Links to Police National Legal Database Other

Although there are no direct links to the PNLD this policy does reflect some elements of the Police Staff Bonus Payments Policy.

6.2 Implementation Strategy

This policy is available on the Intranet – Policy Management Unit site. All police staff, Personnel Managers and Line Managers must be made aware of this policy.

New and reviewed policies will be promoted in Managers' Briefing and Weekly Orders.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

There is no specific statute or legal basis for this policy; it is based on internal policy decisions taken by the Chief Constable's Management Team.

(ii) Human Rights Articles Engaged

This policy has been audited for compliance with the Human Rights Act and it has the potential to engage:

- Article 8: as data is being collected for monitoring purposes.

(iii) Prohibition of Discrimination

Application of this policy could discriminate against individuals either directly or indirectly. By the engagement of Article 8, Article 14 of the HRA is also has the potential to be engaged.

Article 14 states the enjoyments of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a national minority, property, birth or other status. Unless there is an infringement of another article, Article 14 will not apply as it is not freestanding. However

NOT PROTECTIVELY MARKED

actions and decisions taken as a consequence of this policy could be judged to be discriminatory in employment law if they are not applied fairly and impartially, having due regard for natural justice and human rights

7.2 Diversity Impact Assessment

This policy has been assessed for its relevance against the six strands of Diversity and has been rated as “LOW” relevance.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI) Compliance

Information deemed ‘for a policing purpose’, or any data about an individual that is circulated or received by e-mail; or published/downloaded via the intranet or internet or circulated in any other format must comply with MoPI guidelines.

7.5 Community Engagement Strategy and Standards

This policy does not have the potential to engage any of the Force Community Engagement Standards.

7.6 Data Protection

Personal data and information processed in connection with this policy should be processed in accordance with the Data Protection Act 1998. It is acknowledged that “sensitive” personal data may be processed and this data will be protected in accordance with the requirements of the Act.

7.7 Freedom of Information Act

This policy will be publicly available under the Freedom of Information Act 2000. It may be published on the Freedom of Information Internet site.

7.8 Protective Markings

This policy has been assessed against the requirements of the Government Protective Marking Scheme and is **NOT PROTECTIVELY MARKED**.

7.9 Health & Safety at Work

There are no health and safety implications.

8.0 Monitoring and Review

8.1

Individuals involved in this process and in determining payment decisions should monitor the use and outcome of decisions to review the effectiveness of the policy and consistency of application.

8.2

A full review will be carried out by the policy author annually and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Equality data

For use by the Policy Management Unit Only

Chief Officer Policy Authorisation

Policy signed off by:

Director of Resources:

Date:

APPENDICES

APPENDIX A

Bonus Payment Scheme for Police Officers 2008-09

Category	Amount £	Notes
Occasional work of an outstandingly demanding, unpleasant or important nature	£50-500	e.g. particularly unpleasant fatalities, body recovery
Location payment to specialist departments ¹ that support the nine qualifying LPAs ²	£500 Sept 2008 £500 March 2009	Centrally processed. No individual applications required
Detective Tutors	£50 on completion of Phase 1 Tutoring £200 on completion of phase 3 Tutoring	On completion
Negotiator Call out	£50	Centrally processed. No individual applications required
Family Liaison Officer	£100	Payment per case per month for a maximum of 5 months
PSU Annual training	£200	Single lump sum payable retrospectively on completion of all MAST Modules for maintaining accreditation
SMU officers	£400	Single annual lump sum paid retrospectively
Economic Crime Unit Tutor	£250	For successfully tutoring new staff to acquiring external accreditation
Gold on call, Public Order accredited Silver Commanders	£200	Single annual lump sum paid retrospectively
CBRN training	£75 for completion of initial 3 day training £100 single	Centrally processed. No individual applications required

¹ Roads Policing , Crime Support(not firearms) L&D, Dog Section, Tac Support(not firearms) , PSD, ACJ , CRED, HQ Ops and BME recruiting

² All of Berkshire East BCU, all of Berkshire West BCU and South Bucks, Chiltern & Wycombe LPAs.

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	annual payment for maintaining accreditation	
CBRN Bronze / Silver Commander	£200	Centrally processed. No individual applications required
Promotion Exam pass	£200	Centrally processed. No individual applications required
A1 Assessors	£100 one-off payment for achieving accreditation	Centrally processed. No individual applications required
Supt Firearms cadre (3 officers)	£500 bi-annually	Centrally processed. No individual applications required
Organisational posting lump sum 20 – 30 miles	£500	Centrally processed. No individual applications required
Organisational posting lump sum 30 + miles	£500 Sept 2008 £500 March 2009	Centrally processed. No individual applications required