



<u>Policy Title</u>	Posting Policy – Police Officers
<u>CCMT Sponsor</u>	Director of Resources
<u>Department/Area</u>	Human Resources
<u>Section/Sector</u>	Human Resources Service Delivery

CONTENTS:

1.0 Rationale

2.0 Intention

3.0 General Principles

4.0 Guidance, Procedures & Tactics

5.0 Challenges & Representations

6.0 Communication

- 6.1 [Links to Police National Legal Database/Other](#)
- 6.2 [Implementation Strategy \(Policy Impact Assessment\)](#)

7.0 Compliance and Certification

- 7.1 [Human Rights Audit](#)
- 7.2 [Diversity Impact Assessment](#)
- 7.3 [Diversity \(Human Resources\)](#)
- 7.4 [Management of Police Information \(MoPI\)](#)
- 7.5 [Community Engagement Standards](#)
- 7.6 [Data Protection](#)
- 7.7 [Freedom of Information Act](#)
- 7.8 [Protective Markings](#)
- 7.9 [Health & Safety at Work](#)

8.0 Monitoring and Review

1.0 Rationale

Thames Valley Police is committed to developing a well trained and flexible workforce, seeking to balance individual aspirations with organisational need. The Posting Policy is part of the means of achieving this.

2.0 Intention

2.1 The intention of this policy is to:-

- Ensure that officers are deployed within Thames Valley efficiently and effectively to support both the corporate needs of the force and the delivery of policing services at a local level
- Ensure that opportunities are provided to meet the needs of officers in terms of career development or location of posting
- Provide a framework for the fair and consistent management of police officer postings

3.0 General Principles

3.1 This policy applies to all police officers, including student officers, transferees, re-joining officers, and those returning from secondments and career breaks.

3.2 It applies to initial postings and transfers within BCUs, OCUs and departments.

3.3 Postings will generally only be into vacant posts.

3.4 Officers will not be posted in excess of 20 crow miles of their home address, unless certain exemptions apply.

3.5 Postings will be arranged by the Human Resources Manager for the relevant BCU, OCU or department or by the Shared Services Resourcing Officer at Headquarters.

3.6 All postings for chief inspectors and above will be determined by the force Senior Appointments Board (SAB).

4.0 Guidance, Procedures & Tactics

4.1 Individuals involved in the posting process have a responsibility to ensure that their actions support the intent and requirements set out in this policy. All employees covered by the scope of this policy should be aware of the policy and how to access it.

4.2 Details of the procedures to be followed when posting officers can be found in Appendix A - Standard Operating Procedure for Posting Police Officers.

4.3 The Head of Human Resources Service Delivery is responsible for the overall management of this policy.

5.0 Challenges & Representations

5.1 To ensure transparency and accountability any decision made as a result of following this policy should be clearly documented.

5.2 All challenges and representations should be made in writing to:

Head of Human Resources Service Delivery
Thames Valley Police
Oxford Road
Kidlington
OX5 2NX

6.0 Communication

6.1 Links to Police National Legal Database Other

6.1.1 This policy should be linked to the [Accommodation Changes – Police Officers Policy](#).

6.2 Implementation Strategy

6.2.1 This policy will be published on the Policy and Procedures intranet site, the Thames Valley Police website, Manager's Briefing and will be included in an All User E-mail.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

(ii) Legal Basis

The legal basis for this policy document is derived from:

- Human Rights Act 1998
- Police Regulations 2003, Regulation 6 and Schedule 1

(iii) Human Rights Articles Engaged

This policy has been audited for compliance with the Human Rights Act and has the potential to engage Article 8 Right to Respect for Private and Family Life. A public authority may interfere with the exercise of this right in accordance with the law and as is necessary in a democratic society in the interests of:-

- national security
- public safety or the economic well-being of the country

- the prevention of disorder or crime
- the protection of health or morals
- the protection of rights and freedom of others

Audited by: Jill Simpson

Audited on: 8 October 2008

(iv) Prohibition of Discrimination

Application of this policy could discriminate against individuals either directly or indirectly.

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.

7.2 Diversity Impact Assessment

7.2.1 This policy has been assessed for its relevance against the six strands of diversity and has been rated as "LOW".

7.3 Diversity (Human Resources)

7.3.1 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

7.4.1 This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.5 Community Engagement Strategy and Standards

7.5.1 This policy has no community engagement implications.

7.6 Data Protection

7.6.1 Personal information processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

7.6.2 Line Managers must be aware that the information they hold under as a result of this policy must be managed in a secure manner in order to prevent inappropriate access.

7.7 Freedom of Information Act

7.7.1 This policy is suitable to be made available to the public and can be published on the Thames Valley Police Freedom of Information Publication Scheme.

7.8 Protective Markings

7.8.1 This policy has been assessed as **NOT PROTECTIVELY MARKED**.

7.9 Health & Safety at Work

7.9.1 There are implications for the health and safety of officers and the public if officers are driving long distances to and from work, particularly if they work 24/7 shift patterns or long hours due to commitments or operations. There is the risk of road traffic collisions potentially attributable to driver fatigue. This policy seeks to reduce this risk by not posting officers beyond 20 crow miles of their home address in the majority of cases.

8.0 Monitoring and Review

8.1 This policy contributes to the following strategic objective:

- To improve the use of our resources

8.2 Policy Review

8.2.1 This policy document will be reviewed every two years. The review will take into account the following criteria:-

- Examples of good practice from other Forces or other organisations
- Representations made by individuals and relevant organisations
- Relevant diversity data

8.2.2 This policy will next be reviewed in November 2010.

APPENDICES**Appendix A****Standard Operating Procedure for Posting Police Officers****1.0 Student Officers**

1.1 The initial posting of student officers is the responsibility of the Shared Services Resourcing Officer at headquarters, who will take into account organisational need, personal circumstances and accommodation issues to determine a posting.

1.2 On appointment, student officers will receive a permanent posting to a Local Police Area (LPA). On their first day, the student officer then will be subject to temporary posting to the police station nearest to the educational establishment where they will be receiving training. The temporary posting will remain until the officer is certified as fit for independent patrol (usually after 35 weeks). At that stage, the temporary posting ceases and the officer's posting reverts to the permanent LPA posting.

1.3 Any change of posting within a BCU during the two year probationary period will be the decision of the BCU.

1.4 Posting to another BCU during the probationary period will only be considered in exceptional circumstances and must have the prior approval of Shared Services Resourcing Officer at Headquarters.

2.0 Postings within Basic Command Units (BCUs)

2.1 Subject to the residency condition in section 4 below, postings within a BCU are the responsibility of the BCU HR Manager in consultation with the BCU Commander. Any posting that would breach the residency condition must be referred to the Shared Services Resourcing Officer at Headquarters.

3.0 Postings within Departments/Operational Command Units (OCUs)

3.1 Subject to the residency condition in section 4 below, postings within a department/OCU within the same specialism are the responsibility of the relevant Human Resources Manager and Head of Department/OCU Commander.

3.2 Where a department/OCU has the responsibility for a force-wide service delivery, internal postings must take into account their responsibility to maintain service delivery across the whole range of sites and must not be to the detriment of sites where vacancies traditionally have proved difficult to fill.

3.3 Any proposed posting with the potential to create hard-to-fill vacancies within a department should be referred to Head of Human Resources Service Delivery for consideration.

4.0 Residency

4.1 Under Police Regulations 2003, Regulation 6 and Schedule 1, an officer is required to obtain the approval of the Chief Constable to reside in his/her accommodation upon appointment and thereafter if they wish to change residency.

4.2 Officers cannot be posted more than 20 miles from their home address without their consent and officers cannot reside more than 20 miles from their posting. These limits will apply to all officers (with the exception of student officers on appointment) regardless of whether their home address falls inside or outside the force area.

4.3 Student officers will be posted on appointment by the Shared Services Resourcing Officers taking account of the following criteria:-

- Organisational need
- Personal preferences
- Individual circumstances (e.g. home owner)

Student officers may be posted outside the twenty mile rule and will be expected to move or take up single quarters so they are within the 20 mile rule once they are appointed.

4.4 An officer can request to opt out of the 20 mile limit. All requests to reside beyond 20 miles must be referred to the Shared Services Resourcing Officer at Headquarters. In reaching a decision, the Shared Services Resourcing Officer will take into account the following criteria:

- Demands of the post
- Distance travelled
- Potential future postings
- Any exceptional welfare considerations
- Health and safety considerations

Requests to opt out beyond 30 crow miles will normally be refused. If an officer wishes to appeal against a refusal, the appeal will be referred to the Head of Human Resources Service Delivery for decision.

4.5 If a decision is taken to allow an officer to opt out of the 20 mile limit they will be reminded of the risk of travelling long distances before and after work and that the onus is on them to manage that risk.

4.6 All requests to reside outside the force area must be referred to Shared Services Resourcing Officer at headquarters for consideration.

4.7 All references to mileage are straight distance miles ('crow' miles) not road miles.

4.8 The opt out agreement will apply to future postings.

4.9 Approval to reside outside the 20 mile limit carries a condition that travelling from home to station will be at the officer's own expense and in

his/her own time and neither will be considered as justification for a new posting.

4.10 If an officer is required to travel in excess of 20 miles, other than as part of an opt-out agreement, the officer will be entitled to a removal at force expense.

4.11 If an officer is required to travel in excess of 20 miles, other than as part of an opt-out agreement and the officer prefers not to move at force expense, s/he may be entitled to an organisational posting bonus payment (see [Bonus Payments for Police Officers Policy](#)).

5.0 Force 'Roamers'

5.1 A number of force roles e.g. Tactical Firearms Group, Crime Support specialisms, have a force-wide remit and the station posting is in many cases a nominal one. Officers in such roles should be posted to the station nearest to their home address.

5.2 The designation of a role as a "roamer" is for the OCU Commander / department head in consultation with the Head of Human Resources Service Delivery. The decision will take account of the following:-

- Force wide remit of the role
- High percentage of days away from the office
- Likelihood of regularly working outside the Thames Valley Police area

6.0 Posting decisions

6.1 The Shared Services Resourcing Officer, on behalf of Head of Human Resources Service Delivery, will be responsible for arranging postings for officers up to and including inspector rank, whether on promotion or transfer, in consultation with relevant Human Resources Managers and BCU/OCU Commanders.

6.2 All postings for chief inspectors and above will be determined by the force Senior Appointments Board (SAB).

6.3 Officers normally will only be posted into vacant posts. Exceptions to this, which require Head of Human Resources Service Delivery approval, may arise as a result of career development, welfare, rehabilitation or disciplinary reasons.

6.4 Posting on promotion to the rank of sergeant and inspector can be into any post which allows the officer to evidence the full range of competencies required under the WBA promotion scheme. Some additional posts may be available in respect of officers who are being promoted under the old promotion scheme, having achieved passes in Part 1 and Part 2 OSPRE, as they do not have to complete WBA competencies.

6.5 Postings will be taken up within three months unless an extension is authorised by Head of Human Resources Service Delivery. Postings on promotion will be required to take place as soon as possible, preferably at the start of the next pay period.

7.0 Inter BCU/OCU or departmental transfers

7.1 Officers requesting an inter BCU/OCU or departmental transfer must submit a report via their line manager and the relevant Human Resources Manager to the Shared Services Resourcing Officer. Requests will be considered in the context of corporate resourcing needs such as the:-

- Number of existing vacancies in BCU/OCU/departments
- Greatest officer shortages

The posting will be within a reasonable travelling distance of the officer's residence.

8.0 Secondments

8.1 Internal secondments

Internal secondments will only be approved in exceptional circumstances where a significant operational need has been identified. All applications must be forwarded to Head of Human Resources Service Delivery for approval.

8.2 The length of secondment, normally for a maximum of six months, will be agreed at the time of approval.

8.3 Officers on internal secondment will be posted temporarily, with an expectation that they will return to their original posting at the end of the secondment.

8.4 External secondments

External secondments are open to police officers who have completed their probation. There will be a case by case judgement with consideration being given to the:-

- organisation involved
- percentage of officers in the rank already on an external secondment
- impact on the organisation
- potential benefit to the individual and the organisation of the secondment

8.5 There no longer is a list of "approved" organisations for external secondments, nor are applications restricted to posts advertised by Thames Valley Police. Officers can express a wish to apply for secondments advertised in external publications.

8.6 If a secondment has been advertised in force, officers can apply for it without seeking prior authorisation.

8.7 If a secondment has not been advertised in force, officers who have seen it advertised in an external publication and wish to apply must contact the

Shared Services Resourcing Officer prior to applying. The Resourcing Officer will seek approval from the relevant CCMT lead for the officer to apply.

8.8 No more than 1% of the police officer establishment can be on secondment at any one time. The Chief Constable's Management Team may bar secondments when the force is significantly below overall establishment, or establishment in a specific rank.

8.9 If an officer's application for a secondment is successful, the Shared Services Resourcing department will liaise with the relevant organisation to ensure that appropriate terms and conditions for the secondment are agreed prior to releasing any officer.

9.0 Appeals

9.1 Any posting decision made by the relevant Human Resources Manager or the Shared Services Resourcing Officer can be appealed to the Head of Human Resources Service Delivery. A report and any supporting documentation requesting an appeal should be submitted to the Head of Human Resources Service Delivery via the Shared Services Resourcing Officer.