



**Policy Title**            **Career Pathways for Police Officers**

**CCMT Sponsor**        **Director of Resources**

**Department/Area**    **Human Resources**

**Station/Sector**        **Human Resources Service Delivery**

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## **1.0 Rationale**

### **1.1**

This policy replaces the Career Progression and Performance Policy. That policy did not allow for promotion in a specialist area and on occasions slowed lateral development within specialist areas due to the requirement for eighteen months service in role prior to applying for another one. Officers made choices to leave Thames Valley or not apply for promotion as they felt unable to progress in their chosen specialist area.

### **1.2**

This policy is intended to make the most of officers' talents and support the aim of workforce modernisation to build a workforce mix that has the right person, with the right skills performing the right job.

### **1.3**

It balances:

- Organisational *and* individual needs
- Provision and cost of training *and* return on investment
- Retention of experience *and* new career development opportunities
- Operational resilience and flexibility *and* limited selection options
- Stability *and* rotation

## **2.0 Intention**

This policy is intended to support improved:

- performance delivery through effective resource management
- retention
- succession planning

## **3.0 General Principles**

### **3.1**

This policy applies to Police Officers and governs applications for posts and promotion postings. The policy sets out posts that have a minimum tenure, unless exceptional circumstances apply.

### **3.2**

There are four main career pathways:

- Police Operations
- Community and safety
- Intelligence
- Investigation

See [Appendix 1](#)

### 3.3

Lateral development and promotion may occur within career pathways and specialist units within those pathways.

## **4.0 Guidance, Procedure and Tactics**

### **4.1 Appointment Duration**

#### **4.1.1**

There is an expectation that officers will normally remain in post for two years to gain experience, deliver performance and provide a return on training investment.

#### **4.1.2**

Officers can change post at any time if they are being posted or promoted within a career pathway that makes use of their experience and training (e.g. posting from Protection Group to Tactical Firearms Group). This is dependent on them having successfully completed any mandatory training for their current role (e.g. Detective Constables must complete the [Initial Crime Investigators Development Programme](#) prior to changing role within the investigation career pathway). If changing post while subject to [Work Based Assessment](#), the new post must allow the officer to evidence the range of competencies specified in the relevant [National Occupational Standards](#) for the rank.

#### **4.1.3**

Some critical posts will be for a minimum of two years unless the post holder is promoted or exceptional circumstances apply (see Appendix 2).

#### **4.1.4**

Where posts contain functions that could increase health and safety risks beyond those associated with conventional policing activities, appointments will not generally exceed five years.

#### **4.1.5**

Such posts will include Child Abuse Investigation Units and firearms officers. Exceptions will be permitted where officers submit to health screening and/or risk assessment and both the organisation (line manager and department head) and the individual confirm the absence of adverse circumstances.

### **4.2 Post Applications and Direct Appointments**

#### **4.2.1**

All vacant posts that require a board will be notified to Shared Services Recruiting Department. The vacancies will be filled in accordance with the police post recruiting standard operating procedure (see Appendix 3).

**NOT PROTECTIVELY MARKED**

**4.2.2**

On BCUs where an advertised post has failed to attract suitable applicants on one occasion the Head of Human Resources Service Delivery may authorise advertising force wide or head hunting to fill the post.

**4.2.3**

Force wide where an advertised post has failed to attract suitable applicants on one occasion the Head of Human Resources Service Delivery may authorise head hunting to fill the post.

**4.2.4**

The Head of Human Resources Service Delivery may directly appoint Constables, Sergeants and Inspectors into a role if there is a compelling organisational need to do so.

**4.2.5**

When an officer has been selected for a post, all transfers should be completed within three months. If agreement for a release date cannot be reached, the Head of Human Resources Service Delivery will determine the date.

**4.3 Appeals**

**4.3.1**

Appeals regarding short listing and selection panel decisions can be on the grounds of the procedure not being followed, not against the panel's decisions.

**4.3.2**

Where an officer is dissatisfied with the post short listing or selection panel outcomes, s/he should initially informally raise this with the chair of the selection panel.

**4.3.3**

If not resolved informally, the officer should send an appeal report within 15 working days of notification of the short listing or panel decision outlining their reason and grounds for her/his appeal to the Head of Human Resources Service Delivery. The Head of Human Resources Service Delivery will consider the appeal and notify the officer of his/her decision within 15 working days.

**4.4 Promotion**

**4.4.1**

All promotions will be made in accordance with the postings on promotion standard operating procedure (see appendix 4).

**4.4.2**

Officers planning to be promoted above the rank of inspector should consider lateral development across pathways when applying for promotion. Although

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remaining in a particular pathway will not preclude promotion above the rank of inspector, a broad strategic view of Thames Valley Police will need to be demonstrated to achieve further promotion.

**4.5 Secondments****4.5.1**

Officers returning from secondment will have a career interview with the Leadership and Career Development team prior to their return.

**4.5.2 *Constables to Inspectors*****4.5.2.1**

If they wish to continue in a career pathway they will be sent details of relevant vacancies so they can apply for them.

**4.5.2.2**

If they apply for a role and are unsuccessful, they will normally be posted to a uniform patrol policing role on return to force. They will not be precluded from applying for other posts within that pathway or another career pathway within two years (unless they are in a critical post).

**4.5.2.3**

If they do not wish to continue with their current career pathway they will be posted to a core uniform policing role or can apply for a role within a different career pathway.

**4.5.3 *Chief Inspectors and above***

The [Senior Appointments Board \(SAB\)](#) will determine postings for Chief Inspectors and above on their return from secondments.

**4.6 Posts ceasing**

When permanent posts are due to cease (e. g. organisational re-structure) officers occupying those posts may apply for any vacancies.

**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**

This policy should also be read in conjunction with the:

- [Posting Policy](#)
- [Diversity in Employment Policy](#)

### **6.2 Implementation Strategy**

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 Weekly Orders. It will also be publicised at promotion seminars and circulated to officers who have attended coaching and mentoring seminars.

## **7.0 Compliance and Certification**

### **7.1 Human Rights Certification**

#### **(i) Legal Basis**

The legal basis for this policy document is derived from:

- Human Rights Act 1998
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995

Please note that this list is not exhaustive.

#### **(ii) Human Rights Articles Engaged**

This policy has been audited for compliance with the Human Rights Act and has the potential to engage article 14 (Prohibition of Discrimination).

#### **(iii) 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.

**NOT PROTECTIVELY MARKED**

Unless there is an infringement of another article, Article 14 will not apply as it is not freestanding. However 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".

**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 or belief, age or disability.

**7.4 Management of Police Information (MoPI)**

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

**7.5 Community Engagement Standards**

This policy does not affect the public and has no community engagement implications.

**7.6 Data Protection**

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

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**

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**

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

**7.9 Health & Safety at Work**

This policy has no health and safety implications.

## **8.0 Monitoring and Review**

This policy contributes to the following strategic objective:

- To develop our people to give the best service

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

- 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 diversity data

This policy will next be reviewed in June 2010.

Career Pathways

There are four main career pathways:

- Police Operations
- Community
- Intelligence
- Investigation

The roles/departments within each pathway are detailed in the table below.

<p style="text-align: center;"><b><u>Police Operations</u></b></p> <ul style="list-style-type: none"> <li>• Patrol</li> <li>• Probationer Development Unit</li> <li>• Enquiry</li> <li>• Proactive team</li> <li>• Specially Trained Officer</li> <li>• Operations</li> <li>• CR&amp;ED</li> <li>• Custody</li> <li>• Trainer</li> <li>• Dog Handler</li> <li>• Air support</li> <li>• Mounted section</li> <li>• Roads policing</li> <li>• Firearms</li> <li>• Search</li> <li>• Technical Support</li> <li>• Surveillance</li> </ul>	<p style="text-align: center;"><b><u>Community and safety</u></b></p> <ul style="list-style-type: none"> <li>• Neighbourhood policing team</li> <li>• Partnership</li> <li>• Youth &amp; Schools</li> <li>• Anti-social behaviour</li> <li>• Priority offenders</li> <li>• Public protection</li> <li>• Domestic Violence</li> <li>• Vulnerable &amp; intimidated witnesses</li> <li>• Youth Offending Team</li> </ul>
<p style="text-align: center;"><b><u>Intelligence</u></b></p> <ul style="list-style-type: none"> <li>• Intelligence Development (AIT, Major Crime, Roads Policing, Special Branch etc.)</li> <li>• Reader</li> <li>• Briefing Officer</li> <li>• Analysts</li> <li>• Source Management</li> <li>• Field intelligence</li> <li>• Prisoner Intelligence</li> <li>• Authorities Bureau</li> <li>• Information Research Bureau</li> </ul>	<p style="text-align: center;"><b><u>Investigation</u></b></p> <ul style="list-style-type: none"> <li>• Detective (includes priority crime team, prisoner handling units, dedicated interview teams etc. – all BCU detective roles)</li> <li>• Major Crime</li> <li>• Organised Crime Group</li> <li>• Specialist Review Team</li> <li>• Child Abuse Investigation Unit</li> <li>• Economic Crime Unit</li> <li>• Special Branch</li> <li>• Specialist Operations (detective roles)</li> <li>• High Tech Crime</li> </ul>

**Critical Posts**

**1.0**

The posts listed below will be for a minimum of two years unless exceptional circumstances apply.

- Neighbourhood Specialist Officer
- Neighbourhood Sergeants
- Neighbourhood Inspectors
- Local Police Area Commander
- Basic Command Unit Commander
- Major Crime SIO
- Specialist Operations Department Posts
- Special Branch
- Counter Terrorist Unit
- HBIs
- Control Room Sergeants

**2.0**

Exceptional circumstances may include secondments, short duration projects, and welfare, performance or discipline matters.

**3.0**

Applications for exemption from the two year rule for critical posts for constables to inspectors will be forwarded to the Head of Human Resources Service Delivery for decision.

**4.0**

Exemptions from the two year rule for critical posts for chief inspectors and above will be considered by the [Senior Appointments Board \(SAB\)](#).

**Police Post Recruiting – Standard Operating Procedure**

**Currently being drafted as part of the Shared Services implementation.**

### Postings on Promotion – Standard Operating Procedure

#### 1.0

Postings on promotion for sergeants and inspectors are the decision of the Head of Human Resources Service Delivery and are managed on his/her behalf by the Resourcing Officer.

#### 2.0

Posting decisions will be arranged in conjunction with BCU/OCU Human Resources Business Partners. Decisions will take account of:

- the officer's preferences
- feedback from the promotion board (e.g. recommendations regarding lateral development)
- flexible/part time working arrangements
- reasonable adjustments under the Disability Discrimination Act
- vacancies
- BCU/OCU establishments
- travelling distances
- avoiding posting the officer to their current team

The Resourcing Officer will try to meet the officer's preferences but organisational needs will be the determining factor in posting decisions.

#### 3.0

The [Senior Appointments Board \(SAB\)](#) determines postings for Chief Inspectors and above taking into account the factors as in paragraph 2 above.

#### 4.0

Posting on promotion under the [Work Based Assessment \(WBA\)](#) promotion scheme to the rank of sergeant and inspector can be into any post that allows the officer to evidence the range of competencies specified in the relevant [National Occupational Standards](#) for the rank. Officers being promoted under the old promotion scheme (having achieved passes in Part 1 and Part 2 of OSPRE) can be promoted into any post.

#### 5.0

Sergeants and Inspectors will generally be promoted into a uniform patrol policing post.

#### 6.1

Officers who have experience and/or qualifications in a particular career pathway may apply to be promoted within that stream if a vacancy exists. For example:

There is a DS vacancy on LPA CID and it is suitable for [WBA](#).

- DC X passes a promotion board to sergeant. S/he can apply for the post.

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- DC Y passed a promotion board 9 months previously, but there were no DS vacancies at the time. S/he can apply for the post.
- PS Z has no detective experience but has been in his/her critical post for two years. S/he can apply for the post.
- All would be interviewed (subject to the paper sift) and the best candidate would be selected for the post.

In addition, roles in another career pathway that build on current skills and experience could be applied for within two years (e.g. DS applying for Roads Policing where investigative skills would be used for road death investigations).

**6.2**

If an officer who has passed the promotion selection board applies for a specialist post in a particular career pathway and does not pass the board, he or she will be promoted into a uniform core policing post. This would not preclude the officer from applying for another post within the pathway at a later date.