



Policy Title Police Long Service and Good Conduct
CCMT Sponsor Director of Resources
Department/Area Human Resources
Section/Sector Personnel

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NOT PROTECTIVELY MARKED

1.0 Rationale

This policy describes eligibility for award of the Police Long Service and Good Conduct Medal.

Home Office Circular 37/1997 provides background information and guidance, together with a copy of the Royal Warrant which instituted the medal in June 1951.

2.0 Intention

To define the eligibility criteria for the Police Long Service and Good Conduct Medal, and identify the circumstances when misconduct will result in issue being denied or deferred.

3.0 General Principles

Officers qualify for the medal after completing 22 years Police Service and who are certified as being of a very good character and conduct.

There is no absolute right to receive the medal and the Chief Constable must authorise issue and confirm the suitability of the recipient.

As a consequence, officers subject to sanctions imposed following a misconduct hearing will be reviewed to consider eligibility or deferred presentation.

4.0 Guidance, Procedures & Tactics

5.1 Medal Award

5.1.1

Officers having completed 22 years Police Service (or an aggregate of 22 years Police Service in one or more police services) will be nominated for the award provided they have been of very good character and conduct.

5.2 Effect of Misconduct

5.2.1

Where an officer has no formal disciplinary findings, or a sanction imposed which is a reprimand or a fine of 4 days pay or less, issue of the medal will be authorised when the 22 year qualifying period has been met.

5.2.2

Where an officer has one disciplinary finding and sanction imposed which is a fine of 5 days or more or reduction in rank, issue of the medal will be deferred (see 5.3.1 below).

NOT PROTECTIVELY MARKED

5.2.3

Where an officer has two or more disciplinary findings where, on each occasion sanctions imposed have been a fine of 5 days or more or reduction in rank, issue of the medal will not be approved.

5.2.4

Multiple sanctions imposed separately but on the same date will be considered as one finding relating to the most serious sanction.

5.2.5

When fines are imposed, Professional Standards will show the penalty as a total amount with a conversion to days.

5.3 Deferred Presentation

5.3.1

When an officer has had one disciplinary finding (as at 5.2.2 above) the following time period will be added to the 22 year qualifying period before issue of the medal is authorised:

- Fine of 5 days pay or more – 3 years (increasing the qualifying period to 25 years)
- Reduction in rank – 5 years (increasing the qualifying period to 27 years)

5.4 Administration

5.4.1

In circumstances where an officer will have a deferred issue, or be refused issue, the Head of Personnel will send a letter to explain the situation. The letter will be forwarded to the Personnel Manager for personal service and a copy sent to the Medals Administrator.

5.4.2

The officer's Personal Record will be amended and the new date flagged for subsequent award.

5.5 Documentation of Decisions and Decision Making Process

5.5.1

The process is administered by HQ Secretariat who identify potential recipients and confirm eligibility following clearance by Professional Standards. Award decisions are based on time served, influenced only by disciplinary findings.

5.5.2

Decisions are communicated to the officer concerned by personal letter.

5.5.3

Decisions made as a result of following this policy should be clearly documented in accordance with the requirements set out above. This will ensure transparency, accountability and the ability to maintain an audit trail and demonstrate the organisation's decision making and thought process in case of a challenge.

5.5.4

Documentation will be retained by HQ Secretariat for two years beyond date of retirement or resignation.

5.0 Challenges & Representations

Any representations about the content of this policy or the process of implementation should be referred to the Head of Personnel.

Head of Personnel
Headquarters
Oxford Road
Kidlington
Oxon OX5 2NX

6.0 Communication

6.1 Links to Police National Legal Database Other

No links.

6.2 Implementation Strategy

This policy will be available on the Intranet site and via the Blue Policy Manual Handbooks. It will also be available on the Thames Valley Police website. This policy will be advertised in Manager's Briefing and in a All User E-mail.

Target audience = All those involved in the process of administering Long Service and Good Conduct Medals need to be aware of this policy. Staff working within the following departments who may be required to advise on issues relating to this policy also need to be aware of the contents :- Professional Standards, Personnel, Police Federation and Superintendents Association.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

The legal basis for this policy is derived from:

- Police Regulations 1995 Part One section 19

(ii) Human Rights Articles Engaged

The policy does not engage Articles under the Human Rights Act.

(iii) Prohibition of Discrimination

The policy uses two principles to determine the decision to award a Long Service and Good Conduct Medal, namely length of service and disciplinary record.

7.2 Diversity Impact Assessment

This policy has been evaluated 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 engage any community engagement standards.

7.6 Data Protection

Personal data processed in connection with this policy should be processed in accordance with the Data Protection Act 1998. It is recognised that data collected in respect of this policy may constitute 'sensitive personal data' as defined by the Act (such as criminal convictions and their proceedings) and this data will be secured to an appropriate level.

7.7 Freedom of Information Act

This policy may be disclosed to the public and is available on the Thames Valley Police Freedom of Information Publication Scheme.

7.8 Protective Markings

This policy is NOT PROTECTIVELY MARKED.

7.9 Health & Safety at Work

The policy does not present any risks under the Force's Health and Safety at Work obligations.

8.0 Monitoring and Review

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