



- **Extension of Service for Police Officers Policy and Procedure**

Reference No.	P03:2004
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Implementation date	14/07/2007
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Version Number	1.11
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Linked documents

Reference No:	Name.

Suitable for Publication

Policy Section	Yes
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Procedure Section	Yes
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Protective Marking

Not Protectively Marked

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE FORCE INTRANET POLICIES SITE.
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1 Policy Section

1.1 Statement of Intent – Aim and Rationale

The purpose of this policy is to provide clear guidance and procedures to the force in relation to eligibility and administration of extension of service for police officers of the rank of Chief Superintendent and below.

1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision – A Safer Dorset for You”

Our strategic priority is to achieve two clear objectives:

- To Make Dorset Safer
- To Make Dorset Feel Safer

In doing this we will act in accordance with our values of:

- Integrity
- Professionalism
- Fairness and
- Respect

National Decision Model

The National Decision Model (NDM) is the primary decision-making model used in Dorset Police. The NDM is inherently flexible and is applied to the development and review of all policy, procedure, strategy, project, plan or guidance. Understanding, using and measuring the NDM ensures that we are able to make ethical (see Code of Ethics), proportionate and defensible decisions in relation to policy, procedure, strategy, project, plan or guidance.

Code of Ethics

The Code of Ethics underpins every day policy, procedures, decision and action in policing today. The Code of Ethics is an everyday business consideration. This document has been developed with the Code of Ethics at the heart ensuring consideration of the 9 Policing principles and the 10 standards of professional behaviour. Monitoring is carried out through the Equality Impact Assessment process which has been designed to specifically include the Code of Ethics.

1.3 People, Confidence and Equality

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion

3. Focus on community priorities
4. Demonstrate professionalism
5. Express Force values
6. Instil confidence in staff

This document also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectation for communities in Dorset to be:-

- Listened to
- Kept informed
- Protected, and
- Supported.

2 Standards

2.1 Legal Basis

The Police Pensions Regulations of 1987 and 2006 set out the compulsory retirement age for all officers. However, these have been amended from 1st October 2006 in the light of the introduction of the Employment Equality (Age) Regulations 2006 on this date. The provisions relating to extension of service have also been amended and this policy, therefore, reflects these changes and details the basis upon which requests will be considered to ensure that they are consistently and accurately administered. Home Office Circular 30/2006 refers.

The Equality Act 2010 covers age as a protected characteristic and as such is applicable to this policy and procedure.

2.2 People, Confidence and Equality Impact Assessment

During the creation of this document, this business area is subject to an assessment process entitled "People, Confidence and Equality Impact Assessment (EIA)". Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

2.3 Monitoring / Feedback

This policy and procedure will be monitored via existing HR processes to establish the use of extension of service by police officers. Additionally the number of approvals / rejections will be monitored to establish any adverse issues / trends.

Feedback relating to this policy can be made in writing or by e-mail to the Strategic People, Confidence and Equality Manager, Corporate Development.

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Address: Police Headquarters, Winfrith, Dorchester, Dorset. DT2 8DZ

E-mail: peopleandequalities@dorset.pnn.police.uk

Telephone: 01305 223746

3 Procedure Section

3.1 Police Regulations

The Compulsory Retirement Ages (CRA's) for Police Officers are as follows:

Federated ranks (Constable – Chief Inspector)	60
Superintending/ACPO ranks	65

This policy applies to officers of the ranks of Constable to Chief Superintendent only, with separate procedures applying in respect of ACPO ranks.

3.2 Eligibility for Extension of Service

An extension of service will be considered for any period up to a maximum of 2 years at any one time. An officer wishing to serve longer than this will be required to submit a further application in accordance with the procedure set out within this policy, assuming his/her first application was approved.

To be considered an officer must satisfy the following criteria:

- The service record of the officer is good; this could be evidenced by the current appraisal system or payment of a competency related payment.
- The officer attends a medical with the Force Medical Officer and is assessed as fit for the operational duties that they could reasonably be expected to perform for their rank and /or the proposed role to be occupied during the period of extension.
- In the event an officer is deemed as unfit for full operational duties an extension may still be granted if they have highly developed skills which are required by the Force e.g. Collision Investigation, providing they have been assessed as fit for that role.
- There is a clear organisational benefit to retain a police officer after retirement age.

3.3 Process

An officer will be notified / reminded of their Compulsory Retirement Date (CRD) by the HR Operations Admin Team at least 6 months before it occurs. Regardless of an officer's rank they must submit their request as directed below no later than **4** months before their CRD unless there are exceptional circumstances. This should allow sufficient time for the procedure to be completed and this is important as an officer will have to retire on their CRD if, for whatever, reason any element of the process is still outstanding. It is, therefore, imperative that the timescales set out within the following procedure are strictly adhered to.

The only exception to this is if, for whatever reason, an officer has **not** been notified of their CRD and their ability to request to continue in service at least 6 months before their CRD they will still be able to make their request at any point before this date. If a request is made under these circumstances they will be able to continue in service at least until the day after they are notified

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of the decision and if necessary consideration will be given to allowing the officer a short-term extension in order to allow sufficient time for an appeal, if one is necessary.

The application procedure is detailed below and is set out within the attached flowchart at Appendix B.

Constable to Chief Inspector Ranks

An officer of this rank wishing to apply for an extension of service must complete the attached 'Application for Extension of Service Form' at Appendix A and forward it to their **Head of Department or Commander**.

Superintendent /Chief Superintendent Ranks

An officer of this rank wishing to apply for an extension of service must complete the attached 'Application for Extension of Service Form' at Appendix A and forward it to their **line manager**.

For all ranks the form must detail the length of extension requested and confirm whether the extension is requested for the officer's existing role or that it is the officer's wish to move to a different role. An officer may also if they wish provide any additional relevant information in support of their application.

The individual receiving the form will arrange for the HR Operations Admin Team to be immediately notified of the request in order that an appointment can be made for the officer to see the Force Medical Officer (FMO).

The individual receiving the form will arrange to meet with the officer concerned, or arrange for another manager to hold a meeting to discuss the request. The meeting should be held within 28 days of receipt of the request or as soon as is reasonably practicable. The officer can be accompanied by a colleague of their choice who can address the meeting and confer but not to answer questions on the officer's behalf.

The individual conducting the meeting will complete the Managers Section of the form and will comment on the officer's recent past performance and whether the officer has highly developed skills that he/she wishes to retain. In the event the officer has indicated that it is their wish to be transferred to an alternative role, the manager should also comment upon the suitability/availability of the role. The form should then be forwarded to the HR Operations Admin Team.

The officer will attend an appointment with the FMO who will consider whether the officer is medically fit for the proposed role and/or for the operational duties that they could reasonably be expected to perform for their rank.

The HR Operations Admin Team will complete the Health Section of the Application Form on receipt of the FMO's advice and then forward it to the Head of HR Operations (or a nominated senior manager if he/she is unavailable) for determination.

The officer concerned will also be notified of the FMO's advice in order that they can immediately appeal against the decision should they wish, in the event that they have been assessed as unfit for the role or operational duties of their rank.

The Head of HR Operations will review the application form and FMO's report and, if necessary, make any further enquiries required in order to come to a decision. If officer has already

instigated an appeal against the FMO's assessment the request is it likely that the request will be refused pending the outcome of the appeal, unless there are clear grounds upon which the request can be agreed.

The HR Operations Admin Team will write to the officer as soon as is reasonably practicable to advise the decision made. The letter will confirm that the request has either been approved and advise the new CRD or that the request has been refused with a brief explanation of the reason. In the event the request has been refused the officer will also be notified of their right of appeal against the decision.

3.4 Appeal

An officer has a right of appeal against a refusal to permit an extension of service if it has been refused in its entirety or if it has been approved but for a shorter (or longer) period than that requested. An officer also has the right of appeal against the decision of the Force Medical Officer not to assess the officer as fit for the operational duties that they could reasonably be expected to perform for their rank, or for the proposed role.

An appeal on either grounds must be made in writing to the Director of People within 10 calendar days of receipt of the Head of HR Operations letter or 10 calendar days of receipt of the FMO advice and contain the grounds upon which the officer is basing his/her appeal.

Appeal against the decision of the Head of HR Operations

The Director of People will invite the officer to a further meeting to discuss the grounds of appeal. The officer can be accompanied by a colleague of their choice who can address the meeting and confer but not to answer questions on the officer's behalf.

The Director of People will write to the officer as soon as is reasonably practicable to advise the decision. The letter will confirm that the appeal has either been allowed and advise the new CRD or that the appeal has been refused with a brief explanation of the reason. There is no further appeal.

Appeal against the advice of the Force Medical Officer

The Director of People will arrange for the appeal to be forwarded to Selected Medical Practitioner (SMP) for consideration, who may or may not require the officer to attend for a consultation and/or examination.

Upon receipt of the SMP's report the Director of People will invite the officer to a further meeting to discuss the advice contained. The officer can be accompanied by a colleague of their choice who can address the meeting and confer but not to answer questions on the officer's behalf.

The Director of People will write to the officer as soon as is reasonably practicable to advise the decision. The letter will confirm that the appeal has either been allowed and advise the new CRD or that the appeal has been refused with a brief explanation of the reason. There is no further appeal.

4 Consultation and Authorisation

4.1 Consultation

Version No:	Name	Signature	Date
Police & Crime Commissioner			
Police Federation			
Superintendents Association			
UNISON			
Other Relevant Partners (if applicable)			

4.2 Authorisation of this version

Version No:	Name	Signature	Date
1.11			
Prepared:	Teri Roberts		19.08.19
Quality assured:	Kaz Duke-Glover	<i>Kaz Duke-Glover</i>	19.08.19
Authorised:	Ian Coombs		19.08.19
Approved:			

5 Version Control

5.1 Review

Date of next scheduled review	Date: 04.07.2020
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5.2 Version History

Version	Date	Reason for Change	Created / Amended by
1.0		Initial Document	
1.1		Amendments from HR Executive Board	Mrs E Evans
1.2	November 2004	Reformatting	Ms M Ashdown
1.3	November 2006	Legislative Change	Mr S Hounsell
1.4	January 2010	HR Designation changes	Miss K Brown
1.5	November 2012	Removal of references to Police Authority and replaced with PCC. No further reviewing or changes made.	Kate Berchem – Force Policy Coordinator
1.6	Jun 2013	Transfer of ownership to Corporate Development, acknowledgement of Equality Act 2010	Kaz Brown 6539
1.7	3/12/14	The policy has been reviewed in preparation for NICHE implementation (April 2015), no changes necessary	Policy Co-ordinator (6362)
1.8	26/08/2015	Fit for purpose review. Include reference to organisational benefit of retaining an officer Change Div Commander to Commander Change HR Service Support to Personnel Support	Kaz Duke-Glover (6539)
1.9	14.01.19	Front page updated with statement to reflect harmonisation process.	Teri Roberts (7403)
1.10	04.07.2019	Changes made throughout document at request of Ian Combs, HR Manager, in relation to job roles and titles changes, namely HR Service Support Team to HR Operations Admin Team, Head of Personnel Services to Head of HR Operations and Director of HR to Director of People. Appendices updated accordingly.	Kaz Duke-Glover (6539)
1.11	19.08.19	Change of title in section 3.4 was Head of Personnel Services, changed to Head of HR Operations.	Teri Roberts (7403)

5.3 Related Forms

Force Ref. No.	Title / Name	Version No.	Review Date

5.4 Document History

Present Portfolio Holder	Head of Corporate Development
Present Document Owner	Strategic People, Confidence and Equality Manager
Present Owning Department	Corporate Development
Details only required for version 1.0 and any major amendment ie 2.0 or 3.0:	
Name of Board:	HR Forum
Date Approved:	November 2006
Chief Officer Approving:	Director of People

Template version January 2013

Appendix A – Police Officer Application for Extension of Service

Dorset Police		 <p>Police Officer - Application for Extension of Service</p>
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Section 1 - To be completed by the officer

Instructions for completion:-

- This form must be submitted no later than 4 months before your Compulsory Retirement Date (CRD) to your Head of Department/Divisional Commander in the case of ranks of Constable to Chief Inspector or to your line manager for Superintendent ranks.*

Full Name	
Collar Number	
Current role	
Division/Department	
Compulsory Retirement date (as notified by HR)	

I request an extension of service until:

Date:
(NB: the maximum period that can be requested at any one time is 2 years)

I would like to :

- * **remain in my current role**
- * **be transferred to an alternative role, namely:**
- * *delete as appropriate*

Information in support of my application:-

Signed	
Date	

Section 2 – to be completed by Manager receiving the form (refer to policy for completion)

I confirm that a meeting has been held to discuss this matter with the employee on the following date:	Date: (dd/mm/yy)
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I have considered whether this request meets the criteria specified in the Extension of Service policy and comment as follows in relation to the Officer's request, recent performance and skills:

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Full name	
Collar Number	
Signed	
Date	

Section 3:- To be completed by the HR Operations Admin Team, HQ

Date of Force Medical Officers assessment:	Date: (dd/mm/yy)
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Fit for operational duties of rank and or proposed role and any additional comments made by the Force Medical Officer:

***Yes/No** (*delete as appropriate)

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For completion by Head of HR Operations, People Department, HQ (or other nominated

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Manager)	
The request is approved and the new compulsory retirement date is as follows: (dd/mm/yy)	
The request is refused	Yes/No (delete as appropriate)
Comments (if applicable)	
Full Name	
Collar Number	
Signed	
Date	

Appendix B - Police Officer Retirement procedure flowchart

