

**OFFICE OF THE POLICE AND CRIME COMMISSIONER
GENERAL CONDITIONS OF SERVICE**

Terms of Appointment

Appointments are subject to the Police Staff Conditions of Service, together with such other local conditions as may be determined from time to time. Some of the more important conditions are outlined below for the information of candidates. However, staff in the Office of the Police and Crime Commissioner will also be expected upon appointment to make themselves familiar with other guidelines which are of particular relevance to their duties.

The successful applicant will be given a 'Conditional Officer of Appointment' and be subject to extensive pre-employment checks. In particular, any offer of appointment will be subject to the satisfactory completion of vetting procedures, including local and national security checks (if relevant international), identity validation, references and confirmation of medical suitability.

At the satisfactory completion of the pre-employment checks a 'Formal Offer of Appointment' will be made to you in writing and the acceptance should be sent to the Police and Crime Commissioner as soon as possible. On your first day of service you will be required to hand in a signed document to confirm that you have read and understood the key policies / information documents enclosed. It is imperative that all new employees view the Induction pack before commencing employment.

Politically Restricted

All appointments to the Office of the Police and Crime Commissioner are politically restricted.

Pension Scheme

Membership of the Pension Scheme is AUTOMATIC. Unless you opt out, you will contribute from your first day of employment. If you are appointed to the post, you will receive an explanatory booklet and information pack together with your offer of appointment.

A contracting out certificate from the earnings related part of the state pension scheme is in force in this organisation in respect of employees who are admitted to the Local Government Pension Scheme. If you are superannuated now or in the future the certificate will apply.

Probationary Service

Unless you are already a serving member of police staff, confirmation of your appointment will be subject to the satisfactory completion of a period of probationary service, normally of six months. Previous service as a uniformed police officer is not recognised for probationary, pay, leave purposes etc. At the end of the period you will be transferred to the established staff if your performance is satisfactory. If during the probationary service you are unable to establish your suitability for the post your service may be terminated, or if appropriate your probationary service may be extended. Extended probationary periods apply to certain posts.

Pay

All staff are paid monthly in arrears and salaries are paid on the last “banking” day of the month.

Annual Leave Entitlements

<u>Salary Scales</u>	<u>On Appointment</u>	<u>After 5 Years</u>
A - D	22	27
E	23	27
F	25	28
G - L	27	30
M and above (or equivalent grades)	32	35

These entitlements are based on continuous police staff service immediately prior to commencement of the leave year beginning in April. The entitlement during the first year of service is proportionate to the completed month of service. In the leave year upon which the fifth anniversary of appointment falls, additional leave due will also be allocated proportionally.

Equal Opportunities

We will seek to ensure that all existing and potential employees are treated fairly and equally and are committed to the elimination of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief sex and sexual orientation. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified and as such will continually monitor and review its policies and procedures and practices to ensure all employees are treated fairly. The Office of the Police and Crime Commissioner is committed to its duties under the Equality Act 2010.

Standard of Dress

We expect a high standard of appearance which reflects the image, efficiency and reputation of the Police and Crime Commissioner. All staff must be properly dressed at all times and ensure that their appearance is in keeping with the aims and common purpose of the service.

No Smoking Policy

A ban on smoking will apply in all internal areas of our premises. This will include all work areas, offices and facilities. The policy will also apply to any room or building that is hired or leased to the Force. You will be permitted to smoke in the locally agreed designated outdoor area. Please note this is not the complete no smoking policy. This can be made available upon request.

Conduct

Your attention is drawn to the following extract from the full Police Staff Conditions of Service:

“The Police Service expects of each member of staff conduct which is of the highest standard and which at all times will maintain public confidence in the conduct of Police Service employees.”

A member of staff who is convicted of any criminal offence(s) [except minor offences such as motoring offences] or who engages in a close relationship with a known criminal, will be considered

as unsuitable for continued employment within the Police Service. Any action which may arise in such circumstances will be dealt with in accordance with established disciplinary procedures with the full rights of the employee being applied.

Pre-employment vetting on applicants and, if appropriate their families/associates will be completed. If you are appointed, you will also be subject to the Official Secrets Act.

Notice

During your probationary period of service, or if you are employed in a temporary post for less than 6 months, your appointment may be terminated by one week's notice on either side; otherwise by four weeks as extended where appropriate by the Employment Rights Act 1996 in respect of the minimum notice the employer is required to give you to terminate your employment, which is one week's notice for each year of continuous employment up to a maximum of 12 weeks.

For Scale F staff the period of notice required to terminate employment is 8 weeks in writing by either side and for staff graded Scale G or above the period of notice is 13 weeks (in all cases after completion of any probationary period).