



Induction Policy

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This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Important notice: During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

Induction Policy

1. Policy statement

It is vital that all individuals who work for Cleveland Police: Police Officers, Police Staff, Police Community Support Officers (PCSO), members of the Special Constabulary, and Volunteers receive as part of their introduction into Cleveland Police, a robust, comprehensive, and positive induction programme.

Cleveland Police is committed to ensuring that all individuals receive a corporate induction programme as well as what is required from line managers at the local level. This policy statement sets out Cleveland's commitment to induction training for all its Police Officers and Police Staff.

The Police and Crime Commissioner makes appropriate arrangements for their staff

This policy must be applied fairly, equally, and consistently to all Police Officers and employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

2. Purpose

The purpose of this document is to highlight to all individuals and line managers the appropriate induction process for each category of Staff within Cleveland Police.

Cleveland Police will provide all new permanent and temporary Police Officers and Police Staff, whether employed on a full-time or part-time basis, with a full programme of induction training.

The purpose of induction is to integrate a new individual into the organisation so that he/she is encouraged to become an effective and motivated member of the team. Effective induction is a major contributory factor in retaining newly appointed Staff.

3. Underpinning procedures

All forms and supporting documentation relating to this policy is available on the force intranet, should additional information or support be needed in completing these then the Shared Services Centre will be able to assist.

3.1 The Induction Process (Overview)

An effective induction programme is not a one-off event but takes place over a period of some weeks and is an ongoing process to ensure that the new individual(s) settles well into the organisation and is confident carrying out the full scope of his/her duties. Essential information should be supplied to a new individual in a planned and systematic way to avoid information overload and to ensure that he/she is able to absorb it.

Although all new individuals should be supplied with the core information set out under an induction checklist, the design and content of the induction programme may depend on factors such as the new individual's role, level of responsibility, and previous work experience. Managers should therefore be prepared to vary the induction programme to suit the particular needs of the new individual and his/her role specification.

3.1.1 Police Officers

All newly appointed Police Officers as part of their initial training will participate in a structured induction programme, delivered during the first 2 weeks of their Student Officer training. The induction process will include:-

- Cleveland Police Hierarchy (Executive Team etc);
- History of Cleveland Police;
- Cleveland Police Organisational Structure by department;
- Other members of the Cleveland Police Family;
- Rank Structure;
- Chief Constable's vision;
- Values and behaviours
- Police and Crime Commissioner for Cleveland;
- Role of Staff Associations e.g. Police Federation;
- Overview of key organisational HR policies e.g. Dignity at Work.

The above list is not exhaustive but provides a flavour of the topics covered during the induction process.

Local Induction Process

Once a Police Officer has completed the initial training he / she will be allocated to the respective organisational posting. It is then the responsibility of the Police Officer concerned and the individual's nominated line manager to carry out a local induction programme within the first 4 weeks of being in post.

3.1.2 Transferring Police Officers

All Police Officers transferring into Cleveland Police will receive an induction as part of their initial training course. This will include information mentioned in 3.1.1 (see above). For Senior Officers transferring into Cleveland Police a bespoke training package will be offered in consultation with the Head of People Services and the Head of Learning and Development.

Induction Process

Once a transferring Police Officer is allocated their respective posting it is then the responsibility of the Police Officer concerned and their nominated line manager to carry out a local induction programme within the first 4 weeks.

3.2 Police Community Support Officers (PCSO)

All newly appointed Police Community Support Officers as part of their initial training will participate in a structured induction programme. This will contain amongst other

things the same information as contained in section 3.1.1, except for the role of Unison and other issues which will be relevant to Police Staff only.

Local Induction Process

Once a Police Community Support Officers has completed the initial training and is allocated their posting it is the responsibility of the Police Community Support Officer and their nominated line manager to carry out a local induction programme within the first 4 weeks of the posting.

3.3 Police Staff

All newly appointed Police Staff will be required to have a local induction programme undertaken within their respective Command / Service Unit within the first 4 weeks of appointment. This will be initiated by the nominated line manager. Upon commencement of the first month of service People Services should receive from the individual Police Staff member a signed copy of the induction checklist, available on the force intranet.

In addition to the local induction process Police Staff will undertake an e-learning programme which contains everything detailed in section 3.1.1, and will include information about the role of UNISON and any other issues which may be relevant to Police Staff only.

3.4 Special Constabulary

All newly appointed Specials will undergo a Specials foundation training course delivered by the Training team. Further information on the training course content and schedule can be obtained from the Training team. The induction process will include the same information as specified in section 3.1.1, except for issues specific to the Special Constabulary.

Local Induction Process

Once all Specials have completed the foundation training and are allocated their postings it is then the responsibility of the Officer concerned and their nominated line manager to carry out a local induction programme within the first 4 weeks of the posting.

3.5 Volunteers

Whilst volunteers are not employees of Cleveland Police it is recognised that they should be inducted into the organisation like other members of the Cleveland Police family.

3.6 Review Meeting

A review meeting should be held with the new individual at the end of his/her first month of service in order to discuss how the first few weeks with the organisation have gone, and to identify any gaps in his/her induction. A review should also be conducted by the line manager to ensure that the appropriate induction checklist has been completed and returned to Human Resources in the Shared Service Centre.

3.7 Other Considerations

When carrying out an induction, line managers should ensure that no individual is placed at a disadvantage on account of gender, race, religion or belief, sexual orientation, age, gender reassignment, marital or civil partnership status, pregnancy or maternity or disability. This means that the induction process may need to be adjusted to cater to the specific needs of an individual.

3.8 Record Keeping

All records relating to the induction process must be sent to the People Services Team

4. Appendices

There are no appendices with this policy

5. Compliance and monitoring

Cleveland Police expects every individual to abide by the policies and procedures laid down in this document.

The Head of HR will monitor implementation of and compliance with this policy on an ongoing basis.

6. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Cleveland intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	01.08.11	New Policy	████████
1.0	Aug 2011	Agreed by SDG members to go live	████████
1.1	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
1.2	01.04.14	Policy amend to include the Office of the Police and Crime Commissioner for Cleveland	████████
1.3	07.01.15	Minor amends to policy to reflect current organisational structure	████████
1.4	13.02.17	Removal of references to templates	████████

		and appendices	
1.5	June 18	Review date extended	████████
1.6	Nov 2018	Review date extended	████████
1.7	Mar 2019	Review date extended	████████
1.8	May 2019	Amended head of HR to read head of people services and to reflect move to e-learning	████████
1.9	Feb 2020	Change of owner dept. name	██████████
2.0	Apr 2020	Addition of COVID 19 message	██████████