



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"/>
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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 induction is available on the force intranet via the following link [here](#)

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.

Before commencing with the force all staff employed by the Chief Constable will receive a copy of the Cleveland Police Welcome Pack (copy can be found on the force induction site).

On Day 1 of service all new joiners will receive via email a welcome letter from the Chief Constable; a copy of the force Induction Booklet; and a copy of the force vision / values (Plan on a Page).

It is a condition of service that **all** staff complete the requisite induction survey, by week 8, to indicate that they have completed the required training packages. A link to this survey can be found at the following link [here](#)

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 and Organisational Structure;
- History of Cleveland Police;
- Code of Ethics;
- Rank Structure;
- Chief Constable's vision;
- Force Values and Behaviours;
- Wellbeing;
- Role of Staff Associations and Staff Networks 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 (PC to Chief Inspector). This will include information mentioned in 3.1.1 (see above). For Senior Officers (Superintendent and above) transferring into Cleveland Police a bespoke training package will be offered.

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) – Police Staff

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.

Local Induction Process

Once a Police Community Support Officer 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 Force Control Room - Police Staff

All newly appointed Police Staff will undertake induction as part of their initial training programme within the Force Control Room (FCR). This will contain amongst other things the same information as contained in section 3.1.1.

3.4 Police Staff

All newly appointed Police Staff (not covered in sections 3.2 and 3.3 above) will be required to undertake a 2-day corporate induction programme. This will be initiated by colleagues in Human Resources with content issued prior to the event. Following this event line managers will still be required to ensure that a role specific induction programme takes place.

3.5 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

Police Support Volunteers have a bespoke induction programme dedicated to their requirements. Information on this process will be issued to volunteers prior to their arrival.

3.6 Month 1 - 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 further review (week 8 of service) should also be conducted by the line manager to ensure that the appropriate induction survey has been completed [here](#)

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 associated 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 is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

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	██████████
2.1	Jun 2021	Minor amend of policy to incorporate recent improvements to new joiner process	██████████