



Probationary Period Policy

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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.

Probationary Period Policy

1. Policy statement

Cleveland Police recognises the value and importance attached to affording Police Officers and Police Staff members, every opportunity within their probation of being able to learn and develop the core skills necessary to become competent within their respective roles.

The procedures set out in this document apply to Police Officers and Police Staff (including police staff employed by the Police and Crime Commissioner for Cleveland).

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

All new appointments within Cleveland Police whether for Police Officers or Police Staff to the police service will be made subject to a defined probationary period. The purpose of probation is to monitor and ensure that a post-holder taking up a new appointment is, within a reasonable period of time, able to gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance.

The probation period is specified in either an individual's letter of appointment and / or a contractual statement of terms of employment. Police Officer and Police Staff progress within Cleveland Police will be reviewed and discussed on a regular basis between the individual and the line manager.

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 then the Shared Service Centre will be able to assist.

3.1 Police Officer probation entry to service via SEARCH

Police Officers are employed as officers of the Crown and are not employed on Cleveland Police or Police and Crime Commissioner contracts of employment. The appointment of a new Police Officer is subject to a probationary period of 2 years. Regular reviews should be undertaken to ensure that a Police Officer is reaching the minimum satisfactory requirement expected by Cleveland Police. Any part time officer will have their probationary period adjusted according to the hours that they work and the formula contained in National Circular 001/2018 attached as an appendix to the policy.

3.2 Fast track officers

A full time constable who is participating in the fast track programme, should be on probation until their promotion to the rank of Sgt or for the first two years of their service as constable, whichever is the shorter period, or for such period of time as the Chief Officer decides. Any part time officer will have their probationary period adjusted according to the hours that they work and the formula contained in National Circular 001/2018 attached as an appendix to the policy.

3.3 Officers joining under the Police Constable Degree Apprenticeship

A full time officer who joins the force under the Police Constable Degree Apprenticeship shall in most cases be on probation for the first three years of their service as constable, or for such longer period as the Chief Officer determines in any particular case. Any part time officer will have their probationary period adjusted according to the hours that they work and the formula contained in National Circular 001/2018 attached as an appendix to the policy.

3.4 Designation of Probationary powers

The Chief Constable has overall responsibility for the management and discipline of Police Officers and Police Staff during probation but may delegate full responsibility for the management and discipline of Staff to the appropriate individual(s), with advice from Human Resources.

Any extension to a probationary period or dismissal whilst in probation will be carried out by either a Police Officer or Police Staff Member of an appropriate level of seniority in line with the Force Delegation of Authority policy.

The Police and Crime Commissioner for Cleveland has overall responsibility for the management and discipline of Police Staff employed by the Commissioner during probation. The PCC for Cleveland may delegate full responsibility for the management and discipline of Staff to the appropriate individual(s), with advice from Human Resources.

Any extension to a probationary period for a staff member employed by the PCC for Cleveland will be carried out by an appropriate Manager. A dismissal whilst in probation for an individual employed by the PCC for Cleveland will be carried out by either the Chief of Staff or the Deputy Chief of Staff.

3.5 Police Officer Probation Extension

Probationary periods may, exceptionally, be extended to allow additional time for the post-holder to demonstrate that they have achieved a satisfactory level of performance. This will be done through a formal process, following a formal interview held, in accordance with the probationary procedure, either during or before the expiry of the probationary period.

However, where the post-holder has not been able to attend work for the full length of the stated probationary period (e.g. through sickness absence, training, or maternity), Cleveland Police may decide to extend the probationary period to allow for this, in which case the probationer, having been unable to attend an interview, will be informed of the extension of his or her probationary period in writing before the date on which his or her probation would otherwise have been due to expire.

3.6 Dismissal during probation

Police Regulation 13 allows for a Police Officers probationary period to be terminated by the Chief Constable. Early intervention and documentary evidence should be collated in order for HR to support line managers to make a balanced decision in the interests of both the organisation and the individual concerned.

A flowchart outlining the Regulation 13 process is available with this policy – appendix 1

A template letter for inviting a Police Officer to a Regulation 13 formal probation review hearing is available with this policy – appendix 2

A template outcome letter for a Police Officer as a result of a Regulation 13 probation review hearing is available with this policy – appendix 3

3.7 Police Officer probation entry to service via Direct Entry

The direct entry scheme has specific probationary periods attached to each rank

Inspectors= 24 months or such longer period as the Chief Officer decides in accordance with circular 001/2018 and any part time working that has led to an adjustment to their probationary period according to the hours that they work and the formula contained in National Circular 001/2018 attached as an appendix to the policy.

Superintendents - 18 months or such longer period as the Chief Officer decides in accordance with circular 001/2018 and any part time working that has led to an adjustment to their probationary period according to the hours that they work and the formula contained in National Circular 001/2018 attached as an appendix to the policy.

During these specified times the officer is required to work their way through the ranks from PC to their substantive rank. Successful completion of all College of Policing assessment processes (Knowledge exams, Action Research and Work based assessments) plus the agreement of the College are required before the programme can be completed and the probationary period ceases.

The latest college of policing guidance should be checked and used if the force recruits officers under these schemes.

3.8 Transferring Police Officers to Cleveland

Police Officers who transfer their service from another UK police force will not be expected to undertake a second probationary period with Cleveland Police, unless agreed otherwise.

3.9 Police Staff Probation

Police Staff are employed on contracts of employment with either the Chief Constable for Cleveland or the Police and Crime Commissioner for Cleveland. The appointment of a new Police Staff member to either the Force or the Office of the PCC for Cleveland should normally be subject to a period of probation not exceeding six months but may be extended in a particular case where a longer period is felt to be necessary e.g. sickness absence. During this period the employee is expected to establish his / her

suitability for the appointment. For those staff who join Cleveland Police or the office of the PCC who are currently working in another Police Force, then there is no requirement to undertake another probationary period

'New employee' where mentioned in this policy refers to those who have not worked previously in the Police Service as a police staff member.

Regular reports and probationary review updates should be carried out at month 1, month 3, and month 5 throughout the probationary period. A successful end of month 5 review should culminate in an individual being confirmed in post. All the necessary progress report documentation can be obtained from the force intranet.

By the end of the probationary period the individual's employment should be either 1) confirmed 2) extended, or 3) terminated in writing. Where a probationary period exceeds six months and the line manager has not carried out an end of month five review, the assumption will be made that the individual is competent in the role and appointed in post.

For those police staff who join from another force who do not need to complete a probationary period then there is still a requirement for line managers to meet the person at the end of month 1, 3, and 5 in order to discuss how they are settling in, and to review any training needs identified. If matters are identified relating to performance management due to either issues of conduct or capability, then line managers must utilise the disciplinary or capability procedures for police staff, which can be found on the intranet

3.10 Police staff changes in job role existing Cleveland staff or staff of the OPCC

Where an individual who has successfully completed his / her initial probationary period, applies and is successful in another Police Staff posting within the organisation; this individual will not be expected to complete another probationary period.

If performance management issues arise within the first 6 months due to either an issue of conduct or capability, line managers must utilise the disciplinary or capability procedures for Police Staff, which can be found on the policy intranet site.

3.11 Redeployment

Where a member of police staff is redeployed into a suitable / unsuitable alternative role the individual will have to complete a three month trial period. Further details on the trial period can be found in the Redeployment policy for Police Staff, which is located on the policy intranet site.

3.12 Transferring PCSO to Cleveland Police

Police Community Support Officers who transfer their service from another UK police force will not be expected to undertake a second probationary period with Cleveland Police, unless agreed otherwise. However, depending upon experience the individual may be required to undertake the Cleveland PCSO training programme as completed by all newly appointed PCSOs. This decision will be taken collaboratively by the Resourcing team manager and strategic HR managers.

3.13 Police staff probation extension

Probationary periods may, exceptionally, be extended to allow additional time for the post-holder to demonstrate that he or she has achieved a satisfactory level of performance. This will be done through a formal process, following a formal interview held, in accordance with the probationary procedure, either during or before the expiry of the probationary period. However, where the post-holder has not been able to attend work for the full length of the stated probationary period (e.g. through sickness absence, training, or maternity), the organisation may decide to extend the probationary period to allow for this, in which case the individual, having been unable to attend an interview, will be informed of the extension of his or her probationary period in writing before the date on which his or her probation would otherwise have been due to expire. At least 5 working days written notice of any meeting will be given and at that time any documents that will be called upon by either management of the member of staff will be exchanged.

3.14 Dismissal during probation

A Police Staff member, with the appropriate meetings and sufficient warnings can have their contract of employment terminated during the probationary period. It is essential that if it becomes apparent early on during an employee's probation that they are not likely to achieve the required standard, despite training and support, that advice from the respective Human Resources Business Partner must be sought on the steps and stages leading to dismissal.

3.15 Police Staff Probation Review (1- 5 months)

The below guidance is a summary overview of the force process for carrying out a Police Staff probationary review meeting during months 1,3, and 5 of service:

At month 1

Review the individuals performance based against the person specification / job description and discuss training requirements / development needs etc. This should be documented and filed accordingly on the probationary review template document available on the force intranet once completed it should be returned to the Shared Service Centre for noting, filing and necessary action. All Police Staff should be booked a place on the Cleveland induction with the exception of PCSOs as the induction process is an integral part of the PSCO induction.

At month 3

If an individual's performance/attendance is considered not to be of the standard required, the individual must be told and shown how his/her performance/attendance is to improve, through a structured interview. This should be confirmed in writing and a written record of the interview by completing the available on the force intranet, this will be retained on the individual's personal file. The template must be returned to the Shared Services Centre for filing. All necessary training and supervision, considered appropriate, must be provided to assist in effecting an improvement.

Where a member of Police Staff is not achieving the required standard by month 3, it is recommended that supplementary review meetings are held and documented on a monthly basis by the line manager.

In addition an Action Plan for an individual not achieving the required standard should be devised and monitored from month 3 and reviewed as appropriate. An action plan should include the following:

- A written plan (ideally agreed) consisting of the expected standards;
- Any training or assistance to be given to the individual;
- Time limits for improvement;
- The assessment methods and review dates;
- Details of action to be taken if standards are not met

Line Managers are advised to seek expert guidance and support from the Employee Relations Team in the SSC from an early stage of an individual's probationary period, should either an extension or termination to a contract of employment be required.

At month 5

If the individual's performance/attendance shows no improvement, the individual must again be told that his or her performance/attendance is unsatisfactory and warned that failure to improve in the manner indicated could lead to termination of employment. This should be confirmed in writing and a written record of the interview must be recorded and sent to the Shared Services Centre for retention on the individual's personal file. The Employee Relations Team will be able to assist managers both prior to and after the interview

During month 5

If the individual's performance/attendance fails to improve during month 5, notice to terminate employment should be given for employment to end by the last day of the probationary period, unless a satisfactory improvement in conduct or capability has taken place. This should be done by the Service Unit Manager / Chief of Staff or Deputy Chief of Staff at a formal review hearing. All appropriate documentation will be provided by the Employee Relations Team to the individual prior to the review hearing.

3.16 Staff representation during probation

At the month 3 meeting of the above process, the individual should be afforded the right to representation, either by a Trade Union representative or a workplace colleague. Copies of written records of such interviews should go to the individual and their representative, if they request the right to be accompanied, as well as being kept on the personal file.

3.17 Termination of contract during probation

Termination of contracts of employment during the probationary period for Police Staff should be carried out either by the Service Unit Manager / Chief of Staff or Deputy Chief of Staff. The Employee Relations Team will provide the necessary documentation.

3.18 Police Staff Appeal Procedure

Police Staff that have their employment terminated as a result of the unsatisfactory completion of a probationary period have the right of appeal against the decision. The appeal should be addressed to the Head of People and Development (if employed by the PCC for Cleveland the Chief of Staff), outlining the reason/s in writing for the appeal and submitted no later than 14 working days after receiving written notification of the decision. The appeal decision is final. The Employee Relations Team will provide

the necessary letters inviting an individual to an appeal hearing as well as producing the outcome letter. Guidance on the appeals process can be found on the force intranet.

3.19 Special Constabulary

Officers employed as members of the Special Constabulary are volunteers and are therefore not employed on a contract of employment. However, upon commencement of work with the Force, all newly appointed Specials are required to sign a "Conditions of Service" document.

This document outlines that all newly appointed Specials will complete a one year probationary period. Dismissal as a result of either poor performance or unsatisfactory conduct issues during the probationary period is possible.

3.20 Other Considerations

When carrying out any probationary review meetings or hearing, line managers should ensure that no Police Officer / member of Police Staff 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 probationary review meeting(s) or hearing may need to be adjusted to cater to the specific needs of an individual.

3.21 Record Keeping

All records relating to an individual's probationary period must be sent to People Services for filing. Under no circumstances will copy files be kept in departments. The Force establishment will reflect when a probationary period has been extended and the Strategic HR team must be advised of this.

4. Appendices

The appendices attached to this policy are recorded below ultimately all documentation not just the templates will be available on the force intranet

Appendix	Description
1.	Regulation 13 flow chart
2.	Template letter - invitation to a formal probationary review meeting.
3.	Template letter regulation 13 review outcome letter
4.	Circular 001/2018

5. Compliance and monitoring

Cleveland Police expects every individual to act within approved policies and take appropriate professional advice as necessary.

All Police Officers and Police Staff should be briefed on the Probation policy and their attention drawn to key points.

The Head of HR will monitor the 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 Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	01.09.11	New Policy	████████
0.2	Aug 2011	Policy revised following consultation	████████
1.0	13.9.11	Approved at SDG	████████
1.1	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
1.2	19.11.12	Policy amendments to the delegations of authority as a result of the election of the Police and Crime Commissioner (PCC)	████████
1.3	01.04.14	Policy amendment to include the Office of the Police and Crime Commissioner for Cleveland	████████
1.4	06.02.17	Amendment to reflect change to Employee Relations team and move to e-forms	████████
1.5	12.02.18	Amendment –police staff probationary periods for those already in police service employment Regulation 13 documents (Appendix 1 – 3) Circular 001/2018	████████
1.6	Apr 2020	Addition of COVID 19 message	████████
1.7	May 2020	Policy extended while separate policies go through the approval process	████████

Regulation 13

Officer identified as not achieving standards – by Service Unit / Assessment Unit (inc attendance)

Options – further training /additional tutoring/ mentoring/ on district development / possible move
Have these options failed?

Extension of service applied for
Minor developmental /behavioural matters identified or attendance concerns
Do not leave to last minute
Apply at least 3 months prior to original confirmation date

Ensure Federation are advised
Ensure Officer is advised of possible pension implications.

Seek application of Regulation 13
Significant developmental /behavioural / attendance concerns re suitability to become a constable as per regulations ` the services of a constable can be dispensed with at any time if the chief officer considers that he is not fitted, physically or mentally, to perform the duties of his office, or that he is not likely to become an efficient or well conducted constable”.

File to DCC –created by Supervision and Assessment Unit in all cases
File will contain information from the appropriate SUM including as necessary AMM’s/ OHU overview

Has the officer at least 4 months service to go before end of existing probationary period?

Approval given by DCC

Officer advised
Awarding body advised
Line Management advised
HR Advised
Federation advised
Force establishment to be updated

Application refused by DCC
File retained by assessment unit
Officer continues through probationary period **or** resigns

NO – then seek extension of probationary period first via assessment unit – clearly advise DCC that extension is sought due to possible Reg 13 proceedings. Once obtained link back to Reg 13 process

Officer completes probationary period to satisfaction **OR**
Resigns **OR**
Goes through the Regulation 13 process

YES – then electronic Reg 13 file prepared information from assessment unit based on QCF/ CVF, line management & command in which the officer is based for developmental/ behavioural concerns. For reasons of sickness absence include attendance records/ AMM’s/ overview of OHU advice/ adjustments offered
Notify HR so they can record the matter and advise if necessary
Advise Officer and Federation that the file is being generated.

C/ Inspector/ SMT - makes decision submit of file or not –

Support the file going to the Chief Constable

Meet the officer and federation / colleague
Notify that the file is going to the CC
Give officer a copy of the file
Advise officer of the next steps

Reject the file going to the Chief Constable

See stage 1 (box 2)
Advise the officer that application of the regulation is not being sought
Advise HR of decision not to submit file
File – retained by assessment unit until the probationary period is over

Chief Constable receives the file

May ask for further information prior to any formal meeting
Calls formal meeting – present
Officer and Federation Friend/work colleague
C/Insp (Operations)
Assessment Unit Sgt
Supervisor on Standby – if required
HR on standby

Chief Constable hears case

Can ask for further information as a result of verbal submissions
Officer attends meeting with CC and is advised in person of decision of CC as soon as is possible
CC asks questions about information already received
CC seeks clarification
CC explores any issues raised by either party
CC explores if policing is the career still desired by the officer

CC decides Regulation 13 not appropriate

Notify officer and federation
Notify BCU
Notify HR
Determines – what action if any is needed
- move
- development on shift
- development on BCU
- no action needed
file – retained by assessment unit
officer – completes probationary period

CC decides Regulation 13 is appropriate

CC makes decision that regulation 13 should be applied after considering the key facts of the case (written information and also verbal information from the formal meeting held)
Advise Federation / SUM/ Assessment unit
Advise **NO APPEAL** as CC has made the decision considering all information that the officer wished to have considered in addition to the original file.
Advise HR so that they can commence all processes associated with leaver
HR ensure – officer is given **30 days notice** (as per regulations)
Force Establishment to be updated

A separate process is followed for those officers who have been or are going to be absent due to maternity/ adoption or surrogacy leave and this is available from the Employee Relations team in the SSC who will do the necessary submissions in conjunction with the Assessment Unit.

Appendix2

Sample Letter – Invitation to Formal Regulation 13 Review Hearing

Officer's Home Address

Date

Dear

NOTICE OF FORMAL REGULATION 13 HEARING

I am writing to inform you that a decision has been taken to convene a formal Regulation 13 hearing. The hearing will be held on (insert date and time) at (insert venue).

The Regulation 13 hearing will consider the following in regard to your performance or behaviours against those required to 'become an efficient or well conducted constable' :

(Insert performance or behaviours giving rise to application)

I will be chairing this regulation 13 hearing advised by (insert HR representative name and their job title) and will consider the evidence provided in respect of your performance/ behaviour as detailed above. I enclose copies of statements/information that will be considered at the hearing. I will carefully consider all evidence presented and I will make a decision on any appropriate action to be taken. I have to warn you that this meeting could lead to formal action being taken against you, up to and including dismissal in accordance with the Force Probation procedures and regulation 13. The management case has been prepared by (insert either Chief Inspectors / service unit Manager's or assessment unit staff name) and the following witness(s) will be called: / no witnesses will be called (delete as appropriate)

If you require additional witnesses to be called, in support of your case, please provide me with their name(s) no later than five working days prior to the date of the hearing. If you have any relevant documents that you also wish to be considered at the hearing, please provide me with a copy no later than five working days prior to the date of the hearing.

You are entitled to bring with you a Federation representative or a police friend of your choice. I strongly recommend that you do this. I enclose a second copy of this letter should you wish to give it to a representative.

I will ensure that you have every opportunity to present and detail your views and to ask questions of any witnesses. If at any time you wish to have a short break during the hearing an adjournment will take place. I will ensure the process is open and fair.

After hearing all views and considering all the evidence, I will call a final adjournment to reflect on all I have heard and take advice from (insert HR representative name). I will then reconvene the hearing and inform you of my decision. You will receive a

letter confirming my decision within ten working days of the hearing. A copy of the notes taken at the hearing will be then sent to you within (insert number of days) working days of the hearing.

If you have any queries regarding the above please do not hesitate to contact either (insert HR representative name) or me.

Yours sincerely

(Insert name of hearing Chair)

c.c. People Services
Encs. Copy of letter

Appendix 3

Sample Letter – Regulation 13 Hearing Outcome Letter

Officer's Home Address

Date

Dear

REGULATION 13 HEARING OUTCOME

I am writing to confirm the outcome of your Regulation 13 hearing on (insert date) with me in the presence of (insert HR representative name and their job title), when we discussed issues in relation to your probation with the force. I reminded you of your right of representation and you elected to have (insert name) present at the hearing OR I reminded you of your right of representation but you declined to have anyone present with you at the hearing.

I examined (insert performance or behaviours considered)

I then gave you the opportunity to present your case and to tell me of any mitigating circumstances which I should consider whilst reaching my decision. I then adjourned the hearing to consider my decision.

(Delete the below response(s) as appropriate)

1. I am writing to confirm my decision that you will be dismissed as a result of (insert nature of dismissal). Your last day of service will be (insert date). This date takes into account (insert number of weeks or months notice relevant) notice that you are entitled to receive. However, please note that you are not required to work the notice period.

Your final pay will include (insert number of hours) annual leave owed OR your final pay will have deducted from it (insert number of hours) of annual leave that you have taken but not accrued by the date of your last day of service.

Or

2. I am writing to confirm my decision that your probation will be extended until (insert date of extension).

Or

3. I am writing to confirm my decision that you have no case to answer. As a result you will be confirmed in post on (Insert date).

Yours sincerely

(Insert name of Chair and their job title)

Cc: People Services

This circular publicises amendments to the Secretary of State's determinations under the Police Regulations 2003, to:

- introduce entry requirements at degree level
- extend the probationary period for officers on the police constable degree apprenticeship

DETERMINATIONS OF THE SECRETARY OF STATE UNDER THE POLICE REGULATIONS 2003

The Secretary of State, in exercise of the powers conferred by regulations 10 and 12 of the Police Regulations 2003 (SI 2003/537), as amended, makes the following determinations.

In accordance with the requirements of regulation 46(1) of the Police Regulations 2003, the Secretary of State has obtained the approval of the College of Policing before making these Determinations.

The Secretary of State has determined that, with effect from 31 January 2018, the determination under regulation 10 (Annex BA – Policing Qualifications and Experience) is replaced with the following.

ANNEX BA DETERMINATION

FOR REGULATION 10

POLICING QUALIFICATIONS AND EXPERIENCE

The list of qualifications and types of experience from which a chief officer of police may select under regulation 10(1)(ea) is as follows:

- a) a level 3 qualification, within the meaning of section 3 of the Education and Skills Act 2008;
- b) an academic or vocational qualification gained outside England and Wales which is considered by the UK National Recognition Information Centre to be equivalent to a level 3 qualification;
- c) training or work experience, whether undertaken in or outside England and Wales, which is considered by the chief officer to be equivalent to a level 3 qualification;
- d) a policing qualification approved by the Sector Skills Council for the Justice Sector;
- e) service, for such period as the chief officer may specify, as a special constable;
- f) service, for such period as the chief officer may specify, as a community support officer designated under section 38 of the Police Reform Act 2002;
- g) service, for such period as the chief officer may specify, in an employment by a police force or office which is related to a police force which is considered by the chief officer to prepare a person for service as a member of the police force;

For entrants via the constable pre-join degree in policing entry route:

h) a level 6 degree in policing qualification (as determined in the Framework for Higher Education Qualifications by the Quality Assurance Agency for Higher Education) that meets the relevant national programme specification set by the College of Policing;

For entrants via the constable degree holder entry route:

i) a level 6 degree qualification (as determined in the Framework for Higher Education Qualifications by the Quality Assurance Agency for Higher Education) other than a degree in policing qualification as set out in paragraph (h);

j) an academic or vocational qualification gained outside England and Wales which is considered by the UK National Recognition Information Centre to be equivalent to a UK level 6 degree qualification.

The Secretary of State has determined that, with effect from 31 January 2018, the determination under regulation 12 (Annex C - Probationary Service in the rank of Constable) is replaced with the following.

ANNEX C DETERMINATION

FOR REGULATION 12

PROBATIONARY SERVICE IN THE RANK OF CONSTABLE, AND DIRECT ENTRY INSPECTOR AND SUPERINTENDENT

1) A member of a police force appointed in the rank of constable other than such a member who transferred to the force from another police force, having completed the required period of probation therein, and not being a member to whom paragraph (2) applies, shall unless paragraphs (1A) or (4) apply to that member's case, be on probation for the first 2 years of that member's service as a constable in that police force following that member's last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.

1A) A member who joins a police force under the Police Constable Degree Apprenticeship and not being a member to whom paragraph (2) applies, shall unless paragraph (4AA) applies to that member's case, be on probation for the first 3 years of that member's service as a constable in that police force following that member's last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.

2) A part-time member of a police force appointed in the rank of constable shall, unless paragraph (4) applies to that member, be on probation for a period calculated in accordance with paragraph (3) following that member's last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.

3) a) A part-time member of a police force appointed to the rank of constable shall be required to serve on probation for a period of $(40/A) \times 2$ (years) less any period of probation served in that force otherwise than as a part-timer.

(ab) A part-time member of a police force appointed to the rank of constable shall be required to serve on probation for a period of $(40/A) \times 3$ (years) where the member joined the force under the Police Constable Degree Apprenticeship less any period of probation served in that force otherwise than as a part-timer.

b) In sub paragraph (a) and (ab) above 'A' = the member's normal weekly period of duty, as defined in the determination made by the Secretary of State under Regulation 22.

4) A member of a police force to whom paragraph (1) or (2) applies who has served on probation for a period of not less than a year following a previous appointment to that or any other police force shall be on probation for the first year of that member's service as a constable in the police force first mentioned in this paragraph following that member's last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.

Provided that the chief officer may at their discretion:

a) reduce the period of probation, so however that the reduced period, when aggregated with the previous period of probation, shall not be less than 2 years except that, in the case

of a member who for any part of their probation is appointed a part-time member, is not less than the period served full time in probation plus the period calculated under paragraph 3(a) above,

or

b) dispense with the period of probation, if the member, following that member's previous appointment, completed the required period of probation in the force in question.

4AA) A member of a police force to whom paragraph (1A) or (2) applies who has served on probation for a period of not less than a year following a previous appointment to that or any other police force shall be on probation for the first year, or two years, as applicable, of that member's service as a constable in the police force first mentioned in this paragraph following that member's last appointment thereto or for such longer period as the chief officer determines in the circumstances of a particular case.

Provided that the chief officer may at their discretion:

a) reduce the period of probation, so however that the reduced period, when aggregated with the previous period of probation, shall not be less than 3 years except that, in the case of a member who for any part of that member's probation is appointed a part-time member, is not less than the period served full time in probation plus the period calculated under paragraph 3(ab) above,

or

b) dispense with the period of probation, if the member, following that member's previous appointment, completed the required period of probation in the force in question.

4A)

(a) This paragraph applies to a member of a police force in the rank of constable participating in the Fast Track Programme;

(b) A full-time constable to whom this paragraph applies shall be on probation as constable until their promotion to the rank of sergeant, or for the first two years of their service as constable, whichever is the shorter period, or for such longer period as the chief officer decides;

(c) A part-time constable to whom this paragraph applies shall be on probation as a constable until their promotion to the rank of sergeant, or for the period set out in paragraph (3), whichever is the shorter period.

4B)

(a) This paragraph applies to inspectors participating in the Inspector Direct Entry Programme and to superintendents participating in the Superintendent Direct Entry Programme;

(b) A full-time superintendent to whom this paragraph applies must be on probation for the first 18 months of their service as superintendent, or for such longer period as the chief officer decides.

(c) A full-time inspector to whom this paragraph applies must be on probation for the first 24 months of their service as inspector, or for such longer period as the chief officer decides.

(d) A part-time inspector to whom this paragraph applies must be required to serve on probation for a period of $(40/A) \times (2 \text{ years less any period of probation served in that force otherwise than as a part-timer})$.

(e) A part-time superintendent to whom this paragraph applies must be required to serve on probation for a period of $(40/A) \times (1.5 \text{ years less any period of probation served in that force otherwise than as a part-timer})$.

(f) In sub paragraphs (d) and (e) above 'A' = member's normal weekly period of duty, as defined in the determination made by the Secretary of State under Regulation 22.

5) For the purposes of this determination

a) in reckoning service, any period of unpaid leave shall be disregarded;

b) in the case of a university scholar, in reckoning service that member's period of study shall be disregarded;

c) in the case of a member who has been statutorily transferred from one force to some other force, that member's service in those two forces shall be treated as if it were service in the same police force;

d) in the case of a member of a police force who has been transferred thereto from an aerodrome constabulary by an order under section 30 of the Aviation Security Act 1982, that member's service in that constabulary shall be treated as if it were service in that police force.

The Secretary of State has determined that for paragraph (5)(e) of Annex C of the Determinations under the Police Regulations 2003 there shall be substituted the following paragraph (5)(e). This substitution shall have effect from 5th October 2008.

e) in reckoning service in the case of a female member of a police force who has taken one or more periods of maternity leave –

i. where that leave has been for 52 weeks or more, the first 52 weeks whilst on maternity leave shall be treated as if it were service in the police force; and

ii. where that leave has been for less than 52 weeks, any period spent on maternity leave shall be treated as if it were service in the police force.

Prior to this substitution, paragraph (5)(e) of Annex C of the Determinations under the Police Regulations 2003, as the following paragraph (5)(e), was in effect up until 4th October 2008.

e) in reckoning service in the case of a female member of a police force who has taken one or more periods of maternity leave-

(i) where that leave has been for 26 weeks or more, the first 26 weeks whilst on maternity leave shall be treated as if it were service in the police force;

(ii) where that leave has been for less than 26 weeks, any period spent on maternity leave shall be treated as if it were service in the police force; and where that member has, at the beginning of the fourteenth week before the expected date of birth of the member's child, as given in accordance with a determination under regulation 33(7), served continuously as a member of a police force for a period of not less than 26 weeks, any period (not being a period of which account has been taken under paragraph (i) or (ii)) spent on maternity leave during the period of 29 weeks beginning with the week in which the child is born shall in addition be treated as if it were service in the police force.

f) in reckoning service in the case of a member of a police force who has taken one or more periods of parental leave under regulation 33(8)(b) and the determination thereunder any period spent on parental leave shall be treated as if it were service in the police force.

g) in reckoning service in the case of a member of a police force who has taken one or more periods of maternity support leave under regulation 33 (8) (a) and the determination thereunder, any period spent on maternity support leave shall be treated as if it were service in the police force.

h) in reckoning service in the case of a member of a police force who has taken one or more periods of adoption support leave under regulation 33 (8) (d) and the determination thereunder, any period spent on adoption support leave shall be treated as if it were service in the police force.

i) in reckoning service in the case of a member of a police force who has taken one or more periods of adoption leave –

i. where that leave has been for 1 week or more, the first week whilst on adoption leave shall be treated as if they were service in the police force;

ii. where that leave has been for less than 1 week, any period spent on adoption leave shall be treated as if it were service in the police force;

iii. and where that member has, at the end of the week in which they are notified of having been matched with a child for adoption, served continuously as a member of a police force for a period of not less than 26 weeks, any period spent on adoption leave during the period of 26 weeks beginning with the week in which the child is placed with the officer for adoption shall be treated as if it were service in the police force