



Employer Supported Policing (ESP) Policy

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Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
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Employer Supported Policing (ESP) Policy

1. Policy statement

Employer Supported Policing (ESP) is a national scheme owned by the Home Office. Organisations which are part of the scheme allow a period of paid leave to their employees to conduct duties as Special Constables, Police Cadet Leaders and Police Support Volunteers (PSV). Cleveland Police is a member of the ESP scheme.

Cleveland Police recognises the significant contribution that volunteers make to policing in support of regular officers and police staff. The Force is committed to supporting all those who volunteer in that role to ensure that developmental needs are met, and a variety of deployment opportunities are provided. Employees may claim ESP leave when volunteering with a different force, if that organisation would in turn allow its staff ESP leave to volunteer with Cleveland Police.

2. Purpose

This document provides guidance to Cleveland Police Staff volunteering as a Special Constable, Police Cadet Leader or PSV in relation to their ESP entitlement and to their line managers who are responsible for the individual requesting ESP leave.

3. Underpinning procedures

3.1 Summary of Support

The Force has agreed that members of the organisation will be granted ESP leave to carry out volunteering activities as follows:

1. Special Constable Duties (following initial training) – 8 hours per month for time which falls within normal working hours.
2. Special Constable Officer Safety Training – 2 days per year including if the training falls outside of normal working hours
3. Police Cadet Leader Duties – 8 hours per month for time which falls within normal working hours.
4. Police Cadet Leader Excursions – 2 days per year including if the excursion falls outside of normal working hours.
5. Police Support Volunteer - 4 hours per month for time which falls within

normal working hours.

3.2 Liability

In the event of any liability arising from the course of volunteering duties as a Special Constable, Police Cadet Leader or Police Support Volunteer that are within the legislative remit of Cleveland Police by staff employed by Cleveland Police this liability will fall on the Chief Constable under standard liability policies.

3.3 Paid time for Special Constabulary Duties

Cleveland Police Employees, who are Special Constables, are entitled to an additional 8 hours per month paid leave to carry out Special Constabulary duties along with 2 days per year for Officer Safety Training. These employer supported days are to be used for Special Constabulary purposes only.

The additional time will only be granted if the individual has a satisfactory attendance and performance record in their police staff role. Individuals must also complete 16 hours of operational duty as a Special Constable per month to be eligible to apply for ESP.

3.4 Paid time for Police Cadet Leader Duties

Cleveland Police Employees (including Police Officers and Police Community Support Officers) are entitled to an additional 8 hours per month paid leave to carry out Police Cadet Leader duties along with 2 days per year for Police Cadet Excursions. These employer supported days are to be used for Police Cadet Leader duties only.

The additional time will only be granted if the individual has a satisfactory attendance and performance record in their police employment role. Individuals must also complete 8 hours of Police Cadet Leader duties per month in their own time to be eligible to apply for ESP.

3.5 Paid time for Police Support Volunteers (PSV)

Cleveland Police Employees, who are PSVs, are entitled to an additional 4 hours per month paid leave to carry out PSV roles. These employer supported days are to be used for PSV duties only.

The additional time will only be granted if the individual has a satisfactory attendance and performance record in their police staff role. Individuals must also complete 16 hours of duty as a Police Support Volunteer per month to be eligible to apply for ESP.

3.6 Procedure

The police employee will produce evidence to their line manager that this has been undertaken by means of Duty Sheet or confirmation from the individuals

Special Constabulary Supervisor, Police Cadet Coordinator or PSV Line Manager.

Entitlement will be pro rata for part time staff e.g. a staff member employed to work 18.5 hours per week will be entitled to 4 hours employer supported ESP leave as a Special Constable, 4 hours employer supported ESP leave for Police Cadet Leader duties and 2 hours for PSV duties.

If employer supported leave is cancelled by the line manager, alternative hours that are more suitable for the organisation should be agreed.

Leave may only be claimed for duties which fall within normal working hours with the exception of where points 2 and 4 [here](#) apply.

This procedure does not afford employees an 'absolute' right to paid time away from work for volunteering purposes. The grant of ESP is discretionary and subject to operational and organisational requirements.

Before requesting ESP leave the employee should give consideration to the requirements of the organisation to meet operational needs within their Police employment role.

It is the responsibility of the police employee to keep their line manager fully informed and provide details of forthcoming scheduled Special Constabulary Officer Safety Training/Police Cadet Leader Excursion dates as soon as is practicable

Employees may claim ESP leave when volunteering with a force other than Cleveland Police. Inter-force ESP leave is a form of partnership working provided and received by the organisation. A member of staff is eligible to claim ESP leave to volunteer with any force as a Special Constable that mutually allows its staff ESP leave to volunteer with Cleveland Police.

3.7 Claiming ESP Leave

3.7.1 Submit a request

Requests for ESP leave are to be submitted on Force template A28-00 (Special Leave, option – Time off for public duties or volunteering) to an appropriate Manager or Chief Inspector (police staff equivalent) or above for review, giving at least 15 days' notice.

Once the Line Manager has reviewed the request this should be submitted to Human Resources via the Service Desk Request (HR 'I want something new') [here](#).

There may be occasions when 15 days' notice cannot be given for example due to operational reasons. Line Managers will have discretion to approve requests with less than 15 days' notice if they are satisfied that there will be no negative impact on exigencies of duty.

3.7.2 Line manager approval

ESP leave can only be taken with the agreement of the line manager after consideration of organisational and departmental/section requirements.

If a manager has difficulty with providing adequate cover for a full day, the ESP could be split into two equal shifts on different days. This is a balanced approach to ensure ESP leave is granted and organisational effectiveness maintained.

A line manager may cancel an ESP leave request with no less than 7 days' notice with the appropriate justification for cancellation and such circumstances the original duty should be reassigned.

3.7.3 Recording the hours

All ESP duties must be recorded using the facility within the Duty Sheet Recording System i.e. when booking off by recording the duty selecting the "Employer Supported" option within the "Operational" categories option within the booking off screen and providing a record of the duty details to their line manager.

4. Compliance and monitoring

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.

5. 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	09/08/2018	Policy Creation	██████
0.2	4/10/2018	Policy amended to reflect consultation results	██████

1.0	16/10/2018	Approved at the Executive Board and published	██████
1.1	28/11/2019	Policy expanded	██████
1.2	8/1/2020	Slight amend following consultation – for approval	██████
1.3	Oct 2020	Policy approved May 2020 subject to clarification around application for time off process. Paragraph 3.7.1 amended in consultation with HR to reflect the process.	██████████
1.4	Dec 2022	Minor amendment in section 3.7.1 to reflect send request to HR via self service added link to form. Owner change to HR.	██████████████