



POLICE OFFICER POSTING AND INTERNAL SELECTION POLICY & PROCEDURE



Police Officer Posting and Internal Selection Policy & Procedure

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POLICE OFFICER POSTING AND INTERNAL SELECTION POLICY & PROCEDURE



Section 1 – Policy Intentions

1.0 The Police and Crime Commissioner and Chief Constable of Gloucestershire are committed to operating a consistent and transparent posting and internal selection process, in order to ensure all police officers are deployed effectively in support of organisational objectives, whilst also facilitating professional development and equality of opportunity.

Section 2 – Policy Wording and Procedural guides

2.1 Who does this apply to?

This policy and procedure applies to all police officers, including student officers, transferees, re-joining officers, officers on maternity leave and those returning from secondments and career breaks. The policy and procedure does not apply to Office of Police and Crime Commissioner (OPCC) Staff and Police Staff (including Police Community Support Officers) or members of the Special Constabulary.

This policy and procedure sets out the process for deploying officers to approved vacancies. Guidance for managers on how to secure approval to fill a vacant post can be found in the 'Workforce & Succession Planning Policy and Procedure'.

2.2 Guiding Principles

This policy and procedure is designed to ensure all police officers are deployed in support of the Constabulary purpose, 'to keep people safe from harm and to inspire the highest levels of public confidence in us, their local police'. The Chief Constable retains the right and duty to direct officers to serve anywhere in the Force area and the discretion to vary the policy and procedure where particular circumstances prevail and the interests of the service or the officer warrants such variation.

There will be no restriction placed on the distance between the location of residence and workplace. The organisation will, as far as is reasonably practicable, take the needs and personal circumstances of individual officers into account when considering the suitability of a specific posting.

2.3 Categories of Police Officer Posts

2.3.1 'Local Policing'

Posts are roles comprising the range of local policing duties. These roles are usually 'uniformed'. Staffing to these posts will be coordinated by the Resourcing Advisor based on vacancy levels, which will be monitored by the Resource Deployment Meeting (RDM). The People Service Centre (PSC) will post officers to a Department on the instruction of the RDM.

2.3.2 'Specialist Crime Operations'

Posts comprise all roles outside of Local Policing and will normally require the post holder to hold specific skills and/or conduct specific training to provide the skills needed before being able to perform the full range of duties associated with the role. Selection to these posts will normally be via a formal process administered by HR Resourcing.



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There will be occasions when officers are posted into these roles by the Resourcing Advisor, for example where a post is identified as suitable for an officer on limited duties. More details on selection to Specialist Crime posts can be found in [section 2.9](#).

2.4 Reasons for Posting

The specific posting process to be followed will depend on the reason for the request, as outlined below:

1. requirement to move an officer(s) to meet an operational need, re-balance staffing levels or to re-balance skills across the organisation, in support of the organisations purpose. Where possible, this will be actioned from posting requests already held on file by HR Resourcing. [See Appendix A](#);
2. officer is on limited or retained duties and, even with adjustments; they can no longer perform either their current role or an alternative role within their current Department. See [Appendix B](#);
3. officer, or SMT, requesting a posting to a different Department, or a return to 'local policing' from 'specialist crime operations', based on own preference. Where a posting request is submitted and no suitable vacancies currently exist, the request will be held on file by HR Resourcing. [See Appendix C](#);
4. student officers - HR Resourcing will confirm postings to all student officers prior to them commencing the Initial Police Learning and Development Programme (IPLDP);
5. police officers returning from maternity leave should, where possible, return to their previous posting. Where this is not possible the Line Manager and HR Consultant will discuss alternatives before their return;

Individuals may not return to the same post if:

- a) changes have been made that affect Gloucestershire Constabulary as a whole or the department in which they were posted to;
 - b) they wish to return in a different capacity (e.g. on reduced hours) from that in which they were working when their maternity leave commenced;
6. officers returning from career break, returning from external secondment or transferring into the organisation will be posted based on the need of the organisation.

2.5 Who Makes Posting Decisions?

The Resourcing Advisor is responsible for posting decisions in the context of the following criteria:

- compatibility with medical restrictions;
- risk categorisation of posts;
- vacancy levels;
- skills and training match between officer and post;
- operational conflict (multi skilling).



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2.6 Posting Notification and Actions

Each posting process ends in the issue of a **Posting Notification & Actions**, which can be found at [Appendix E](#). This will be issued by HR Resourcing once the posting has been confirmed and highlights any action necessary by current or future line management. The PSC will be responsible for updating the officer's workforce record.

2.7 Posting of Limited Duties or Retained Officers

Limited duties/retained officers, who even with adjustments can no longer perform their current role, will wherever possible be posted in accordance with existing vacancies. The Resourcing Advisor may consider posting an officer to a local policing or specialist crime operations post if it is compatible with their specific medical restrictions and they meet the minimum requirements of the role profile.

It may occasionally be necessary to post other officers, in order to accommodate an officer on limited duties. Such action is commonly referred to as 'bumping' and will always be overseen by the Resourcing Advisor, in order to ensure that alternatives have been fully considered.

All postings will be to substantive posts on the organisational blueprint and in no circumstances will a post be created in order to accommodate an officer on limited duties.

2.8 Posting within Departments

The RDM have the discretion to move officers within the organisation. This could be for any of the reasons outlined in the [Reasons for Posting](#) section above, including preference, personal domestic circumstances, developmental reasons, medical restrictions, skills shortage or to meet an operational need.

Any decision to move an officer must be fully explained to the individual, in order to ensure they fully understand the rationale for the posting. Where the posting location has changed, the form at [Appendix F](#) must be returned to the PSC to allow Workforce to be updated accordingly.

Where managers require advice regarding a potential internal posting, they should consult with their HR Consultant at the earliest opportunity. The decision and rationale will be logged as part of the Equalities Impact Assessment (EIA).

2.9 Selection to Specialist Crime Operations Posts

In accordance with the definitions within [Categories of Police Officer Posts](#), all posts falling outside of local policing are categorised as specialist crime operations posts. The process for formal selection to a specialist crime operations post can be found at [Appendix G](#). police officers across the Force may apply, provided they have completed their probationary period and meet the minimum requirements specified on the role profile.

A selection process will generally have a lifespan of six months and any subsequent vacancies approved during this period will be filled using candidates meeting the required standard, in order of score. The Resourcing Advisor may exercise discretion in the application of this lifespan, provided the rationale can be operationally justified and is fully recorded. The decision and rationale will be logged as part of the Equalities Impact Assessment (EIA).



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2.10 Alternative Selection Methods

Selection to the majority of posts will be in accordance with the policy and procedure at [Appendix G](#), however in keeping with general principles set out in the [Guiding Principles](#) section, the Executive Board may decide to adopt an alternative selection method in certain circumstances, usually to maintain operational effectiveness. Decisions to adopt an alternative selection method must be made in consultation with the Resourcing Advisor, who will record the rationale for the decision. Potential alternative selection methods are outlined below.

There may be a requirement for an executive selection to be made or a requirement to fill the post at very short notice. The need for operational effectiveness must always be balanced with the ongoing commitment to a consistent and transparent posting and internal selection process. HR Resourcing must be consulted ahead of any decision to make an executive selection and will record in full the rationale for the officer's selection. This will be reported to RDM.

Where a requirement is identified to fill multiple posts or identify officers as part of ongoing succession planning, there may be a need to conduct block selections. This will allow for a single selection process, in order to identify officers to be posted into a specific role or skill over a defined period of time (for example a 12 month period), although the postings may not take place immediately.

Employment legislation now makes provision for an organisation to select a candidate from an underrepresented group ahead of another equally qualified candidate. Use of Positive Action in this way must always be conducted in close consultation with the Resourcing Advisor, in order to ensure that it is being used to address recognised underrepresentation which varies across the organisation.

2.11 Selection for Skills Training

Prior to undertaking any selection process the Resourcing Advisor will review the skills distribution across the organisation. In doing so, it may be necessary to move officers according to their skills set to meet the organisational need.

Where a requirement is identified to increase the number of officers with a specific deployable skill, the same policy and procedure for selection to specialist crime operations posts should be followed ([Appendix G](#)).

Consideration will be given during this process to operational conflict.

2.12 Expenses Payable

The organisation will not pay relocation expenses to existing Gloucestershire Constabulary officers who choose to relocate as a result of a posting.

The organisation may pay relocation expenses if the Chief Constable specifically requests that an officer move their home, and the Chief Constable considers this move to be in the interests of efficiency of the Force.

In no circumstances will payments for excess mileage be made to officers upon posting.



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Where the Constabulary has advertised for the transfer of officers, in order to meet specific skill or rank shortfalls, any details regarding entitlement to relocation expenses will be included within the advert. There may be an entitlement of up to £8000 to meet reasonable expenses associated with the relocation. Where an officer is transferring to the Force due to personal preference, there will be no entitlement to relocation expenses.

From time to time it will be necessary for police officers to be temporarily posted to locations other than their normal place of duty. This may be in response to a critical incident, resource shortages or a specific policing requirement/operational need.

Where a police officer is required to be posted on a temporary basis elsewhere, other than their normal place of duty, then the following will apply, for up to a maximum period of 3 months:

1. they may use/be conveyed in a Constabulary owned vehicle for the purposes of transport from their normal place of duty to the location of the required temporary posting;
2. if no transport is available then staff may use their private vehicle to travel to the location of the temporary posting and claim expenses at the half casual user rate. It is the responsibility of the individual using their own vehicle to ensure that they have the appropriate insurance cover to use their vehicle for business purposes;
3. all staff who are required to work at a location other than their normal place of duty are reminded of the free transport arrangements provided through the agreement with Stagecoach for officers and staff in uniform. This option should always be considered where practicable and not detrimental to the exigencies of duty.

Any temporary posting that goes beyond a 3 month requirement will cease to qualify for payment of travelling expenses. Therefore, any claim is limited to a maximum of 3 months; however police officers subject to this protocol need to be aware that their temporary postings may be for a longer period.

2.13 Timeframes for Postings

Officers will normally be posted 28 days after the posting or selection decision. Where an operational commitment prevails, the Resourcing Advisor will facilitate negotiation of an alternative date. Officers have the right to waive the 28 day posting period, but this must be done in consultation with the Resourcing Advisor to meet organisational need.

2.14 Right of Appeal

There is no right of appeal against a posting decision. Officers who feel that they have not been fairly treated retain the right to submit a complaint under the '**Fairness at Work Policy**' or '**Respect Policy**'.

2.15 Checks

Prior to confirming a posting decision, HR Resourcing will liaise with the Professional Standards Department (PSD) and the relevant HR Consultant regarding any specific constraints. All postings are subject to change, if an officer proves to be ineligible for a post on the basis of their vetting status or outstanding disciplinary sanction or disciplinary record.



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Where a post is covered by the Health Surveillance Programme, the Resourcing Advisor will liaise with Occupational Health once the posting or selection decision has been made. A posting may be subject to change if the officer is not fit to perform the duties required within the post.

2.16 Roles and Responsibilities

RDM is the decision making panel which oversees the posting of officer's due to operational need identified to them by the Resourcing Advisor in conjunction with the Superintendent/Head of Department.

Resourcing Advisor

The Resourcing Advisor is responsible for posting decisions in the context of the following criteria:

- compatibility with medical restriction;
- risk categorisation of posts;
- vacancy levels;
- skills match between officer and post;
- skills owners will check the validity of skills;
- operational conflict.

Professional Standards Department (PSD)

PSD will liaise with the Resourcing Advisor to confirm a posting decision with regard to any specific constraints in relation to the officer proving ineligible for the post on the basis of their vetting status or disciplinary record.

Superintendent/Head of Department

Superintendents/Heads of Department have the discretion to move officers within their departments.

Line Management – current and new

Line Managers are required to liaise with their HR Consultant regarding any internal move.

Individual Officer

Individual officers are required to liaise with their chain of command and HR Consultant when requesting a posting move.

People Services Centre (PSC)

The PSC administrator is responsible for updating the officer's workforce record to accurately reflect the posting.



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Section 3 - Relevant Legislation

Equality Act 2010

Section 4 - Related References/Policies

Fairness at Work Policy

Respect Policy

Workforce and Succession Planning Policy and Procedure

Section 5 - Monitoring and Review

5.0 Monitoring and Reviewing

5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to People Services Centre.



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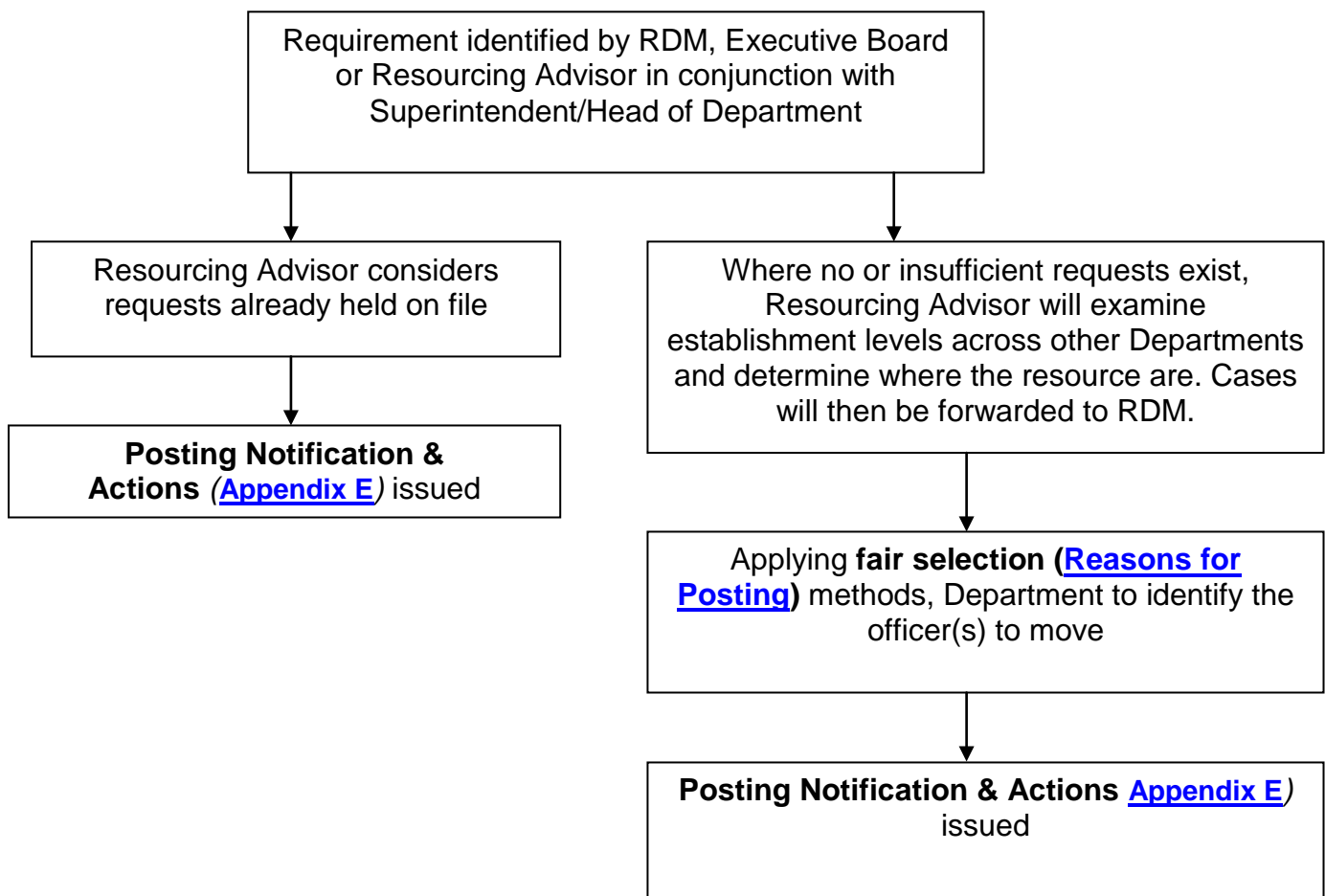


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APPENDIX A – POSTING DUE TO OPERATIONAL NEED

This policy and procedure should be followed where there is a need to post an officer(s) in order to meet an operational need or rebalance staffing levels across the organisation in support of the organisation's purpose.

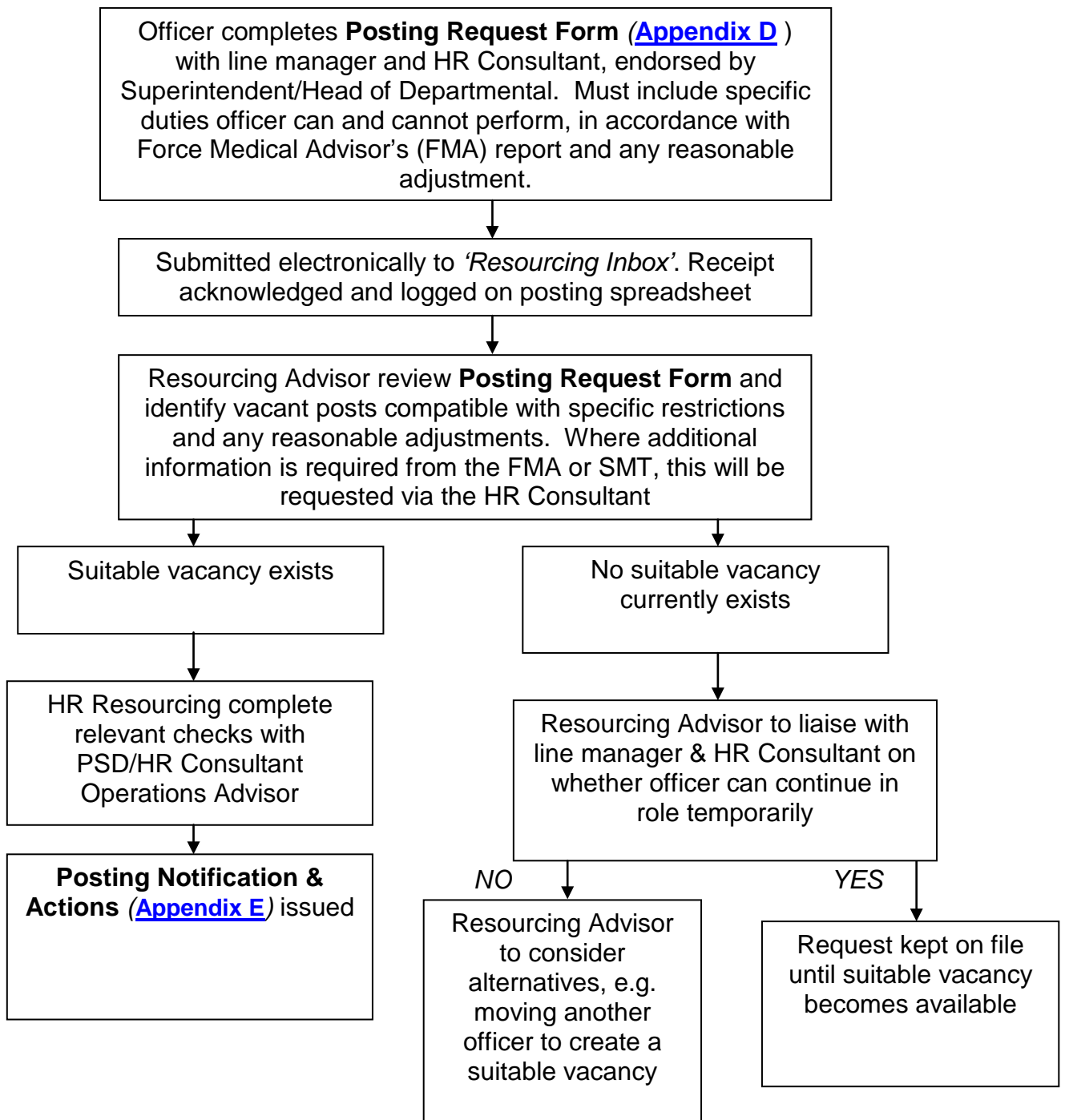




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APPENDIX B – POSTING OF OFFICER ON LIMITED DUTIES

This policy and procedure should be followed when an officer on limited or retained duties can no longer perform either their current role, or alternative role within their current Dept, even with adjustments.



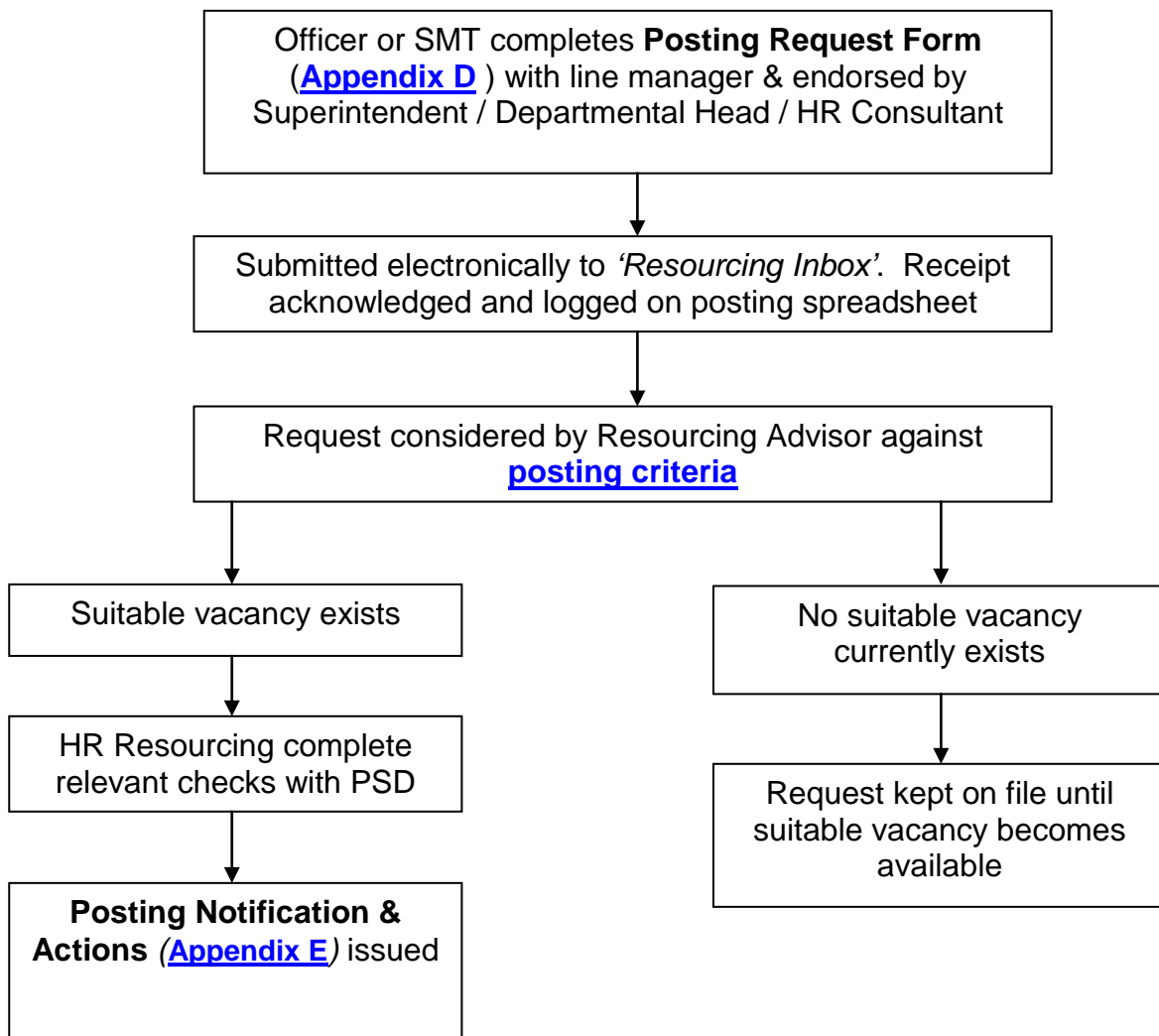


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APPENDIX C - POSTING REQUESTED FOR OFFICER PREFERENCE, PERSONAL/ DOMESTIC OR DEVELOPMENTAL REASONS

This policy and procedure should be followed where an officer or SMT is requesting a posting for officer preference, personal/domestic or developmental reasons.





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APPENDIX D - POSTING REQUEST FORM

Please submit this form to HR Resourcing electronically via the resourcing in box.

Section 1 – To be completed by officer in consultation with their current line manager

Number:	Rank:
First Name:	Family name:
Current Post:	Occupied Since:
Current Dept:	New Dept:

(i) What is the primary reason for this posting request?	Officer preference	<input type="checkbox"/>
	Personal/domestic circumstances	<input type="checkbox"/>
	Development need	<input type="checkbox"/>
	Medical restriction	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>

(ii) Is this posting request submitted due to the officer's preference or personal/domestic circumstances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details of the factors that must be taken into account when considering the officer's posting:		

(iii) Is this posting request submitted due to a development need that has been identified via the PDR?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details of the factors that must be taken into account when considering the officer's posting:		



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(iv) Is this posting request submitted due to the officer's medical restrictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details of which duties the officer is unable to complete, as advised by the Force Medical Advisor:		

(v) If not the primary reason for the Posting Request does the officer have any existing medical restrictions that should be taken into account when considering their posting?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details of which duties the officer is unable to complete, as advised by the Force Medical Advisor:		

(vi) Is this posting request submitted due to another factor?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details of the factors that must be taken into account when considering the officer's posting:		

Officer Rank/Name	
Signature	
Date	

Line Manager Rank/Name	
Post / Department	
Signature	
Date	



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Section 2 – To be completed by the Superintendent / Head of Department

(i) Do you support the posting request?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Please give reasons in (ii)
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(ii) Any additional comments relevant to the posting of this officer:

Rank/Name	
Post/Department	
Signature	
Date	

Section 3 – To be completed by HR Resourcing

Action	Responsibility	Date Action Completed
Posting Request logged within HR Resourcing	HR Resourcing	
Acknowledgment of receipt e-mailed to line manager	HR Resourcing	

Please submit this form to HR Resourcing electronically via the resourcing in box.



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APPENDIX E - POSTING NOTIFICATION & ACTIONS

1. Personal Details

Number:	Rank:
First Name:	Surname:

2. Current Post

Current Post:
Place of Duty / Division:
Current Line Manager:
Primary Reason for Posting Request:

3. New Post

New Post:
Place of Duty / Division:
New Line Manager:
Primary Reason for Posting Decision:

4. Posting Dates

Date of Posting:
Agreed Start Date (if different from posting date):
Date of Notification:



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5. Any other relevant information

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6. Posting Actions

Workforce Updated	
Restricted Duties	
Adjustments	
Phone Book	
Duty Planning Unit	



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APPENDIX F - POSTINGS WITHIN DEPARTMENT

This form should be completed by the Superintendent / Head of Department and returned to HR Resourcing when an officer is posted internally.

Section 1 – Officer Details

Number:	Rank:
First Name:	Surname:
Current Post:	Location:
Dept:	Current Line Manager:

Section 2 – Posting Details

New Post:	Location:
Dept:	New Line Manager:

Section 3 – Posting Rationale

What is the reason for this posting decision?	Officer preference	<input type="checkbox"/>
	Personal/domestic circumstances	<input type="checkbox"/>
	Development need	<input type="checkbox"/>
	Medical restriction	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>

Has the officer had the rationale for the posting fully explained to them?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the officer accept this rationale?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Rank/Name	
Post/Department	
Signature	
Date	



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APPENDIX G - SELECTION TO SPECIALIST CRIME OPERATIONS POSTS / ADDITIONAL SKILLS TRAINING

