

Police officers held in reserve away from their normal place of duty

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Policy Statement

Summary

West Yorkshire Police (WYP) has established a policy to ensure that officers who are 'held in reserve' away from their normal place of duty, who are required to sleep in a specific location understand how hours/shifts are calculated and the allowances that can be claimed.

An officer does not automatically qualify for the away from home allowance in all cases where they are required to sleep in a specific location. The circumstances where the allowance is not paid is explained in more detail within this policy.

Scope

This policy applies to all serving police officers.

Principles

General

- *"Held in reserve"* is defined by Police Regulation 34 to mean *"officers who are serving away from their normal place of duty (whether because the officer has provided assistance to another force under Section 24 of the Police Act or otherwise) and who are required to stay in a particular, specified place, rather than being allowed to return home by reason of the need to be ready for immediate deployment."*
- Officers who are serving away from their normal place of duty by reason of being on a training course or carrying out routine enquiries do not meet the definition of "held in reserve."
- *"Routine enquiries"* is defined by Police Regulation 34 to mean *"For the purposes of this paragraph "routine enquiries" means activity which forms part of the member's role or normal duties where due to the nature of that role or duty, or due to the distance from the home station, the member is unable to return home. It is for the chief officer to determine a member's role or normal duties, including whether there is an expectation within that role or those duties that the member is to travel or to work away from home."* Examples given below to provide clarity:
 - CTU going to Lands End for three days to debrief a terrorist would not qualify. They are directing where the work takes place.
 - CTU surveillance team following a subject and having to remain out of force overnight would qualify. At any given time they may need to resume operational duties due to the subject's actions, they are not directing their work activities and *"need to be ready for immediate deployment"*.
- When held in reserve away from normal place of duty and required to sleep in a specific location, proper accommodation must be provided. Proper accommodation is described as a single occupancy room with "en-

suite” facilities. When proper accommodation is not provided, the hardship allowance of £30 will be available. The expectation is that the minimum standard of accommodation would consist of substantial beds, access to proper wash facilities and toilet and shower facilities.

Entitlements

District or Department

- If an individual is held in reserve and is not provided with ‘proper accommodation’, a ‘hardship allowance’ equating to £30 per night will be paid.
 - If Operational meals are not provided for those held in reserve, then a claim can be made for reimbursement of meal costs in accordance with the Meal and accommodation expenses policy.
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Pay for constables and sergeants

Duty time

- When held in reserve, individuals will be paid in accordance with Police Regulations.
 - While held in reserve, officers may be required to work differing hours to their WYP published rota. On a given duty day, shift lengths will remain the same and overtime will be applicable if required to work longer. Where a mutual aid working day falls on a WYP rest day, then overtime will be applicable unless WYP Gold directs officers will be transferred to the local force shift pattern in advance of the three monthly roster. If this occurs then it will be communicated to officers at the point they volunteer for the duty. Overtime will be compensated at the appropriate regulation rates.
 - Time spent travelling to and from periods of duty covered under this policy will be compensated in accordance with Police Regulations.
 - Federated officers will be paid an allowance of £50 for each night they are held in reserve (away from home overnight allowance).
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Claims for hardship or away from home overnight allowances

Principles

- Claims for hardship allowance or away from home overnight allowance must be submitted via the Proactis system.
- Claims must comply with Police Regulations and the provisions of this policy. Individuals must:
 - Be held in reserve as defined within regulations and must not have been staying away from home due to attendance on a training course or carrying out routine enquiries.
 - Have obtained approval from an appropriate manager beforehand, who

must also confirm that the activity meets the requirements of Police Regulations and this policy in order for the away from home overnight allowance to be paid.

- On receipt of a claim, the Finance Department will, if appropriate, make a further check on the claims validity and will seek clarification if necessary.
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Additional Information

Compliance

This policy complies with the following:

- Police Negotiating Board (PNB) circulars 86/15 and 95/8
 - Home Office Circular 004/2015
 - Data Protection Act 2018
 - This policy has also been developed with reference to the Guide to Negotiable Conditions of Service of Police Officers in England and Wales, Fifth Edition produced in May 2002.
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