

On Call Police Officers

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Policy Statement

Summary

West Yorkshire Police (WYP) provides a professional service to the public. This means having the capability to put the right person in the right place at the right time.

Our services are delivered to the public by a 24/7 response capability and a number of specialist roles are required to support this function through an 'on call' system.

Scope

This policy procedure applies to all police officers up to and including chief superintendent rank, including part time officers, who are currently in a post that has been identified as requiring an 'on call' function.

Principles

Overview

West Yorkshire Police will:

- Ensure it maintains an effective balance between its resilience and the work/life balance needs of its officers.
 - Where on call working is determined to be essential, inform officers via the job advertisement that they are required to be on call duties and provide details of the commitments before interview.
 - Consider officers to be 'on call' when they are required and have agreed to be available for duty outside of normal rostered hours. This means that certain pre-determined requirements will be placed on them (see below).
 - Where a role is subject to a change that means an on call arrangement needs to be put in place, consider the officer's ability to fulfil the new on call arrangements. Where an officer cannot fulfil this arrangement, WYP will consider reasonable adjustments or identify a suitable alternative posting. Operational efficiency is West Yorkshire Police's priority.
 - Always consider the work life balance implications for officers and ensure compliance with the Working Time Regulations 1998.
 - Not prevent officers from applying for roles with on call responsibilities, particularly those who display one or more protected characteristics as defined by the Equality Act 2010, but will consider individual circumstances and reasonable adjustments where appropriate.
 - Ensure on call duties are not usually undertaken on a rest day unless it is determined to be an operational necessity.
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Pay and allowances

West Yorkshire Police will:

- Pay an officer of the rank of constable, sergeant, inspector, chief inspector, superintendent or chief superintendent an allowance of £20 in respect of each day they are designated to be on call.
- Compensate officers who are required to attend their usual or other place of duty in respect of travelling time as follows:
 - If they are a constable or sergeant, then their travel time will be credited as duty time and they will be compensated for any overtime worked in accordance with Police Regulations.
 - If they are of another rank, then their travel time will be considered as duty and working time and they will not be eligible for overtime payments.

For further information, see Leave and Hours of Duty policy.

- Compensate officers who receive a telephone call that does not require them to attend work but requires them to undertake police duties and is directly connected with their on call role as follows:
 - If they are a constable or sergeant, then they will be compensated in accordance with Police Regulations for a 'recall to duty'.
 - If they are of another rank, then they will be considered as being on duty and working time, but they will not be eligible for overtime payments.
- Part time officers should refer to the Flexible Working Arrangements policy.

Responsibilities

All Officers

General

Police officers are responsible for:

- Recording all working time on CARM and ensuring that Working Time Regulations are not breached.

NB: Time will only be counted for duty or working time purposes unless or until the individual:

- Is contacted and/or called out to report for duty; or
- Undertakes duty at a designated workplace.

Only officers in designated on call roles can claim this allowance.

Pre-determined requirements

Police officers are responsible for:

- Meeting certain pre-determined requirements of being on call which include:
 - A requirement to be fit for duty during the 'on call' period in line with the Drug and Alcohol Misuse in the Workplace policy; and
 - Being immediately contactable by telephone to:
 - Give information or advice;
 - Make decisions; or

- Give direction; and
 - Being available to return to duty within a reasonable time period; and
 - Remaining within a reasonable distance from their home or workplace; and/or
 - Attending incidents within a reasonable and realistic timescale.
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Line Managers and Employee Relations Team

- Responsibilities** Line managers are responsible for:
- In consultation with the Employee Relations Team, considering an officer's ability to fulfil on call arrangements where a change to a role means this is now required.
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Senior Leadership Team (SLT) Members

- Responsibilities** Senior Leadership Team members are responsible for:
- Considering if a role within area their area of responsibility would benefit from an on call arrangement and, if so:
 - Completing an application for a role to be designated as 'on call' and explaining the rationale; and
 - Submitting it to the District Commander or Departmental Head for consideration.
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District and Departmental Heads

- Responsibilities** District and Departmental Heads are responsible for:
- Considering the work life balance implications for officers when deciding if a role should be on call, including the officer's ability to carry out normal duties, undertake and perform on call duties and work overtime as well as ensuring compliance with Working Time Regulations;
 - When deciding if it is appropriate to designate a role as being on call, taking into account:
 - The organisation's needs and the impact on the ability to meet West Yorkshire Police's objectives and targets;
 - If it is essential to provide cover during the on call period, e.g. to meet legislation or policy;
 - How frequently cover is necessary and how it will be achieved, if current working arrangements can provide sufficient resilience to cover the role or if it can be achieved by other means, e.g. adjusting working patterns or operating a cadre; and

- The anticipated benefits for West Yorkshire Police in establishing the on call arrangement; and
 - If a decision is made to designate a role as being on call, having this ratified by the Chief Officer Team or the ACC/ACO nominated by the Chief Constable.
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Chief Officer Team or the ACC/ACO nominated by the Chief Constable

- Responsibilities** The Chief Officer Team or the ACC/ACO nominated by the Chief Constable are responsible for:
- Deciding whether to designate a role as on call or not; and
 - Subjecting designated roles to an annual review, or sooner if the circumstances surrounding a particular role change which means the allowance should end.
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Additional Information

Compliance

This policy complies with the following legislation and policy:

- Police Regulations 2003
 - Working Time Regulations 1998 (WTR)
 - Data Protection Act 2018
 - Drug and Alcohol Misuse in the Workplace policy
 - Leave and Hours of Duty policy
 - Flexible Working Arrangements – Police Officers policy
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