



Redeployment - Police Officers (Policy & Procedure)

NOT PROTECTIVELY MARKED

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Policy

Statement

The Chief Constable has overall responsibility for the management of the Force including decisions on the employment of Police Officers.

The Redeployment Policy outlines the procedure to be followed where Police Officers require redeployment either on a temporary or permanent basis.

Aims

It is the aim of Merseyside Police, as far as possible, to support, improve and retain the services of its Police Officers to improve operational resilience when it is established that there are grounds for redeployment. The Force will endeavour to achieve this by utilising existing posts, and as far as possible, in such a manner that allows officers who are subject to redeployment to fulfil their individual career aspirations.

Objectives

- To provide Managers with a facility to ensure that matters relating to all redeployment issues are dealt with fairly and consistently.
- To detail the procedures to be followed in circumstances where a Police Officer requires redeployment.
- To support, improve and retain the services of Police Officers to improve operational resilience.

Application and Scope

All police officers and police staff, including the extended police family and those working voluntarily or under contract to Merseyside Police must be aware of, and are required to comply with, all relevant policy and associated procedures.

This procedure will apply to all police officers who require redeployment to an alternative role irrespective of the circumstances, however it remains the prerogative of the Chief Constable under Police Regulations to deploy police officers to meet operational needs. Whilst this procedure provides guidance on good practice it does not take away the Chief Constable's rights under Police Regulations.

The policy and associated procedures have been written in accordance with the Human Rights Act and the Equality Act 2010.

Flexibility and co-operation of police officers on alternative/comparable roles and locations is critical to achieving a successful outcome. Redeployment should not be seen as an alternative to normal career management processes and procedures. Officers must not be under the impression that redeployment can be used, as a tool to obtain a move to work that might be more to their liking.

Outcome Evaluation

Workforce Management will maintain an accurate and current list of all Police Officers who are subject to redeployment. Regular monitoring and reporting will be undertaken to establish:

- The number of Police Officers awaiting redeployment.
- The reason for redeployment.
- Timescales for redeployment.
- Equality of opportunities.

Regular reporting will be presented to the Recruitment Request Panel.

Procedure

Version History

10/09/2012	V 1.2 – Para 2.6 amended to reflect removal of sickness criteria. References to HR Resourcing replaced by Workforce Management.
25/11/2013	V1.3 – Minor amendments made to reflect organisational change.

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1. Consideration for Redeployment

Workforce Management will maintain a list of police officers that require redeployment irrespective of the reasons. The categories in which staff would be eligible for redeployment are as follows:

1.1 Organisational Need

- 1.1.1 The Force undertakes to inform and consult the appropriate staff associations and staff about any proposed reorganisation, and would seek their early co-operation.
- 1.1.2 The staff associations have undertaken to respond promptly to any information sent to them in order that the Force can resolve problems effectively and speedily. Any officer no longer required in their present post will be consulted as to their future role and all reasonable efforts will be made to provide an opportunity for consultation, redeployment and appropriate re-training.

1.2 Medical Grounds (Adjusted Duties/Permanent)

Where an officer becomes restricted/disabled as a result of an injury or medical condition and falls within the Equality Act 2010 the Force will:

- Seek to determine the officer's capabilities and not automatically assume that the officer needs to be moved from an operational role.
- Make reasonable adjustments to facilitate retention in current post.
- Consider the redeployment of the officer to another role if the condition warrants such a move.

Reasonable Adjustments

- 1.2.1 Where an officer has permanent reduced capability from full operational duty as determined by the selected medical practitioner in accordance with arrangements under the Police Pensions Regulations and it involves a disability as defined in accordance with the Equality Act 2010 then the manager should consider making a reasonable adjustment.
- 1.2.2 It is important to note that an officer who is permanently disabled from the ordinary duties of a police officer may not meet the definition of disability under the Equality Act 2010. In the majority of cases however the procedures applied will be identical irrespective of whether or not the officer falls within the definition of the Equality Act 2010. This is because the Disability Legislation requires a condition to have a substantial and long-term adverse impact on 'day to day living'. The physical requirements for the ordinary duties of a police officer are such that a condition may prevent an officer from undertaking a full operational role, although there is no long-term adverse affect on ability to partake in day-to-day life.
- 1.2.3 Many instances of reduced capabilities/disabilities will require adjustments to current duties rather than redeployment. These should be considered in conjunction with and in consultation with the individual officer.

- 1.2.4 Officers with a confirmed disability should be reviewed if necessary as part of the PDR process, i.e. changes to the role, the recurrence of a disability, changes to the working environment or conditions. An assessment should be carried out to ensure any reasonable adjustments previously made remain relevant and that the officer is able to carry out the role competently.
- 1.2.5 Managers should be mindful of their responsibilities under the Equality Act 2010 in making reasonable adjustments and should consult with the individual officer at all times.

Factors to consider are: -

- The impact on the rest of the team/department e.g. the ability to be operationally effective.
- The extent to which the steps would prevent the effect in question i.e. will the adjustment make a positive difference to the ability to undertake the role.
- The extent to which it is practicable for the employer to take the step.
- The financial and other costs of the adjustment and the extent of any disruption caused.
- The extent of financial and other resources should take into account the whole Force staffing budget not just individual area/departmental budgets when considering if there was a financial constraint in undertaking the adjustment.
- The availability or other assistance with respect to taking the steps e.g. 'Access to Work' (ATW) or other agencies that will provide financial assistance in making adjustments. Further details and guidance are contained in the Force [Disability Policy](#).

Redeployment recommendation

- 1.2.6 For long-term/permanent reduced capability officers will be referred for a full capability assessment with the Occupational Health Specialist in line with the [Restricted Duties for Police Officers Procedure](#).
- 1.2.7 Based on the medical opinion of the Occupational Health Specialist and other management information recommendations as to the capabilities (with any reasonable adjustments) of the officer will be provided to Workforce Management.
- 1.2.8 Where a recommendation by the Occupational Health Specialist is made to retain an officer in their current role with reasonable adjustments the officer will be strongly encouraged to seek a workplace assessment via the Department of Work and Pensions Access to Work Team. They will consider any further or additional reasonable adjustments to the post and/or workstation that may be required.
- 1.2.9 Where it has not been possible to identify an alternative post then consideration will need to be given to the medical retirement of the officer if appropriate in terms of meeting criteria and the Force decision making process.
- 1.2.10 Dismissal on the grounds of reduced capability from full operational duties utilising the Unsatisfactory Attendance Procedures or Police Efficiency (Unsatisfactory Attendance) Regulations can also be considered where this is appropriate. This should be considered when all other alternatives have been explored.

1.3 Discipline

- 1.3.1 Where as a result of a disciplinary investigation undertaken in accordance with the Police Conduct Regulations a management decision is made to redeploy the officer to another post as an alternative to dismissal Workforce Management will be informed. The individual's name will be entered on the redeployment register and Workforce Management will consider a suitable alternative post from the available vacancies in accordance with any necessary conditions set by the panel.

1.4 Unsatisfactory Performance / Attendance Management

- 1.4.1 Where a panel in determining a matter in relation to unsatisfactory performance or attendance management in accordance with the Police Efficiency Regulations or the Police Unsatisfactory Performance Regulations makes a decision to redeploy an officer to another post as an alternative to dismissal Workforce Management will be informed. The individual's name will be entered on the redeployment register and Workforce Management will consider a suitable alternative post from the available vacancies.

1.5 Welfare/ Domestic Reasons

- 1.5.1 In circumstances where an officer can no longer remain in their substantive post as a result of their personal circumstances consideration will be given to affording them the opportunity for redeployment to an alternative post. These matters should be raised in the first instance with the individual's Line Manager with appropriate recommendations made by the Area Commander/Departmental Head. Advice and guidance may be sought via the HR Helpdesk, however there is no specific entitlement. The individual's name will be entered on the redeployment register and Workforce Management will consider a suitable alternative post from the available vacancies.

2. Redeployment Process

- 2.1 Once the criteria for redeployment have been established arrangements will be made to carry out a redeployment interview. Officers who are the subject of redeployment will be interviewed by their line manager with advice and guidance from a member of their relevant Employee Relations Advisor, in order to record their individual needs and preferences for alternative posts within the force. This information will be recorded on the Form REDEP 1a (Police). This information must be validated by an appropriate Line Manager and forwarded to Workforce Management.
- 2.2 There will be no guarantee afforded to the officer regarding choice of post and location, as it will depend on the vacant posts available at that time, their suitability and organisational need. The aim of redeployment is to provide officers with a meaningful role and allow for further development opportunities within that new role.
- 2.3 On completion of the redeployment interview and upon receipt of the form REDEP1a (Police) the officer's name and details will be entered on to the redeployment list. Officers are responsible for ensuring any changes to the information provided to Workforce Management are forwarded to them as soon as is practicable.
- 2.4 The suitability of each post for officers on the redeployment list will be considered. If an officer is deemed suitable for a post they should be considered immediately. Workforce Management will consider all redeployments in the first instance for approval at the Recruitment Request Panel.
- 2.5 Where a match between a post and a single officer is made an assessment of the officer against the essential requirements for the post will be made. The officer will then be posted against this skills match.
- 2.6 Where potential matches between a post and a number of officers are made a competitive process will be arranged involving the receiving Line Manager.
- 2.7 If an officer fails to agree with an offer of redeployment, the officer must provide justifiable reasons as to why they consider the post not to be a suitable alternative. The matter will be referred to the HR Business Support Manager for decision. The HR Business Support Manager may either accept the officer's reasons and therefore request that Workforce Management seek to find a suitable alternative role, or inform the officer that the offer of alternative employment is justifiable and the decision stands.
- 2.8 In circumstances where disputes remain unresolved and/or a suitable post is not pursued or found, resulting in the officer failing to perform the duties of a role, the case will continue to be managed under the Police Unsatisfactory Performance Procedures.

3. Filling of Posts

- 3.1 All requests to fill vacancies will be submitted to the Recruitment Request Panel via the Recruitment request form. Workforce Management will maintain a list of posts currently available within the Force, which have been approved for filling. Only posts approved at the Force Resource Panel will be filled.
- 3.2 Every attempt will be made to identify posts for redeployment prior to advertising. However, where redeployment needs arise at a later stage, posts may be withdrawn from the normal selection process. Applicants will be notified where this happens.

4. Support and Review

- 4.1 Once redeployment has taken place the new line manager will undertake a risk assessment and ensure that a review of the officer's PDR is undertaken, in order to identify any developmental needs and provide supporting action plans within their new role. It is incumbent upon the line manager to ensure that any reasonable adjustments have been put in place and are documented, monitored and reviewed regularly.
- 4.2 The officer will be subject of a 12-month review by OHU to ascertain whether the current role is still suitable, or if improvements have occurred in the officer's medical condition that would facilitate a return to full operational duty.

5. Training

- 5.1 Where reasonably practicable and appropriate the Force will provide training to officers who are affected by changes in working arrangements, to enable them to undertake their duties in a competent manner. Wherever reasonably practicable this will include re-training to facilitate redeployment to an alternative role. Depending upon the type of training it may not be practicable to provide Force level training until the appropriate course is available.