

Date: 21/04/2026
Our ref: 01/FOI/26/016617/S

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/26/016617/S

I write in connection with your request for information dated 23/03/2026, received by Greater Manchester Police (GMP) for the following information:

I am a postgraduate student researching how police forces in England and Wales define and respond to academic misconduct within entry programmes such as the Police Constable Degree Apprenticeship (PCDA) and Degree Holder Entry Programme (DHEP). Please provide the information below.

Where possible, include data from 1 January 2020 to present. If this is not available, please provide the closest available data and indicate the time frame. If any part of this request exceeds the cost limit, please advise how it may be refined. Where information is not held in the exact format requested, please provide the closest available data.

- 1. Does your force participate in the PCDA and/or DHEP? Please specify which programmes are in use and the partner Higher Education Institution(s).**
- 2. How does your force classify academic misconduct by student officers (e.g. plagiarism, collusion, unauthorised materials, misuse of AI)?**
 - a) Police misconduct**
 - b) Academic/performance issue**
 - c) Both**
 - d) Other (please specify)**
- 3. Does your force have policies or guidance relating to academic misconduct by student officers? Please provide copies or links where available.**
- 4. What sanctions or outcomes may apply where academic misconduct is identified (e.g. reflective practice, misconduct proceedings, dismissal, removal from programme)? Please provide any relevant guidance.**

5. From 1 January 2020 to present, please provide:

- a) Number of recorded cases of academic misconduct involving student officers**
- b) Outcomes (e.g. no action, management action, misconduct proceedings, dismissal/resignation)**

6. Are academic misconduct cases recorded as a distinct category, or within broader categories (e.g. integrity or discreditable conduct)? If the latter, how are they identified? If held, please indicate whether any cases involved contract cheating or AI-assisted misconduct.

7. What is the role of the partner HEI in determining outcomes (e.g. HEI-led academic decisions, force-led misconduct decisions, or joint decision-making)? Please provide any relevant policy or procedural information.

8. When academic misconduct is suspected, does the HEI notify the force:

- a) At the point of suspicion/investigation**
- b) Only once concluded**
- c) At multiple stages (please specify)**

Is this information sharing governed by any formal agreement or policy? If so, please provide details or copies.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information and I can confirm some of the information requested is held by GMP.

I am not obliged to supply you with all the information as an exemption applies.

Section 17 of the Freedom of Information Act 2000 requires Greater Manchester Police, when refusing to provide such information (because this information is exempt) to provide you, the applicant, with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies. The information you have requested is exempt from disclosure by virtue of the following exemption: Section 40(2) – Personal Information.

Where redactions occur for **question 3**, this represents information that identifies a living individual, to disclose this information would breach the principles of the GDPR and the Data Protection Act 2018. Personal data is defined by Article 4 of the GDPR and Part 1 of the Data Protection Act 2018 and means any information relating to an identified or identifiable natural person ('data subject'). An identified natural person is one who can be identified directly or indirectly from that data.

Please note - Not all cases are referred to PSD. Furthermore, a lack of action by PSD doesn't imply the GMP took no steps; the matter may have been handled via alternative routes, such as performance procedures or Regulation 13.

Question 1.

Yes, GMP have PCDA students and legacy DHEP students & GMP currently offers the Police Constable Entry Program (PCEP) and Detective Constable Entry Program (DCEP). However, DHEP pathway is no longer available. GMP partner with the University of Salford.

Question 2.

GMP hold no direct information for this question. All cases are judged on their merits so there isn't one size fits all answer as they may not all come into PSD.

Question 3.

See the attached Student Officer Probation Policy.

Question 4.

GMP hold no direct information for this question. All cases are judged on their merits so there isn't one size fits all.

Question 5.

- a) 18 officers
- b) RPRP – 12, No Action by PSD – 6

Question 6.

There is no set allegation category for academic misconduct cases. They are captured within broader categories. Free text searches are used to identify relevant cases

Question 7.

The HEI, will follow Academic Regulations, the process is set out in the Academic Regulations and Academic handbook, which can be accessed via the HEI public facing website under Governance and Management. Where academic misconduct is suspected, the HEI will follow the process within the Academic Regulations and handbook. The details will be raised with GMP, who will conduct an initial risk assessment and depending on the risk assessment will send this to the relevant department for investigation such as the Public Standards Department or the relevant department, district or further escalation through Supervision and upwards.

Question 8.

As Q7 states, where academic misconduct is suspected, the HEI will follow the process within the Academic Regulations and handbook. The details will be raised with GMP, who will conduct an initial risk assessment. Where necessary the HEI will provide updates about the investigation through the Student Progress and Attainment meetings, sooner if necessary. An update will be provided once the HEI has concluded the investigation and all newer information will be reviewed to see if risk level is altered to change how it is dealt with through GMP.

Is this information sharing governed by any formal agreement or policy? – The HEI agreement ceased in March 2026.

Student Officer Probation

Policy

Version 15

13 February 2025

DATE THIS VERSION OF THE POLICY & PROCEDURE IMPLEMENTED 12^h
December 2024

DATE NEXT REVIEW IS DUE: December 2026

POLICY & PROCEDURE OWNER: [REDACTED]

APPROVED BY: [REDACTED]

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY & PROCEDURE NEW OR REVISED: Revised

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CCOs
1	November 2013	Reviewed as part of Plain English review Phase 4. Inclusion of Extension to Probation process as 'informal' stage. Title changed from 'Attendance and Performance Support Policy and Procedure – Regulation 13' to 'Student Officer Probation Policy'	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
2	March 2017	Updated to reflect change to [REDACTED] and Division to Borough and take our responsibilities of HR Caseworkers.	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
3	March 2018	Amended to be clear on date of resignation, should this option be chosen as an alternative to dismissal.	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
4	July 2018	Responsibilities of PSB amended in line with the Police Barred List and Police Advisory Regulation 2017	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
5	July 2018	Updated to reflect change of Borough to District and amended to include the Casework Manager in the authorisation process.	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
6	September 2018	Updated to reflect highlight difference between Reg 13 and SPA	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
7	October 2018	Amended to reflect implementation of the GDPR	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
8	July 2020	HR Management Procedures During Social Distancing Toolkit added to appendices	[REDACTED] [REDACTED] [REDACTED]	

9	February 2021	Updated due to HR Branch review		
10	July 2021	Clarification provided in paragraph 6.4 that at a stage 3 hearing the outcome of an extension to an officer's probation period is made under Regulation 12.		
11	January 2022	Amended to bring in line with PEQF Student Officer intakes		
12	May 2023	Amend to clarify HR Operations responsibilities		
13	November 2023	Updated to new template, and introduction of new process for regulation 13 used in conduct matters.		
14	December 2024	Update to probation period for PCDA pathways, introduction of new process for withdrawal from PCDA pathway, introduction of protected time for completion of portfolio and regular performance process. PSD process for dealing with misconduct during probation period		
15	February 2025	Update to probation period for PCDA Pathway to 3 years		

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1. Policy Statement

Greater Manchester Police (GMP) are committed to the development of our staff. We believe it's important that every opportunity to improve is given to Student Officers. This policy sets out the additional support that'll be given to Student Officers to help them reach the required standards of performance, attendance, and conduct. It also sets out the procedure for Student Officers under [Regulation 13 of the Police Regulations 2003](#).

1.1 Aims

This policy aims to:

- Provide a consistent approach to deal with Student Officers whose performance attendance or conduct doesn't meet the required standard.
- Meet the requirements of Regulation 12 and 13 of the Police Regulations 2003.
- Outline the process for extending a Student Officer's Probation Period.
- Give a supportive framework for managers and trainers to use.

2. Scope

This policy applies to Police Officers in their Probation Period.

This procedure does not apply to police officers who have been confirmed in their rank.

3. Roles & Responsibilities

Responsibilities of the Chief Constable

The Chief Constable will:

- delegate responsibility at Stages 1 and 2, and Stage 3 for conduct matters
- make the final decision whether to dismiss at Stage 3 of this policy.

Responsibilities of The Deputy Chief Constable

The Deputy Chief Constable will:

- hold the Stage 3 meeting for officers being dealt with for conduct matters under Regulation 13.
- make the final decision whether to dismiss under police regulation 13.

Responsibilities of the District Superintendent

District Superintendents will be responsible for:

- reviewing cases brought to them at Stage 2 of this policy, and
- deciding if, and what, further support will be offered.
- reviewing cases brought to them for potential Fast Track to Stage 3 of this policy, and
- advising whether cases should progress straight to Stage 3
- maintain District governance of the mandated 5 protected portfolio days and performance review meetings per student officer.

Responsibilities of the Line Manager

During the Probation Period the Line Manager will:

- monitor performance and attendance
- provide additional support and training if needed
- consider any reasonable adjustments
- agree development plans
- recommend an extension to a Probation Period if it's needed (as per regulation 12)
- monitor any extension to a Probation Period (as per regulation 12)
- begin action under Regulation 13 if required
- update the local Tutor Unit regarding any action taken
- provide copies of all correspondence to GMSS
- monitor the allocation and compliance of student officer protected portfolio days and performance review meetings, rescheduling where necessary.

Responsibilities of the Head of HR Operations

The Head of HR Operations will hear all cases relating to performance and attendance at Stage 3 of this policy.

Responsibilities of the HR Operations Team

The HR Senior Partner will: -

- consider any extensions to the Probation Period of Student Officers under Regulation 12
- advise and support the District Superintendent at Stage 2 of this policy
- advise the District Superintendent when reviewing cases brought to them to be considered for potential Fast Track to Stage 3 of this policy

A HR representative (HR Senior Partners and / or HR Caseworkers may advise and support Line Managers throughout all stages of this process when required.

Responsibilities of Professional Standards Directorate

The Professional Standards Directorate will:

- assess potential cases of misconduct by a Student Officer and determine if cases should be dealt with under Regulation 13 of the Police Regulations 2003 or GMP's Police Misconduct Procedure.

- assess what, if any, information can be shared with a Learning Provider in respect of any professional misconduct,

Responsibilities of Student Officers

Student Officers will:

- follow Standards of Professional Behaviour for Police Officers when performing their duties
- follow all GMP policies and procedures
- show commitment to their own training and development
- inform the Line Manager and/or learning provider about specific learning requirements to allow adjustments to be made
- tell the Line Manager and/or learning provider about circumstances that may affect their performance
- attend all sessions and lessons on time
- notify the designated contact in advance if they're unable to attend a session
- successfully meet the objectives set within the Learning Programme
- submit work on time and respect the guidance of Line Managers and/or learning providers
- Positively and professionally engage in all the learning modules in the Learning Programme to achieve the required number of academic credits in each year
- engage with, and undertake, the protected portfolio days and performance review meetings
- help to create a supportive learning environment for them and their fellow students.

4. Terms and Definitions

Dismiss

This is used to mean the same as discharge or dispense as used in Regulation 13 of Police Regulations 2003.

Line Manager

For the purpose of this policy this is the Sergeant (or other supervisor) who has day-to-day supervisory responsibility for the student officer's duties, performance, and attendance.

Learning Programme

The learning programme that the Student Officer is enrolled on. The current learning programmes are:

- Police Constable Entry Programme (Uniform and Detectives)
- Police Constable Degree Apprenticeship - PCDA
- Professional Police Degree Holder (PPDH)

Probation Period

The period where Student Officers receive training and support to reach the standards of a Police Constable before being confirmed in rank. This period may be extended in line with Regulation 12.

Standards of Professional Behaviour for Police Officers

A set of principles that officers are expected to follow when they carry out their duties. Any potential misconduct is measured against these standards.

Code of Ethics

The ethical policing principles are a series of guiding statements that should be used to help people in policing do the right things, in the right way, for the right reasons.

Regulation 12 (Probationary Service in the rank of Constable)

The Regulation under Police Regulations 2003 that allows for probation period to be extended if deemed necessary.

Regulation 13 (Discharge of a Probationary police officer)

The Regulation under Police Regulations 2003 that provides for the dismissal of a constable during their Probation Period.

Student Officer

A new police officer in their Probation Period.

Police Friend

A police friend can be police officer, a police staff member or person nominated by your staff association.

5. Principles

5.1 Probation Period and Entry Route

The purpose of the probationary period is to allow you the opportunity to demonstrate you're suitable to hold the office of constable and have reached the required standards to be confirmed in rank. We will provide all reasonable means to facilitate this process by providing a consistent approach when managing and accessing your performance or conduct.

Your performance, attendance, and conduct are key in delivering a high-quality police service. You should know the standard of attendance, performance and conduct that is required. You'll be given the appropriate support to meet these standards within your probation period.

You are expected to remain on the entry route Learning Programme you joined at the recruitment stage.

Your performance, attendance and conduct will be assessed during your probation period to ensure you have met the appropriate standards in accordance with your entry route, before being confirmed in rank.

Probation period for police officers is covered in Regulations 12 and Annex C of Police Regulations 2003. The probation period for each of the entry routes is outlined below.

Entry route	Probation period
Police Constable Entry Programme (Uniform and Detectives)	2 years
Police Constable Degree Apprenticeship - (PCDA)	3 years
Professional Police Degree Holder (PPDH)	2 years

5.2 PCDA Withdrawals

Students Officers on the PCDA pathway will be supported to complete their apprenticeship. You're expected to engage positively and professionally in your academic learning in line with the Code of Ethics.

Your LDC will discuss learning needs and record a development plan to support completion of the apprenticeship. This will be shared with you, your line manager and People Branch

If you're experiencing difficulties with your apprenticeship requirements, you should speak with your Line Manager and University of Salford (UoS) Learning Development Coach (LDC) at an early stage or as soon as possible. A tripartite meeting will then be organised involving yourself, your line manager and LDC. Your line manager must attend as workload is often cited as having a detrimental impact on the completion of the apprenticeship. During the meeting, the difficulties being experienced by you, will be discussed and a collective academic support plan agreed. The LDC will share the agreed plan with you, your line manager and send a copy to People Branch

Progress against the academic support plan will be reviewed by the LDC and further tripartite meetings may be necessary, which you and your line manager must positively engage in. If sufficient progress is not being made in relation to the difficulties experienced within the timescales outlined, the LDC will refer your case to the PCER Student Progression and Attainment (SPA) meeting, which is jointly attended by representatives from UoS and GMP People Branch.

If, at any time, you express a desire to withdraw from the PCDA pathway, you must inform your LDC at an early stage. Your LDC will consider the steps outlined above or refer the matter directly to the SPA meeting. In some cases, an academic support plan may not be

applicable. The SPA meeting will review the circumstances and make recommendations, which may include additional support or referral to the Withdrawals Panel.

Where at any stage it is apparent that your circumstances are having a detrimental impact on your

- mental or physical health, or
- your performance or attendance

GMP People Branch based at the university must be notified immediately

[REDACTED]. People Branch will liaise with your line manager regarding consideration of a Stress Risk Assessment and OHU referral. People Branch will also be contacted in relation to professional conduct matters.

The decision to withdraw from the PCDA programme rests primarily with the University of Salford and yourself. The University will through their governance structure ensure that you have been provided with all the appropriate support to make an informed decision. Once a decision has been reached by yourself and the University to withdraw from the PCDA programme you'll be referred to the GMP 'Withdrawals Panel'. The panel will decide on the best alternative pathway for you to complete your probationary period.

The Withdrawals Panel is made up of the Head of HR Operations and People Branch Superintendent, who will consider information provided by you, District SLT, Senior HR Partner, Student Officer Compliance and Progression Team and University of Salford (or their representatives). Federation will be notified and invited to attend the Withdrawals Panel in an observational capacity. Meetings will be held at different intervals throughout the year based on university referrals. Decisions will be recorded, similar to the Resource Management Group (RMG) meeting format.

The Withdrawals Panel will be unique to each case. However, the panel will consider the following:

1. Whether the appropriate support is in place to ensure you have the best opportunity to successfully attain Full Operational Competence (FOC). This may include but is not limited to, advice regarding Stress Risks Assessments, Wellbeing plans etc.
2. Whether to transfer to a PCEP intake to successfully complete your probationary period (this may not be necessary you have already completed FOC).
3. If you require a development plan for the completion of FOC portfolio (where you have already been confirmed in rank and not subject of a Regulation 12 extension to probation but has not completed your portfolio).
4. Whether you been confirmed in the rank of Constable due to completion of FOC.
5. If any existing formal management process is still appropriate. If the formal management is appropriate, the panel may provide advice / guidance about next steps.

5.3 Protected Portfolio Time

To support timely completion of your portfolio, and attain Full Operational Competence (FOC), you'll be allocated five mandatory Protected Portfolio Days to be undertaken post tutor phase on achieving Independent Patrol Status (IPS). It is expected that the Protected Portfolio days are based within the District Tutor Unit taken approximately 12 weeks apart, using the DMS Code 'PCER', 'PORTFOLIO BUILD'.

5.4 Performance Review Meetings

Alongside the five Protected Portfolio Days, you will participate in at least five Performance Review Meetings held approximately 12 weeks apart post tutor phase. You'll be required to attend these meeting, together with your line manager and the District Tutor Unit Sergeant (or a member of their staff). The purpose of the performance review meetings is to

- to formally review FOC portfolio and learning programme progression
- review sickness and attendance

For student officers on the PCDA pathway, these will be your Progress Review Meetings, led and attended by your LDC. Where you have less than five Progress Review Meetings arranged by your LDC, you should still participate in any additional meetings with your line manager and Tutor Unit to support your portfolio progress.

These meetings will ensure early identification of issues and help put appropriate support in place. Any concerns and expectation will be recorded in a development plan. Where it is apparent that the circumstances are having a detrimental impact on your mental or physical health your Line Manager must complete a Stress Risk Assessment and consider OHU referral where appropriate.

5.5 Regulation 12 Police Regulation 2003 Extension to Probation Period

Your Line Manager is responsible for dealing promptly and effectively with unsatisfactory performance and or attendance. Your probationary period can be extended at any stage via the Regulation 12 process.

There is no requirement for your Line Manager to wait until the end of your probation period to request an extension. For instance, if you have a period of long-term absence, and it's evident that there is not sufficient time left within your normal probation period to demonstrate you have met the required standard, it would be appropriate for your line manager to request an extension at an early stage rather than to wait until the end of your probation period.

An extension to probation period should not be seen as a punitive measure. This is a supportive measure to allow you more time to demonstrate your suitability for the office of constable.

Some of the reasons for extending the Probation Period under Regulation 12 include, but aren't limited to:

- particular training hasn't been completed
- performance issues
- repeated concerns raised by peers, colleagues, other managers, members of the public etc
- factual/quantifiable grounds to highlight poor performance e.g. deadlines not being met, persistent lateness or absence, not demonstrating pro-activity/self-motivation, a lack of understanding and application of policy and procedure
- long term or persistent short term sickness absence
- an injury on duty that means training can't be completed, or
- where additional support / reasonable adjustments need to be put in place for a disability which you were not aware off on joining GMP and comes to light during your probationary period

- failure to meet the objectives set within the Learning Programme
- failure to complete and pass all the learning modules in the learning programme to achieve the required number of academic credits in each year

The above list is not exhaustive and provides examples of where it may be appropriate to apply for an extension. This is to make sure that you have been given every opportunity to demonstrate you can reach the required standard and be confirmed in rank

Any issues of poor performance and attendance will be dealt with in a timely manner and at an early stage. This is to allow the process to be completed within your probation period. The extension to your probation period can be requested at any stage of the performance and/or attendance process to allow you to demonstrate your suitability for the office of constable within your probation period.

Your Probation Period can be extended without you being in the Regulation 13 procedure with approval from the designated HR Senior Partner. This is so that all possible help and support can be given to you to make sure you can reach the standard required.

We may use the Regulation 13 procedure immediately, if your Line Manager and/or Learning Provider thinks: -

- that the improvement required in performance or attendance is more significant
- there has been a previous informal development plans, but you have not been able to achieve the required improvement
- you have failed to successfully pass all the learning modules in the Learning Programme that stops you from continuing the course
- there is evidence of admitted gross misconduct which means that you are unlikely to become a well conducted constable

5.6 Development Plan

Where your performance or attendance falls below the required standard, you'll be provided with the appropriate support, advice, and guidance. This may include your line manager drawing up a Development Plan. The Development plan will be produced using the SMART mnemonic. Areas for improvement will be Specific, Measurable, Achievable, Realistic and Time bound.

5.7 Application for Job Vacancies

You cannot apply to Force advertised vacancies and must remain posted to your District until completion of the probationary period, and confirmation in rank.

5.8 Application for Promotion

In line with College of Policing guidance, you cannot sit the Sergeant promotion exam during your probationary period and until completion of your Learning Programme,

5.9 Family Related Leave

A period of maternity, paternity, parental, shared parental, or adoption leave will count as service towards your Probation Period in line with Annex C of the Police Regulations Determinations.

It might be necessary to extend your Probation Period if you have been away from work for any of these reasons. This is to make sure you have enough time to reach the standard required of a Constable.

5.10 Support for Disabilities

If you tell us that you have a disability under the Equality Act 2010. We'll make sure you've had a Disability Needs Assessment, and we'll consider reasonable adjustments to help you reach the required standards. We'll refer to the [Disability Management Toolkit](#).

If you have a disability, this doesn't prevent us from taking action under this Policy. However, your Line Manager may decide to adjust how they manage your attendance or performance after considering Occupational Health advice.

5.11 Occupational Health

Where your attendance is unsatisfactory, or where the reason for your unsatisfactory performance may be health-related, we may refer you to Occupational Health. We may do this at any stage of the process.

We may ask Occupational Health for up-to-date information and advice, and we'll take that advice into account to make decisions and to provide the most appropriate support to you.

Your Line Manager will review your development plan at any stage of this policy if more information becomes available from Occupational Health.

5.12 Use of Regulations 13 for Conduct Reasons

Regulation 13 for conduct reasons may be used where there is evidence you: -

- have failed to demonstrate the necessary standards of professional behaviour and
- are unlikely to become a well conducted constable, or efficient officer

Regulation 13 may also be used in circumstances where you have admitted to misconduct.

You'll be provided with any reports relied on, and given an opportunity to comment and present mitigation, before a final decision is made.

5.13 Decision to Dismiss

Under [Regulation 13 of the Police Regulations 2003](#), you can be dismissed at any time (with one month's pay in lieu of notice) if the Chief Constable considers that you are not fit, physically or mentally, to perform the duties of the Office of Constable or not likely to become an efficient or well conducted constable.

The Head of HR Operations can make a recommendation to dismiss under Regulation 13 for reasons of attendance or performance, but the final decision will be made by the Chief Constable.

The Deputy Chief Constable has the delegated authority from the Chief Constable to dismiss for conduct reasons under Regulations 13.

5.14 Right to representation

You have the right to be accompanied by a Police Friend at meetings under the formal stages of this policy. We particularly encourage you to bring a representative to any Stage 3 hearing as the outcome may be a recommendation that you're dismissed.

You don't have the right to bring legal representation.

5.15 Appeals

There's no right of appeal against action taken under this policy.

5.16 Notice of dismissal

If you're dismissed by the Chief Constable under Regulation 13, you're entitled to pay in lieu of one month's notice. Your last day of service will be the day the Chief Constable writes to you.

5.17 Option to Resign

If you're dismissed by the Chief Constable under Regulation 13 you have the option to resign instead. Your last day of service will be the date you submitted your resignation. You won't be entitled to pay in lieu of notice in this case.

6. Procedure

6.1 Extension to Probation outside of Regulation 13

If your Line Manager identifies areas of your attendance or performance that aren't at the required standard, they'll discuss this with you. This could include for any of the reasons in 5.2 or 5.3 above. You'll:

- agree actions you'll both take
- set specific areas of improvement, and
- discuss the timescale the improvement must be made in

If these improvements can't be made in the usual Probation Period, your Line Manager will ask the Designated HR Senior Partner to extend your probation.

If this is approved your Line Manager will meet with you again to confirm your new confirmation in rank date and to agree a development plan. They'll review your progress against this regularly.

In most cases we won't extend your Probation Period again. You need to make the required improvement in the timescale that's been set, and you'll be supported to do this. If you don't, your Line Manager may use the Regulation 13 procedure if this hasn't already been used.

6.2 Stage 1

Arranging a meeting

If your Line Manager has concerns about your attendance and/or performance they'll prepare a report and arrange a meeting with you. They'll try to agree a date and time that are convenient to you (and consider the availability of your rep).

However, if it isn't possible to agree, they may give you 5 days' notice. They'll outline the issues they want to discuss and provide you a copy of all the documents that they will be referring to at the meeting.

When you receive this invitation, you'll need to provide any documents that you want to refer to in the meeting as soon as possible.

At the meeting

The meeting will be between you and your Line Manager. A HR representative may also attend to support the Line Manager if required.

The purpose of this meeting is to:

- explain the failures in attendance and/or performance
- discuss your progress on the Learning Programme
- discuss the possible reasons for this
- give you and your representative the chance to respond
- review any reasonable adjustments already in place
- set out the standards required, and
- agree a development [action plan](#) and timescales to reach this standard

The possible outcomes at a Stage 1 meeting under Regulation 13 might include, but aren't limited to:

- an improvement notice, and
- a development plan, including
- the level of improvement required
- set timescales
- review dates
- targets, and
- the help and support we'll give you, or
- that satisfactory progress has been made and no action is needed

After the meeting

As soon as possible after the meeting your Line Manager will write to you to confirm the outcome and give you a copy of any agreed action plan. This'll include:

- details of the support and help we'll give you
- the improvements required, and
- the date these must be met by

If you have potential health issues, we'll refer you to Occupational Health if this hasn't already been done.

Review

Your action plan will be regularly reviewed to make sure the right support is provided and to monitor your progress towards meeting your improvements targets. At the end of the review period, you will advise either that:

- you've made the required improvements and you're no longer in the formal process, OR
- you haven't made the required improvements, and a Stage 2 meeting will be arranged

6.3 Stage 2

Arranging a meeting

Your Line Manager will invite you to a meeting with your District Superintendent. They'll try to agree a date and time that are convenient to you (and consider the availability of your representative). However, if it isn't possible to agree, they may give you 5 days' notice. They'll outline the issues they want to discuss and provide you a copy of all the documents that they will be referring to.

When you receive this invitation, you'll need to give the District Superintendent any documents that you want to refer to in the meeting as soon as possible.

At the meeting

The meeting will be between you, your Line Manager, and your District Superintendent. A HR representative may attend to provide support to the District Superintendent and/or the line manager.

The purpose of the meeting is to:

- tell you how your performance/attendance isn't acceptable
- discuss your progress on the Learning Programme
- notify you that your role is at risk if you don't make satisfactory progress
- give you and your representative the chance to respond
- discuss what further support we can give you to bring your attendance / performance up to the required standard, and
- make sure that you're given every opportunity to demonstrate the skills and abilities of a Police Officer

The possible outcomes at a Stage 2 meeting under Regulation 13 might include, but aren't limited to:

- a second improvement notice, and
- a development plan, including
- the level of improvement required
- set timescales
- review dates
- targets, and
- the help and support we'll give you
- an extension to the Stage 1 improvement notice, or
- that satisfactory progress has been made and no action is needed

After the meeting

As soon as possible after the meeting your Line Manager will write to you to confirm the outcome of the meeting and give you a copy of any agreed development plan. This'll include:

- details of the support and help we'll give you
- the improvements required, and
- the date these must be met by

Review

Your development plan will be regularly reviewed to make sure the right support is provided and to monitor your progress toward meeting the improvement targets. At the end of the review period, you will be advised either that:

- you've made the required improvements and you're no longer in the formal process, OR
- you haven't made the required improvement a Stage 3 hearing under Regulation 13 will be arranged

6.4 Stage 3

Arranging a Stage 3 hearing under Regulation 13

We'll write to you to invite you to a Stage 3 hearing with the Head of the HR Operations and outline the issues that'll be discussed. We'll try to agree a date and time that are convenient to you (and consider the availability of your representative). However, if it isn't possible to agree, we may give you 5 days' notice. Five days before the hearing we'll send you a summary of our report, with all the supporting documents and recommendation to allow you and your representative to prepare.

When you receive this invitation, you'll need to send any documents that you want to refer to in the meeting to the Head of the HR Operations as soon as possible.

At the hearing

The hearing will be chaired by the Head of HR Operations who may be supported and advised by a HR representative.

The aim of the hearing is to allow:

- the Line Manager to present their case
- you and your representative to present your case
- all parties to ask questions
- the Head of HR Operations to ask for clarification of points if they need to,
- any discrepancies in the facts to be addressed, and
- the Head of HR Operations Branch to carry out a full assessment of your case on behalf of the Chief Constable

The Head of HR Operations will consider their recommendation. The possible outcomes at the Stage 3 hearing under Regulation 13 include but aren't limited to:

- a recommendation to dismiss under Regulation 13
- an extension to the Stage 1 second improvement notice
- a further period of monitoring and review
- an extension to your probation period
- a further period of training, or
- that progress is satisfactory, and the Probation Period will continue

After the hearing

Within 5 working days of the hearing, we'll write to you to give you a full written record and confirm the outcome.

If the Head of HR Operations recommends that you're dismissed they'll write a report for the Chief Constable. This'll include:

- all the paperwork previously considered
- the Head of HR Operations recommendation, and
- the reasons for this recommendation

They'll provide you with a copy and you can write a statement or send other relevant documents you'd like included with the report.

The report and supporting documents must be given to the Chief Constable within 10 working days of the hearing.

Dismissal

If the Chief Constable decides to dismiss you after reviewing all the information, they'll sign a memorandum to give you official notice. Alternatively, you may choose to resign.

Your last day of service will be either:

- the date the Chief Constable signed the memorandum, or
- the date you submit your resignation.

If you're dismissed, you'll be paid one month's pay in lieu of notice.

6.5 Fast Track – Performance and Attendance

If there is sufficient evidence that you're unlikely to become a well-conducted police constable, or that there are reasons to believe you're inherently unsuitable to carry out the duties of a

police officer, there will be no requirement for Stages 1 or 2 of this Policy and, instead, you'll be invited straight to a Stage 3 hearing.

Some of the reasons for fast tracking to Regulation 13 Stage 3 under this Policy include, but aren't limited to, cases where there is significant evidence that:

- a student officer is not fitted physically to perform the duties of their office on a long term and/or permanent basis despite reasonable adjustments
- a student officer is not fitted mentally to perform the duties of their office on a long term and/or permanent basis despite reasonable adjustments
- there is a pattern of, or repeated incidents, of low-level breaches of the Standards of Professional Behaviour

6.6 Fast track - Misconduct

Stage 1 Assessment

Your SLT Standards Manager will refer allegations of serious misconduct to PSD. The referral will be made on a Professional Standards Conduct Referral Document, all supporting evidence will be attached. This will then be emailed to [REDACTED]

On receipt of the referral, the PSD Assessment Unit will open a case file. The assessment unit will then provide the submitted documentation to the Appropriate Authority.

If you admit to the misconduct allegation, or the facts are not disputed, during an investigation under Police Conduct Regulations, then the Investigation Officer will bring this to the attention of the Appropriate Authority. This is to assess if the case should be dealt with under Regulation 13 rather than Police Conduct Regulations.

Where the Appropriate Authority concludes the matter is suitable for being dealt with under Regulation 13, then they will provide you with a rationale for their decision in writing. This will include the alleged allegation(s) which is incompatible with continuing to hold the Office of Constable, and why the use of Regulations 13 is appropriate in this case. They will appoint a PSD Investigator to progress the matter accordingly.

If the matter is unsuitable for being dealt with under regulation 13, the case will be dealt with under Police Conduct Regulations 2020.

Stage 2 Investigation

The Investigating Officer will provide the 'pre-action' document with the allegation(s) documented to your SLT Standards Manager. The Standards Manager will forward the 'pre action document' to you on the same day they receive it where operationally practical. The 'pre-action' document will outline the detail of the standards breached and the circumstances of the case.

You will have 15 working days from the day after the 'pre-action' document was provided to you to submit a written response to the allegation(s) and any mitigation you wish to put forward.

You can return the pre-action document by either email or by post, making sure it is receipted.

On receipt of the returned 'pre-action' document, or when the 15 working days daytime limit has expired, the Investigating Officer will send all the documents considered, along with the Inspector's written decision, to the Appropriate Authority.

The Appropriate Authority will assess if there is sufficient evidence to justify you attending a meeting with the Deputy Chief Constable.

The Appropriate Authority will document their decision and notify you in writing via your SLT Standards Manager. You'll also be informed if you're required to attend a meeting with the Deputy Chief Constable for consideration of your dismissal under Regulations 13.

If the Appropriate Authority is of the opinion that the matter is not suitable for dismissal under regulations 13, they will:

- deal with the matter either under the Police Conduct Regulation 2020 or sch.3 PRA 2002; or
- return the case to the Investigating Officer who will continue the investigation under the Police Conduct Regulations

Stage 3 Meeting with Chief Constable/Deputy Chief Constable

Your SLT Standards Manager will provide you with at least 15 working days' notice to attend this meeting,

You'll also be provided with a copy of all the material which the PSD Chief Inspector intends to rely on when presenting their case to the Chief Constable or Deputy Chief Constable.

At the meeting PSD Chief Inspector will present their case outlining why your dismissal under regulation 13 for conduct reasons are appropriate.

You'll be allowed to make direct representations in response to the case presented by the PSD Chief Inspector and any mitigation that you wish to put forward.

You'll be allowed to have representative present as detailed in section 5.7

You'll be verbally informed of the decision at the end of the meeting. You'll also be provided with a full outcome report which will include the rationale of the Deputy Chief Constable and associated documents (if any), within 5 working days of the meeting.

If the decision is to dismiss then you'll be provided with one month's pay in lieu of notice.

7. Associated Documents

GMP Forms

[Development Plan](#)

GMP Policies

[Attendance Policy](#)

[Diversity and Equality in Employment Policy](#)

[Taking Time Off Policy](#)

GMP Guidance

[Disability Management Toolkit](#)

[Student Officer Probation Management Toolkit](#)

Legislation

Police Regulations 2003

Police and Social Responsibility Act 2011

Police (Conduct) Regulations 2020

Police (Complaints and Misconduct) Regulations 2020

Police Reform Act 2002 (including schedule 3 to the Act)

European Convention on Human Rights (ECHR)

National Guidance

Home Office Statutory Guidance on Professional Standards, Performance, and Integrity in Policing

Code of Practice for Ethical Policing supported by (i) ethical policing principals and (ii) guidance for ethical and professional behaviour in policing.

Authorised Professional Practice for Review Retention and Disposal

Code of Practice for Police Information and Records Management

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8. Statutory Compliance & Consultation

8.1 Equality Act (2010)

The Policy supports the organisation to meet its General Equality Duty. Due regard has been given to staff and officers who may have protected characteristics. Steps have been taken to redress the possible impact on Student Officer who have a disability or take a period of maternity leave during their probation period. Individuals with a disability will have reasonable adjustments put in place as appropriate to help them to achieve the required standard of a constable. This may include making amendments to improvement notices to take account of a disability. The associated management guidance will assist managers/trainers to do this. Student Officers who take a period of maternity leave will not be disadvantaged and will be supported to reach the required standard on their return to work.

8.2 Consultation

Department	Comments
Police Federation	The Federation have been consulted on the policy and provided their comments which have been taken into account.

8.3 The UK General Data Protection Regulation (UK GDPR) and Data Protection Act (2018)

The Policy is compliant with the Data Protection Act and Regulation.

9. Appendices

None