



FREEDOM OF INFORMATION REQUEST



Request Number: F-2014-05531

Keyword: Human Resources

Subject: Correspondence Ref

Request and Answer:

Question 1

Please include a copy of all the PSNI's resignation policy.

Answer

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full.

Please see a complete copy of the PSNI's resignation policy for Police Officers at page 3 below.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public

domain via our website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

RESIGNATIONS

(POLICE OFFICERS)

1. INTRODUCTION

(1) Aims/Objectives

PSNI will provide clear guidelines, which must be adhered to when a police officer tenders their resignation, retires or is dismissed from the Police Service of Northern Ireland (PSNI). These guidelines outline the process that Trainees, Probationers, Substantive Police Officers, and Police Officers Part-Time (POPT) must comply with when leaving the Police Service as well as the completion of the correct superannuation forms.

4. POLICY LINKS

There are a number of policies which should be read in conjunction with these guidelines:

- (1) Policy Directive No 06/06 – Uniform and Protection Equipment and corresponding PSNI Style Guide.
- (2) Policy Directive No 11/07 - Integrity and Professional Standards;
- (3) Service Procedure 45/07 - Official Issue Notebooks and Journals – Issue and Accounting Procedures;
- (4) Service Procedure No 47/07 - Chief Constable's Certificate of Service;
- (5) PSNI Police Trainee Regulations (Northern Ireland) 2001;
- (6) Police Trainee (Amendments) Regulations (Northern Ireland) 2008;
- (7) Finance Code 'Police Pay and Allowances';
- (8) PSNI Manual of Protective Security.

5. CONSULTATION

The following parties were consulted during the preparation of this guidance.

- (1) Central Pay Branch;
- (2) Human Resource Managers;
- (3) Heads of Human Resources;
- (4) Police Federation for Northern Ireland (PFNI);
- (5) PSNI Employment Lawyer;
- (6) Professional Standards Department (PSD);
- (7) Northern Ireland Police College;
- (8) PSNI Equality and Diversity;
- (9) Security Branch;
- (10) Pensions Branch;
- (11) Procurement & Logistics Branch (PALS).

7. PROCEDURE AND/OR GUIDANCE

(1) Process

All attested police officers who wish to resign or retire from the Police Service must ensure the following forms are completed:

- (a) Form 2/1 - Resignation/Retirement of a Member of the PSNI including Police Officers Part-Time (available on PoliceNet);
- (b) Form F37 - Final Details in Respect of Members Leaving the Service (available on PoliceNet);
- (c) Form 37 - Application for Superannuation Award (available on PoliceNet);
- (d) Form PB 37a - Application for Refund/Deferred Pension Award (available on PoliceNet);
- (e) Form 36/1 - Particulars for Issue of Certificate of Service (available on PoliceNet).

Student officers should complete the following form:

SAP 7 - Resignation of a Student Officer in PSNI.

(2) Application to Resign/Retire

- (a) Student officers and probationers should be aware that once they resign from the PSNI they may be precluded from being considered for re-admittance to the service as a Student officers for a period of 5 years;
- (b) All police officers wishing to resign or retire from the PSNI must provide 30 days notice (7 days for student officers) before their termination date;

(c) All details must be completed on Form 2/1 (Resignation/Retirement of a member of the PSNI) (available on PoliceNet) to their Human Resource Manager (HR Manager). This includes police officers who wish to retire on their compulsory retirement date and have already completed the Form 91/2 - Application to Retire or Extend Service Beyond Compulsory Retirement Age (available on PoliceNet);

(d) The HR Manager will immediately send an email notifying a police officer's intention to resign/retire to Police Postings (zPoliceAppointments). This interim measure will allow the vetting process to commence and ensure that the police officer's salary can be amended appropriately. The completed Form 2/1 must be forwarded to Police Postings as soon as possible and not later than 1 week prior to the cessation date;

(e) The HR Manager will immediately inform the Head of Branch/District Commander and arrange an exit interview. The HR Manager should ensure that the police officer has been interviewed regarding their request to resign.

(3) Financial Forms

(a) When a police officer leaves the PSNI, Pensions Branch must be informed in writing of the date of leaving and the nature of leaving. This is done via either a Form 37 or a Form PB37(a). These forms must be completed and forwarded to Pensions Branch prior to date of leaving. The forms can be downloaded from the Forms Bureau on PoliceNet.

(b) Failure to forward completed forms to Pensions Branch may result in the non-award of pension or commutation or financial loss to the police officer.

Completion of Form 37 and individual responsibilities

(a) A Form 37 should be completed in the following cases:

(i) If a police officer is a member of the Police Pension Scheme and has attained 25 years pensionable service and is aged 50 or over and wishes to retire from PSNI;

(ii) If a police officer is retiring on medical grounds to receive an ill health pension;

(iii) If a police officer has attained 30 years pensionable service and wishes to retire;

(iv) If a police officer has attained the pension age appropriate to rank and wishes to retire;

(v) If the police officer is a member of the New Police Pension Scheme retirement only occurs due to ill health or attainment of age 55.

(vi) A Form PB37(a) is issued in all other cases than above such as resignation, dismissal, required to resign or under pensionable age, all with less than 25 years pensionable service.

Responsibilities

(a) Police officer

(i) In the case where a Form 37 is required it is the responsibility of the police officer to complete the following actions:

(aa) Form 37 should be fully completed and signed and forwarded to HR Manager in adequate time for deadlines to be met;

(bb) Election to commute on Form 37 should be clearly written and signed no more than 3 months prior to retirement. Election to commute cannot be completed after date of retirement;

(cc) Legible certified copies of birth and marriage certificates or if divorced Decree Absolute should be attached to the Form 37;

(dd) Details of the bank/building society into which the commutation award will be paid should be detailed on the Form 37;

(ee) The Members Lifetime Allowance Declaration Form LTA should be completed and forwarded with the Form 37 (available on PoliceNet).

(ii) In the case where a Form PB37(a) is required the police officer does not have a part of the form to complete.

(b) HR Manager

(i) Where a Form 37 is required it is the responsibility of the HR Manager to complete the following actions:

(aa) When the police officer first becomes aware of a date of retirement a Form 37 and Form LTA (available on PoliceNet) should be forwarded to the police officer for completion;

(bb) On receipt of Resignation notification, Finance Department will instigate the completion of F37 and ensure all details are complete before submission to Central Pay Branch.

(cc) A copy of F37 when complete should be forwarded to relevant HR Department for inclusion in the members personal file.

(dd) The details completed on the Form 37 should be checked for accuracy;

(ee) The completed forms should be forwarded to Pensions Branch to arrive no later than 2 weeks prior to retirement;

(ff) Birth and marriage certificates or decree absolute should be checked and signed as "True copy of the original";

(gg) Where a police officer dies in service (DIS) the HR Manager will complete the Form 37 on behalf of the deceased police officer.

(hh) Where a Form PB37(a) is required all details should be completed and the form forwarded to Pensions Branch for arrival no less than 2 weeks prior to date of leaving.

(4) Return of Uniform and Equipment

(a) All uniform and equipment including firearms and ammunition should be returned in accordance with the PSNI Style Guide (available on PoliceNet).

(b) All police officers are reminded that property, official documents, forms or other records generated in the course of police duties, both PSNI and Royal Ulster Constabulary (RUC), remain the property of the Chief Constable and are not to be offered for sale or other use outside the organisation without formal permission being first obtained. This includes police officer's notebooks, which are partially or entirely filled in;

(c) Police officers who are about to retire should ensure that any such documents etc in their possession are returned to their District/Department for central retention. All police officers remain bound by the Official Secrets Act 1989;

(d) All identification passes should be returned to PSNI upon leaving the organisation in accordance with the PSNI Manual of Protective Security (available on PoliceNet).

(5) Reward and Recognition

Form 36/1 (available on PoliceNet) must be fully completed by the police officer and forwarded to their HR Manager who will have responsibility for having it signed by a member of the Senior Management Team and forwarded to Reward and Recognition (see also Service Procedure No 47/07 – Chief Constable's Certificate of Service).

(6) Categories of Leavers

(a) Student Officers

(i) Prior to being attested Student Officers are required to provide 7 days notice before resigning. The Course Inspector is responsible for ensuring all uniform and equipment has been returned.

(ii) The Director of HR must be apprised of all student officers who give notice to resign. It will be the responsibility of the Course Inspector to immediately inform HR Secretariat on receipt of Form SAP 7.

(iii) Where a student officer is dismissed, the officer will terminate their employment with the PSNI on the day the sanction was made.

(iv) Where a student officer is required to resign, the officer must tender their resignation on the day the sanction was made. The final date for employment will be seven days after that date.

(b) Police Officers Part-Time, (Full-Time Reserve, Probationers and Substantive Officers at all ranks (excluding Deputy Chief Constable and Chief Constable)

(i) All officers are required to give at least 30 days notice of intention to resign prior to the final date of resignation. Once notice to resign has been given the police officer is required to continue to work the 30-day period before the final termination date.

(ii) POPT who join the PSNI as a Student Officer will be required to resign from their position as a POPT on or before and no later than the day they are attested as a Police Constable.

(iii) The Director of HR must be apprised of all probationary officers who give notice to resign. It will be the responsibility of the police officers' HR Manager to immediately inform HR Secretariat on receipt of Form 2/1.

(c) Retirement

All police officers are required to give at least 30 days notice of intention to retire prior to the final date of retirement. Once notice to retire has been given the police officer is required to continue to work the 30-day period before the final termination date.

(d) Medical Retirement

(i) Following the consent of The Policing Board for Northern Ireland (PBNI) a police officer may be permitted to medically retire from the PSNI. The police officer's HR Manager will be responsible for ensuring that the appropriate finance officer is advised of the police officer's medical retirement. This will ensure that the relevant forms are completed before the police officer leaves the Service;

(ii) Police Postings (zPoliceAppointments) must be informed of the reasons stated on the letter from the Northern Ireland Policing Board (NIPB) outlining why the police officer is retiring on medical retirement grounds. These reasons will be recorded for statistical purposes on the Human Resource System (SAP).

(e) Dismissed

(i) Any police officer who, following a misconduct hearing, receives a dismissal sanction will terminate their employment with the PSNI on the day the sanction was made;

(ii) Professional Standards Department (PSD) will immediately inform Police Postings (zPoliceAppointments) of the dismissal to perfect records.

(f) Required to Resign

(i) Any police officer who, following a misconduct hearing has been required to resign from the PSNI, must tender their resignation on the date the sanction was made. The final date of employment with the PSNI will be 30 days after that date. The police officer's HR Manager will be responsible for ensuring that all the relevant forms are completed;

(ii) PSD will immediately inform Police Postings (zPoliceAppointments) of the requirement to resign to perfect records;

(iii) Any police officer who is required to resign, as an alternative to dismissal will be placed on alternative duties during their notice period, during which they will not have contact with the public or evidence. Any police officer suspended at the time the requirement to resign was made will remain on suspension for the duration of their 30 day period of notice.

(7) Suspension

Any police officer who is suspended under disciplinary regulations may not resign or retire from the PSNI without the approval of the Chief Constable. Once authority has been given to resign/retire the HR Manager will follow the normal procedures.

(8) Withdrawal

(a) The Chief Constable has no obligation to rescind any request to resign;

(b) Should a police officer seek to rescind their resignation prior to the termination date, their individual circumstances will be taken into account by local management when making their decision to accept or deny the request;

(c) Prior to making any decision, the local senior management team should consider the individual's previous performance and attendance record. A decision must be made to establish if the retention of this police officer is in the interest of the effectiveness or efficiency of the organisation. Advice should be sought from the legal adviser. The justification for rescinding or refusing to rescind must be recorded;

(d) Direction should be sought from the office of the Deputy Director of Human Resources (DDHR) or their representative regarding any student officer or probationary officer who wishes to rescind their resignation. It will be the responsibility of the police officer's HR Manager to immediately inform DDHR Secretariat;

(e) Police Postings (zPoliceAppointments) must be informed of any requests to rescind resignations and then updated when a final decision has been made by the District to ensure records can be perfected.

(9) Exit Interviews

- (a) An exit interview should be arranged with all trainee or substantive police officers who resign from the organisation. HR Managers should consider conducting an exit interview with officers retiring or being medically retired as a matter of courtesy.
- (b) The interview should be conducted in accordance with the exit interview guidelines, which are available from PoliceNet, Human Resources, Equality and Diversity pages;
- (c) Student officers and probationers resigning should be reminded that they may be precluded from being considered for re-admittance to the PSNI as a student officer for a period of 5 years;
- (d) Once an exit interview is conducted the HR Manager must update the police officer's SAP record accordingly. This will ensure a permanent record is retained and allows the Diversity Unit to access the records for future analysis.

(10) Personal Security of and Correspondence for Ex-Police Officers

- (a) The personal security of police officers leaving the Service remains a consideration for the PSNI. Cessation of employment with the PSNI may not be readily known and experience has shown that some ex-police officers have been the subject of criminal or subversive attention;
- (b) If intelligence or information of this nature were known to the PSNI it would be the responsibility of the Service to inform the individual as soon as possible. In order to achieve this it is essential that ex-police officers keep the PSNI informed of their home address and any subsequent change of address.
- (c) The police officer's HR Manager in the District/Department they served in prior to resignation/retirement will remain the point of contact. PSNI should be notified of any change of address and additionally if the individual wishes, they may provide details and address of employment;
- (d) The providing of such detail is voluntary and any information supplied will be recorded and used in accordance with PSNI guidelines;
- (e) Any correspondence received by PSNI for ex-police officers relating to legal matters will be passed to Legal Services,
- (f) External mail that is of an obvious commercial nature will either be destroyed or returned to sender;
- (g) Correspondence received by PSNI bearing name, rank, etc, will be retained pending collection by the individual. The HR Manager will advise ex-police officers when such mail is received and it will be the individual responsibility of the addressee

to collect such mail. Any mail not collected within 1 month of notification will be destroyed;

(h) Social Groups such as the Athletic Association (AA) will be instructed to make their own delivery arrangements.

8. MONITORING/REVIEW

Any feedback or queries relating to this guidance should be addressed to the Head of Resourcing Branch.