

SI0121

Leaving the Service

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This Service Instruction has been created to enable consistent practice within the Police Service of Northern Ireland around leaving the Service.

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1. Introduction

The aim of this Service Instruction is to:

- Enable overall accountability and governance; and
- Clarify roles, responsibilities and obligations within the leaving process.

It is not intended to replicate current guidance such as the Corporate Appearance and Protective Equipment Standard (CAPES) and should be read in conjunction with the appropriate Human Resources guidance:

- Police Officer Guidance; and
- Police Staff Guidance.

2. Leaving the Service: Definitions

There are currently a number of processes which fall within the definition of leaving the Service. These are:

- Resignations;
- End of Fixed Term Contact (Police Staff Only);
- Retirements;

- Dismissal;
- Ill Health Retirements; and
- Death in Service.

3. Leaving the Service: Key Elements

There are three key elements that need to be addressed as an individual exits the organisation:

- 1) [Personal Issue Equipment \(PIE\)](#): The return of Service-issue items to the relevant issuing branch.
- 2) [Records Management](#): The return of all notebooks, journals and day books to Records Management Unit.
- 3) [Human Resources \(HR\)](#): Ensuring that the Recognition and Financial aspects of leaving the Service are concluded.

Personal Records: Before leaving the Service a copy of personal information (e.g.; OHW Record / Duty Adjustments, Health and Safety Records (including e23/10s), Posting History, Qualifications, Attendance and Absence Information, Performance Management, Grievance and

Bullying / Harassment etc.) can be obtained via the Subject Access Self Service function on eServices.

4. Personal Issue Equipment: Definition

Personal Issue Equipment (PIE) includes but is not restricted to the items below:

- Identity Card (Police Staff) or Warrant Card (Police Officer);
- Keys / swipe cards;
- Uniform and ancillary items (such as limb restraints, spit / bite guards and public order batons etc.);
- Credit / Charge Cards;
- Personal Protection Weapon (PPW) and associated items;
- Personal Protective Equipment (baton, handcuffs, irritant spray etc.); and
- Information and Communications Technology (ICT) Equipment.

There are four main issuing branches which have responsibility for the distribution and retrieval of PIE. These are

Procurement and Logistics Services (PaLS) which includes Weapons Control, Stores, Information and Communications Services (ICS) and Service Vetting.

5. Records Management

Officers and Staff leaving the Service are required to return all notebooks, journals, day books and Service Records. These form part of the corporate record and must remain in the charge of the Chief Constable. Information on the supporting processes is contained in Service Instruction SI0119 – Official Issue Notebooks Journals and Daybooks which can be found on the [Service Instruction Homepage](#).

6. Leaver Responsibilities

Individuals leaving the Service must:

- Notify their line manager in writing of their intention to leave within reasonable time;
- Meet with their line manager to discuss the use of any remaining annual leave and the handover of work;

- Immediately obtain a full equipment list from Weapon Control and arrange the return of all items as soon as practical but no later than last day of duty;
- Arrange the secure return of all Police-issued digital devices to ICS; Mobile Phones and tablets to Mobility Management at ICS Lisnasharragh; Remote Laptops and Portable memory devices to Ops 4 ICS at Lisnasharragh as soon as practical but no later than the last day of duty;
- Ensure the return of all Numerals and Body Armour equipment to Stores as soon as practical but no later than last day of duty;
- In adherence with Service Instruction 0119 Notebooks, Journals and Daybooks (available from the [Service Instruction Homepage](#)) ensure all PIE, notebooks, journals and day books or other Service Records are returned as soon as practical but no later than the last day of duty;
- Completing the required sections within all relevant forms in respect of HR, Payroll and Pensions as per timelines; and
- Liaise with their line manager to ensure completion of the PIE eServices page to document the return of all PIE items as soon as practical but no later than the last day of duty.

7. Line Management Responsibilities

Line Managers have primary responsibility for ensuring that the processes in respect of leaving the organisation are adhered to in respect of individuals who they currently supervise. Key tasks for Line Managers include:

- Upon receipt of notice of leaving issue related forms and certify that relevant information has been supplied;
- Liaise with PIE issuing branches around the return of Service-issue items;
- Verify that an equipment list has been obtained and the items returned as soon as practical but no later than last day of duty;
- Ensure all notebooks, journals, daybooks or other Service Records have been accounted for and returned to the designated authority managing

these corporate records within the District / Department as soon as practical but no later than last day of duty;

- Complete the Personal Issue Equipment eServices tab to document return of all PIE items as soon as practical but no later than last day of duty;
- Where the individual is unable to arrange the return of any items Line Managers must ensure these items are secured and returned to the relevant unit within one week of the leavers' last day of duty. In these circumstances Line Managers must obtain a full equipment list from Weapon Control. Line Managers must take possession of all Police Service-issued firearms and ammunition identified on the equipment list. Firearms and ammunition must be secured within a Police Armoury before arranging collection with Weapon Control within one week of the leavers' last day of duty;
- Discuss the use of any remaining annual leave / flexi leave / TOIL with the individual leaving the Service. It is expected that management will facilitate the individual in availing of any

outstanding leave before the agreed leaving date; and

- Where possible, ensure that an adequate handover of work takes place between the leaver and the individual(s) who will be assigned their tasks to allow for continuity of business.

8. Senior Management Responsibilities

Senior management have an oversight role within the leaving process and will have access to management information around PIE returns for their area of responsibility. Senior management also play a key role around recognising the individuals' contribution to the Service on leaving.

9. Personal Issue Equipment Issuing Branches Responsibilities

Issuing departments must reconcile equipment that has been returned against issue to each leaver, within one month of the leaving date. Any discrepancies must be immediately addressed with and managed by the leavers' supervisor.

Following notification from HR Systems, personal issue equipment issuing branches will take forward the following actions, expediting where appropriate:

Service Vetting:

- Organise the destruction of the leavers' Warrant / Identity Card upon receipt from their Line Manager; and
- Manage the update of relevant PSNI systems to remove the individual's clearance levels.

Armoury Officers:

- When leavers' weapons are booked into an armoury they become the responsibility of the Armoury Officer and must be accounted for until the weapon is returned to Weapon Control. This will include periodic checks by Inspectors and Chief Inspectors; and
- Where a leavers' weapon is placed into an armoury it remains the responsibility of the Line Manager to arrange speedy return to Weapon Control.

Weapons Control:

- Co-ordinate the safe return of the leavers' PPW and ancillary items, ensuring leavers' and their Line

Managers are aware of and comply with the relevant processes.

Procurement and Logistics:

- Deal with the return of uniform in line with process outlined in the Corporate Appearance and Protective Equipment Standard (CAPES) webpage.

ICS:

- ICS will notify individuals and Line Management of recorded equipment held which should be returned to ICS, including mobile phones, remote working laptops and tablets. ICS will facilitate the return of this equipment via Line Management. Individuals and Line Managers must ensure all digital devices are returned securely to ICS, Lisnasharragh as detailed in [Chapter 6 – Leaver Responsibilities](#).

10. Human Resources

Human Resources have created guidance documents to assist individuals and Line Managers with the HR aspects of the process.

They are required to:

- Supply information on a regular basis to PIE issuing branches and Records Management in respect of Officers' and Staff who are projected to leave the Service;
- Proactively facilitate communication between these branches, individuals and their Line Managers; and
- Offer Exit Interviews to individuals voluntarily leaving the Service.

11. Payroll and Pensions

Payroll are required to ensure that when a Police Staff member or Police Officer leaves the Service:

- They establish if there are any outstanding monies owed to the Service;
- Pay the balance of pay and allowances (up to and including their last day of Service);
- Process Leavers' details with His Majesty's Revenue and Customs (HMRC); and
- Issue a P45 alongside a Final Payslip.

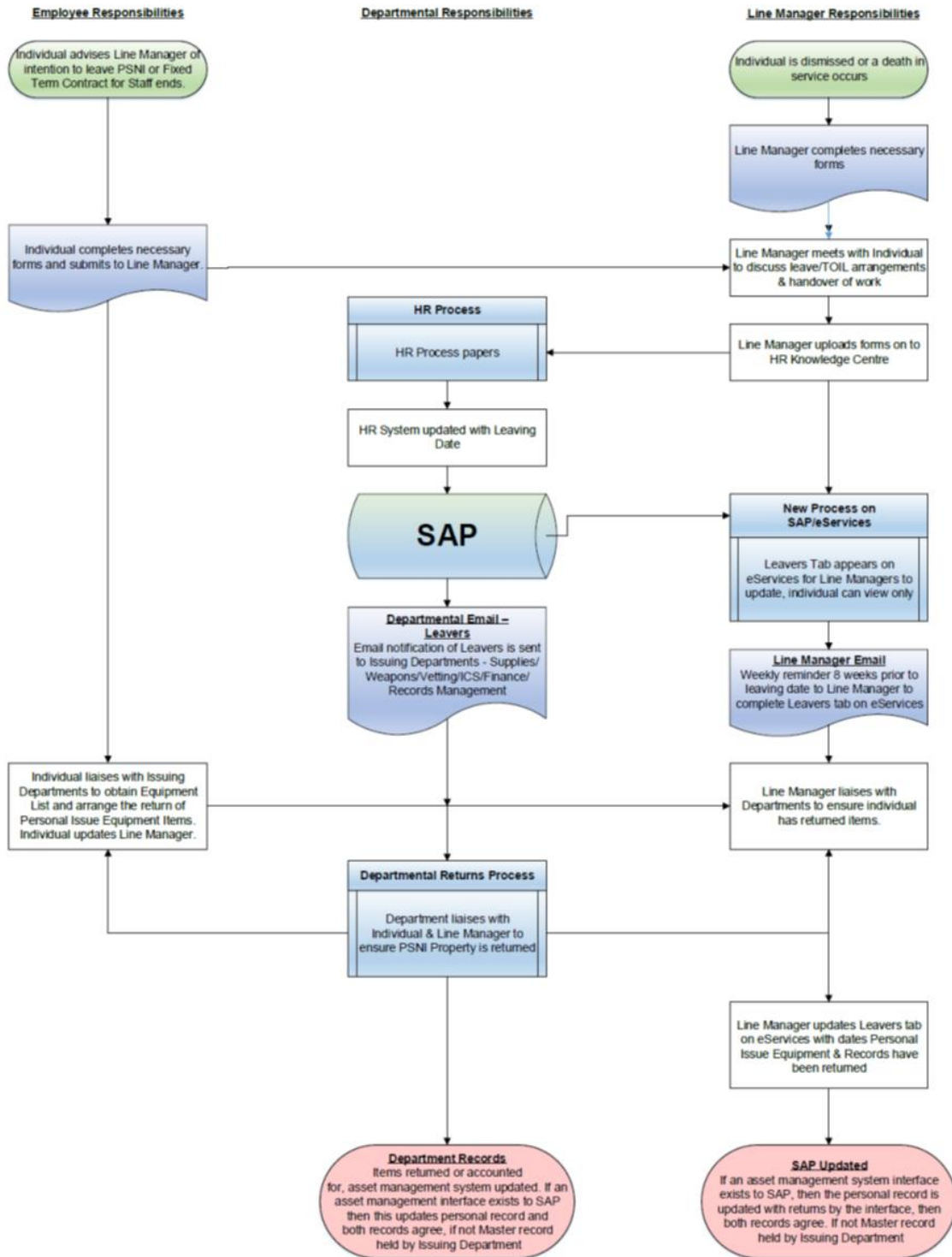
Pensions are required to:

- Provide Options details for Officers retiring on receipt of a fully completed Form 37 and copies of relevant certified certificates (birth, marriage, divorce). Form 37 can be submitted 3 months prior to planned retirement date;
- Provide details of deferred benefits for those leaving the Service with more than 2 years' Service but not able to receive their pension benefits;
- Process refund of contributions for those Officers leaving with less than 2 years' Service; and
- Provide final salary details for Police Staff to Civil Service Pensions.

12. Death in Service

Where a member of Police Staff or a Police Officer regrettably dies in Service, the responsibility for managing all arrangements will rest with the District Commander / Head of Branch of the area in which the individual worked at the time of death. Service guidance is available to assist Officers and staff in these circumstances.

Appendix A – Flowchart Process



Appendix B – Roles and Responsibilities Description

<p style="text-align: center;">Individual</p>	<p>Individuals leaving the Service are personally responsible for completing the relevant HR, Payroll and Pensions forms and ensuring the all PIE, Notebooks, Journals, Daybooks and Service Records are returned as soon as practical but no later than their last day of duty.</p> <p>Weapons are personally issued to PSNI members against a signature for use whilst they remain a member of PSNI. Prior to leaving the Service, it is that Officer’s responsibility to ensure safe return of their PPW and other items to Weapon Control, Seapark. The Officer should contact to seek a Stores Card (kit list). This will be e-mailed out and will include all items worn on the belt (weapon, ammunition, handcuffs, baton, etc.).</p> <p>Once received, the Officer should contact Weapon Control to make an appointment to return the items to Seapark as soon as practical but no later than their last day of duty.</p> <p>The Officer / Staff member should liaise with their Line Manager to ensure completion of the PIE eServices page to document return of all PIE items as soon as practical but no later than last day of duty.</p>
<p style="text-align: center;">Line Manager</p>	<p>Line managers are responsible for verifying the return of PIE by completing the relevant e-Services return and ensuring that the organisational processes on the return of Service Records outlined in this and other Service Guidance are adhered to.</p>

	<p>In cases where the individual is unable to return items to Weapon Control, Line Managers must take steps to ensure safe-keeping of the items in a Police Armoury and onward transmission to Weapon Control. If the items cannot be returned to Weapon Control in an expeditious manner, the Line Manager must make arrangements within one week of the leavers' last day of duty to have these collected from the armoury by Police Drivers.</p>
<p>Senior Management</p>	<p>Senior Management have an oversight role with regard to PIE and will have access to reports around this for their area of responsibility to provide governance and ensure compliance. Senior Management also play a key role around recognising the individuals' contribution to the Service on leaving.</p>
<p>Armoury Officers</p>	<p>When leavers' weapons are booked into an armoury they become the responsibility of the Armoury Officer and must be accounted for until the weapon is returned to Weapon Control. This will include periodic checks by Inspectors and Chief Inspectors.</p> <p>Should a leaver's weapon be placed into an armoury, it is the responsibility of the Line Manager to arrange speedy return to Weapon Control.</p>
<p>Records Management Unit</p>	<p>Records Management Unit facilitates the return of all Notebooks, Journals and Daybooks from leavers' via Line Management and the corporate storage and retrieval of these documents.</p>
<p>Information and Communication Services</p>	<p>From early 2021 ICS will notify individuals and Line Management of recorded equipment held which should be returned to ICS, including mobile phones, remote working laptops and tablets.</p>

	ICS will facilitate the return of this equipment via Line Management.
Procurement and Logistics	Procurement and Logistics Services have overall responsibility for managing the return of any PPW, associated items and uniform.
Service Vetting	Service Vetting Unit are responsible for managing all vetting issues upon notification of an individual leaving the Service. The Service Vetting Unit are also responsible for the destruction of all warrant cards and identity cards returned to the Pass Office by Line Management.
Human Resources	Human Resources are responsible for updating the HR system and linking with management around recognising the individual's contribution to Policing. HR will also provide advice around the related aspects of the leaving process, and support the process through the provision of management information.
Payroll	Payroll will ensure that all outstanding salary and allowances are paid to the individual leaving the Service. Payroll will also provide final salary details for Police Staff to Civil Service Pensions.
Pensions	Pensions are responsible for providing Options details for Officers Leaving the Service.

Appendix C – Contact Us

Service Instruction Author

Superintendent Operational Support Department

Branch e-mail

zOSDStaff@psni.police.uk