



STAFFORDSHIRE
POLICE

Volunteer Reservists Guidance

February 2024

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Summary of changes

Version	Date	Author	Description of change
1.0	July 18	People Services	Initial draft policy completed.
2.0	Nov 18	People Services	Revised Draft completed
3.0	June 2020	People Services	Re-format
4.0	Sept 21	People Services	Re-format
5.0	May 23	Chief Supt Sharrard-Williams	Clarification of Formation Types
6.0	Jan 2024	People & OD	Change of header/footer due to crest change
7.0	Feb 24	Chief Supt Sharrard-Williams	Change to leave entitlement

Approvals, Reviews and Distribution

Name	Department	Role	Date
HR Officers	People Services	Reviewer	July 2018
Unison	Trade Union	Reviewer	July/ Dec 2018
Federation	Support Association	Reviewer	July/ Dec 2018
██████████	Executive	Approver	July 2018
██████████	Colleague Relations Manager	Reviewer	July / Dec 2018
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Associated Documents

Document Name	Document Reference

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1. Introduction

1.1 Staffordshire Police support our Police Officers and Police Staff (colleagues) who are members of the Volunteer Reserve Forces (VRF) and they recognise the valuable contribution that Reservists make to the UK Armed Forces, their communities and the civilian workplace.

1.2 The aim of this guidance is to explain:

- What the VRF is;
- Who is eligible, and
- How you can apply
- What happens during mobilisation
- Returning to Force

2. Purpose and Scope

2.1 The VRF are people who train in their spare time to serve alongside the regular Forces in times of increased demand. VRF are members of one of the following organisations:

- Army Reserve
- Royal Navy Reserve
- Royal Marine Reserve
- Royal Auxiliary Air Force

2.2 Colleagues who are uniformed Cadet Force Adult Volunteers (CFAV) in the Ministry of Defence sponsored Cadet Forces are also subject of this policy on the same terms and all references to VRF pertain to CFAV unless stated.

2.3 People Services will periodically review resource levels to ensure that efficient cover levels are maintained. This ensures that the Force is able to continue to maintain operational resilience and protect and serve its communities from harm and also support the nation's security.

3. Permission to Remain or Join the VRF

- 3.1 New recruits should first discuss their commitment to the VRF (including CFAV) with their HR Officer/Professional Standards Team who will review on a case by case basis. Noting, that all applicants must first complete their probationary period before any deployment on mobilisation to VRF is made.
- 3.2 Current colleagues who would like to join the Volunteer Reserve Forces (VRF or CFAV) or renew their commitment, should seek permission to do so through line management in the first instance and then complete a Business Interest/Additional Occupation application, submit the application to Professional Standards (PSD) who will review the application and forward the request to the relevant Board for consideration. Approval will be granted subject to consideration of a number of factors i.e. attendance / performance / conduct and operation efficiency. PSD will advise colleagues of the decision.
- 3.4 Colleagues are not permitted to register as a High Readiness Reservist (HRR) which hold specific skills and can be deployed with 7 days' notice.

4. Reserve Status Notification (does not apply to CFAV)

- 4.1 Colleagues who are a Reservist are also required to grant permission for the Ministry of Defence (MoD) to write directly to the Force. This is known as 'Employer Notification' and ensure the Force is made aware that the colleague is a Reservist and the benefits, rights and obligations that apply.
- 4.2 The MoD will issue written confirmation to the employer informing them the colleague is a Member of the Reserve Forces. This letter will provide detail of mobilisation obligations and rights as a colleague; rights as an employer; and details of the financial assistance available if an colleague is mobilised. Where possible, it will also provide details of any annual training commitments. The MoD will also send a follow-up letter each year to confirm that the information held is still accurate.

5. Training Commitment

- 5.1 Volunteer Reservists make a minimum basic training and duty commitment of one night each week, as well as attending training or duties throughout the year.

- 5.2 As VRF training schedules are confirmed months in advance, all reservists must give the Force as much notice as possible so that these commitments can be taken into account operationally. Line Managers should not rescind their decision to permit training in duty time unless there are exceptional circumstances.
- 5.3 Additional leave of up to 10 days (see Section 6 Special Paid Leave for Training & Duty Purposes) may be granted for short periods of training or duty provided adequate notice is given and where such cannot be undertaken in off-duty time. Attendance at weekend training which cannot be undertaken during off-duty will be subject to the same arrangements.

6. Special Paid Leave for Training & Duty Purposes

- 6.1 Police Officers – If you are a Volunteer Reservist (including CFAV) you are entitled to up to ten days (80 hours), pro rata for part time officers, paid leave if required to undertake training or military duty. This leave may be taken in blocks or as single days to reflect the blend of duty and training types
- 6.2 Police Staff – If you are a Volunteer Reservist (including CFAV) you are entitled to up to ten days (74 hours), pro rata for part time staff, paid leave if required to undertake training or military duty. This leave may be taken in blocks or as single days to reflect the blend of duty and training types.
- 6.3 For both Police Officers and Police Staff the agreed special paid leave is additional to the contracted annual leave entitlement.
- 6.4 Should further time off be required colleagues should use annual leave, TOIL, flexi or request to change to a rest day for example.
- 6.5 Authority to take special leave should follow the normal procedure for leave booking in Force and does not take precedence over other types of leave. Mandatory training for Student Police Officers may not be cancelled for the purposes of this special leave
- 6.6 Authority may be given to spouses of members of HM Armed Forces including Volunteer Reserves (but not CFAV) at the point of pre and post operational deployment to support families in managing the deployment of a spouse. The special leave policy should be consulted separately regarding authorisation.

7 Mobilisation (does not apply to CFAV)

- 7.1 Mobilisation is the process of calling Reservists into full time service with the Regular Forces, in order to make them available for military operations. The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically no longer than 12 months.
- 7.2 Mobilised colleagues will be treated as if they are on unpaid leave from the force. Military service will be reckonable service for pay purposes so that the colleague's salary on return to the Force would be at the same level as if they had remained on the payroll throughout the period of mobilisation.

8 Pay during Mobilisation (does not apply to CFAV)

- 8.1 Salary during mobilisation will be paid for by the MoD. Volunteer Reservists will receive basic pay and any entitled allowances in accordance with their military rank and specialism.
- 8.2 The Force will cease all contractual pay, benefits and allowances during the period of mobilisation. The Reservist will take all their pay details to the Mobilisation centre. Any agreed continuation of pay will be through the MoD.
- 8.3 Police dog handlers will need to return the police dog during the period of mobilisation. There is no guarantee of the same police dog upon return.
- 8.4 Should colleagues pay be less than the salary they receive from the Force, they should apply to the MoD for the difference to ensure they receive no loss of earnings, this is known as a Reservist Award. Reservists may also claim certain benefits if the Force ceases to pay for these.
- 8.5 Should the colleagues elect to remain a member of their occupational pension scheme and continue to pay their individual contributions during mobilisation they will need to inform the Payroll Department.
- 8.6 If the Force suspends the employer contributions, the MoD will make the employer contributions during the period of mobilisation as long as the colleague elects to remain a member of the Police scheme and continues to make their personal contributions. The contribution will be paid by the MoD.

9 Sickness during Mobilisation (does not apply to CFAV)

- 9.1 Should a Volunteer Reservist become sick or injured during the period of mobilisation then they will be covered by the Armed Forces healthcare arrangements until they are demobilised. If the sickness or injury continues and this results in early demobilisation, they will remain covered by the Armed Forces up until the last day of paid military leave.
- 9.2 Once this period of pay has ended the colleague will be covered by the Sickness Absence Policy.

10 Annual Leave (does not apply to CFAV)

- 10.1 Colleagues should be encouraged to take any outstanding annual leave before the period of mobilisation. Please refer to the annual leave policy on carrying over annual leave.
- 10.2 Volunteer Reservists will not accrue annual leave with the Force during the period of mobilisation as they will accrue this with the Armed Forces. For example, a Volunteer Reservist mobilised for 4 months will be entitled to accrue 8 months of annual leave entitlement with the Force during that annual leave year.

11 Continuity of Service during Mobilisation (does not apply to CFAV)

- 11.1 Service during period of mobilisation will be continuous and count towards reckonable service.

12 Sick Pay (does not apply to CFAV)

- 12.1 Volunteer Reservists will receive full pay from the Armed Forces throughout the period of mobilised service even during periods of illness. Once mobilised service is complete, colleagues will be covered by Staffordshire Police Sickness Absence Policy.

13 Incremental Progression (does not apply to CFAV)

- 13.1 Normal incremental progression will continue during the period of mobilisation and therefore colleagues will be paid at the correct rate upon their return to

the force so their pay will be at the same point as if they had remained on pay throughout the mobilisation service.

14 Intended Return (does not apply to CFAV)

- 14.1 Volunteer Reservists must write to the Force by the third Monday after their last day of military service making their request to return to work and suggesting a date which should fall within 6 weeks of their last day of full-time service. This letter formally starts the return to work process.
- 14.2 They are also encouraged to informally contact the Force to discuss their return to work at the earliest opportunity. A formal application must be made in writing for it to be valid under the Act.
- 14.3 Colleagues should complete a medical questionnaire to assess their fitness as well as a Force Vetting Form to cover the period of absence.
- 14.4 Subject to fitness and vetting approval being granted the Force has an obligation under Reserve Forces (Safeguarding of Employment) Act 1985 (SOE85) to reinstate the colleague once they have returned from mobilisation, where possible to their former role and on the same terms and conditions prior to mobilisation.
- 14.5 Where organisational change has resulted in that role no longer being in existence:
 - Police Officers, will be considered under the Organisational Change Policy and, if necessary, they will be posted to a new role in accordance with the guidance; and
 - Police Staff, will be dealt with in accordance with the principles of the Redeployment section of the Organisation Change Policy. Each case will be considered individually.

- 14.6 If a Reservist is not happy with the offer of alternative employment they must write to the employer stating why there is reasonable cause for them not to accept it. If a Reservist believes that the force's response to their application denies their rights under the Safeguard of Employment Act 1985, an application can be made to the Head of People Services for assessment. They will consider the Reservist's application and can make an order for reinstatement and/or compensation.
- 14.7 The Reservist should be reinstated within 6 weeks of the last day of their full-time service. They must be reinstated for a minimum period of 13, 26 or 52 weeks, depending on their length of service prior to mobilisation.

15 Unable to Return (does not apply to CFAV)

- 15.1 If a Reservist is unable to return to Force due to disablement whilst they were called up, then they should contact People Services for advice and guidance.
- 15.2 Police Officers
Police Officers would qualify for payment of an ill health award if they became permanently disabled for police duties during their service in HM Forces.
- 15.3 The Chief Constable has discretion to make up the total pension payments received from the police and armed forces schemes to the level which would have been payable had the disability occurred on police duty.
- 15.4 Police Pension Regulations allow Police Officers who become permanently disabled during the mobilisation period for police duties to be paid the ill health award which they would have received had the disablement occurred during a period of police service.
- 15.5 Mobilised officers will not be covered under the police injury benefits scheme. The armed forces have their own compensation scheme for injuries and deaths which are attributable to military service (these are separate from the pension arrangements).
- 15.6 The Chief Constable can use their discretion for Reservists dependents' to receive benefits at the level which would have been paid had they received a qualifying disablement which resulted in death whilst on police duty.

15.7 Police Staff

Police Staff who are also member of the Local Government Pension Scheme and die, or are permanently disabled, as a result of injury sustained during their service, will be treated as if they were in Force employment at the time.

16 Further Information

Army	www.army.mod.uk/join/20233.aspx
Defence Relationship Management Helpline 0800 389 5459	www.gov.uk/government/groups/defence-relationship-management
Royal Air Force	www.raf.mod.uk/rafreserves
Royal Navy	www.royalnavy.mod.uk/the-fleet/maritime-reserves
Supporting Britain's Reservists & Employers (SABRE) Helpline 0800 389 5459	www.Sabre.mod.uk