

26 August 2026

FOI Ref 23286

Request - You asked Staffordshire Police (SP) the following:

I am writing to request information under the Freedom of Information Act 2000 concerning your force's procedures for probationary police officers under Regulations 12 and 13 of the Police Regulations 2003.

Please provide copies of any policies, procedures, guidance documents, standard operating procedures, flowcharts, manager guidance, forms, checklists or other written material held by your force concerning:

1. Regulation 12, including the extension of a police officer's probationary period; and
2. Regulation 13, including the assessment of whether a probationary officer is fitted physically or mentally to perform the duties of the office, is likely to become an efficient or well-conducted constable, and/or any process for considering the dispensation of a probationary officer's services.

I am particularly interested in identifying whether your force's Regulation 13 policy, procedure or guidance:

- refers expressly to Regulation 12;
- requires or encourages consideration of an extension of probation before or during a Regulation 13 process;
- provides for additional training, development, support or an improvement period instead of, or before, dispensation;
- provides for an officer's probationary period to be extended where further time is required to assess their performance, development or suitability;
- explains the circumstances in which Regulation 12 may be used as an alternative to, or alongside, Regulation 13.

Relevant period

Where possible, please provide the version or versions of these documents that were in force between 1 August 2021 and 31 August 2023.

If a relevant document was revised during that period, I would be grateful for each version that applied.

If the historic version is no longer routinely available but is retained in an archive, document-management system or other records, please include that version if it can reasonably be retrieved.

If this is not possible, I will accept the latest/current version.

Documents available online

If any of the requested information is already publicly available, I am content to be directed to it rather than requiring a duplicate copy.

However, I would be grateful if you could provide the specific webpage or direct document link, together with the title and version/date of the relevant document.

I make this request because, in previous FOI responses from police forces, I have on occasion been advised that the requested document is available elsewhere online, but the link supplied has

subsequently been unavailable, broken or has not led to the relevant historical document.

Accordingly, if the document is publicly available, please either:

- provide a functioning direct link to the document; or
- if the link is no longer operational, provide a copy of the document if it remains held by the force.

For clarity, I am seeking policy and procedural material only. I am not requesting personal data, individual case files or information identifying any particular police officer.

If any part of this request would exceed the appropriate cost limit under section 12 FOIA, I would be grateful if you would first prioritise:

1. the principal Regulation 13 policy/procedure;
2. the principal Regulation 12 or probation-extension policy/procedure; and
3. any document demonstrating whether Regulation 12 or an extension of probation is considered within the Regulation 13 process.

I would also be grateful for any advice and assistance under section 16 FOIA as to how the request could be narrowed while preserving those three areas.

SP received your request on 21/08/2026 and have processed this under the Freedom of Information Act (FOIA).

SP's response to your enquiry is as follows:

SP holds the requested information.

I am writing to request information under the Freedom of Information Act 2000 concerning your force's procedures for probationary police officers under Regulations 12 and 13 of the Police Regulations 2003.

Please provide copies of any policies, procedures, guidance documents, standard operating procedures, flowcharts, manager guidance, forms, checklists or other written material held by your force concerning:

1. Regulation 12, including the extension of a police officer's probationary period; and
2. Regulation 13, including the assessment of whether a probationary officer is fitted physically or mentally to perform the duties of the office, is likely to become an efficient or well-conducted constable, and/or any process for considering the dispensation of a probationary officer's services.

I am particularly interested in identifying whether your force's Regulation 13 policy, procedure or guidance:

- refers expressly to Regulation 12;
- requires or encourages consideration of an extension of probation before or during a Regulation 13 process;
- provides for additional training, development, support or an improvement period instead of, or before, dispensation;
- provides for an officer's probationary period to be extended where further time is required to assess their performance, development or suitability;
- explains the circumstances in which Regulation 12 may be used as an alternative to, or alongside, Regulation 13.

Relevant period

Where possible, please provide the version or versions of these documents that were in force between 1 August 2021 and 31 August 2023.

If a relevant document was revised during that period, I would be grateful for each version that applied.

If the historic version is no longer routinely available but is retained in an archive, document-management system or other records, please include that version if it can reasonably be retrieved.

If this is not possible, I will accept the latest/current version.

Documents available online

If any of the requested information is already publicly available, I am content to be directed to it rather than requiring a duplicate copy.

However, I would be grateful if you could provide the specific webpage or direct document link, together with the title and version/date of the relevant document.

I make this request because, in previous FOI responses from police forces, I have on occasion been advised that the requested document is available elsewhere online, but the link supplied has subsequently been unavailable, broken or has not led to the relevant historical document.

Accordingly, if the document is publicly available, please either:

- provide a functioning direct link to the document; or
- if the link is no longer operational, provide a copy of the document if it remains held by the force.

For clarity, I am seeking policy and procedural material only. I am not requesting personal data, individual case files or information identifying any particular police officer.

If any part of this request would exceed the appropriate cost limit under section 12 FOIA, I would be grateful if you would first prioritise:

1. the principal Regulation 13 policy/procedure;
2. the principal Regulation 12 or probation-extension policy/procedure; and
3. any document demonstrating whether Regulation 12 or an extension of probation is considered within the Regulation 13 process.

I would also be grateful for any advice and assistance under section 16 FOIA as to how the request could be narrowed while preserving those three areas.

- **Disclosed: Please see the attached documents entitled, 'Regulation-12-13-Procedure-for-Student-Officers-Jan-24 (1)', 'Unsatisfactory Performance of Probationary Officers Procedure Final Document Feb 2021 (ARCHIVED)' and 'L and D Policy 2016 reg 12 and 13 process. APPENDIX 2 (ARCHIVED)'.**

Please note that the documents provided were in force from the month/year given in the document title with '(ARCHIVED)' showing in the title for those that are now archived.

All Freedom of Information request responses are published on the SP website although personal details are not included.



STAFFORDSHIRE
POLICE

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from SP, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

IAT@staffordshire.police.uk

Or by Post to:

Information Access Team
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Information Access Team within two months of the SP response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by a supervisor who is independent from the original Decision Maker. The Information Access Team will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to forty working days.

The independent supervisor will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, considering the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the independent supervisor will reply to the appellant with the result of the review. If the appellant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following link:
<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Information Access Team