



STAFFORDSHIRE  
**POLICE**

## **Police Staff Misconduct Procedure**

---

October 2025

**P&OD** | **HR - essentials**

## Contents:

|           | Title                                                            | Page |
|-----------|------------------------------------------------------------------|------|
| <b>1</b>  | Introduction                                                     | 4    |
| <b>2</b>  | Preliminary Consideration                                        | 5    |
| <b>3</b>  | Police Staff Council (PSC) Standards of Professional Behaviour   | 5    |
| <b>4</b>  | Definitions                                                      | 5    |
| <b>5</b>  | Misconduct Procedures                                            | 6    |
| <b>6</b>  | Formal Stages                                                    | 9    |
| <b>7</b>  | Investigation                                                    | 10   |
| <b>8</b>  | Suspension                                                       | 11   |
| <b>9</b>  | Hearings                                                         | 13   |
| <b>10</b> | Misconduct Outcomes                                              | 15   |
| <b>11</b> | Appeals                                                          | 16   |
| <b>12</b> | Resignation and Retirement                                       | 18   |
| <b>13</b> | Barred and Advisory List                                         | 19   |
| <b>14</b> | Equality Statement                                               | 19   |
|           | Appendix 1 – Misconduct Stages                                   | 20   |
|           | Appendix 2 – Roles and Responsibilities                          | 24   |
|           | Appendix 3 – Offences constituting Misconduct / Gross Misconduct | 25   |

|  |                                                     |    |
|--|-----------------------------------------------------|----|
|  | Appendix 4 – Suspension Process                     | 27 |
|  | Appendix 5 – Trade Union / Colleague Representation | 30 |
|  | Appendix 6 – The Reflective Practice Review Process | 32 |
|  | Appendix 7 - Outcomes                               | 36 |
|  | Appendix 8 – Appeal Procedure                       | 38 |
|  | Appendix 9 – Procedural Flowchart                   | 39 |

Produced by Staffordshire Police  
for FOI 22255

## Misconduct Procedure

### 1. Introduction

- 1.1 The aim of the misconduct procedure is to ensure that all colleagues are aware of the standards of professional behaviour expected of them and that they are managed appropriately, and without unnecessary delay, in instances of misconduct.
- 1.2 The procedure seeks to improve behaviour or conduct that falls below the standards expected and to maintain consistency of treatment across the force for any misconduct that may occur. Our approach to any action taken under this procedure aims to be a fair, open and proportionate and is intended to encourage a culture of learning and development for individuals and the organisation.
- 1.3 The guiding principle of the procedure is that, in every case except dismissal, the aim is to obtain improvement and remedy problems. Each case shall be treated on its merits in the light of the particular circumstances involved. The central tenet of this procedure is that the principle of natural justice both applies, and is clearly seen to apply, at every stage. Natural justice is that:
  - A person knows the nature of the allegation against them.
  - They are given the opportunity to state their case.
  - The disciplinary body acts in good faith.
- 1.4 The People Plan is centred on transforming the organisation's culture, increasing autonomy, giving people greater control and trusting them to deliver their objectives. Good management practice is central to this, with managers being trusted and supported to respond to, and deal promptly with unsatisfactory conduct when it arises.
- 1.5 Minor breaches of conduct can often be dealt with successfully in an informal way and will remind the colleague of the standards of conduct and behaviour that are expected. With this in mind, early intervention and action is essential to avoid matters escalating.
- 1.6 If a colleague does not respond to informal action or Reflective Practice for conduct falling short of the Standards of Professional behaviour; or there is a more serious allegation of misconduct, then it may be necessary to use the

formal misconduct procedure. This procedure is a framework to ensure that Managers deal with misconduct matters in a fair and consistent way.

## 2. Preliminary Considerations

- 2.1 Before instigating any misconduct proceedings, line managers should first consider whether the matter concerned is one of performance, capability, attendance or a breach of the standards of behaviour. Advice can be sought from a relevant HR Officer. Where performance, capability or attendance concerns are identified, managers should refer to the relevant force policy.

## 3. Police Staff Council (PSC) Standards of Professional Behaviour

- 3.1 The [PSC Standards of Professional Behaviour](#), shall apply to all police staff considered within the scope of this procedure. If the conduct of an individual falls below that standards then this may be assessed as misconduct or gross misconduct.

## 4. Definitions

- 4.1 **Practice Requiring Improvement** means under-performance or conduct not amounting to misconduct or gross misconduct, which falls short of the standards as set out in the Police Staff Standards of Professional Behaviour.
- 4.2 **Misconduct** is a breach of the Standards of Professional Behaviour that is so serious as to justify disciplinary action.
- 4.3 **Gross Misconduct** is a breach of the Standards of Professional Behaviour so serious that dismissal may be justified.

## **5. Misconduct Procedures**

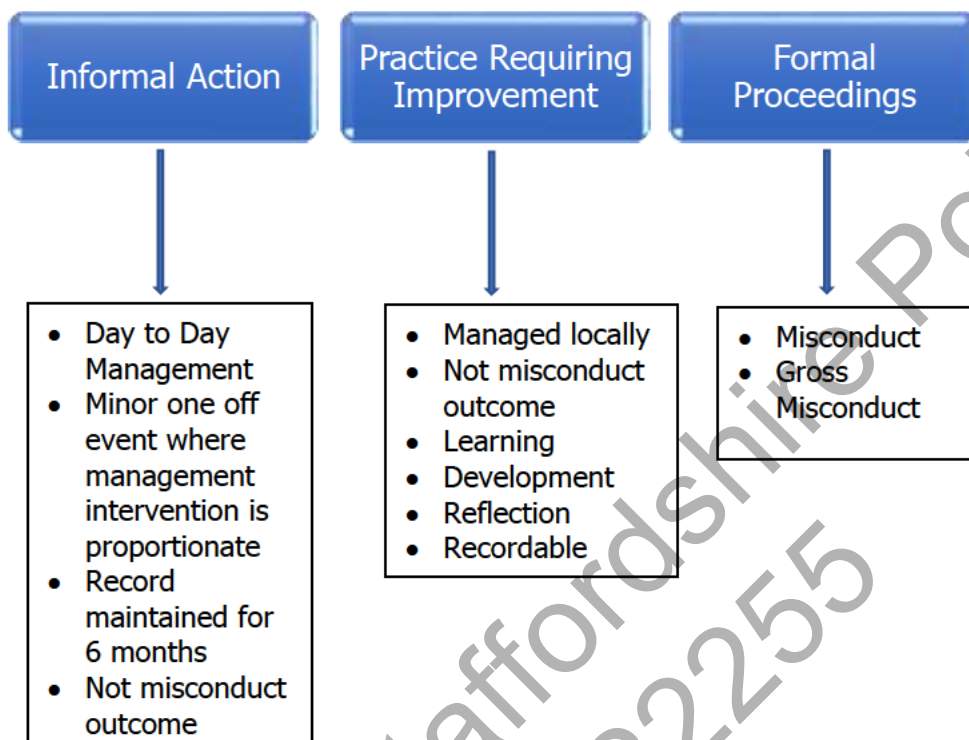
### **5.1 When conduct issues are raised**

- 5.1.1 Within this procedure there are various stages where action may be taken to address allegations of misconduct. Each stage will depend on the severity of the allegation after an assessment of the conduct.
- 5.1.2 As policing is unique, allegations of misconduct/gross misconduct relating to employment matters may be identified either by the line manager or the Professional Standards Department e.g. via confidential reporting or public complaint etc.
- 5.1.3 Where the Professional Standards Department have assessed a matter through the course of their inquiries and consider that there is a potential case of misconduct, they will notify the Line Manager and HR Representative to advise them of the allegations and hand over the case. The Line Manager will be responsible for investigating the allegations, with the support of the HR Representative.

### **5.2 Initial Assessment of Conduct**

- 5.2.1 Where it is believed that a colleague's conduct has fallen below the standard expected, as detailed within the PSC Standards of Professional Behaviour, managers should give early consideration to the most appropriate way of addressing the allegations by making an initial assessment of the conduct.
- 5.2.2 A HR Representative will provide advice and guidance around the most suitable way forward, as part of an initial fact finding discussion.
- 5.2.3 The fact finding should determine:
  - what the concern is
  - if the individual is aware that the behaviour falls below the standards expected
  - the severity of the breach
  - the impact to all parties and,
  - the likelihood of reoccurrence.

5.2.4 When dealing with allegations of misconduct, the below diagram may assist.



### 5.3 Informal Action

5.3.1 It is often the case that there is an opportunity to develop the trusting and open relationship with the colleague, whereby issues can be resolved through informal discussions with the parties concerned, listening to their point of view, agreed improvements, coaching or counselling. Minor breaches of conduct can often be successfully dealt with in an informal way and will remind the colleague of standards and behaviour that are expected.

5.3.2 We recognise that early intervention and action is essential to manage the situation effectively and avoid matters escalating. The force understands that initiating conversations regarding behaviour or attitude at work can be quite difficult. In order to support all managers, suitable guidance can be sought from HR on how to plan, prepare and undertake the discussion. In addition to this the force Welfare team is available to support managers in challenging situations.

5.3.3 Where, during the course of the discussion it becomes evident that there is no problem, i.e. misconduct has not occurred, this should be made clear to the colleague concerned and no further action will be taken.

- 5.3.4 Informal management action is not regarded as a formal misconduct outcome sanction but a record of the conversation should be made and recorded for a period of 6 months on the Personal File and Origin HR system. The most important point when addressing behaviour at work is to bring it to the colleague's attention, explain why it is wrong and reaffirm the standards of behaviour that we expect from colleagues.

## **5.4 Reflective Practice Review Process**

- 5.4.1 A line manager may consider that the Reflective Practice Review Process may be appropriate when the under-performance or conduct of a colleague, after assessment, does not amount to misconduct or gross misconduct, but falls short of the standards as set out in the PSC Standards of Professional Behaviour.
- 5.4.2 A conduct matter may also be referred to the Reflective Practice Review Process where it meets the definition of Practice Requiring Improvement following a complaint investigation, misconduct investigation, Misconduct hearing or the determination of the Director General of the IOPC.
- 5.4.3 Rather than following a formal misconduct process, Practice Requiring Improvement is an outcome which seeks to improve conduct through learning, as part of the Reflective Practice Review Process.
- 5.4.4 Where a line manager and HR representative find that the conduct would meet the definition of Practice Requiring Improvement and recommend that the Reflective Practice Review process is the most suitable method to address the conduct, a report should be submitted to the relevant Departmental Head.
- 5.4.5 The Departmental Head will review the manager's assessment and will determine whether the Reflective Practice Review Process is the most appropriate way of dealing with the issue.
- 5.4.6 Where the Departmental Head finds that the conduct matter, whether raised internally or via a complaint, after investigation, meets the definition of Practice Requiring Improvement and does not reach the threshold for misconduct action, it will be handled locally by the line manager through the Reflective Practice Review Process.
- 5.4.7 Further details about the Reflective Practice review process can be found at Appendix 6.

## 6. Formal Stages

- 6.1 There are formal steps to be taken when implementing the misconduct procedure. These include the investigation process; suspension, if applicable; the hearing; the outcomes and sanctions that can apply; and the appeal procedure.

[Appendix 1](#) outlines the detail at each stage of misconduct process, including timescales.

[Appendix 2](#) outlines the Managerial level that has authority to deal with the misconduct stages and the level at which advice and support is given.

- 6.1.2 A Misconduct Hearing will take place where there is a case to answer in respect of either misconduct; gross misconduct or where the colleague has a live final written warning and there is a case to answer for a further act of Misconduct.

- 6.1.3 The possible outcomes at a Hearing called to consider allegation(s) of Misconduct are:

- No Further Action
- Reflective Practice Review (Practice requiring Improvement)
- Written Warning
- Final Written Warning

- 6.1.4 Any future misconduct following a Final Written Warning whilst that warning is 'live' may result in dismissal.

- 6.1.5 If further misconduct occurs during the life of a Written Warning and it is deemed appropriate to take further misconduct action, a further warning may be issued. This may be either a Final Written Warning or, if it is felt appropriate, the existing Written Warning may be extended for up to 12 months.

- 6.1.6 If further misconduct occurs which, if founded, means that the culmination of existing warnings may lead to the ultimate sanction of dismissal, then the hearing should be conducted by the Head of Department.

- 6.1.7 If at any stage in this procedure it becomes apparent that the matter is actually one of performance or capability, it is appropriate to switch to the application of the Performance and Capability procedure.

## **6.2 Probationary Periods and Misconduct (modified procedure)**

- 6.2.1 Where a colleague who is investigated for alleged misconduct is within their contractual probationary period, a Probation Review Meeting will be held to discuss the allegations and to inform the colleague of the investigation findings.
- 6.2.2 If, during the Probation Review Meeting, the line manager finds that the colleague has breached the Standards of Professional Behaviour, the colleague may be dismissed in probation.
- 6.2.2 Where a colleague is dismissed in probation, there is no right of appeal.

## **7. Investigation**

### **7.1 Establishing the facts of each case**

- 7.1.1 Where an initial assessment of conduct has taken place and it is considered that the allegations may constitute a breach of the PSC Standards of professional behaviour for misconduct or gross misconduct, an investigation should take place.
- 7.1.2 It is important to carry out necessary investigations of potential misconduct matters without unreasonable delay, to establish the facts of the case.
- 7.1.3 Before commencing the investigation, the manager must ensure that the colleague is spoken to and informed of the allegations pertaining to misconduct or gross misconduct. The colleague must be notified that an investigation will be undertaken. This will be done in consultation with a HR Representative and must be confirmed to the colleague in writing at the conclusion of the meeting.
- 7.1.4 If appropriate, the line manager will undertake the investigation and will act as the Investigation Manager with the support of a HR representative. The investigation should aim to involve all parties and quickly establish the facts. All information communicated in connection with investigatory or misconduct meetings should be treated as confidential.
- 7.1.5 Colleagues who are requested to attend an investigatory meeting may be given advance warning and time to prepare, however this is not always appropriate and is at the discretion of the force. Whilst there is no right to be accompanied at any such investigatory meeting, the force will agree to a workplace representative attending in support of the colleague as part of this procedure.

- 7.1.6 Colleagues are required to fully co-operate in any investigation. This will include informing the Investigating Manager of the names of any relevant witnesses and disclosing any material documents.
- 7.1.7 The Investigating Manager should aim to conclude the investigation within a two week period. If there are exceptional circumstances which mean that the investigation will take longer to complete, the Investigating Officer should consult with the HR Representative and ensure that the colleague is notified of the revised anticipated timescale for the conclusion of the investigation.
- 7.1.8 The colleague must be kept informed of progress and likely timescales.

## **7.2 Inform the colleague of the findings**

- 7.2.1 Where, upon conclusion of the investigation, the deciding manager finds that there is a misconduct case to answer, the colleague must be notified of this in writing. This notification should contain sufficient information about the alleged misconduct and its possible consequences. This will enable the colleague to answer the case at a misconduct hearing.
- 7.2.2 The notification should give details of the time and venue for the misconduct hearing and advise the colleague of their right to be accompanied at the hearing. At this point, it is also appropriate to provide copies of any written evidence, which may include witness statements. In exceptional cases, the name of a witness may not be disclosed in order to protect the identity of that individual. In this event, the colleague will be given as much information as possible, while maintaining confidentiality.
- 7.2.3 The misconduct hearing should be arranged as soon as practicable giving the colleague no less than seven calendar days' notice, unless an alternative timescale is agreed by mutual consent.
- 7.2.4 Where a colleague is the subject of a criminal investigation this will not usually prevent an investigation or misconduct hearing taking place, provided that this does not prejudice any Police enquiry or possible prosecution. Cases involving criminal matters should be discussed with the HR Management Team to determine the most appropriate course of action.

7.2.5 If, following investigation, no formal misconduct action is to be taken, this will be confirmed to the colleague in writing.

## **8. Suspension**

- 8.1 The investigating manager, after consultation with a HR Representative, may believe that in order to investigate allegations of misconduct, the colleague should be placed on a period of suspension from duty.
- 8.2 The Deputy Chief Constable has the delegated authority to approve the suspension of police staff colleagues. Where the DCC is unavailable, the approval to suspend can be obtained from another Executive Officer in conjunction with the Head of People and Organisational Development.
- 8.3 The investigating manager must prepare a suspension report for the Deputy Chief Constable and make suitable arrangements to discuss it with them at the earliest opportunity.
- 8.4 Suspension will only take place where the force deem it is absolutely necessary to protect the colleague and/or the force. Situations where suspension may be necessary may include, but are not limited to:
- When the investigation cannot start because the colleague is not fit for work e.g. is under the influence of drink or drugs
  - When being at work may impact on the ability to undertake a full and fair investigation
  - Where the allegations are linked to bullying or harassment
  - Where there is an allegation of theft, other financial irregularities or dishonesty
  - Where it is inappropriate for the individual to be in the workplace or be involved on work matters in light of the nature of the allegations in question.
- 8.5 If it is appropriate, a temporary move to a different location may be considered as an alternative to suspension.

**(See Appendix 3 for examples of conduct constituting gross misconduct and Appendix 4 for further guidance on the procedure for the suspension of police staff).**

- 8.6 Suspension is a neutral act and is precautionary, not a misconduct penalty in itself.
- 8.7 During suspension the colleague shall receive their normal pay. Normal pay includes all the contractual earnings that would be paid during a period of normal working, including allowances, but excludes any payments not paid on a regular basis.
- 8.8 Where a colleague is suspended and they notify the force of a period of sickness, their pay will be in accordance with the terms and conditions of service. A period of sickness will not usually halt or delay the process.
- 8.9 A formal notice will be issued following the decision to suspend and the colleague will receive advice on the conditions of suspension. A meeting must be arranged to deliver the suspension notice, ensuring that a workplace representative is available for the colleague.
- 8.10 The colleague will be notified of the potential requirement to attend the workplace as part of the investigation process, and to attend disciplinary hearing where necessary. It is also appropriate at this stage to discuss any conditions which will apply during the period of suspension, for example, communication and welfare support channels, availability to attend meetings, facilities to meet with their representative.
- 8.11 Where a colleague has been issued with force IT e.g. laptop and mobile devices, these should be recovered for the duration of the suspension, along with their force ID card. The investigating officer may wish to inform the IT Department of the suspension, to ensure that relevant IT access is also temporarily suspended. Colleagues will be able to attend the workplace to access information relevant to their defence, and this will be coordinated via their welfare contact.
- 8.12 During the Suspension, annual leave which has already been arranged during a period of suspension will be taken and permission to take additional leave may be sought from the immediate line manager.

## **9. Hearings**

- 9.1 Upon conclusion of a misconduct investigation, where the deciding manager concludes that there is a case to answer for misconduct or gross misconduct,

the investigating manager will arrange a discussion with a HR representative to discuss arrangements for the misconduct hearing.

- 9.2 In the interest of fairness and natural justice, it is really important that different people in the management structure carry out the misconduct investigation and hearing.
- 9.3 A senior manager should chair misconduct hearings where there is a case to answer for misconduct, and the maximum outcome available is a Final Written Warning.
- 9.4 Where there is a case to answer for gross misconduct and the maximum outcome available is dismissal, the Director of Enabling Services will chair the misconduct hearing.
- 9.5 The colleague should receive written notice of the arrangements for the hearing no less than **seven** days in advance of the date of the hearing. The written notification should include:
- Names of the persons conducting the hearing (Chair, Independent Person and HR Advisor)
  - Date, time, and location of the hearing
  - Details of the allegation(s)
  - Basis of allegation(s)
  - The breaches of the Standards of Professional Behaviour
  - All supporting documents which may be used at the hearing.
- 9.6 Should the colleague wish to present any additional documentary evidence to the hearing, this should be submitted at least 48 hours prior to the date of the hearing.
- 9.7 Where the colleague indicates that they cannot attend at the specified time then, provided that the explanation is reasonable, alternative arrangements may be made. An alternative date must be offered by the colleague within a reasonable time frame. If the colleague fails to attend the re-arranged hearing, or does not give a reasonable explanation, the hearing may proceed in their absence and a decision will be made based on the available evidence.
- 9.8 Where a colleague is unable to attend a hearing within what the force considers is a reasonable amount of time, alternative solutions may be sought

e.g. written response, trade union or colleague representation on the colleague's behalf or telephone conference.

- 9.9 The investigating manager must ensure that all evidence collated is made available to the Chair of misconduct hearing. During the hearing, the Chair will be advised and supported by a member of the HR Management team.
- 9.10 The manager conducting the misconduct hearing will not be junior to the investigating manager or the colleague facing the allegations and will have had no prior involvement in the investigation.
- 9.11 Where misconduct is alleged, the hearing will be chaired by a Senior Manager and a HR Representative.
- 9.12 Where gross misconduct is alleged, the hearing will be chaired by an Executive Officer, an independent panel member and a HR Representative will be in attendance.
- 9.13 During a hearing, the HR representative's role is to advise on procedure and ensure fairness and consistency. A note taker may also be in attendance where the hearing is not recorded. The colleague shall be given an opportunity to make statements, call witnesses, and question as appropriate. If the hearing manager believes that further investigation is required, they may adjourn the hearing pending further investigation and re-convene on conclusion of the additional enquiries. The colleague will be provided with any additional information or evidence that the Hearing Manager intends to refer to.
- 9.14 When the manager believes they are in possession of sufficient evidence to consider a decision, they will then adjourn the hearing to consider the evidence presented and make a decision as to whether misconduct is proven on the balance of probabilities and the appropriate sanction, if any, to impose. The Manager may choose to deliberate over the outcome for up to 48 hours if the matter is complex or lengthy documentation requires consideration.
- 9.15 If the colleague chooses to call witnesses, it is their responsibility to arrange their attendance at the hearing. Where a police colleague agrees to attend as a witness, the force will wherever possible facilitate their attendance. Furthermore, the colleague must notify the hearing Manager at least three calendar days prior to the misconduct hearing of the names of such witnesses.

- 9.16 The outcome of the hearing will be confirmed in writing to the colleague as soon as possible, but in any case normally within seven days. Such timescale may be extended if, for example, further investigations need to be made in light of new evidence at the misconduct hearing.
- 9.17 In exceptional circumstances, or where senior Managers are being investigated, investigations and hearings may be conducted by people external to the organisation.

## **10 Misconduct Outcomes**

- 10.1 Where a panel makes a finding of misconduct that warrants a misconduct sanction, the colleague should be given an opportunity to make a statement in mitigation prior to the conclusion of the hearing. The HR Representative will provide antecedents relating to the colleague's record of service. The Manager conducting the hearing will adjourn to consider any additional information and to decide the appropriate outcome and sanction.

### **10.2 Misconduct Outcomes**

- No further action
- Reflective Practice Review
- Written warning (12 months)
- Final Written Warning (up to 18 months)

#### **10.2.1 Gross Misconduct outcomes**

- Written warning (12 months)
- Final Written Warning (up to 18 months)
- Summary Dismissal (Dismissal without notice)
- Demotion

- 10.3 In addition to the outcomes above, on some occasions the hearing manager may be prepared to explore other actions short of dismissal. These may include redeployment to another role, or extending a final written warning period up to a maximum of 2 years to review how colleagues respond.

#### **10.4 Written warnings should stipulate:**

- What the misconduct issue is

- The changes needed, with a timescale
- What could happen if the changes are not made
- What could happen if there is further misconduct
- How long the warning will stay in place

- 10.5 A letter confirming the outcome of the hearing and any sanctions imposed should be sent to the colleague within **seven** working days and should include the details of the appeals procedure. A copy of the letter will also remain active on the personal file for misconduct purposes for the appropriate period, see [Appendix 1](#). The HR system Origin will also be updated with the outcome.
- 10.6 If no misconduct is evidenced on the balance of probabilities, a letter confirming the findings will be sent to the colleague.
- 10.7 Where a colleague facing allegations of gross misconduct is suspended prior to the hearing and the outcome of the hearing is a finding short of dismissal, the suspension will be lifted automatically.
- 10.8 Where a misconduct is in relation to a data breach or use of systems for a non-policing purpose the Data Protection Officer must be informed so this can be recorded.

## **11. Appeals**

- 11.1 Natural justice requires that colleagues have a right of appeal against any sanctions imposed under this procedure.
- 11.2 Formal Misconduct Warnings and other misconduct outcomes will, save where indicated otherwise, have immediate effect. Where an appeal is raised which is successful, any such penalty will be retrospectively revoked.
- 11.3 Where a colleague successfully appeals against their dismissal, they will, save where indicated otherwise, be re-instated with continuity of service preserved and payment of salary covering the period between dismissal and confirmation of the appeal decision.
- 11.4 Sanctions which include a change to the existing role will not take effect until the period for appeal has elapsed or, if an appeal is raised, until the appeal has been heard and a decision taken.

- 11.5 Notification of the intention to appeal against any penalty, including dismissal, must be submitted in writing to the relevant Manager specified in the outcome letter within seven calendar days of receipt of the written confirmation of the outcome.
- 11.6 The colleague must submit a written statement outlining the grounds of the appeal.

**These would normally be one or more of the following:**

- The finding and/or outcome imposed was unreasonable
  - There is evidence that could not reasonably have been considered at the time of the misconduct proceedings which could have materially affected the finding or decision on outcome
  - There was a serious breach of procedures or other unfairness which could have materially affected the finding or decision on outcome.
- 11.7 The appeal only covers those elements raised by the colleague in their grounds of appeal and is not a rehearing of the original allegations.
- 11.8 In some instances a rehearing in full will only be appropriate in the following circumstances (this is not an exhaustive list):
- There was a procedural defect in the hearing.
  - New evidence has come to light that needs to be heard in full.
- 11.9 Appeal hearings will wherever possible be conducted at a level of management higher than the first hearing within **ten** days of receiving the written appeal. Appeals against dismissal will be heard by a member of the Executive Team.
- 11.10 The colleague will be given written notice of the date, time and place of the appeal hearing and notified of the right to be accompanied at that hearing by a Trade Union or workplace representative. Where the colleague indicates that they cannot attend at the specified time then, provided that the explanation is reasonable, alternative arrangements may be made. An alternative date must be offered by the colleague and be within **seven** calendar days of the original hearing date. If the colleague fails to attend the re-arranged hearing, or does

not give a reasonable explanation, the hearing may proceed in their absence and a decision will be made based on the available evidence.

- 11.11 The Appeal Manager will have available all the documents presented to the original hearing, as well as a copy of the record of the hearing, the letter confirming the outcome, the letter of appeal and the written statement of the grounds for the appeal. Should the colleague wish the Appeal Manager to consider any documentation not included in the letter of appeal, then this should be submitted to HR at least 48 hours prior to the hearing.
- 11.12 At the appeal hearing, the Chair of the original misconduct hearing will be present to outline the rationale for the original decision and the colleague will outline the grounds of their appeal. The Appeal Manager will be supported by a member of the HR Management Team, this may be the same HR Representative that supported the original hearing for consistency.
- 11.13 **Appendix 8** details the procedure and conduct of appeal hearings. Any advice provided by the HR team will be limited to matters relating to process and consistency, as it is for the Appeal Manager alone to decide the outcome.
- 11.14 The colleague will be informed in writing of the outcome of the appeal as soon as possible. There will be no further right of appeal.

## 12. Resignation & Retirement

- 12.1 Where a police staff colleague submits a notification of resignation or retirement during the course of formal misconduct proceedings before any misconduct or gross misconduct sanction is delivered at a hearing, it will be accepted and administered accordingly, in line with normal process.
- 12.2 Should a colleague wish to resign without notice, this would be subject to a discussion with a HR representative and the approval of the force.
- 12.3 Where the colleague resigns during a period of suspension, a HR representative will discuss the reason for their resignation with them and will notify the Director of People and Resources.
- 12.4 The force may continue with the investigation and hearing, in order to satisfy the requirements of the College of Policing Barred and Advisory Lists.

- 12.5 Any subsequent employment references will make reference to the misconduct / gross misconduct investigation at the time of leaving but will not give specific details about the allegations.

## **13. Barred and Advisory Lists**

### **13.1 Barred list**

- 13.1.1 All police staff colleagues who are dismissed from the force after a misconduct investigation and hearing under this policy, will be placed onto the barred list held by the College of Policing.
- 13.1.2 The Professional Standards Department will enact the barring process upon conclusion of the gross misconduct proceedings, including appeal stage.

### **13.2 Advisory list**

- 13.2.1 The police advisory list is a list of all police staff colleagues who have resigned or retired from the policing during an investigation or who leave before an allegation comes to light.
- 13.2.2 Where a colleague resigns whilst subject to investigation, the force will take steps to make a misconduct finding and conclude matters and so as to update the advisory list.

## **14. Equality Statement**

- 14.1 An Equality Impact Assessment is conducted for all policies and procedures created, to ensure they will not have a negative impact on our people on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation. Copies can be obtained from the Employee Relations Team.
- 14.2 In applying this policy, we will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between colleagues of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to background or trade union membership.

## Appendix 1

### Details of the Misconduct Stages

#### 1. Informal Action

- 1.1 Cases involving minor misconduct are usually best dealt with informally by the Line Manager. A quiet word is often all that is required and the informal approach means that minor problems can be dealt with quickly and confidentially. At this informal stage the Manager should ensure that the colleague understands the position, and issue them written confirmation of the discussion and ensure that they are aware that this will be recorded on their personal record and Origin for a period of up to 6 months.
- 1.2 Informal Action does not constitute a formal misconduct sanction, unless there is insufficient improvement in the employee's conduct, in which case the matter may proceed to a formal process.
- 1.3 Where a line manager and HR representative find that the conduct would meet the definition of Practice Requiring Improvement and recommend that the Reflective Practice Review process is the most suitable method to address the conduct, a report should be submitted to the relevant Departmental Head for approval.
- 1.4 There will, however, be situations where matters are more serious or where an informal approach has been tried but isn't working. At this point it may be appropriate to enter the formal stages of the procedure.
- 1.5 Where a Line Manager inappropriately or negligently fails to take action against a colleague and the force considers that the colleague's conduct warrants action, either formal or informal, then it may subsequently instigate an investigation into the alleged misconduct. This will only be done following consultation with HR to ensure the approach to that particular conduct is consistent.

#### 2. Formal Stage

- 2.1 At this stage the colleague's Line Manager or higher, will instigate an investigation into the matter, after consultation and guidance from the HR Management Team.
- 2.2 Following investigation a decision will be taken by the Line Manager in consultation with HR to either:

- Take no further action.
- Recommend Practice Requiring Improvement
- Refer for formal action.

2.3 The decision to take no further action or to refer for Practice Requiring Improvement must first be discussed with the HR Management Team.

2.4 If it is decided to proceed to a misconduct hearing, the colleague will be given a minimum of **seven** calendar day's written notice of the hearing, (unless agreed otherwise with the employee). The letter should contain:

- Notification of the referral to a misconduct hearing
- Details of the alleged conduct and how it amounts to misconduct of gross misconduct
- The name of the person(s) appointed to conduct the hearing and the independent panel member (where applicable)
- A copy of any statement the colleague may have made to the investigating manager
- A copy of the investigation report (redacted where applicable), together with any documents attached to or referred to in the report
- Any other relevant documentation gathered during the course of the investigation
- Advice regarding the right to be represented by a trade union or workplace companion.

2.5 Colleagues will have the opportunity to put forward their case at a misconduct hearing before a decision is taken regarding any action.

2.6 Where, following the hearing, misconduct is confirmed, the usual first step would be to issue a written warning, setting out the nature of the misconduct and the change in behaviour required.

2.7 A verbal decision will normally be given following an adjournment and this will be confirmed in writing and issued to the colleague concerned within seven calendar days. The colleague should be informed that the outcome is part of the formal misconduct process and what the consequences will be of the failure to improve behaviour.

- 2.8 A record of the warning will be kept, but it will usually be disregarded for disciplinary purposes after a maximum:

12 months for a written warning

18 months for a final written warning

This is provided that there are no further misconduct issues during this time.

- 2.9 Colleagues should be informed of their right of appeal against the written warning.

### **3. Serious or Gross Misconduct**

- 3.1 At this stage an appropriate level of management will instigate an investigation into the matter, after consultation and guidance from the HR Management Team.
- 3.2 If it is deemed that the allegations amount to gross misconduct, the hearing should be chaired by the Directorate Lead/Head of Department.
- 3.3 The procedure for the hearing is the same as the formal stage in 2.0 above except the outcome and sanctions that may be applied are greater and ultimately may result in dismissal.
- 3.4 Where a misconduct hearing decides that the allegations are founded this may result in dismissal.
- 3.5 The force reserves the right to dismiss a police staff colleague with or without notice, in the absence of any previous informal or formal disciplinary action should the circumstances warrant this.
- 3.6 Colleagues should be informed of their right of appeal against the penalty awarded.

### **4. Gross Misconduct**

- 4.1 Examples of offences constituting gross misconduct are outlined in [Appendix 3](#).
- 4.2 A period of suspension with full pay may be considered helpful or necessary while the investigation is taking place, although it should only be imposed with the approval of the Deputy Chief Constable (or nominated deputy). Careful consideration should be given to the welfare of the colleague throughout the

suspension period, with a nominated person (not connected to the misconduct proceedings) allocated as a SPOC. The suspension should be kept under review with an update being provided to the Deputy Chief Constable every 28 days. A HR Representative will assist in arranging suspension reviews with the DCC.

- 4.3 It should be made clear to the colleague that the suspension is a precautionary matter, not misconduct action in itself, and does not involve any prejudgement of the case.

## **5. General**

- 5.1 At any stage in the misconduct process the Line Manager in conjunction with HR may consider it appropriate to refer the colleague to Occupational Health (e.g. in cases of misuse of alcohol) prior to determining what disciplinary outcome, if any, is appropriate.

Produced by Staffordshire Police  
for FOI 22255

## Appendix 2

### Roles and Responsibilities

#### 1. Misconduct

- 1.1 Wherever possible, the Investigating Manager will be senior to the person being investigated. However, the force reserves the right to appoint an Investigating Manager whose experience or skills are most appropriate to the investigation required.
- 1.2 On completion of a misconduct investigation, a senior/second line manager will chair the misconduct hearing with the support of a HR Representative.
- 1.3 In the event of an appeal being raised, the Manager hearing the appeal will, where possible, be senior to the person who was the Hearing Manager.

#### 2. Gross Misconduct

- 2.1 A decision to suspend a colleague who is to be investigated for allegations of gross misconduct can only be made by the Deputy Chief Constable (or nominated deputy).
- 2.2 On completion of a gross misconduct investigation, the Head of the Department or above will chair the misconduct hearing. An independent panel member (Superintendent rank/Police staff equivalent) and HR representative must also attend.
- 2.3 In the event of an appeal being raised, the Manager hearing the appeal will, where possible, be senior to the person who was the Hearing Manager.
- 2.4 If an appeal is submitted against a finding of gross misconduct and dismissal, this will be heard by a member of the Force Executive Team. Where an Executive Officer chaired the original hearing, the appeal may be heard by another executive officer colleague.

## Appendix 3

### 1. Offences Constituting Misconduct

- 1.1 Misconduct is broadly defined as a breach of the Standards of Professional Behaviour that is so serious as to justify disciplinary action up to a Final Written Warning.
- Failure to comply with a reasonable instruction, order, policy, rule or contractual requirement.
  - Failure to carry out job responsibilities or a reckless disregard for job responsibilities (as opposed to inability to carry out such duties, which would normally constitute a capability issue);
  - Unauthorised absence.
  - Whilst reportedly sick, working or indulging in activities which are inconsistent with the reason for absence or are not conducive to recovery.
  - Minor loss or damage to the force property, assets or funds.
  - Obscene language or other offensive behaviour.
  - Misuse of force property, or excessive personal use of the telephone or IT systems.
  - Smoking in non-smoking areas.
  - Negligence (other than gross negligence); and
  - Minor breach of the Standards of Professional Behaviour.
  - Behaviour which is in contravention of force strategy and or values.
- 1.2 The list above is not exhaustive, but illustrates examples of behaviour which is considered to be misconduct and may render a colleague liable to misconduct action. The nature of such action will depend on the seriousness of the behaviour.

### 2. Offences Constituting Gross Misconduct

- 2.1 The following are examples of gross misconduct that may lead to summary dismissal, i.e. dismissal without notice.
- Sexual misconduct
  - Theft or fraud.
  - Physical violence or bullying.
  - Deliberate and serious damage to property.
  - Serious misuse of force property or name.
  - Deliberately accessing and/or circulating pornographic, offensive or obscene material.

- Unlawful discrimination or harassment.
- Bringing the force into serious disrepute.
- Serious incapacity at work brought on by misuse of alcohol or illegal drugs.
- Causing loss, damage or injury through serious negligence.
- A serious breach of force policy/procedures, including health and safety rules.
- A serious breach of confidence/trust.

2.2 This list is not exhaustive and there may be other offences of a similar gravity resulting in a serious breach of the Standards of Professional Behaviour and contractual terms that could constitute gross misconduct.

Produced by Staffordshire Police  
for FOI 22255

## Appendix 4

### Suspension Process

#### 1. Principles of Treatment

- 1.1 On occasion, it is necessary to suspend a police staff colleague on a precautionary basis where allegations of gross misconduct have been made.
- 1.2 Such decisions are not taken without full consideration of the circumstances and facts known at the time and with proper regard for the welfare of the colleague concerned. This guidance sets out the welfare and other facilities available to individuals in such circumstances.
- 1.3 A suspension may only be invoked where the allegations made are of a serious nature or amount to gross misconduct, (an illustrative list of offences are set out at [Appendix 3](#) of the Misconduct Procedure). Suspension may also be considered where it is felt appropriate to protect either the individual, other colleagues or the integrity of the investigation. The decision may be made either at the start of an investigation or at any time thereafter, should it become apparent that the overall circumstances make this course of action necessary in the best interest of the force and/or individuals involved.
- 1.4 Consideration will always be given as to whether an alternative action to suspension is appropriate and available.
- 1.5 Decisions to suspend staff will be made by the Director of People and Resources, upon receipt of a suspension report from the investigating manager.
- 1.6 Welfare support will be offered to the colleague at the time of suspension and until the conclusion of the process.
- 1.7 Whilst suspended, the colleague will be unable to access force premises for work purposes. They may attend for meetings with their representatives and have access for welfare and information in support of their defence. However, all other access will be subject to management approval.
- 1.8 The colleague will be kept apprised of progress of the investigation at least every 28 days, along with an update on the likely timescales involved.

- 1.9 During the investigation the decision to suspend will be regularly reviewed by the Investigating Officer who will make recommendations to the Director of People and Resources. Suspension may only be lifted with the agreement of the DPR.
- 1.10 During any period of suspension, the colleague will be required to maintain confidentiality regarding the matter being investigated. A breach of this requirement may be regarded as further misconduct. If the colleague requires access to documentation, information or specific persons in order to provide an explanation of their case, they must approach the force for this via the appointed welfare officer or the HR department.

## **2. Entitlements/Conditions of Colleagues Subject to Suspension**

### **2.1 Attendance at Force Premises**

Suspended colleagues should not attend force premises whilst suspended, unless asked to do so by the manager investigating the allegations or their welfare officer, or for purposes of representation. The suspended colleague will be supported with access for welfare purposes. However, all other circumstances will be subject to managerial approval.

### **2.2 Support Facilities**

Suspended colleagues will have unrestricted access to their representative. Welfare support will be available through their assigned Welfare Officer. In addition, depending on the circumstances, regular contact may be maintained through visits from Managers. These visits are to ensure the colleague's well-being and to update them on work issues. Whilst suspended, the colleague should contact their welfare officer or self-refer to Occupational Health if they require support at any time during their suspension. Members of the HR team are also available if required.

### **2.3 Investigation Updates**

The welfare officer will provide updates to the suspended colleague and their representative (if requested) at regular intervals and a record of all contact is made and retained.

### **2.4 Force Equipment (where appropriate)**

The suspended colleague will be advised what force equipment must be returned to the force at the time of suspension. This will include keys, ID badge, IT equipment, mobile phone, radios etc. They will be returned to the colleague if

the suspension is lifted. Access to force IT systems may also be suspended if this is deemed appropriate.

## **2.5 Pay and Allowances**

The suspended colleague will receive their normal pay and any incremental entitlement (subject to normal conditions) and allowances that they would have been entitled to had they been at work.

## **2.6 Annual Leave**

The suspended colleague may book annual leave whilst suspended subject to management approval. Where, owing to a period of suspension the colleague has an annual leave balance at the end of the leave year, a maximum of 5 days will be carried over, in line with force policy.

## **2.7 Sickness Reporting**

If the suspended colleague is or becomes unwell, they should report this, following the normal sickness reporting procedures. Normal pay rules and entitlements will apply from the date of reporting sick. It does not, however, override the conditions of the suspension. Sickness absence does not excuse the suspended colleague from attending a misconduct hearing and advice will be sought from Occupational Health to determine if the colleague is fit to attend. If this view differs from the suspended colleague's own GP or Consultant, independent advice will be sought.

## **2.8 Details of Allegations**

Initial details of the allegations and associated breaches of Standards of Professional Behaviour will be provided to the colleague at the time of suspension. This letter will also include the conditions of the suspension as outline at 2.1 and 2.2.

## **2.9 Further Information**

If the suspended colleague needs further information or has any queries about their suspension they should contact their Welfare Officer or HR Management Team in the first instance who will be able to assist.

## Appendix 5

### Trade Union Representative / Workplace Companion

- 1.1 We understand that colleagues may find the misconduct procedure daunting and upsetting. We therefore support colleagues in having the right to consult with, and be represented by, a trade union representative or workplace companion at all stages of the misconduct procedure.
- 1.2 A trade union representative or workplace companion is welcome to be involved in the Reflective Practice Review Process in a supportive capacity; to provide encouragement and emotional support to the individual.
- 1.3 Any colleague acting as a trade union representative or workplace companion should be allowed to do so during normal working hours.
- 1.4 The trade union representative or workplace companion may:
  - Advise and confer with the colleague throughout the procedure
  - Attend any meetings or interviews with the individual, which for part of the procedure
  - Address the misconduct hearing to outline and sum up the colleague's case
  - Provide any relevant documentation to the investigator/manager conducting the misconduct proceedings
  - Respond on the individual's behalf to any views expressed at the misconduct hearing
  - During the hearing, ask questions of any witness
  - Make representations to the Head of People and OD concerning any aspect of this procedure.
- 1.5 It is good practice to allow the Trade Union representative or workplace companion to participate fully as possible, but at an interview or hearing the trade union representative or workplace companion is not there to answer questions on the colleague's behalf. It is for the colleague to speak for themselves when questions are posed.
- 1.6 A Trade Union Representative or workplace companion cannot be appointed to act in this capacity if their presence might cause a conflict of interest (i.e.

has had some involvement in the matter or is a witness to the alleged misconduct).

- 1.7 There is no right to legal representation at a misconduct hearing.

Produced by Staffordshire Police  
for FOI 22255

## Appendix 6

### The Reflective Practice Review Process

- 1.1 The Reflective Practice Review Process is not a misconduct outcome. It is a process for handling matters which, if proven, would amount to Practice Requiring Improvement.
- 1.2 Where a matter, whether raised internally or via a complaint handled by Professional Standards department, meets the definition of Practice Requiring Improvement and does not reach the threshold for misconduct action, it will be handled locally by line managers with a clear focus on reflection, learning from mistakes and focussing on actions and personal development to improve. Where necessary, the Reflective Practice Review should put the issue right and prevent it from happening again.
- 1.3 After an initial assessment or misconduct investigation has concluded, the Investigating Manager may determine that the conduct would meet the definition of Practice Requiring Improvement and that the Reflective Practice Review Process is most appropriate way of dealing with the issue. This decision must be agreed by the relevant Head of Department for the colleague whose actions or behaviour has been investigated.
- 1.4 In the Reflective Practice Review Process, the line manager of the colleague whose actions or behaviour has been assessed as Practice Requiring Improvement, will complete the review.
- 1.5 The line manager must, as soon as reasonably practicable, provide the colleague with the following:
  - Details of the matter that has been referred for review and the circumstances that are being considered, and
  - An invitation to provide an account of the matter that has been referred for review.

The colleague must provide any account within five working days of receiving the invitation, unless a longer period is agreed with the reviewing line manager. Where an account has previously been given e.g. during a previous complaint investigation, it may not be necessary to require further

information, unless the colleague wishes to provide further detail or clarification.

- 1.6 Enquiries made by the reviewing line manager during the fact-finding stage, must be reasonable, proportionate and relevant to the purpose, which is to establish the facts of the matter subject to the review process.
- 1.7 If at any time during the fact-finding stage, substantial evidence becomes available to the line manager, which was not available at the time of the original assessment of the matter, they must refer the matter back to their HR Representative for consideration of a further assessment as it may be that formal procedures may be appropriate.
- 1.8 The line manager must, following completion of the fact-finding stage, invite the participating colleague to attend a Reflective Practice Review Discussion as soon as reasonably practicable.
- 1.9 The discussion must include:
  - A discussion of the practice requiring improvement and related circumstances that have been identified
  - Whether there were or are welfare considerations and wider factors, including the colleague's personal circumstances that affected their behaviour
  - The identification of key lessons to be learnt by the participating colleague, line management or force, to address the matter and prevent a recurrence of the same event.
- 1.10 The reviewer must, following the completion of the discussion stage, produce a Reflective Review Development Report, which must contain:
  - A summary of the issue and any relevant background circumstances
  - A summary of the Reflective Practice Review Discussion
  - Key actions to be undertaken by the participating colleague within a specified time period
  - Any lessons identified for the participating colleague
  - Any lessons for the line management or the force
  - A specified period of time for reviewing the report and the actions taken.
- 1.11 A copy of the report must be sent to the HR Department for recording purposes. A copy will be retained on personal files.

- 1.12 The report, and review notes (in line with the specified period at 2.0 above) may be discussed as part of the colleague's regular check-in during the 12 month period following the date of the Reflective Practice Review Report. Any discussion should focus on the lessons learnt and actions that the colleague has taken to improve.
- 1.13 The HR Representative must be made aware any lessons identified for the line management or the force and will ensure that these are addressed as part of the Modern Policing activities for the directorate.
- 1.14 If the line manager who completed the review considers that the colleague is:
- Failing to engage with the Reflective Practice Review Process, or
  - There is evidence of further practice requiring improvement on the part of the colleague related to the matter that was referred to the process, they may refer the matter to a HR Representative for further misconduct assessment with an independent manager.
- 1.15 Any account given by the participating individual during the Reflective Practice Review Discussion is not admissible in any subsequent misconduct proceedings brought against the participating individual, except to the extent that it consists of an admission relating to a matter that has not been referred to be dealt with under the Reflective Practice Review Process.

**e.g.**

An administrator fails to ensure their car for business purposes, despite being required to travel as part of her role and contract of employment. They complete a reflective practice review with their line manager where they disclose they believed 'commuting' was sufficient to cover business travel. During the review, the colleague makes an admission is made about claiming mileage at the incorrect rate.

The line manager can investigate the colleague for allegations of misconduct in relation to the mileage claims.

If after 3 months, the administrator has failed to ensure the required level of car insurance is applied to their vehicle, the line manager can consider progressing as misconduct and commencing an investigation. The manager cannot include any of the mitigation/discussion points held during the RPRP in their investigation.

- 1.16 This protection provides a safeguard to allow the participating colleague to engage in the process openly and fully and to reflect on their individual actions/behaviour. This is limited to matters for which they have been referred to the Reflective Practice Review Process. This does not preclude an admission or account that suggested there may have been misconduct or gross misconduct from being considered and if necessary, commencing a formal investigation. However, even if proceedings were to follow, the admission and any account would not be admissible in those proceedings.

Produced by Staffordshire Police  
for FOI 22255

## Appendix 7

### Misconduct Outcomes

#### 1. Informal Action

- 1.1 It may be appropriate, in cases of minor misconduct, to take no further action beyond meeting with the individual. This should be recorded as an informal action and a written account kept on the Personal File and Origin for a period of no more than 6 months.

#### 2. Written Warning

- 2.1 There are two levels of written warning. These remain on file for a specified period and will be disclosed at a future misconduct hearing if they are still 'live' at the time of the misconduct. Once the period has expired they shall be disregarded for misconduct purposes.

Written warning – to remain active for a maximum 12 months.

Final written warning – to remain active for a maximum 18 months.

- 2.2 In the event that an individual breaches a written warning of any level or demonstrates insufficient or inconsistent improvement in the behaviour in question, an assessment of the further conduct should take place in line with this procedure.

#### 3. Recoup of loss

- 3.1 As part of this procedure, the force reserves the right to recoup any losses incurred as a result of misconduct that is proved. This may be appropriate, for example, where damage has been caused to force property and would mean that the colleague is required to pay for the cost of repair/replacement.

#### 4. Dismissal

- 4.1 This can be either with or without notice. Summary dismissal (ie dismissal without notice) will normally only arise from allegations of gross misconduct.

#### 5. Other sanctions

- 5.1 When hearing cases of alleged gross misconduct, the force may be prepared to explore other actions short of dismissal. These may include redeployment to another role, or extending a final written warning period up to a maximum of 2 years to review how colleagues respond.

- 5.2 Where a move to an alternative role is applied, the corresponding terms and conditions for that role, location or department will apply. This may constitute a variation of contract.
- 5.3 Where a move to alternative role is sanctioned at the misconduct hearing, this does not affect the colleague's right of appeal.
- 5.4 Where a sanction short of dismissal is awarded and the colleague chooses not to accept such a decision in writing (which may involve signing new terms and conditions of employment), the force may have no alternative but to consider alternative appropriate sanctions, which may include dismissal from the current post.

Produced by Staffordshire Police  
for FOI 22255

## **Appendix 8**

### **Appeal Procedure**

- 1.1 No less than seven calendar days' notice will be given of appeal hearings (other than when a hearing is rearranged by mutual agreement).
- 1.2 Appeal hearings will be conducted at a level of management higher than the first hearing wherever possible.
- 1.3 The Appeal Manager will be supported and advised by a member of the HR Management team.
- 1.4 The colleague will put their case by explaining the grounds of the appeal and presenting any relevant evidence. Relevant witnesses may be brought by either side, and be questioned by all parties. This may include the original Hearing Manager attending as a witness where the Appeal Manager so wishes.
- 1.5 If the colleague chooses to call witnesses, it is their responsibility to arrange the attendance of such witnesses. Where an individual agrees to attend as a witness the force will facilitate their attendance wherever possible. Further, the colleague must notify the Manager hearing the evidence at least 3 calendar days prior to the appeal hearing of the names of such witnesses.

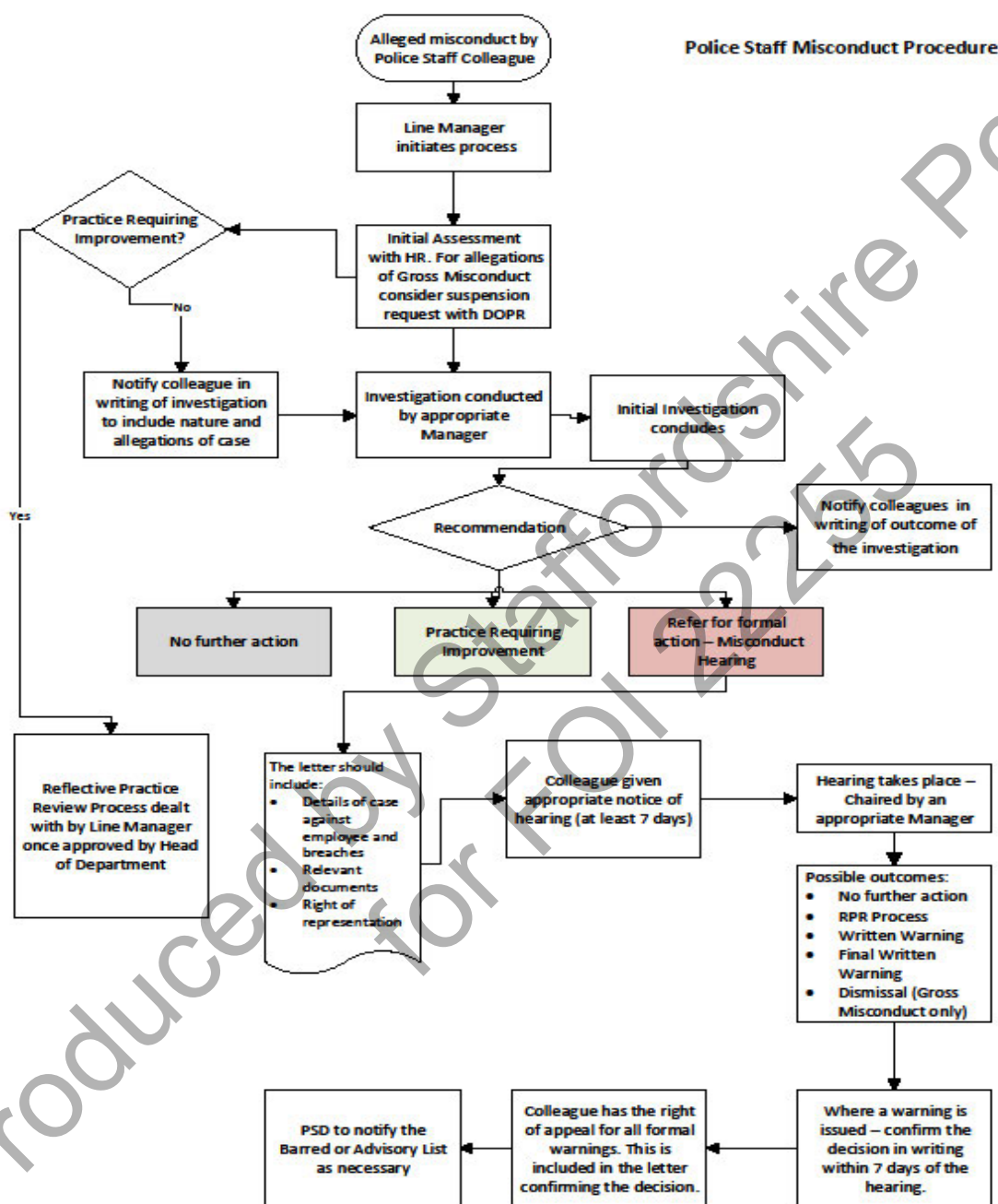
The outcome of the appeal will be either:

- The case against the colleague is not upheld.
- The case against the colleague is upheld (in whole or part).

- 1.6 The outcome of the appeal will be confirmed in writing as soon as possible and normally within seven days of the decision.
- 1.7 In cases of gross misconduct, a dismissal will be summary following the hearing. If dismissal is not upheld on appeal, the colleague will be reinstated and pay will be backdated to the date the dismissal became effective.

## Appendix 9

### Procedure Flowchart



## Summary of changes

| Version | Date     | Author      | Description of change                                                              |
|---------|----------|-------------|------------------------------------------------------------------------------------|
| 1.0     | April 21 |             | Document created                                                                   |
| 2.0     | May 21   |             | Incl. PRI and informal action as recordable for 6 months.                          |
| 3.0     | May 21   |             | Amends from Exec                                                                   |
| 4.0     | May 21   |             | Final Version                                                                      |
| 5.0     | May 21   |             | Insertion of procedural flowchart                                                  |
| 6.0     | May 21   |             | Incl role of Hearing Manager                                                       |
| 7.0     | Jan 24   | People & OD | Review and Force Crest Change                                                      |
| 8.0     | Apr 24   | People & OD | DPO Officer to be informed if data breach/use of systems for non-policing purpose. |

## Approvals, review and distribution

| Name | Department    | Role              | Date     |
|------|---------------|-------------------|----------|
|      | HR            | Head of HR BP     | May 2021 |
|      | Exec          | DOPR              | May 2021 |
|      | People and OD | Head of Dept.     | May 2021 |
|      | UNISON        | Trade Union       | May 2021 |
|      | UNISON        | Trade Union       | May 2021 |
|      | Federation    | Staff Association | May 2021 |
|      | Federation    | Staff Association | May 2021 |

## Associated documents

| Document Name        | Document Reference |
|----------------------|--------------------|
| PS Misconduct Policy |                    |
|                      |                    |
|                      |                    |
|                      |                    |