

31 July 2026

FOI Ref 23088

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

I request copies of the policies, procedures, guidance documents, standard operating procedures, manuals, toolkits, or other written material that were in force or otherwise used by your force between 1 August 2021 and 31 August 2023, relating to the following:

1. Equality, disability and reasonable adjustments in the workplace.
2. Neurodiversity (including, but not limited to, ADHD, autism, dyslexia and dyspraxia).
3. Performance management procedures for police officers.
4. Student police officer probation procedures and associated guidance.
5. Guidance relating to the use of Regulation 13 of the Police Regulations 2003 (or any equivalent local guidance, procedures or checklists concerning the dispensation of probationary service).
6. Occupational Health referral policies or guidance, including any guidance regarding referrals involving disability, neurodiversity or performance concerns.
7. Any policies, guidance or procedures relating to disability passports, workplace adjustment passports, adjustment agreements, workplace adjustment plans, or the recording, implementation, monitoring or review of reasonable adjustments for police officers and police staff.
8. Any policies, guidance, training materials or internal guidance provided to supervisors, line managers or senior officers regarding the management of disabled or neurodivergent police officers, including the identification of disability, consideration of reasonable adjustments, Occupational Health referrals, performance management, probationary service, capability procedures or Regulation 13.

This request includes, but is not limited to:

- * Force policies;
- * Procedural guidance;
- * Internal guidance documents;
- * Manager guidance;
- * Supervisor guidance;
- * Checklists;
- * Flowcharts;
- * Aide-memoires;
- * Standard operating procedures;
- * Staff handbooks;
- * Learning or briefing documents;
- * Forms and templates used to record workplace adjustments;



- * Training materials and presentations; and
- * Any local guidance supplementing national guidance.

Where a document was revised during the period specified, I would be grateful if you could provide the version(s) applicable at the relevant time.

Finally, please specify examples of what reasonable adjustments your force has previously made or would consider making for an officer with ADHD.

SP received your request on 06/07/2026 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 request copies of the policies, procedures, guidance documents, standard operating procedures, manuals, toolkits, or other written material that were in force or otherwise used by your force between 1 August 2021 and 31 August 2023, relating to the following:
 - 1. Equality, disability and reasonable adjustments in the workplace.
 - **Partially disclosed, please see the accompanying files titled;**
'FOI 23088 Reasonable-Adjustments-Guidance-Informationv2.'
'FOI 23088 Reasonable Adjustments Passport.staffs'
'FOI 23088 Reasonable Adjustments Passport'
'FOI 23088 EDI Slides – ILP'
Please see the below exemption.
 - 2. Neurodiversity (including, but not limited to, ADHD, autism, dyslexia and dyspraxia).
 - **Partially disclosed, please see the accompanying files titled;**
'FOI 23088 Neurodiversity-Policy-V1'
'FOI 23088 Neurodiversity in the Workplace v1'
'FOI 23088 Dyslexia Guidance Document v6 August 21'
Please see the below exemption.
 - 3. Performance management procedures for police officers.
 - **Partially disclosed, please see the accompanying file titled;**
'FOI 23088 HRD 08 UPAP GUIDANCE Final Oct13'
 - 4. Student police officer probation procedures and associated guidance.
 - **Disclosed, please see the accompanying file titled;**
'FOI 23088 Regulation-12-13-Procedure-for-Student-Officers'
 - 5. Guidance relating to the use of Regulation 13 of the Police Regulations 2003 (or any equivalent local guidance, procedures or checklists concerning the dispensation of probationary service).
 - **Disclosed, please see the document provided for question 4.**



- 6. Occupational Health referral policies or guidance, including any guidance regarding referrals involving disability, neurodiversity or performance concerns.
- Partially disclosed, please see the documents provided for question 2. Please see the below exemption.
- 7. Any policies, guidance or procedures relating to disability passports, workplace adjustment passports, adjustment agreements, workplace adjustment plans, or the recording, implementation, monitoring or review of reasonable adjustments for police officers and police staff.
- Partially disclosed, please see the documents provided for questions 1 and 2. Please see the below exemption.
- 8. Any policies, guidance, training materials or internal guidance provided to supervisors, line managers or senior officers regarding the management of disabled or neurodivergent police officers, including the identification of disability, consideration of reasonable adjustments, Occupational Health referrals, performance management, probationary service, capability procedures or Regulation 13.
- Partially disclosed, please see the accompanying file titled; 'FOI 23088 2022 Inspired Leadership OHSW Input onwards' 'FOI 23088 Regulation-12-13-Procedure-for-Student-Officers' Please see the below exemption.
- This request includes, but is not limited to:
 - * Force policies;
 - * Procedural guidance;
 - * Internal guidance documents;
 - * Manager guidance;
 - * Supervisor guidance;
 - * Checklists;
 - * Flowcharts;
 - * Aide-memoires;
 - * Standard operating procedures;
 - * Staff handbooks;
 - * Learning or briefing documents;
 - * Forms and templates used to record workplace adjustments;
 - * Training materials and presentations; and
 - * Any local guidance supplementing national guidance.
- Where a document was revised during the period specified, I would be grateful if you could provide the version(s) applicable at the relevant time.
- Finally, please specify examples of what reasonable adjustments your force has previously made or would consider making for an officer with ADHD.
- Disclosed, please see the accompanying files titled; 'FOI 23088 Neurodiversity in the Workplace v1'



Please note;

- that some documents requested are evolving documents and there are no previous versions of it from the time period requested therefore these have not been provided.
- that some documents that have been provided may now be outdated and no longer in use.

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

The following exemption has been applied:

In accordance with Section 17(1) of the Freedom of Information Act, this letter represents a refusal notice for parts of this request.

- Section 40(2) Personal Information

Section 40(2) is an absolute exemption which means that there is no need to quantify the harm that may arise from the disclosure; neither is it subject to a public interest test.

To release personal or third-party information held by SP, would breach the data protection principles; namely –

- Data is lawfully and fairly processed.
- Processed in line with an individual's rights.
- Data is secure.

Personal and third-party information cannot be released under the Freedom of Information Act.

Disclosure under Freedom of Information is a release of information to the world in general and not an individual applicant.

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



STAFFORDSHIRE
POLICE

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