



PS 196

Detective Career Pathways

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Statement of legislative compliance

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

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Aims and objectives of the policy

A fundamental objective is to provide a framework for the fair and consistent management of detective postings.

The sections that this policy will implement are those pertaining to:

- entry points for a career as a detective.
- skills rotation process.
- statement of expectation arrangements.

Nottinghamshire Police is fully committed to the professionalising investigations process.

The strengths of a career pathway for our detective establishment are to:

- reduce skills fade of investigators.
- open up opportunities for more detectives to specialize.
- provide consistency in the standard of investigations across all disciplines of serious & complex crime.
- enable detectives to have a greater input into the structure of their own career path.
- allow the organisation to be able to succession plan more effectively.
- enable Nottinghamshire Police to deliver a professional, ethical and effective investigation capability to the diverse communities of Nottinghamshire it serves.

Policy statement

Nottinghamshire police is committed to developing a skilled and flexible workforce, seeking to balance individual aspirations with organisational need.

This policy is intended to make the most of officers' talents and support the aim of workforce modernisation to build a workforce mix supporting the principles of 'delivering the future'. It balances:

- organisational and individual need
- provision and cost of training and return of investment
- retention of experience and new career development opportunities
- operational resilience and flexibility
- stability and rotation

1 DESIGNATED DETECTIVE POSTS

Career pathways relate to those posts identified by the crime and intelligence directorate support team as designated detective posts shown at [APPENDIX B – STATEMENT OF MINIMUM EXPECTATION \(IN CALENDAR YEARS\)](#).

2 SINGLE POINT OF ENTRY TO INVESTIGATION

Historically, police officers have been able to start their investigative careers in specialist posts as new-to-role detectives. This means that not all detectives have the same level of ability to investigate different types of crime.

This new approach to detective career pathways closes this entry point to new-to-role detectives. All future new to role detectives will begin their detective careers generally within SOC. However, on occasion due to organisational demand this may be onto an adult team within Public Protection. Entry for new starters will NOT be permitted onto teams in areas of high vulnerability such as child abuse or MOSOVO.

It is accepted that these departments are best able to equip new to role detectives with the broad investigative experience and foundations. They will be required to gain ICIDP accreditation, embedding sound investigative processes into their work. Until accreditation is achieved they will be temporary in post and referred to as Trainee Detective Constables (T/DC).

3 SPECIALIST POST AND STATEMENT OF EXPECTATION

Once new to role detectives have gained ICIDP accreditation they will be eligible to apply for a specialist post. The specialist posts have set minimum periods of time in each post, referred to as the 'statement of expectation'. These periods will be calculated based upon the additional investment in training to fulfil the requirements of the role, and the cumulative effects of the nature of the work. See [APPENDIX B – STATEMENT OF MINIMUM EXPECTATION \(IN CALENDAR YEARS\)](#)

After completing the period set out in the statement of expectation, detectives will then become eligible to either return to the SOC or Public Protection teams, or be rotated into another specialist post, dependent upon the individual's and force needs at that time. The Head of Crime will be the final decision maker in such matters

There is provision under these arrangements for detectives to exceed the period of the statement of expectation, however, this will be determined on a case by case basis and will reflect the individual's and organisation's needs at that time. Therefore, the same timescales will not necessarily apply to all post holders at all times. In the event of extraordinary circumstances being present, any exemptions will be determined at the [Detective Establishment Board](#) (chaired by the Head of Crime), e.g long-term health issues / duration of service remaining.

The skills rotation process will never be used as a 'performance management

process' and under-performing detectives will not be rotated to address the issues.

Any detective who is not demonstrating competence against the National Occupational Standards must be action planned in accordance with force procedures in the post that they hold.

4 WHEN DOES THE STATEMENT OF EXPECTATION START

The date an officer's statement of expectation commences is the date they start a new and different role to a previous one. Therefore, if the new role is very similar to the previous one, then it would be the date they started in previous role.

Acting supervisory duties are deducted from the statement of expectation time frame for the duration period of the acting up duty unless the period of acting up is in the same unit the officer normally works and it would then count towards the time period.

When the officer reaches the statement of expectation date they are eligible for a transfer to another department. It does not necessarily mean they will move at the next rotation period, it will depend on organisational need and as a result it may be some time before they are actually moved.

5 BENEFITS OF THE STATEMENT OF EXPECTATION SYSTEM

The benefits of this system are that it opens up the opportunity to all detectives to broaden their experience and knowledge in specialist posts. It provides a greater resilience to the SOC and Public Protection departments who will reap the benefit of specialist experience and expertise of the returning detectives, who can pass on their knowledge to their peers.

The benefits to the individual detectives are that they will be able to focus on development in the roles against PDR and personal plans with the knowledge of the duration of that role. They will have ample notice under the skills rotation system and will be given the estimated dates of transfer, which will afford them the opportunity to consider what they would like to develop for their future posting.

RELATED DOCUMENTS AND APPENDICES

APPENDIX A - SKILLS ROTATION, DEPLOYMENT AND APPEALS PROCESS

1 Purpose

- 1.1. This process supports the delivery of career pathways aims, and builds upon current force performance monitoring mechanisms.

2 Background Information

- 2.1 Nottinghamshire Police has been committed to the PIP process for a number of years, recognising the aims of the 2002 'Narrowing the Justice Gap' report which advocated more professional investigation standards.
- 2.2 The career pathway procedure for our detective establishment aims to reduce skills fade, open up opportunities to specialise, provide consistency in investigative standards, enable greater individual input into career path structure, and allow more effective succession planning.
- 2.3 Detectives will rotate within posts after reaching a minimum period of time known as the "statement of expectation", with recognition of individual and organisational issues and extraordinary circumstances determined at a detective's establishment board. See [APPENDIX B – STATEMENT OF MINIMUM EXPECTATION \(IN CALENDAR YEARS\)](#)
- 2.4 The skills rotation under career pathways is not a performance management process as underperforming detectives will not be rotated until they have achieved any performance plan set.

3 Governance

- 3.1 Governance of career pathways will be achieved by the creation of an additional meeting known as the 'Detective Establishment Board'. The board will meet in June to discuss and agree rotation under the career pathway for the next twelve months.
- 3.2 The 'Detective Establishment Board' will discuss and agree moves that will take place at the end of September, and at the end of the following February.
- 3.3 The timing of the meeting recognises the summer and Christmas annual leave periods, allowing a three month window prior to the move taking place and giving sufficient time to inform the officer, lodge and hear any appeal, and apply a maximum 56 day notice period if necessary.
- 3.4 For officers wishing to remain on SOC there is no minimum statement of expectation.

4 Career Pathways General Principles

- 4.1 Rather than create an additional bureaucratic process, rotation under career pathways is built into the existing force PDR process, as the aims are broadly cognisant of each other and offers a logical place to discuss and record career aspirations.

- 4.2 As all PDRs should be closed by April with a new PDR opened for the forthcoming year, at the point of closure it should be ascertained how long an officer has been within their current post, whether they are eligible to be considered for rotation at the next [detectives establishment board](#) meeting under the statement of expectations, and what their expressions of interest are. The officer will complete the DC/DS preference form and submit it to the nominated email inbox.
- 4.3 Health issues that require HR or occupational health referrals, along with exceptional issues that may subsequently result in an appeal, should also be identified and discussed at this stage, and appropriate referrals made and documented within the preference form
- 4.4 If performance issues are identified a performance plan should be set in accordance with PD 626 Performance Management and Improvement for Police Officers. If an officer has reached the statement of expectations, they will not be rotated until the performance plan has been achieved. The officer will become eligible for rotation at the next [detective establishment board](#) meeting provided the required standard of performance continues to be met.
- PD 626 Performance management and Improvement for Police Officers can be found on the Intranet>Library>Policies, Procedures and Guides>Non Policing>Managing People>Performance
- 4.5 Officers on a Written Improvement Notice as described in PD 610 Attendance Management procedure, created to manage unacceptable levels of sickness not related to the nature of the work carried out within a unit should be treated in the same way as an officer on a performance plan described in point 4.4 above.
- PD 626 Performance management and Improvement for Police Officers can be found on the Intranet>Library>Policies, Procedures and Guides>Non Policing>Managing People>Performance
- 4.6 This information described in points 4.2 to 4.5 should be collated by HR once the PDR documents have been returned and provided to department SMT members in an appropriate format and in good time for use at the next [detective establishment board](#) meeting.
- 4.7 Officers who are part of the Fast Track scheme will not form part of Pathways owing to the fact that their career development is managed through a separate approach, which provides the opportunity for undertaking roles in the area of investigations. This requires officers, as a minimum, to undertake the NIE, attend the relevant course and complete the portfolio of evidence.
- 4.8 Building career pathways into this existing process will bring the added benefit of raising standards in respect of timely opening and closure of directorate PDR documents.

5 Rotation and Criteria

- 5.1 Rotation is subject to the overriding principle of organisational need.
- 5.2 When reviewing rotation consideration will be taken into the needs of the organisation and of individual teams to preserve continuity and ensure uninterrupted performance delivery and skills balance.
- 5.3 It is the intention of this policy that a target of 10% of all staff potentially affected should actually move post within each year. The rationale is that this would ensure that the policy is being effective in actually ensuring the equality of opportunity and development for Detective staff. This figure would be monitored at the Detective Establishment Board each year.
- 5.4 Officers should ordinarily be informed of the requirement to rotate during a personal meeting with their line manager, in preference to any other method.
- 5.5 Rotation selection criteria will help to manage the expectations of large numbers of officers who are eligible for rotation. The criteria aims to ensure consistency and promote an ethos of fairness and transparency in decision making about which officers will be moved at any given time.
- 5.6 Those officers who have reached or are over the time limit set by the statement of expectation at the point of PDR closure will be deemed eligible for rotation. Officers within 6 months of the time limit at the point of PDR closure in April will be eligible for rotation the following February.
- 5.7 Categories of selection criteria
 - Officers who have reached the statement of expectation and have expressed a desire to move
 - Officers who have reached the statement of expectation and have not without a valid explanation submitted the expression of interest form
 - Officers who have not reached the statement of expectation but have expressed a desire to move in the next 12 months and it meets organisational need
 - Officers who have reached the statement of expectation and organisational need require the move.
- 5.8 Selection considerations can include
 - Length of time in the Department.
 - Consideration of individual needs
 - Consideration of any organisational issues or requirements re the individual.
 - Consideration of the establishment position, e.g. gaps, unit strengths, requirements
 - Staff who have expressed a desire to move for career aspirations

5.9. Supporting suggestions

- Officers at the time of the decision making who are within the last 12 months of their service, should not be considered unless they have asked for a move. Following 30 years' service they would be considered at the next rotation stage.
- Staff will not be moved if they are subject to development plans. These moves should be made outside of career pathways and only at the agreement of both departments and HR.
- New detectives coming into the department should be told that they will not spend the majority of their career in one location or department and promote movement as a positive and as standard procedure.
- The Federation should be invited to be involved in the process to reduce the need for the appeals process.

5.10 In the event of a restructure, officers redeployed to populate the new structure from existing posts should not normally be counted as a rotation for statement of expectation purposes as this may have the unintended consequence of stalling the career pathways process for a large number of officers by three years.

5.11 Periods of sickness not related to medical assessed stress and subject to an attendance action plan are not counted under the criteria and would have to be met before rotation would be considered as with other performance plans.

5.12 Those officers displaced as the result of a delivering the changes savings program reduction is not counted as a rotation for the statement of expectation. This enables recognition of the existing police officer redeployment and other force HR procedures within the career pathways process.

5.13 Officer specialist skill levels are not considered as part of the criteria for rotation. The rationale for this is that enhanced skill levels and the reduction of skills fade are fundamental aims of the career pathways process. Skills are gained and maintained through rotation, and protected by the maximum percentage for moves in point 5.1. If current skill levels influence rotation, this may have the unintended consequence of stalling the process for a number of officers.

5.14 Transferees. It is possible that the Force may elect to recruit transferees who have detective skills and qualifications. The normal position would be that the Force would post them to any SOC or Public Protection vacancy.

However, for organisational needs it may become necessary to consider them for specialist posts, dependent on their skills, qualifications and succession planning. The final decision on such matters would be with the Head of Crime.

6 Appeals Process

- 6.1 The Head of Crime will always retain the discretion as the final decision maker throughout the appeals process.
- 6.2 The career pathway policy allows officers to appeal a decision. The grounds for an appeal should be based on exceptional circumstances rather than an unwillingness to work in a Department.
- 6.3 The ability to appeal will promote a culture of consistency, transparency and openness.
- 6.4 Caring responsibilities, health related issues (but not attendance plan issues) and exceptional personal circumstances should be considered as part of the appeals process.
- 6.5 Transport costs or travelling time are not considered as part of the appeals process as officers undertake to work anywhere within the force area as directed.
- 6.6 Appeals should be notified in writing with supporting evidence by the officer within 7 days of receiving a rotation decision.
- 6.7 The Officers line manager will meet with the appealing officer, within 7 days of receipt of the notice to appeal, in order to discuss the grounds for the appeal and offer guidance to the officer. The outcome of this meeting will be forwarded to the head of the Crime and Intelligence Directorate, who may designate any further responsibilities arising from this meeting to another SMT member.
- 6.8 The head of the Crime and Intelligence Command or their designated representative will then hold an appeals hearing that will allow or refuse the appeal, and notify the appealing officer's line manager within 7 days of receipt.
- 6.9 The decision made by the head of Crime and Intelligence Command is final and binding. There is no further line of appeal.
- 6.10 The decision should be fed back to the appealing officer within 7 days of receipt of the final decision by their line manager during a personal meeting.
- 6.11 The total time from notification of appeal to receiving a decision should not exceed 28 days.

APPENDIX B - STATEMENT OF MINIMUM EXPECTATION (IN CALENDAR YEARS).

Department	SoE (yrs.)
Public Protection Professional Standards Department (PSD) East Midlands Operation Serious Collision Investigation Unit (EMOps-SCIU)	3
East Midlands Special Operations Unit – Major Crime (EMSOU – MC) Fraud and Financial Investigation Team	5
East Midlands Special Operations Unit – SOC (EMSOU - SOC) East Midlands Special Operations Unit – SB (EMSOU – SB) SOC Task Force	7
Crime Training	3

Administration

Registered Owner	
Owner Head of Crime	Author Head of Crime
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Version Control	
Section changed	Details of change
1.0	New policy
2.0	Changes to SOE regarding change of name from Op Vanguard to SOC Task Force and increase SoE to 7 years due to movement of Force surveillance team to SOC Task Force and cost and length of time to train staff and for staff to obtain competence in this area of investigation. CID altered to SOC throughout document to reflect changes within Crime and Intelligence Command.