



This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

Overarching Policies:

Working Arrangements and Flexibility Policy

Procedures:

Other Documents:

ESP Decision Tree

Introduction to Employer Supported Policing

Process

Introduction

1. North Yorkshire Police (NYP) supports police staff and officers who either members of the Special Constabulary or Police Support Volunteers releasing them from their paid role to engage in operational and volunteering duties or training.

Eligibility

Special Constabulary

2. Police staff and officers are eligible to take part in the Employer Supported Policing (ESP) scheme from the outset of their appointment, in line with the Employee Supported Policing Decision Tree as agreed with their line-manager.
3. Participants in the ESP scheme are eligible to be released to perform Special Constabulary duties for up to 12 hours in any calendar month at the discretion of their line management, up to a maximum of 96 hours in the 12-month annual leave period (e.g. April-March). Shift workers whose duties extend beyond 8 hours are also eligible to perform duties of a Special Constable, provided the annual allowance of 96 hours is not exceeded.

4. Part time police staff are eligible to take part in the scheme. Any period of release for part time staff will be adjusted on a pro rata basis (e.g. a staff member employed to work 18.5 hours per week will be entitled to 4 hours employer-supported ESP leave)
5. The hours granted as ESP leave will be used to undertake Specials duty (including training). The scheme is not intended to provide time off in lieu of Specials duty already performed or intended to be performed. However, at a line manager's discretion, ESP leave may be granted in order to facilitate a member of staff's travelling to or from a Specials duty, or to provide minimum rest periods between working days.

Police Support Volunteers

6. Police staff and Officer who volunteer as a Cadet Leaders Volunteers also claim up to 96 hours employee supported volunteering leave per annum, this will include 6 hours per month for preparation and 2 x session delivery. Additional time can be used for adult supervision at cadet deployments, training, and Cadet Leader Team meetings.
7. Police Staff who are Police Support volunteers, and not Cadet Leaders, can claim up to 3 days employee supported volunteering per annum.

Claiming Employee Supported Volunteering

8. This procedure does not afford employees an 'absolute' right to paid time away from work for Special Constabulary purposes. ESP leave is a 'qualified' right and will be considered in accordance with the provisions of the procedure.
9. Before requesting ESP leave the employee should consider the requirements of the business to meet operational need within their Police Staff role.
10. The officer is expected to have undertaken 16 hours volunteering in the previous month in order to receive ESP approval. The one day a month ESP leave is to be included within their minimum requested monthly 16 hours
11. The National Employee Supported Volunteering Day (Give and Gain) is granted as an additional ESP supported leave day
12. Line Managers can approve at their discretion additional ESP leave for serving Specials in times of an emergency and also at peak operational demand. This would be over and above the set ESP leave allowed in this policy.
13. North Yorkshire Police continues to give additional leave to all Police Staff who are part of any UK Special Constabulary
14. Requests for ESP leave must be made, with at least 15 days' notice, where possible, to the employer line manager. When approval is granted by the Line Manager for ESP leave, the Police Staff or officer will complete a Duty Change Notification (found on the Force intranet)
15. A requirement of the ESP scheme is that a Special Constable will perform a minimum of 16 hours duty/training (including ESP duty) every calendar month. If a Special Constable's hours, taken as

an average over the preceding 12 month period, fall below 16 hours per month, then the individual will not be eligible to apply for ESP leave until that deficit has been made up. The Specials Liaison Co-ordinator will then inform the employee and line manager of decision regarding ESP leave.

Training

16. Special Constables will receive an additional 2 days per year is given to undertake Personal Safety Training refresher/requalification, plus every third year an additional day is allowed to undertake First Aid Training refresher/requalification
17. The 9-day Initial Personal Safety Training in the weekdays is to be supported via the ESP policy for newly appointed Special Constables who are police staff
18. Line Managers can approve at their discretion additional ESP leave for all volunteers to attend training that will enhance their skills, for example statement training, Train the Trainer or a CPD session.

Expenses

19. Special Constables and Police Support Volunteers can claim expenses as set out in the specific role procedures.
 - 19.1. Please refer to Special Constables: Allowances Draft NPJA circular. Section 3 and 4 regarding travel expenses and out of pocket expenses. Allowances and expenses will be charged to the Special Constable's Safer Neighbourhood Command.
 - 19.2. Police Support Volunteers expenses are outlined in the Police Support Volunteer Procedure
20. It is recommended that all Special Constables on ESP supported days will not claim subsistence allowance. This ensures that there is no element of profit from the performance of duties involved.
21. In terms of travel claims, the difference between their paid place of work and place of volunteering duty, if in excess, can be claimed on ESP supported days

Line Managers

When considering requests for ESP leave, line managers should base their decisions on the following criteria:

22. ESP leave is granted in order for the employee to undertake duty as a Special Constable. Absence from the employee's normal place of work should be balanced with the benefits to NYP of the Specials duty to be performed.
23. Requests for ESP leave should only be granted if the police staff or officer attendance record meets the current force attendance criteria, and their PDR is being maintained to a satisfactory standard.

24. If the request for ESP leave is declined, the line manager must discuss the reasons for their decision with their employee and record the details of the decision and discussion with employee.
25. A line manager may cancel leave with no less than 7 days' notice, with the appropriate justification for cancellation. Where possible the leave should be rearranged to a mutually agreeable date.

Conditions of the ESP scheme

26. The police staff member ceasing to serve as a member of the Special Constabulary.
27. The police staff member ceasing to be employed by NYP.
28. In the event of a police staff member being suspended from their duties, either as a police staff member, or as a member of the Special Constabulary. In the event of the police staff member being unfit for their duties either as a police staff member or as a member of the Special Constabulary.
29. Any unused entitlement cannot be claimed as payment or carried over to the following year or claimed as payment on leaving the Special Constabulary or Police Staff Employment.

Responsibilities

30. **Police Staff** – Must abide by this procedure in requesting ESP leave from their paid NYP employment to undertake Special Constabulary duties.
31. **First Line Supervision** – Line managers will consider requests for ESP leave fairly, appropriately and in line with this procedure.
32. **Specials Liaison Co-ordinators** – Will approve request for ESP leave if individuals have undertaken an average of 16 hours duty as a Special Constable per month. They will notify the individual and line manager of the outcome.
33. **Duties** – Will record the approved ESP leave within the individual's Police Staff record on Force Systems.