



|                                                      |                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Freedom of Information Act Publication Scheme</b> |                                                                                                                                                                                                                                                                                            |
| <b>Protective Marking</b>                            | Not Protectively Marked                                                                                                                                                                                                                                                                    |
| <b>Publication Scheme Y/N</b>                        | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                        |
| <b>Title</b>                                         | Leaving the Service Policy                                                                                                                                                                                                                                                                 |
| <b>Version</b>                                       | 1                                                                                                                                                                                                                                                                                          |
| <b>Summary</b>                                       | This policy provides a comprehensive guide on the administrative processes involved when dealing with police officers or police staff who are leaving the Service as a result of resignations, early retirement, planned retirement, ill-health retirement or death on duty or in service. |
| <b>Branch / OCU</b>                                  | Employee Relations Unit                                                                                                                                                                                                                                                                    |
| <b>Date created</b>                                  | December 2009                                                                                                                                                                                                                                                                              |
| <b>Review date</b>                                   | December 2012                                                                                                                                                                                                                                                                              |

## **Introduction**

This is a new policy, which combines existing procedures. The aim of the policy is to provide a comprehensive guide on the administrative processes involved when dealing with police officer/police staff:

- Resignations;
- Planned Retirements;
- Early Retirement Schemes (police staff only);
- Ill Health Retirement;
- Transfer to another force (police officers only);
- Retention Intervention Strategy;
- Exit and Intervention Process;
- References;
- Death in Service;
- Death on Duty;
- Service Funerals;

It ensures Human Resources Managers (HRMs) and Line Managers are fully aware of their responsibilities throughout these processes and enables members of the Metropolitan Police Service (MPS) to be aware of what they are required to do.

It also provides guidance on how to respond to a reference request for former and current officers/members of staff.

## **Application**

All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Metropolitan Police Authority (MPA), must be aware of, and are required to comply with, all relevant MPS policy and associated procedures. However, this policy applies in particular to officers and staff in the following roles:

- Director of HR;
- Borough/Operational Unit Commanders;
- Heads of Branches;
- Medical Officers;
- Senior HR Managers;
- HR Managers;
- Line Managers;
- Family Liaison Officers (in relation to deaths on duty);
- Career Management Unit;
- Pay and Pensions Management Team.

Note. This list is not intended to be exhaustive.

## **Purpose**

This policy is intended to:

- Provide clear and comprehensive instructions to line managers and HRMs on how to process an individual's application to leave the service;
- Support the Exit and Intervention Process;
- Ensure our planned retirement processes are compliant with the Age Discrimination Act 2006;
- Ensure that when references are completed they are truthful, fair and accurate;
- Provide guidance on how to deal with a death in service/on duty in a sensitive and timely manner;

## **Scope**

This policy details the support available to police officers when considering/applying for resignation, retirement or transfer to another service, and police staff when considering/applying for resignation or retirement.

It covers those occasions where a former or current officer/member of staff requires an employment/personal reference. As well as references for those outside the service and volunteers.

It does not apply to those police officers and police staff seeking to leave the service by undertaking a secondment, or those police officers participating in the 30+ Retention Scheme, with regards to the Planned Retirement Procedures.

## **Policy Statement**

The policy of the MPS is as follows:

- That staff must provide the required notice of their intention to leave the Service;
- That the MPS will seek financial reimbursement if staff fail to work the required notice period;
- To ensure compliance with the Age Legislation, by adhering to the necessary timescales and processes;
- That all reference requests are compiled truthfully, fairly and accurately;
- That oral/telephone references should not be given;
- That local or central HR advice is sought where advised in the Standard Operating Procedures;
- Effective and timely retention intervention measures are to be applied;
- A constructive exit process is provided for all members of the Service;
- That warrant cards/police staff passes and all police property are returned by the last working day;
- A letter of thanks is issued on behalf of the MPS, if appropriate to do so;
- That all corporate forms are completed;
- All monies owing to the MPS are recovered;

- That all copies of forms/letters are placed on the Personal File and that the files are archived correctly.

## **Benefits**

It provides all members of the MPS with a comprehensive guide on the administrative process involved when applying to leave the Service through resignation and retirement.

It ensures that the MPS complies with the Age Discrimination 2006 legislation.

It enables Line Managers and HRMs to instigate timely and effective retention intervention measures, therefore supporting the Exit and Intervention Process.

It enables individuals nearing retirement age to view what retirement options are available to them.

It highlights the services available from the HR Support Programme, which can assist those facing retirement, ill-health retirement and redundancy.

It assists HRMs in their succession planning.

## **Responsibilities**

The Human Resources Directorate owns this policy

The policy was developed and will be maintained by the HR Employee Relations Unit.

This policy will be reviewed in 2012.

Monitoring will be undertaken by the Career Management Unit Exit Team.

## **Associated Documents and Policies**

This document should be read in conjunction with:

- Leaving the Service – Resignation (*police staff*) SOP;
- Leaving the Service – Resignation (*police officer*) SOP;
- Leaving the Service – Planned Retirement (*police staff*) SOP;
- Leaving the Service – Planned Retirement (*police officer*) SOP;
- Leaving the Service – Early Retirement (*police staff*) SOP;
- Leaving the Service – Ill Health Retirement (*police staff*) SOP;
- Leaving the Service – Ill Health Retirement (*police officer*) SOP;
- Leaving the Service – Transfer to another Force (*police officer*) SOP;
- Leaving the Service – Exit Intervention Process SOP;
- Leaving the Service – References SOP;
- Leaving the Service – Death in Service/ Death on Duty SOP;
- Leaving the Service – Service Funerals SOP;

- Leaving the Service (Annex A) – Pension Implications of the New Arrangements (*re: Planned Retirement Procedures (police officers)*);
- Attendance Management Policy & SOPs (*via AskHR website*);
- Police Pension Scheme 1987 (*via Pay & Pensions Contract Management Team website*);
- New Police Pension Scheme 2006 (*via Pay & Pensions Contract Management Team website*);
- MPS Bursary Scheme SOP (*People Development Policy via AskHR website*);
- Police Staff Discipline SOP and Manager's Guidance (*Performance Management Policy via AskHR website*);
- Directorate of Professional Standards SOPs (*via DPS website*);
- 30+ Retention Scheme SOP (*via HR Support Programme website*);
- HR Support Programme Information (*via HR Support Programme website*);
- Managing a Death on Duty or Critical Injury in Service SOP (*via Occupational Health website*)

The following documents are hereby cancelled:

Special Notice 07/06 - Transitional Arrangements for the New Compulsory Retirement Ages (police officers)

Special Notice 04/07 - Planned Retirement (police staff);

Special Notice 01/08 - Planned Retirement Procedure (police officer);

Item 1, Notices 32/06 - The Employment Equality (Age) Regulations - Transitional Arrangements (police staff);

Item 1, Notices 10/05 - Provision of Employment and Personal References;

The following paragraphs from the Police and Civil Staff Personnel Manuals have been reviewed:

Police Personnel Manual:

Chapter 7.1 Paragraphs 52-55;

Chapter 7.2 Paragraphs 13-16, 34-35 & 61-68;

Chapter 7.4 Paragraphs 140-142;

Chapter 7.8 Paragraphs 1-2, 6-9, 11, 23-29, 30-37, 41, 43, 46, 49-51, 53-67, 68, 70-71 & Annex A-B, H-L;

Civil Staff Personnel Manual:

Chapter 5.1 Paragraphs 13.1, 13.3-13.6

Chapter 7.1 Paragraphs 51

Chapter 7.2 Paragraphs 13, 41-51

Chapter 7.3 Paragraphs 13

Chapter 7.5 Paragraphs 125-126

Chapter 7.9 Paragraphs 2-9, 64-65, 75-79, 85-89, 90 & 91b