

# WILTSHIRE POLICE



## Police Officer Long Service and Good Conduct Policy & Procedure

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# INTRODUCTION

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## Purpose and Aims of Policy & Procedure

The Police Long Service and Good Conduct Medal is awarded to police officers, of all ranks, when they have completed 20 years 'pensionable or approved' service.

This document is intended to provide a standard to those officers who may be eligible for a Long Service & Good Conduct Medal. It aims to define the eligibility criteria for the Police Long Service and Good Conduct Medal, and identify the circumstances when misconduct will result in issue being denied or deferred

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## Outline of the Long Service Award

The Royal Warrant for the Police Long Service and Good Conduct Medal states that "no person shall be recommended for the medal unless, having completed the qualifying period of service". Officers having completed 20 years pensionable service (or an aggregate of 20 years pensionable service in one or more police services) will be nominated for the award provided they have been of good conduct.

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## Eligibility

- Police Cadet Service: Police cadet service is not considered as pensionable and approved service for eligibility for the Police Long Service and Good Conduct Medal.
  - MOD police service does count towards the Police Long Service and Good Conduct Medal.
  - RAF, Army, Navy and Specials service does not count towards the Police Long Service and Good Conduct Medal.
  - Maternity Leave: Providing the period of maternity leave is pensionable, e.g. as defined in the Police Pensions (Amendment) Regulations 2004, it should count as qualifying service for the Police Long Service and Good Conduct Medal.
  - Part-Time Working: Providing the officer works the required number of 20 years that he or she is eligible for the award.
  - Overseas Police Service: For service abroad to be pensionable the police officer must have been seconded there under the Police (Overseas) Service Act 1945 or the International Development Act 2002. An officer will only become eligible for the medal when s/he returns to work for Wiltshire Police.
  - Career Break: A career break is not pensionable service and therefore career breaks are discounted in the calculation of long service.
  - Gaps between forces: Providing the officer works the required number of years (20 years) then he or she should be considered for the award of the Police Long Service and Good Conduct Medal regardless of the length of gap between services.
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## Administration Process

The following process will be adopted when administration of Police Officer Long Service and Good Conduct Policy & Procedure

- The HR Business Centre produces a list of officers with 20 years' 'pensionable or approved' service. This is checked against an individual's discipline record with any concerns over an

individual record being referred to the Professional Standards Department with appeal to Head of People Services.

- Officers with record of misconduct will be identified and a summary of their conduct records will be given to the Head of Professional Standards Department.
- If a medal is deferred either for a specified period, the reasoning behind the decision must be recorded. The officer will be notified of the decision to withhold an award in writing. The reason for the award being deferred will be given and if appropriate, an indication of when the award will be reconsidered. The officer will be given the opportunity to make a representation to the Head of People Services within 10 days of receipt of the notification.
- Decisions made as a result of following this document should be clearly documented in accordance with the requirements set out above. This will ensure transparency, accountability and the ability to maintain an audit trail and demonstrate the organisation's decision making and thought process.
- The HR Business Centre will submit a medal order form to the Royal Mint for the medals to be engraved.
- A letter will be sent to each officer signed by the Chief Constable together with a request form to establish if the officer would like to attend a medal ceremony or the certificate is to be presented locally.
- The list of approved officers will appear in the General Orders. Certificates are also printed to be awarded at the ceremony.
- The medals are dispatched to Wiltshire Police for presentation at the award ceremony, or according to the wishes of the recipients.
- Officers will receive advance notification of their award and will be invited to an awards ceremony to receive the medal from the Chief Constable in the presence of colleagues, family and friends in recognition of valued service to the Police Service.

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## **Disciplinary and Conduct**

The Police Conduct Regulations 2008 set out the standards expected of a police officer and provides the disciplinary outcomes of dismissal with or without notice, final written warning, written warning and management advice.

Anything relating to Pre 2008 will be assessed upon its own merit within the People Services Department.

Wiltshire Police does however recognise 'reduction in rank' as a severe penalty, which is imposed as the result of a disciplinary offence. In most cases, officers who have been reduced in rank during the 20 years service, which is counted for the Long Service and Good Conduct Medal, whether or not they are later, reinstated to the original rank, will not be awarded the medal. Each case will be carefully assessed on its merits by The People Services Department

Force Policy determines the eligibility for promotion of officers following the disciplinary process, the same rules are relevant and will be considered in the decision making process when an officer's conduct record is being assessed in the context of eligibility for a Long Service and Good Conduct Medal.

The Head of Professional Standards Department is responsible for the decision to defer the awarding of a medal for a specified period.

In the following circumstances the award of the Long Service and Good Conduct Medal will be deferred for the period the outcomes matter remains live. The time period for deferment is

- Final written warning 18 months of the finding being imposed.

- Written warning as a result of misconduct proceedings 12 months of the finding being imposed.
- Any officer who is suspended from duty whilst an allegation or complaint of a disciplinary or criminal offence is being investigated.
- In the case where the outcome is Management Advice each case will be reviewed on an individual basis.
- Where there is a live complaint or investigation the matter regarding deferment will be considered by the Head Professional Standards Department.

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### **Forfeiture of Long Service and Good Conduct Medal**

Withdrawal of a Long Service and Good Conduct Medal will follow any conviction unless the offence is one which would not ordinarily be thought disgraceful. This will also be considered when there has been an exemplary punishment under the appropriate disciplinary procedures.

Chief Constables are asked to provide the full details of the case for the consideration to the Secretary of State, which has come to their notice and gives rise to the question of withdrawal of the medal. The Secretary of State should also be made aware of any circumstances meriting consideration of reinstatement of a medal which has been withdrawn.

For retired Police Officers, Chief Officers are asked to assume responsibility of reporting cases which come to their attention. Withdrawal of a Long Service and Good Conduct Medal will normally be considered where the holder has been sentenced to a substantial period of imprisonment i.e.: 3 months or more.

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### **Eligibility of Retired Officers**

Officers, who have retired without receiving their Police Long Service and Good Conduct Medal, due to an administrative oversight, may be eligible to receive the award. Requests will be made in line with regular applications for Long Service medals.

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### **Data Protection**

Any information relating to an identified or identifiable living individual recorded as a consequence of this policy and procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

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