

DEPLOYMENT (POLICE OFFICERS) POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

DEPLOYMENT (POLICE OFFICERS)

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Official

Version Number: 2.1

Page 1 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

Index

1	General principles	2
	Filling of Police Officer Posts – Important Note.....	3
	Organisational requirements.....	3
2	Deployments covered under this policy.....	4
	Non-specialist post vacancies.....	4
	Specialist post vacancies.....	4
	Where no suitable officer is identified through advertising a vacancy	4
	Voluntary transfer requests.....	5
	Critical Roles.....	5
	Exceptional Circumstances.....	6
	Command Selection.....	7
3	Postings not covered within this policy.....	7
4	Duration of Appointments.....	7
5	Release Dates and Administration.....	8
6	Location of Postings.....	9
7	Appeals against posting decisions	9
8	Grievances and Complaints	10

Legal Basis

Legislation specific to the subject of this policy document:

- None identified

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [The Civil Contingencies Act 2004](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

1 General principles

- 1.1 The purpose of this policy is to provide guidance and information on the deployment of police officers.
- 1.2 Norfolk and Suffolk Constabularies (together 'the Constabularies') are committed to ensuring this policy complies with relevant legislation and

Official

Version Number: 2.1

Page 2 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

that consultation has been undertaken with all relevant staff groups. Unless we have expressly stated that a policy is contractual (police staff), all our policies and procedures are non-contractual. We can change them at any time following consultation with UNISON and/or Federation as applicable. Our policies may also be periodically updated to reflect changes in legislation and Police Regulations.

- 1.3 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.4 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status. Managers have a specific responsibility to ensure the fair application of this policy and all officers and staff are responsible for supporting colleagues and ensuring its success.
- 1.5 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers, HR Delivery.
- 1.6 The Constabularies will aim to spread professional experience and skills widely throughout the organisations to meet strategic objectives and minimise risk.
- 1.7 This policy aims to provide opportunities for police officers to maximise their effectiveness and job satisfaction. The Constabularies aim to ensure that career moves, transfers, training and development are planned to meet organisational requirements, in the most cost-effective way. The Constabularies also aim to ensure due consideration is given to officers who require flexible working arrangements for all postings, particularly where the officer wishes to develop their skills and experience for career progression.

Filling of Police Officer Posts – Important Note

- 1.8 The Constabularies have an authorised police establishment in terms of numbers, ranks and specialisms. No permanent change in the total establishment can be made without reference to the formal procedures in relation to this.

Organisational requirements

- 1.9 The Constabularies reserve the right to post any officer according to organisational need. Where necessary, consideration will be given to the most appropriate way to appoint to the post. The Constabularies have the right to select and deploy a suitable officer to meet the needs and demands of the organisation, and in these cases consideration will be given to the

Official

Version Number: 2.1

Page 3 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

officer's individual circumstances and a clear rationale will be provided to the officer affected as to the reason for their deployment.

2 Deployments covered under this policy

Non-specialist post vacancies

- 2.1 Non-specialist posts, up to the rank of Chief Inspector, should be referred by the line manager to the Workforce Planning Manager, who will propose a suitable candidate for approval by senior managers. Non-specialist posts do not need to be advertised.

Specialist post vacancies

- 2.2 Substantive vacancies for specialist posts and joint Norfolk/Suffolk posts, or regional posts, should be filled by way of advertisement in Force Orders, followed by a selection process. Details on how to apply and the selection process will be detailed in the advert.
- 2.3 Specialist posts are posts which require a significant amount of additional training and which have skills specific to the position, for example, Firearms Instructor, and Dog Handler.
- 2.4 In cases of doubt as to whether a post is specialist, the Workforce Planning Team should be consulted before a post is filled.
- 2.5 Officers will be eligible to apply for any specialist post they are suitable for, after completing their mandatory probation period. If interested in applying, officers should discuss the opportunity with their line manager and apply according to the instructions within the advert and on the application form.

Where no suitable officer is identified through advertising a vacancy

- 2.6 Where the selection process for advertised posts that are operationally critical fails to identify a suitable officer, the matter will be referred by the HR Advisor (in conjunction with the line manager) to a Workforce Planning Manager, who will look to identify suitable officers with the required skill set for the role.
- 2.7 The Constabularies will aim to match officers to roles that make the best use of their knowledge, skills and abilities and, subject to operational requirements.
- 2.8 Where an officer with a disability or long-term health condition is identified as having the necessary skills for a specialist role, we will work to support a posting by considering what (if necessary) adjustments could reasonably be made.
- 2.9 The current line manager will be responsible for advising an officer of any decision to deploy them together with the rationale for the decision. Any officer not happy with the decision to deploy them should follow the appeals process set out under Section 7 of this policy.

Official

Version Number: 2.1

Page 4 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

Vacant posts at the rank of Chief Inspector and above

2.10 The Chief Constable of the applicable Constabulary is responsible for deciding on postings for the ranks of Chief Inspector to Chief Superintendent.

2.11 The OPCC is responsible for deciding on postings for Chief Officer ranks.

Voluntary transfer requests

2.12 Officers who wish to be considered for a voluntary transfer to a different location (on their same post) for welfare or other reasons, should contact their line manager in the first instance.

2.13 The officer should send an email to their line manager, copied to their HR Advisor, detailing the reason for their voluntary transfer request. The line manager must acknowledge receipt of the request. The line manager should take into account any welfare considerations as well as the officer's current PDR, performance and attendance record when considering the request, and should seek advice from their HR Advisor as appropriate. The request should also be discussed at the local HR/SMT before a decision is taken on whether to support it. All requests will be dealt with on a case by case basis taking into consideration individual circumstances.

2.14 Should the reasons for the request involve alleged bullying, harassment, or victimisation, the line manager and officer should also refer to the Anti-bullying, Harassment and Victimisation in the Workplace Policy and seek advice from their HR Advisor. If an officer's request for transfer relates directly to any alleged bullying, harassment or victimisation by their own line manager, the officer should email their request to their second line manager (copying their HR Advisor), or directly to the HR Advisor. In such circumstances the officer and appropriate manager may also wish to seek support from the Federation and use the services of the Employee Assistance Scheme.

2.15 Where a request is supported, the line manager (or second line manager) should forward the request to the Workforce Planning team, clearly stating their support for the transfer. If the manager does not support the request, they should provide the officer with the rationale for their decision and document this in the officer's PDR. All requests for voluntary transfer must be dealt with as soon as practicable and without undue delay.

2.16 Where a transfer is supported by the relevant manager, the Workforce Planning Manager will review the request against the existing establishment. Officers will be informed of the outcome and/or details of a transfer, verbally, by their line manager/second line manager.

Critical Roles

2.17 Critical roles, as determined by Chief Officers, are those which must be filled in order to avoid organisational risk. Critical roles will change from time to time according to the structure, objectives and skills mix of the

Official

Version Number: 2.1

Page 5 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

Constabularies. The identification of critical roles will be reviewed at the Resource Planning and Demand meeting. A post is defined as critical if the effects of a vacancy on the Constabularies would result in:

- A failure to fulfil a legal requirement or duty of care; and/or
- A failure to comply with the National Police Chiefs Council (NPCC) guidelines; and/or
- A significant impact on effective operational response

And:

- Officers are put at immediate risk; and/or
- Members of the public are put at immediate risk.

2.18 The Workforce Planning team are responsible for forecasting anticipated 'earliest date' retirements. Details of forthcoming retirements will be shared with Heads of Commands/Departments who will then make the necessary plans for recruitment and selection. Where possible, recruitment to critical roles should start at least six months before the required deployment date to allow for training, a full handover and to ensure that Police Regulations are complied with, with regard to notice and publication of new shift patterns.

2.19 If normal recruitment and selection procedures fail to produce sufficient suitable candidates for a critical role, Workforce Planning will provide details of skill sets to Commands. The Head of Command/Department will then identify who is suitable, taking into account the following factors:

- Comparing the role requirements with the skill profiles of all officers of the right rank and those awaiting promotion if relevant.
- Identifying the most suitable candidates using information from Career Development Plans completed as part of an individual's Performance and Development Review.
- Identifying any welfare issues by consulting with HR Advisors

Exceptional Circumstances

2.20 It is recognised that in exceptional circumstances, an individual officer may require the support of the organisation, due to a personal situation other than a medical condition, which may require a change of posting. In such circumstances the officer should discuss the matter with their line manager, who should then liaise in the first instance with the HR Advisor. The HR Advisor may also seek further advice from Workplace Health. Once it has been agreed that a change of posting is required, full details should be forwarded to the Workforce Planning Team via the establishment email to identify suitable postings. Any identified posts will be referred back to the line manager and HR Advisor to make a decision and the line manager will be responsible for confirming any move with the officer.

Official

Version Number: 2.1

Page 6 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

Command Selection

- 2.21 Chief Superintendents (or equivalent role) have the discretion to advertise and appoint locally within their directorate areas. However, this should only occur in exceptional circumstances where the skills/experience required for the role are likely only to exist within that particular area and it is time-critical to appoint an officer into the post.
- 2.22 Whilst substantive vacancies should be filled by way of advertisement, there may be circumstances where Chief Superintendents, for operational and/or organisational reasons, directly appoint an officer into a role. In such circumstances they should have considered why a local selection process is not appropriate and be able to provide justification for their selection decision.
- 2.23 In both the above situations the Chief Superintendent should discuss their intentions for recruitment with their HR Advisor to ensure that all matters of fairness and equal opportunities have been considered. The rationale for these decisions should be documented and emailed to the Workforce Planning team, at the time of confirming the posting, for retention and auditing purposes and to process the administration of the move. The rationale will be provided to Federation if they request this.

3 Postings not covered within this policy

- 3.1 There are other circumstances where a posting of an officer will need to be sourced and these are covered in the relevant policies for the following situations:
- Secondments
 - Career Breaks
 - Maternity Leave/Adoption Leave/Shared Parental Leave
 - Temporary and Acting Opportunities
 - Promotion

4 Duration of Appointments

- 4.1 The quality of the policing service and the quality of officers' experiences are likely to be enhanced if officers spend time in a variety of different roles and locations in their career.
- 4.2 Once appointed into any specialist post and at any rank, officers should expect to remain in post for a minimum of two years. Whilst there is no set maximum period, duration in specialist posts will form part of Workforce Planning reporting and they will maintain oversight to ensure any measures in respect of 'skills fade' and opportunity for all officers can be actioned where appropriate.
- 4.3 The expected duration of appointment reflects:

Official

Version Number: 2.1

Page 7 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

- the minimum commitment of the individual
- the time an individual needs to gain experience
- a return on training investment to that individual in the post
- the need to provide continuity for some posts

4.4 The requirement of both the organisation and the individual will, on occasion, mean that reasons such as promotion, welfare, prioritisation and an officer's skills/performance will reduce the expected duration of appointment. Where an officer has applied for a specialist post, the expected time will only be reduced in exceptional circumstances. However, a shortened duration in a specialist post will not prevent an officer from applying for other posts where this will benefit their progression and has been recognised as such in their PDR.

5 Release Dates and Administration

- 5.1 All posting decisions will be discussed between the officer concerned and their current line manager. It is the line manager's responsibility to notify the individual of the new posting (this will be followed up by the workforce planning team by email). The line manager will explain the rationale, answer questions and try to resolve any issues surrounding the posting.
- 5.2 All movement of officers will be progressed through Workforce Planning and HR, in discussion with the line manager. The Workforce Planning team will complete the necessary administration to action the new posting.
- 5.3 At the point officers are notified of a move they will also be issued with the shift pattern for the posting. Officers should, wherever possible, be released to start a new posting 28 days from the date they are notified of the move. However, the Constabularies' position is that constables, sergeants and part time inspectors/chief inspectors are entitled to receive three months' notice of a change in their shift pattern. Whilst an officer may agree to forgo that notice period, any requirement by the officer to their full 3 months' notice period will be respected. Alternatively, the officer can be posted at an earlier date on their existing shift pattern, subject to meeting the needs of the receiving department.
- 5.4 When considering posting and deployment dates, consideration should be given to any impact that this may have on an individual's personal circumstances, including health and wellbeing and any existing flexible working arrangements.
- 5.5 Where the posting is across two commands, and there is a dispute about the deployment date, this will be referred to the Resource Planning and Demand meeting for a final decision.
- 5.6 Establishment imbalances across teams caused by staff moves and leavers should be addressed by local managers in conjunction with the Workforce Planning Team. The Resource Management Unit (RMU) will

Official

Version Number: 2.1

Page 8 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

not be responsible for shortfalls in teams that are required to maintain resourcing targets caused through establishment imbalances.

6 Location of Postings

- 6.1 Police officers are expected to serve anywhere within their Constabulary's geographical area. The Chief Constable will reserve this right when arranging postings.
- 6.2 Officers posted in accordance with this policy are expected to travel to and from their place of duty in their own time and at their own expense. So far as is reasonably practicable, an officer's place of residence, any welfare concerns, and health and safety considerations will be taken into account. However, the requirement to provide an effective 24/7 emergency service is paramount.
- 6.3 Where a police officer is posted to another location as part of an organisational requirement, and not as a voluntary posting, every reasonable effort will be made for such postings to be within the distance or travel time limits below:
 - Up to 35 miles in distance;
 - Up to 45 minutes in travel time.

However, it is important to note there is no guarantee for a move to be within these parameters and an officer can be posted to any location.

- 6.4 The distance/travel time shall be determined from the officer's home address postcode to the place of work postcode. Where the officer's home address is outside of the county, the distance shall be measured from the nearest point on the county border.
- 6.5 Regardless of where the officer is posted, travel to the designated place of work is the responsibility of the officer concerned.

7 Appeals against posting decisions

- 7.1 Whilst the Chief Constable has the right to post an officer to serve at any location within the Constabulary, the officer may appeal a posting decision, where the decision has not been made as part of a selection process. An appeal cannot be made against the outcome of a selection process. For any grievances or complaints regarding fairness or application of this policy please refer to section 8 below.
- 7.2 Before submitting an appeal, the officer is encouraged to raise any concerns they have with their line manager, either via email or through a face-to-face meeting. The line manager should help the officer to understand the decision-making process and rationale for the posting in order that the officer can decide whether they wish to submit a formal appeal. If for any reason an officer does not feel comfortable in speaking to their line manager about this, they may contact their Federation

Official

Version Number: 2.1

Page 9 of 10

DEPLOYMENT (POLICE OFFICERS) POLICY

Official

representative for support with raising the concerns with their line manager and/or submitting an appeal as below.

7.3 The grounds for appeal are as follows:

- There are health or welfare considerations, which were not taken into account or given sufficient consideration when the posting decision was made.
- There are personal circumstances (other than health or welfare), which were not taken into account or given sufficient consideration when the posting decision was made.
- There is other relevant information which was not taken account or given sufficient consideration when the posting decision was made.

7.4 All formal appeals should be submitted in writing to the applicable Chief Superintendent, clearly stating the grounds for appeal and evidence to support this.

7.5 An appeal will normally only be accepted up to four weeks following the date of notification to the officer of the posting.

7.6 The Chief Superintendent will consider the appeal in conjunction with an HR Advisor. The Chief Superintendent will review the original posting decision, along with any additional information provided by the officer, before making a decision which they will notify to the individual in person and confirm in writing.

7.7 The decision of the Chief Superintendent is final and should be clearly documented and retained on the officer's personnel record.

8 Grievances and Complaints

8.1 In the event that an officer believes this policy has not been followed correctly, or they have been subjected to unfair treatment, they should ideally discuss this with their line manager in the first instance. The line manager should discuss this with HR to seek informal resolution. If this approach does not resolve the concern, the individual should refer to the Grievance Policy.

8.2 The Constabularies will not accept or investigate any grievance regarding dissatisfaction with the outcome of a posting decision. The appeal process should be followed in these circumstances.

Official

Version Number: 2.1

Page 10 of 10