

# INFORMATION FOR CANDIDATES.

## **POLICE STAFF POSTS**

There are over 1,000 police staff employed by Hertfordshire Constabulary and they provide valuable support to over 2,000 regular police officers throughout the county. Police staff play an essential role in communications, fingerprint identification, accounting, human resources, administrative services, photographic processing, crime management, property services, vehicle fleet management and many other areas.

The conditions of service which apply to this post are those of the Police Staff Council. Full details of these will be available to the successful candidate upon appointment, however, in the meantime, the following information may be helpful.

## **SPECIAL CONSTABLES**

Legislation prevents a police community support officer from becoming a special constable. If you are already a member of the Special Constabulary you will have to resign when you take up employment as a police community support officer.

## **REFERENCE, MEDICAL AND SECURITY CLEARANCE**

Before any offer of employment is made, satisfactory replies from your referees will be required and you will be asked to complete a health questionnaire for submission to the Occupational Health Unit (OHU) for approval. A medical examination may be required. In addition, security checks will need to be satisfactorily completed.

## **PROBATION**

New entrants who have not transferred from a Police Authority will be required to serve a minimum six months' probationary period. Subject to satisfactory reports by your manager, the appointment will be confirmed with effect from the original starting date.

## **SALARY**

Salary will be in accordance with the relevant Police Staff Council scale for the post advertised and you will normally be allocated initially to the minimum point on the scale appropriate to the grade for the post. However, subject to relevant experience a higher starting point may be agreed. Normally annual increments are awarded on 1 April each year, subject to six months' service in the grade, until the maximum of the scale is reached. However, new entrants appointed between 1 October and 31 March in any year will be entitled to an increment after six months' service, in subsequent years 1 April increments will apply. Payment will be made monthly, in arrears, by credit transfer direct to your bank account on the last banking day of the month. Part-time posts will be for the specified number of hours and the salary will be on a pro-rata basis.

## **HOURS OF WORK**

Normally full-time appointments are for a five-day, 37-hour week, but some posts classed as operational will cover a 40-hour week normally on a shift basis.

## **CLOTHING**

Certain posts require either a uniform or protective work wear to be worn. This will be provided at the expense of the Constabulary and must be worn at all appropriate times.

## ANNUAL LEAVE

In addition to the normal statutory holidays, full-time employees will be entitled to a minimum of 23 days leave during each leave year. After five years' service your leave entitlement will be increased to 28 days and to a minimum of 29 days after ten years' service. Actual entitlements are dependent on grade.

## SICKNESS

Absence caused by sickness will be paid for in accordance with the terms of the Police Staff Council Scheme and the DSS Statutory Sick Pay Scheme.

## PENSION SCHEME

Present legislation gives you the choice of how you wish to provide for a pension when you retire, and all employees who are aged between 16 and 65 will be given the opportunity to join the Local Government Pension Scheme. Membership, however, is voluntary. It may be possible to transfer to this scheme any pension rights which you have earned with a previous employer.

## PREGNANCY/MATERNITY/PATERNITY

Pregnant employees will be allowed paid leave for appropriate antenatal care. Employees will be eligible for the appropriate maternity provisions of the Police Staff Council Scheme and Statutory Maternity Pay will be paid in accordance with current legislation. Paternity leave is also available where appropriate.

## TRADE UNION MEMBERSHIP

You have the right to join an appropriate trade union and to take part in its activities if you so wish. Hertfordshire Constabulary recognises UNISON as the sole trade union representing police staff for collective bargaining purposes.

## OFFICIAL SECRETS

During the course of your employment you may come into possession of confidential information and documentation. Improper disclosure of such information or wrongful retention of documentation may be an offence under certain sections of the Official Secrets Act.

## DATA PROTECTION ACT

Personal data supplied may be held or verified on a computer. Personal data about you may be computerised for personnel/employee administration purposes, including analysis for management purposes and statutory returns.



HERTFORDSHIRE  
CONSTABULARY

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Promoting Diversity

[hertspolicecareers.co.uk](http://hertspolicecareers.co.uk)