<table>
<thead>
<tr>
<th>Freedom of Information Act Publication Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Protective Marking</strong></td>
</tr>
<tr>
<td><strong>Publication Scheme Y/N</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Version</strong></td>
</tr>
<tr>
<td><strong>Summary</strong></td>
</tr>
<tr>
<td><strong>Branch / OCU</strong></td>
</tr>
<tr>
<td><strong>Date created</strong></td>
</tr>
<tr>
<td><strong>Review date</strong></td>
</tr>
</tbody>
</table>
Introduction
The Performance Management of People Policy covers the standards of performance, attendance and behaviour expected of police officers and police staff under the following SOPs:

- Unsatisfactory Performance of Police Probationers and Extensions to the Police Probationary Period;
- Unsatisfactory Attendance – Police (Police (Efficiency) (Amendment) Regulations 2003) (up to & including 30/11/08);
- Unsatisfactory Performance – Police Officers (up to & Including 30/11/08);
- Unsatisfactory Performance and Attendance Procedures – Police Performance Regulations 2008 (with effect 1/12/08).
- Police Staff Discipline;
- Probationary reporting procedures for Police Staff;
- Standard Operating Procedure for the management of suspension from duty for police officers and police staff.
- Instructions and Guidance for the application of the Work Based Assessment (system of promotion to the ranks of sergeant and inspector);
- Performance Development Review (PDR) for Officers and Staff;
- Guidance for Managing Police Staff Complaints and Serious Misconduct Matters

Application
This policy statement is applicable from the date of publication.
All police officers and police staff, including the extended police family and those working voluntarily or under contract to the MPA must be aware of, and are required to comply with, all relevant MPS policy and associated procedures.
This policy applies to

- all police officers; and
- police staff; and
- their relevant line managers;
- HR Units also have responsibilities, as outlined specifically within each SOP;
- Training & Development Managers;
- Senior Management Teams (SMTs);
- Borough/Operational Command Unit Commanders;
- Business Group Business Managers;
- Assistant Commissioners;
- MPS Health, Safety & Welfare professionals;
Purpose
The purpose of this policy is to establish the expected standards of performance, behaviour and attendance for police officers and police staff. The policy also covers the management of police officers and police staff suspended from duty, the requirement for Performance Development Reviews, and work-based assessments as they apply to promotion to the ranks of sergeant and inspector.

Scope
This policy does not apply to volunteers, those under contract to the MPA/MPS or those not in the employment of the MPA/MPS.

Policy Statement
The Policy of the MPS is to ensure an integrated and comprehensive approach to developing, promoting, retaining and deploying police officers and staff, so that we get the best from our people. To this aim:

1. Each member of staff and every officer is entitled to receive an annual PDR (Officers and Staff subject to probationary reporting procedures will be covered by additional specific arrangements). Managers in the MPS have an obligation to complete PDRs for those who directly report to them in a timely and accurate way. The purpose of the PDR is to assess an individual’s performance against their current role and determine where development could/should facilitate improvements. It is also used to enable line managers to focus staff in working towards reaching their full potential, including information in respect of vertical/lateral career progression. The Mid Year Review (MYR) is a formal way to record performance for the first half of the reporting period and review objectives.

2. Where it is identified that an officer or member of police staff is not meeting the acceptable levels of performance or attendance, managers must ensure that the situation is managed in an open and just manner so that, if there is no improvement in the officer or police staff's
performance, appropriate action may be taken without bias and the officer or member of police staff is given the opportunity to respond.

3. In the event of a suspension from duty, the Suspension SOP (and its supporting documents) will ensure individuals are treated fairly, with dignity, sensitivity and respect in accordance with their needs. The MPS will provide the appropriate duty of care, and proactive support in the management of individuals suspended from normal duty whilst the subject of complaint and/or criminal and/or management investigation.

4. The instructions and guidance for Work Based Assessment (WBA) supports the HR Career Management Unit (Work Based Promotions Team) Promotion Policy and specifically relates to the running of Work Based Assessment within the MPS.

5. In the event of a complaint and/or serious misconduct matter against a member of police staff, the procedures set out by the Independent Police Complaints Commission (IPCC) will be followed. This will cover:
   - Complaints made by members of the Public; and
   - Serious misconduct matters that are criminal, discriminatory or adversely affect a member of the public, which fall within the remit for referral to the IPCC.

Benefits
Police Officers and Police Staff, their line managers and those involved in the HR function will be clear to the performance, attendance and behavioural standards expected of them within the Service. These standards will enhance customer service and confidence in the Metropolitan Police Service.

Responsibilities
Responsibility for this policy resides with HR Board. The implementation and monitoring of the individual SOPs resides with those Units mentioned within the specific procedures. Overall responsibility for the monitoring of this Policy resides with HR Organisational Development Branch.

Associated Documents and Policies
Documents that support this Policy are:
Unsatisfactory Performance of Police Probationers and Extensions to the Police Probationary Period SOP
Unsatisfactory Attendance – Police (Police (Efficiency) (Amendment) Regulations 2003) SOP (up to an including 30/11/08);
Unsatisfactory Performance of Police Officers SOP (up to an including 30/11/08);
Unsatisfactory Performance of Police Officers SOP - The Police (Performance) Regulations 2008);
Police Staff Discipline SOP;
Manager’s Guidance for Police Staff Discipline (SOP)
Probationary reporting procedures for Police Staff SOP;
The Management of Suspension from Duty - Police Officers and Police Staff (SOP).
SOP for Managing Police Staff Complaints and Serious Misconduct;
Work Based Assessment SOP (system of promotion to the ranks of sergeant and inspector);
Performance Development Review (PDR) SOP;

Other associated policies and documents are:

- Attendance Management SOP;
- Special Leave SOP;
- Equality Policy and Equality SOP;
- Maternity Leave SOP;
- References SOP;
- Work / Life Balance Policy;
- Recruitment and Selection Policy
  - Processes for Transfers and Rejoiners (Recruitment Assessment Process SOP, Section 9);
- Learning Management Policy;
- Leaving the Service Policy
- Police Constable Foundation Training Policy;
Regulation 12 & 13 – Police Regulations 2003;
Professional Development Portfolio for Probationers;
Supplementary guidance on Work Based Assessment - see Work Based Promotions Unit intranet site;
“Guidance Notes and Useful Information” (in relation to the PDR system) as published on the Career Management Unit website;
Unsatisfactory Performance & Attendance of Police Officers (UPP). Home Office Guidelines (1/12/08);
RRAA, Pro Forma: Form 7670;
Form 453SM: Suspension Management Record;
ACAS Code of Practice of Discipline & Grievance Procedures;
The Employment Act 2002 (Dispute Resolution) Regulations 2004
Special Notice 5/2000:
  • Part One - Prevention and detection of fraud and theft
  • Part Two - Prevention and detection of losses and the write-off of losses
    and authorisation of special payments
  • Part Three - Recovery of salary and other overpayments"

The following Policies and Notices are cancelled:

Police Staff Discipline Policy (Item 1, Notices 38/06, 27 September 2006).

Unsatisfactory Performance of Police Probationers and Extensions to the
Police Probationary Period Policy and associated SOP (Item 5, Notices 42/04,
20 October 2004).

Unsatisfactory Attendance of Police Officers (Item 3, Notices 35/04, 1 September
2004).

Unsatisfactory Performance of Police Officers (Item 2, Notices 08/05, 02 March
2005).

Probationary Reporting Procedures for Police Staff (Item 4, Notices 29/07, 18 July
2007).