



NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS

Owning Department: Professional Standards

Department SPOC: Service Improvement Team Sgt

Risk Rating: Medium Low

Legal Sign Off: Alison Ings - 22.4.24

JNCC: March 2023

Published Date: 07/02/2025 (v3.6)

Review Date: 13/03/2027

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

Index

1	Introduction.....	3
2	Applicability	3
3	Declaring Business Interests and/or Additional Occupations	4
4	Notification of Business Interests and/or Additional Occupations	5
5	Applications and Reviews.....	6
6	Refusal of Permission and Suspension of Business Interest.....	8
7	Appeals against Suspensions, Refusal of Permission or Conditional Approval.....	8
8	Flowchart 1 – Determining whether a Business Interest or Additional Occupation is notifiable	10
9	Flowchart 2 – Applying for Approval for a Business Interest or Additional Occupation (Existing Staff)	11
10	Flowchart 3 – External Applicants for Norfolk or Suffolk Constabulary Police officer/staff roles	13
11	Guidance to Approval of a Business Interest or Additional Occupation.....	14
12	Flowchart 4 – Appeals against Rejection of Business Interest or Additional Occupation (Police Officers (including Special Officers)).....	20
13	Flowchart 5 – Appeals against Rejection of Business Interest or Additional Occupation (Police Staff (including volunteers and casual workers))	21
14	Roles and Responsibilities	22
15	Definitions and Further Explanations.....	24
16	Appendix A – Examples of Business Interests or Additional Occupations and Compatibility	27
17	Appendix B – Do's and Don'ts	28
18	Appendix C – Frequently Asked Questions	29
19	Appendix D – Politically Restricted Posts	30

Legal Basis

Legislation specific to the subject of this policy document

Section	Act (title and year)
	The Working Time Regulations 1998
	Police Regulations 2003 (Regulations 7, 8 & 9)

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

Act (title and year)
Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
Equality Act 2010
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

Other Related Documents:

- ACPO Guidance on the Management of Business Interests and Additional Occupations for Police Officers and Police staff – July 2012.
- Police Staff Council, Joint Circular No. 93 – April 2017
- NPJA Circular 01/2011 – Special Constables: Eligibility for Recruitment – March 2011

Official

Version Number: 3.6

Page 2 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

- College of Policing Code of Ethics
- Standards of Professional Behaviour
- Standards of Professional Behaviour - Police Staff council terms and conditions handbook

1 Introduction

1.1 The aim of this policy is to:

- Provide a structured and consistent approach to dealing with requests for approval for business interests or additional occupations and improve parity of decision making and processes between Police Officers, Police Staff, Police Volunteers, Special Constabulary Officers and casual workers.
- Ensure that any approved business interests or additional occupations do not conflict with the work of Police Officers, Police Staff, Police Volunteers, Special Constabulary Officers and casual workers and their ability to not only discharge their duties impartially, but to be seen to be doing so by the community.
- Ensure the maintenance of public confidence in the professionalism and integrity of the Police Service, the health, safety and welfare of Police Officers, Police Staff, Police Volunteers, Special Constabulary Officers and casual workers and compliance with the Working Time Regulations.

1.2 Norfolk and Suffolk Constabularies (“the Constabularies”) are committed to ensuring this policy complies with relevant legislation and 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 The Head of Professional Standards 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 Service Improvement Team Sergeant, PSD.

1.5 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 staff are responsible for supporting colleagues and ensuring its success.

2 Applicability

2.1 This policy applies to:

Official

Version Number: 3.6

Page 3 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

- Police Officers;
- Police Staff;
- Police Volunteers;
- Members of the Special Constabulary; and
- Casual workers.

Please Note: For ease of reference, from here on in, these roles will be referred to collectively as 'individuals'.

- 2.2 Police Volunteers and Special Constabulary Officers must declare their primary occupation at the application stage of the recruitment process. Any changes to the primary occupation or business interest during their tenure must be notified in line with this policy.

3 Declaring Business Interests and/or Additional Occupations

- 3.1 As part of the Constabularies' acknowledgement of the right to respect for private and family life afforded by Article 8 of the Human Rights Act 1998, applications from individuals to pursue additional employment or a business interest will be considered.

Police Officers

- 3.2 The Police Regulations 2003 impose restrictions on the private lives of Police Officers. The Constabularies recognise that it is important that certain restrictions are imposed on the private lives of Police Officers to ensure the efficient, legal and ethical provision of policing services. Where possible, such restrictions will be applied sensibly, consistently and with appropriate flexibility.
- 3.3 Requests for Police Officers to pursue a paid or unpaid business interest or additional occupation will be considered against conditions laid down in Police Regulations 7 and 8.
- 3.4 Police Officers have a duty to notify the Constabularies of a relative's business interest which, in the opinion of the member, interferes or could be seen as interfering with the impartial discharge of the member's duties.

Police Staff

- 3.5 Members of Police Staff will not knowingly involve themselves in any business interest or additional occupation which could conflict with their constabulary role and/or breach the Working Time Regulations (WTR). Staff should refer to the Guidance below to determine what would potentially constitute a conflict and requires disclosure.
- 3.6 In the event that a member of Police Staff becomes aware of a potential conflict they should immediately notify their line manager and PSD. A failure to so notify may result in disciplinary action.

Official

Version Number: 3.6

Page 4 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

Members of the Special Constabulary

- 3.7 NPIA Circular 01/2011 imposes restrictions on the eligibility for recruitment to the Special Constabulary. Individuals in certain occupations are ineligible to be appointed as members of the Special Constabulary due to legislation. In the case of certain other occupations, employers have stated that they consider it to be inappropriate for their individuals to become a member of the Special Constabulary, for example because they perform public facing uniformed roles. When considering a Business Interest application, Professional Standards will have due regard of these restrictions both at the point of recruitment and during service should there be change in the circumstances of a member of the Special constabulary.
- 3.8 In the event that there is a change in the circumstances of a member of the Special Constabulary, that individual should immediately notify their line manager and PSD. A failure to so notify may result in disciplinary action.

New Applicants to either Constabulary

- 3.9 New applicants are required to declare any existing business interest and/or additional occupation that they intend to continue should they be appointed. Applicants will not be eligible for appointment if they intend to maintain a business interest that is deemed not to be compatible by the Professional Standards Department with being a member of either Constabulary as per this policy. If an applicant's existing business interest/additional occupation is deemed incompatible, then either the applicant will be required to cease their involvement with that business interest/occupation or their application will be rejected. There is no right of appeal for new applicants.

4 Notification of Business Interests and/or Additional Occupations

- 4.1 All individuals are required to obtain prior approval for any business interest or additional occupation in which they propose to engage following appointment, whether for financial gain or otherwise, and;
- Involves the provision of any service to the Police and Crime Commissioners (PCCs), paid or unpaid; or
 - Does or may give rise to a conflict of interest; or
 - Does or may infringe Working Time Regulations
 - Which falls into one or more of the categories outlined in Appendix A or;
 - If you hold or intend to hold any role; paid, unpaid or voluntary*, carry on any business (other than as a Police officer/Police staff/Police volunteer/members of the Special Constabulary/casual workers) including having a rental property; or
 - If you, your spouse, partner or civil partner (in each case not being separated from you) or any relative included in your family living with you, hold or intend to hold or possess a pecuniary interest in a licence or permit granted in pursuance of the law relating to liquor licensing,

Official

Version Number: 3.6

Page 5 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

refreshment houses or betting and gaming or regulating places of entertainment in the area of the police force in question; or

- If you have competing professional or personal obligations or personal or financial interests that would make it difficult to fulfil your duties fairly.

*Voluntary work includes, but is not limited to political office, formal election agent, director, school governor, reserve forces, parish councillor, activities associated with Scouts, Guides and age-related subsidiaries; sports coaching/training. This list is not exhaustive.

- 4.2 If an individual is unsure whether they are required to make an application for their proposed business interest or additional occupation, Flowchart 1 should be consulted or advice should be sought from the Professional Standards Department. Business interests or additional occupations should not be undertaken prior to approval of the application. A failure to notify a business interest or an amendment to a business interest may constitute a breach of the standards of professional behaviour.
- 4.3 All approved business interests or additional occupations will be subject to periodic review, as outlined below.

5 Applications and Reviews

- 5.1 Applications for new, or reviews of existing, business interests or additional occupations should be submitted using the appropriate Form PSD10, which can be found on the Professional Standards Department intranet site:

- PSD10 – Existing officers and staff
- PSD10A – Pre-employment staff and officers
- PSD10B – Review Document
- PSD10C – Specials
- PSD10D – Volunteers
- PSD10E – 6 Month Activity Review

Please Note: Separate applications are required to be made for paid, unpaid and voluntary work, even if they are within the same 'area', e.g. training.

- 5.2 Please note that if there is a particular deadline/time constraint for an applicant to undertake a Business Interest or additional occupation, this should be made clear on the PSD10 and an email should be sent to the Business Interest email address and PSD will endeavour to prioritise the application to meet the deadline. All applications will be initially assessed by the Business Interests Administrator (BIA), PSD.
- 5.3 When conducting a risk assessment into the nature of the Business Interest or additional occupation, the Business Interest Administrator will consider various elements of the application/review and decide whether the business interest is either high risk or low risk. There is no prescriptive, or exhaustive list as to what will constitute a high, or low risk business interest, but consideration will be given on a case by case basis taking into account a number of factors; including, but not exclusive to:

Official

Version Number: 3.6

Page 6 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

- Any views or recommendation(s) submitted by any person within the individual's line management;
- The number of Business Interests and/or additional occupations applied for; or collective number of business interests already authorised or pending;
- The ability for the individual to discharge their duties impartially;
- The risk of a conflict of interest;
- The risk of infringing the WTR, having due regard to the number of hours worked;
- Amount of exposure to the public;
- Amount of income generated;
- Any performance, misconduct or attendance issues linked to the individual, currently being addressed.
- Whether the business interest falls into one of the incompatible or disallowed roles.

5.4 The definition of 'high risk' and 'low risk' can therefore not be defined as various elements will have to be taken into consideration on each individual application basis. The determination of the risk status has a bearing on two processes.

1. Business interests and/or additional occupations that are deemed high risk require approval by PSD Senior Management Team and the Head of PSD, and further oversight with checks completed by HR, Anti-Corruption Unit and Vetting Unit. Low risk business interests can be authorised immediately by the Business Interest administrator.
2. High risk Business Interests and/or additional occupations will be subject to shorter review periods (ordinarily six or 12 months; but can be more/less dependent on the assessment.) Low risk Business Interests and/or additional occupations will be subject to longer review periods (ordinarily two to five years – dependent on the considered risk.)

5.5 When a business interest or additional occupation is due for review, the Business Interest Administrator will contact the individual to initiate the review, requesting them to complete the review document: Form PSD10B.

5.6 An authorised business interest can be subject to a '6-month activity' review. PSD will conduct random or intelligence led reviews into the business interest activities completed over a six-month period. These checks are designed to ensure officers and staff are complying with any conditions placed upon their business interest. Officers and staff will be asked to complete a PSD10E which requires consultation with their line manager. The PSD10E will then be subject to a further review by the Business Interest administration within PSD. If the applicant is complying with the conditions set, then the business interest will continue to be authorised. However, if the activities detailed are not compliant with the conditions of the business interest or force policy, a decision will be made whether to suspend the business interest or amend any conditions.

Official

Version Number: 3.6

Page 7 of 31

- 5.7 PSD will conduct intelligence led and random checks on individuals to ensure they are abiding by the conditions stipulated in their business interest authorisation and force policy. This may include, but is not limited to, lawful business monitoring of Constabulary property; vulnerability interviews and physical checks.

6 Refusal of Permission and Suspension of Business Interest

- 6.1 If the application is refused, the individual will be sent a letter from the Head of PSD within 28 days of PSD receiving the completed application. The letter will detail the reason(s) for the refusal. Please note that even if an applicant has lodged an appeal, the applicant must not undertake the Business Interest or additional occupation during this time, whilst a determination is being considered.
- 6.2 An approved Business Interest or additional occupation may be suspended in certain circumstances. Suspension may be imposed when there is an indication that continuance of the Business Interest or additional occupation is incompatible with any of the Key Principles as identified in Section 10.
- 6.3 Only the Head of PSD can suspend a Business Interest or additional occupation. If a Business Interest or additional occupation is suspended, the individual will be sent a letter from the Head of PSD within five working days of the suspension decision. Notification may be provided verbally in the first instance with immediate effect. The letter will provide a clear rationale for the suspension. Financial implications of any decision will be considered and a period of time may be given to allow the individual to transition out of the commitment. In exceptional cases, where there is an immediate risk to the individual or the reputation of the Constabularies, the DCC could immediately terminate the business interest or additional occupation.

7 Appeals against Suspensions, Refusal of Permission or Conditional Approval

- 7.1 Should an individual wish to appeal against a suspension, refusal or conditions, a written notice of appeal must be submitted as follows;
- Police Officers (including members of the Special Constabulary) – as per Flowchart 4
 - Police Staff (including volunteers and casual workers) – as per Flowchart 5

Lodging an Appeal

- 7.2 Individuals must submit a written notice of an appeal via PSD to reach the Deputy Chief Constable within ten working days of being notified of the decision not to authorise an application or to impose conditions. Appeals received outside of this period will be accepted only at the discretion of the Deputy Chief Constable. A notice of appeal should state briefly the reason for the appeal.
- 7.3 On receiving notice of appeal, the Deputy Chief Constable shall give the individual the opportunity to make representations in writing, at a meeting, or both. This is at the discretion of the individual. The Deputy Chief Constable will provide a written outcome within 28 days of receiving the notice of appeal.

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

- 7.4 The Deputy Chief Constable may extend the 28 day period (specified at 7.3) in the interest of justice. However, if this is the case, the chief officer will notify the individual in writing, which will include a justification for doing so. An update will be provided to the applicant in writing every 28 days thereafter if necessary.

Representation

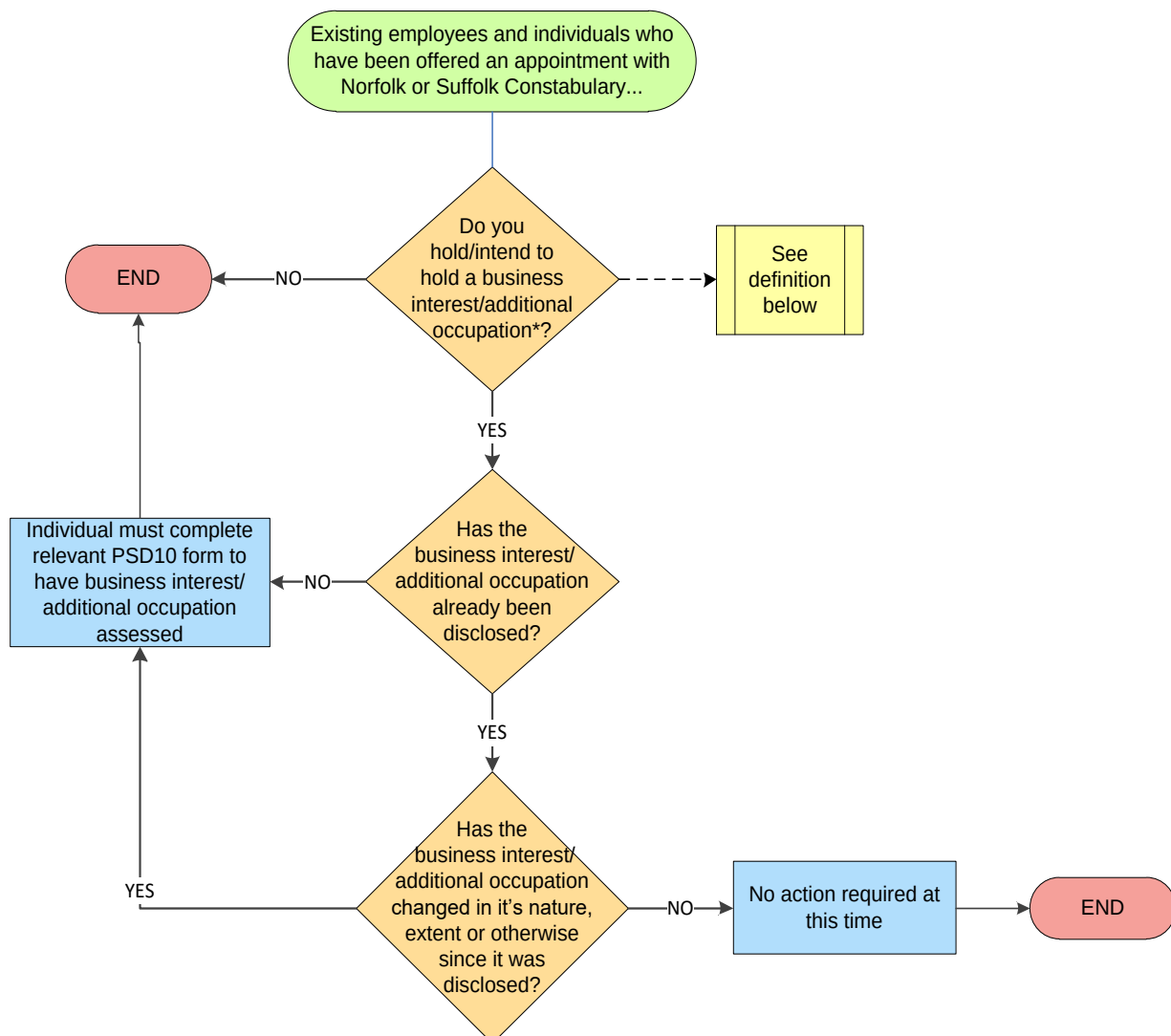
- 7.5 During the appeal process, the individual may be represented by a police friend, Federation or a UNISON representative.

Official

Version Number: 3.6

Page 9 of 31

8 Flowchart 1 – Determining whether a Business Interest or Additional Occupation is notifiable



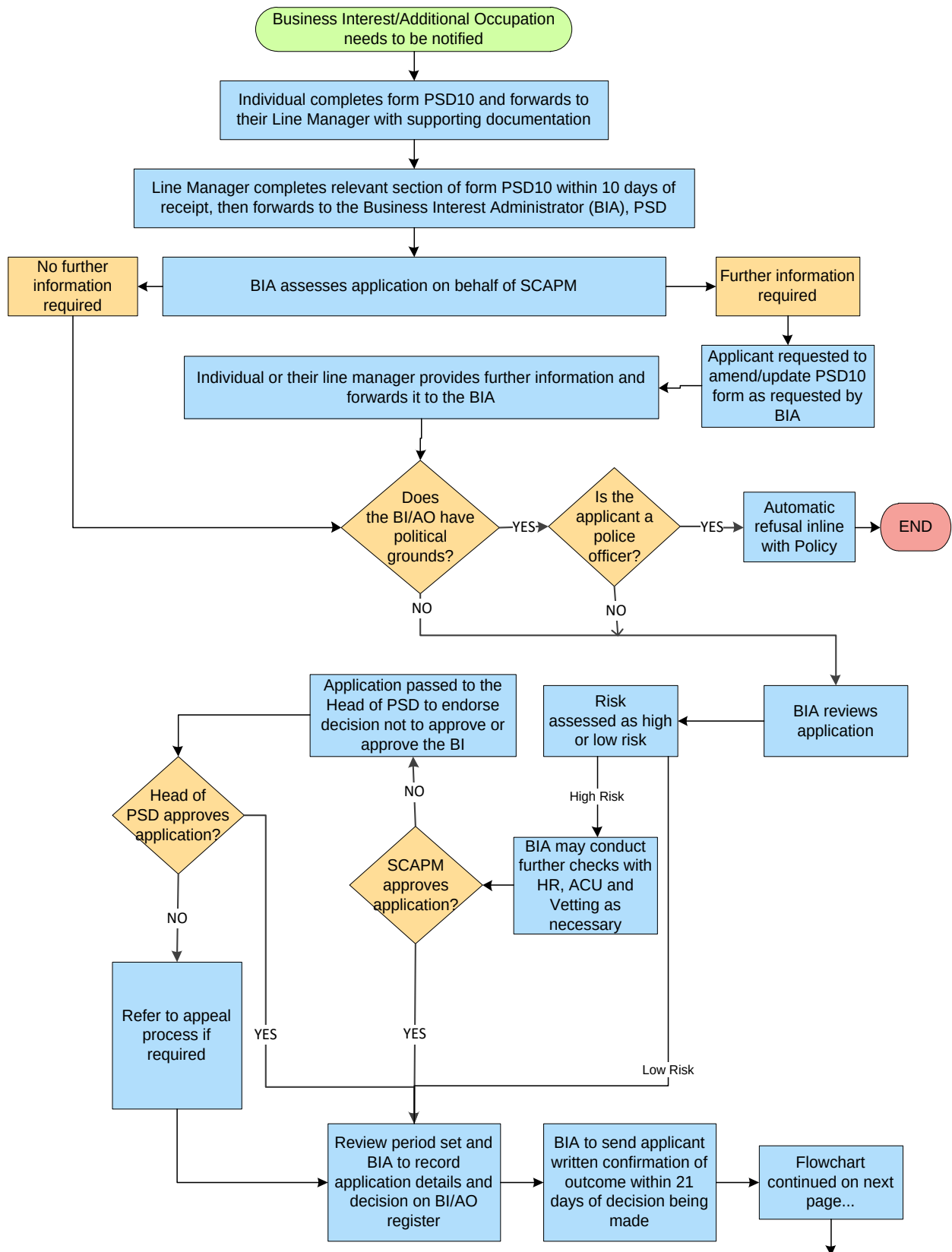
*A Business interest/Additional occupation (or conflict of interest in a work environment) can be defined as;

- Outside their employment as a Norfolk or Suffolk Constabulary employee worker, the individual holds or intends to hold any role; paid, unpaid or voluntary (e.g. political office, election agent or canvassing, director, school governor, Reserve Forces, parish councillor) or carry on any business, including having a rental property (other than as an employee of Norfolk or Suffolk Constabulary); or
- The Norfolk or Suffolk Constabulary employee worker, his/her spouse, partner or civil partner (in each case not being separated from him/her) or any relative included in his/her family living with the officer/staff member, hold or intend to hold a pecuniary interest in a licence or permit granted in pursuance of the law relating to liquor licensing, refreshment houses or betting or gaming or regulating places of entertainment in the area of the police force in question.
- A situation when someone, has competing professional or personal obligations or personal or financial interests that would make it difficult to fulfil his/her duties fairly.
- A situation in which a person has private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as, say a public official, an employee or professional.

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

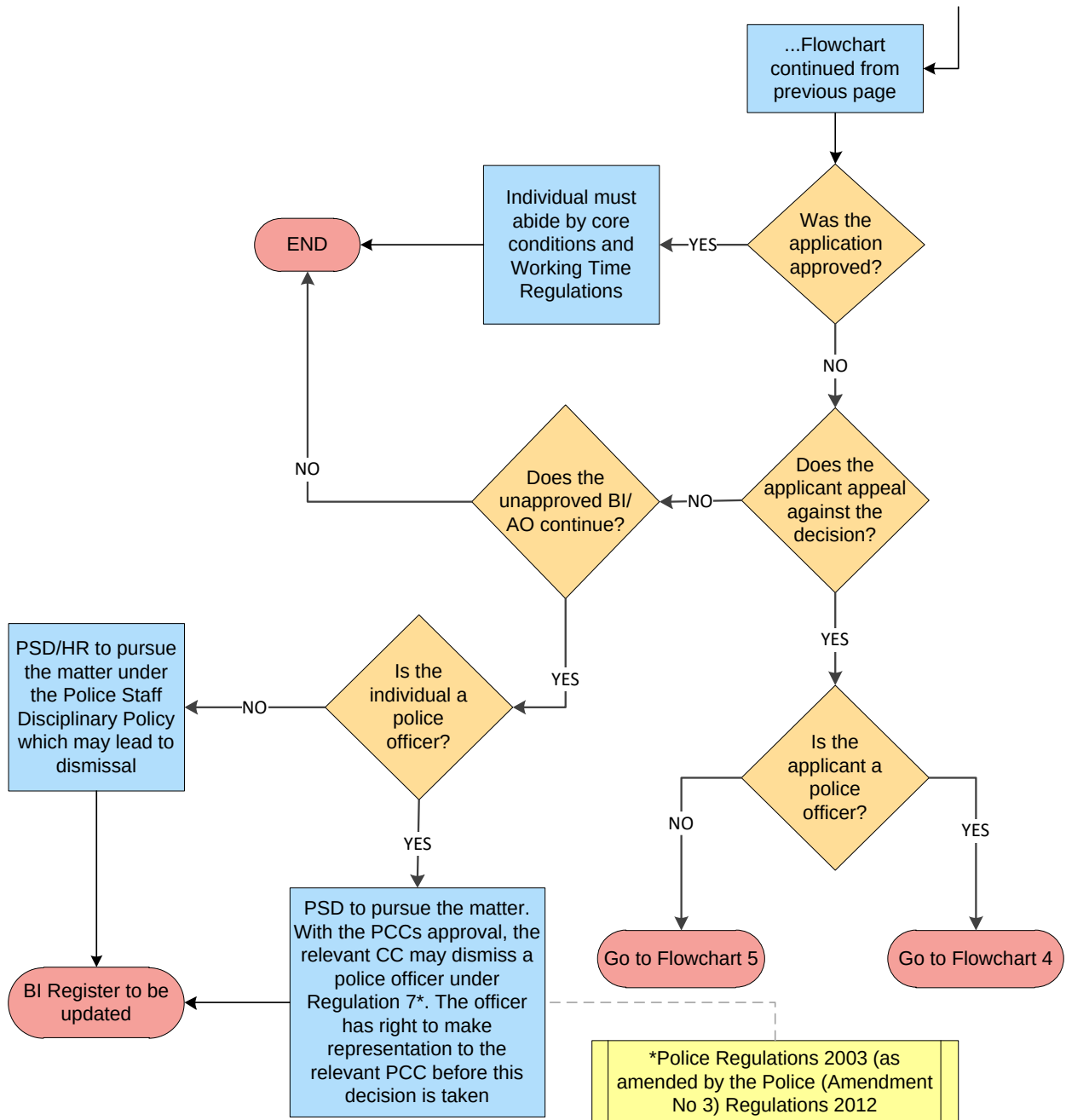
9 Flowchart 2 – Applying for Approval for a Business Interest or Additional Occupation (Existing Staff)



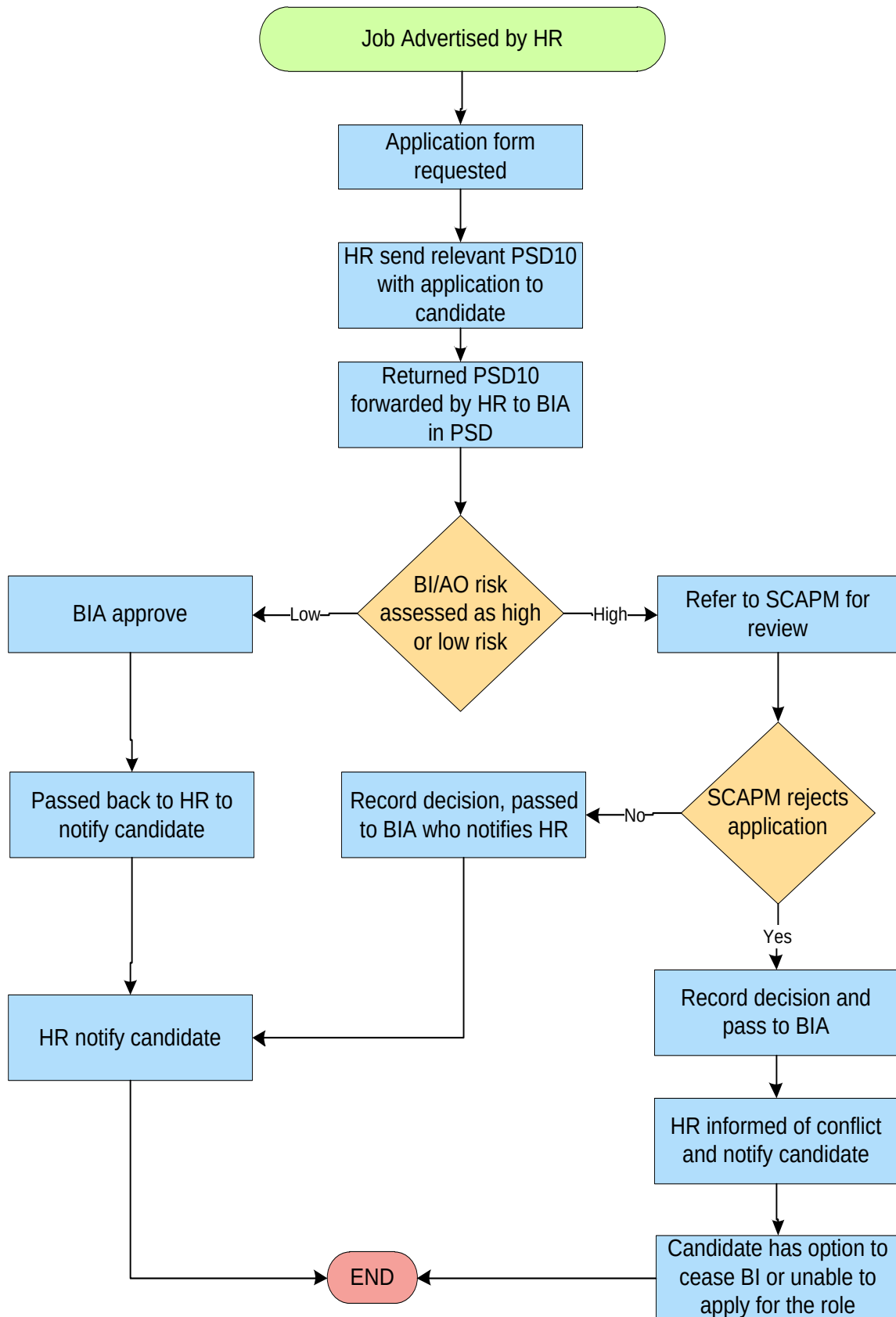
Flowchart 2 continued...

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official



10 Flowchart 3 – External Applicants for Norfolk or Suffolk Constabulary Police officer/staff roles



11 Guidance to Approval of a Business Interest or Additional Occupation

Core Authorisation Conditions	A copy of these authorisation conditions will be sent to the individual by the Business Interest Administrator together with confirmation of approval of an application. Police Officers, Police Staff, Police Volunteers, Special Constables and casual workers: • Total hours involved to comply with WTR (currently 48 hours per week). • No activity to be conducted during duty time, on police premises or on either Constabulary's communication systems. The only notable exception to this is the Police Cadets scheme, specifically the leadership role. • No police information or systems to be used to support the activity. The only notable exception to this is the Police Cadets scheme, specifically the leadership role. • The activity to be conducted in such a way as not to give the impression of affecting the member of staff's impartiality or bring the service into disrepute. • Not to use their position with the police to resolve any criminal or civil disputes. • Must not appear at the business interest or additional occupation in police/staff uniform. The only notable exception to this is the Police Cadets scheme, specifically the leadership role. • Landlords must cooperate with the police, local authority and any other statutory bodies in the investigation of complaints of anti-social behaviour or criminal conduct against their tenants and must report any alleged criminal conduct and any criminal or civil proceedings taken against them or, if known, against their tenants, as the result of such conduct. • Must seek approval before renting accommodation to/from an individual who is in the same line management structure. • Must not use their position to attract trade/customers, etc. • When marketing a product or service, must say nothing which implies or infers that it has the support of the relevant Chief Constable of the Constabularies or the police service in general. • If advertisements are placed nationally or locally, must not make reference that the advertiser is a Police Officer, Police Staff, member of the Special Constabulary, Police Volunteer or a member of their family. Contact details must not include any telephone numbers or addresses that relate to police premises, unless in police-provided accommodation, nor to any mobile telephones provided for police use. • It is the individual's responsibility to ensure that they hold a fully approved Business Interest prior to advertising their interest on the Constabularies Police Systems (For Sale Board/Noticeboard). Excessive use is wholly unacceptable and advertisements should only be administered in an individual's own time (meal breaks). Excessive use will be pursued by PSD/HR as necessary under the Acceptable Use Policy. • Will be responsible for statutory notices/payment of taxation/personal insurance/personal liability, etc. and no liability will be accepted by the Constabularies. • Must conduct the activity only during off-duty/non-work time – no special consideration will be given to rearranging duties/working hours.
--------------------------------------	--

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

	• Pursuing the activity must not affect the individual's ability to perform their police role, including compliance with the WTR. • Must ensure that the activity complies with all relevant legislation – the Constabularies accept no liability for failure to comply with such legislation. • Must notify any change in circumstances relating to the activity. • If on sickness absence or recuperative duties, must not pursue the activity if it is likely to impede the individual's recovery and a return to full duties. Other conditions may be added depending on the nature of the Business Interest application. A breach of any of the conditions may amount to misconduct and result in the authorisation being withdrawn.
Key Principles	Each case will be considered on its own merits; however, there are a number of factors that may be considered in reaching a decision, as to whether the business interest or additional occupation may be compatible. The following criteria will be considered: • Impartiality – predicted, expected or evidenced • Impact on the Constabularies – potential and perceptions • Current performance of the individual • Proportionality – in relation to seniority and role • Equality and Diversity • Health, Safety and Well-being. These six key areas are broken into specific impact factors. Impartiality – relates to the risk of the business interest or additional occupation interfering with an individual's ability to impartially discharge their duties or the extent to which the public would be likely to perceive or form an impression that it would so interfere. • Whether the activity is one regulated by the police or where the police are involved in enforcement or licensing. • Whether the activity is an extension of an individual's duty or the extent to which the training, skills and experience provided by the Constabularies are to be relied on. For example; working in private security. • Whether the fact of being affiliated with the Constabularies is a relevant consideration. For example; where the office of constable or being a member of Police Staff could be used to promote the activity or a product of the activity or would allow other organisations to do so. • Whether an individual's fairness or impartiality in their dealings with the public or colleagues might be compromised. • Whether there is a likelihood of the activity interfering with the member of staff's attendance for rostered duties. • The potential to use for personal benefit; duty/work time, equipment, information or intellectual copyright. Impact on the Force – relates to the risk of the business interest or additional occupation discrediting the Constabularies or undermining confidence in the police service.

Official

Version Number: 3.6

Page 15 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

	• The nature of the business interest or additional occupation – how reputable it is in its own right, in the eyes of the public and in association with the Police Service. • Whether the activity could lead to the public losing confidence in the honesty and integrity of the member of staff, either Constabulary or the Police Service. • The use of social media to promote or sell sexually explicit or provocative images on platforms such as Only Fans will not be authorised by PSD. Using social media platforms for these purposes undermines the integrity of the Constabulary and may undermine the credibility of police witnesses particularly in cases where vulnerable individuals have been exploited. • Where the activity could lead to a member of staff being improperly beholden to any person, organisation or institution. • Whether the activity could lead to conflicting contractual commitments to a third party, e.g. providing advice to a training company which is then contracted to work for either Constabulary. Current Performance – this relates to the risk of a reduction in performance of the individual, taking into account their current performance and potential for the nature of the business interest application. Attendance • Whether the individual's attendance record is within the current target set by the Constabularies and is in accordance with the standards set within the joint Sickness Management Policy. • When an individual is absent from work on sick leave or returns to work on restricted or recuperative duties, consideration should be given to suspending approval of the business interest or additional occupation, if there is the potential that the continuation of the business interest or additional occupation could have a negative impact on the individual's wellbeing and return to full duties. • If the Constabularies consider the Business Interest activity or additional occupation to have impacted on an individual's performance or sickness levels, consideration should be given to a full review of the activity. Misconduct • Consultation with the Joint Professional Standards Department (PSD) or HR (for Police Staff Misconduct Procedures) should take place to consider any current or previous misconduct and the impact or risk of any relevant misconduct on the approval of any business interest or additional occupation. If it is considered that the misconduct relates directly to the business interest or additional occupation, approval may be modified or withdrawn. Criminal Investigations • Where an individual is the subject of a criminal investigation, current approved or new applications for business interest or additional occupation should be reviewed by the Head of PSD for its continuance or approval. Each application/review should be considered against the key principles. Consideration will also be given to the criminal investigation's relevance to the business interest or additional occupation. If applicable, authorisation of an existing business interest/additional occupation will be withdrawn pending the outcome of the criminal investigation. Suspension from duty
--	---

Official

Version Number: 3.6

Page 16 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

	• If a Police Officer or member of staff, who has a business interest, is suspended from duty, their Business interest or Additional occupation will be reviewed by the Appropriate Authority within PSD to ascertain if it appropriate for the individual to continue with their registered business interest. Performance • Where an individual is subject to Police Performance Procedures or Managing Performance Procedures for Police Staff, current approved or new applications for business interest or additional occupation should be reviewed by the Head of PSD for its continuance. Each application/review should be considered against the key principles and if applicable, the business interest/additional occupation be withdrawn pending the outcome of the managing performance/misconduct procedures. Proportionality in relation to Seniority and Role Relates to the requirements to take account of the seniority, role and nature of the duties of the individual. For example, it would be sensible to reflect on the nature of the work carried out by the member, the different employment status of Police Officers, Police Staff, and the public impact of their proposed business interest or additional occupation prior to making a decision. Equality and Diversity Decisions on business interests or additional occupations must take full cognisance of equality and diversity considerations. All decisions must be justified by reference to relevant equality legislation, including the duty on the Constabularies under the Equality Act 2010 to eliminate discrimination and advance equality of opportunity. Health, Safety and Well-being – this relates to the duty of care to the individual. • The risk of injury or increased stress and fatigue which could impact on the individual's ability to perform duties to a satisfactory standard. • It is essential that the Constabularies monitor the total number of hours an individual will be working to comply with the duty to protect their health and safety and to ensure that the total demands of the jobs do not pose a risk to the health of the individual concerned or their ability to work safely, either as an individual or part of a team. Number of hours worked – this is related directly to WTR • The number of hours, times of day, frequency and overall commitment required by the activity. Consideration will be given to the need to comply with Working Time Regulations. Please note that this also applies to members of the Special Constabularies.
Criteria for considering Business Interest or Additional Occupation	When considering whether a business interest or additional occupation is compatible with the role of the individual, the following criteria will be considered: • Is there reason to object to the application on the grounds of ethics or integrity? • Is the activity likely to interfere with the individual's impartiality in undertaking their role? In particular, is the activity regulated by the police or is it an activity in which the police are involved in enforcement or licensing?

Official

Version Number: 3.6

Page 17 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

	• Is the activity incompatible with the image, dignity and status of the individual's role or would it give such an impression? Would it compromise either the individual or the Constabularies? • Will it have an effect on the individual's energy or health, for example, are there any health and safety and/or duty of care issues? • Is the activity dangerous? Is it likely to cause unnecessary stress to the individual, for example, does it involve working unregulated or excessive hours? • Is the individual's role to be used to advantage the activity? In particular, is the activity one where police involvement would be particularly useful to a company? • Does the activity involve investigations for other than a police purpose? • Does the activity mirror police activity, for example, close protection, surveillance, security, etc.? • Is the activity connected with the lending of money or recovery of debts? • If the individual is in a frontline role, would the activity conflict with the individual's primary duty in an emergency, for example, retained firefighter/Medical practitioner? • Does the nature of the activity involve the individual appearing before a court or tribunal in their own Constabulary? • Does the nature of the activity involve being active in politics, for example, councillor, agent to prospective candidate, canvassers, etc? Appendix A to this policy provides more specific guidance on those business interests or additional occupations which are likely to be incompatible with the interests of the police service and which will have a high probability of raising questions as to the ability of that member of the Constabulary to discharge duties with impartiality and the standard of integrity expected. This list is by no means exhaustive. The fact that an activity for which approval is sought is on this list may not in itself justify rejection without full consideration of the risk and impact factors. Equally, the absence of any proposed interest or occupation from this policy should not give rise to an assumption of reasonableness. These are examples only and do not exclude others decided relevant to any particular circumstances.
Advertising Business Interests on Police Systems	It is the individual's responsibility to ensure that they hold a fully approved Business Interest prior to advertising their interest on either of the Constabularies' Police Systems (For Sale Board/Noticeboard). Excessive use is wholly unacceptable and advertisements should only be administered in an applicant's own time (meal breaks). Excessive use will be pursued by PSD/HR as necessary under the Acceptable Use Policy.
Political Posts & Activities	Refer to the Politically Restricted Posts section in Appendix D.
Working Time Regulations	There should be compliance with the WTR ensuring that any individual undertaking a business interest or additional occupation has regard to the total number of working hours permitted within a week over a specified reference period (48 hours in an 'average' working week (as per the 48-hour rule). This will reflect the Health and Safety of the individual concerned together with others in the workplace. This also applies to Special Constables. Where hours worked through a business interest or additional occupation would potentially exceed the number of hours identified by the WTR, the individual should sign an opt-out/waiver agreement. The signing of such an agreement is voluntary. The potential impact of the WTR and the associated risks to the Constabularies and individual will need to be considered when

Official

Version Number: 3.6

Page 18 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

	determining whether the business interest or additional occupation is compatible. Individuals are responsible for keeping records of hours worked and these records must be made available if requested.
Reviews	High risk Business Interests will be subject to shorter review periods (ordinarily six or 12 months; but can be more/less dependent on the assessment.) Low risk Business Interests will be subject to longer review periods (ordinarily two to five years – dependent on the considered risk.) Business interests can be subject to a '6-month activity' review. PSD conduct random or intelligence led reviews into the business interest activities completed over a six-month period. These checks are designed to ensure officers and staff are complying with any conditions placed upon their business interest. PSD will conduct intelligence led and random checks on individuals to ensure they are abiding by the conditions stipulated in their business interest authorisation and force policy. This may include, but is not limited to, lawful business monitoring of Constabulary property; vulnerability interviews and physical checks.
Change of Circumstances	It is the responsibility of the individual to ensure that any changes to their business interest or additional occupation are notified immediately using the relevant PSD10 form. This is of particular importance in relation to Special Constables who should take due regard of NPIA Circular 01/2011 in relation to eligibility for recruitment and continued service. Failure to notify changes will result in the approval for the business interest or additional occupation being automatically withdrawn and the individual would be required to submit a new application.
Use of experience/ training provided by the Constabulary	Careful scrutiny will be given to those applications where the business is a direct reflection of current engagement for the Constabularies or force training and experience is used to further a business interest. The use of Constabulary contracts/resources/information will not be approved. Any promotional information cannot refer to a role with the Constabularies.

Official

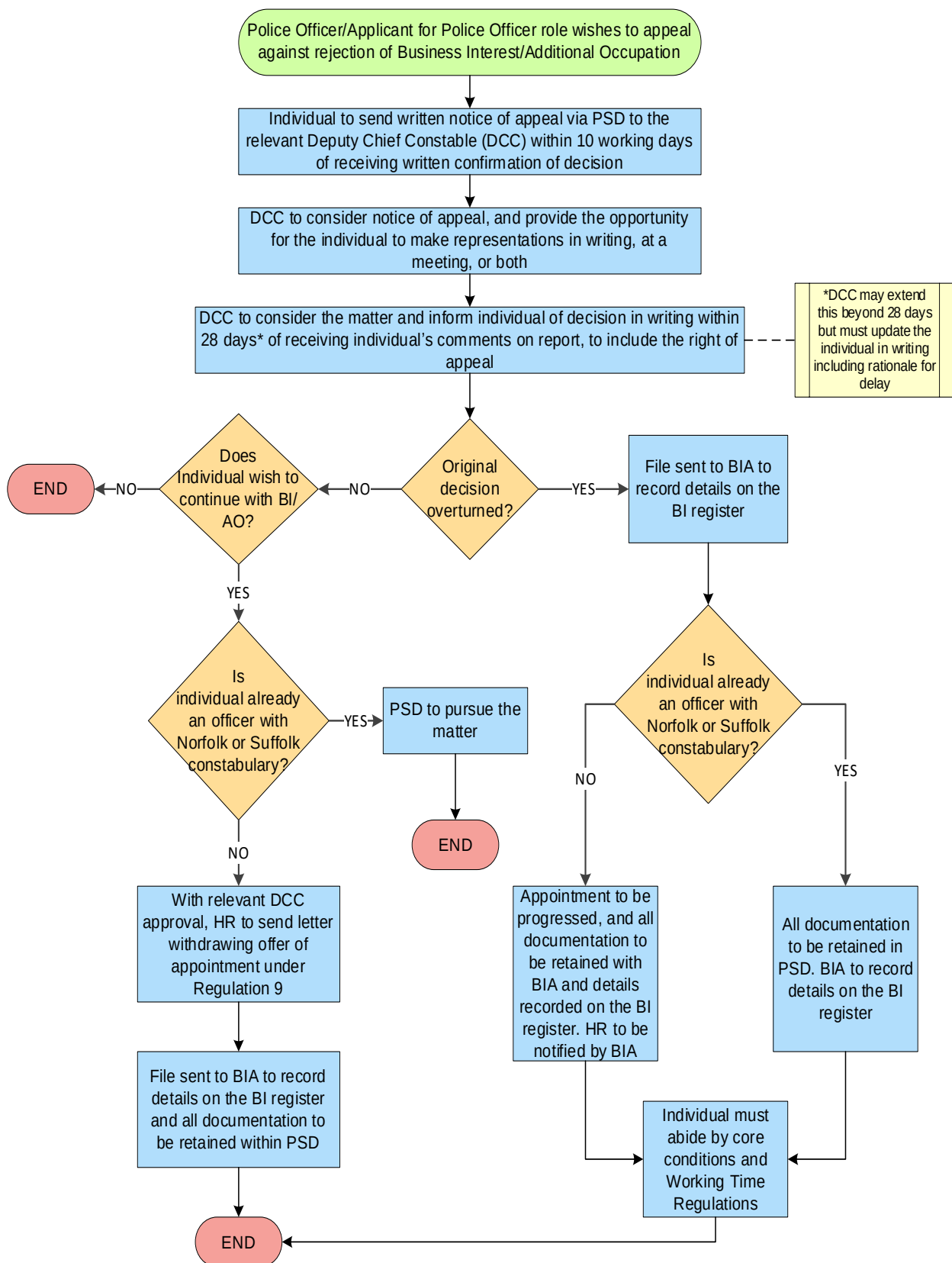
Version Number: 3.6

Page 19 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

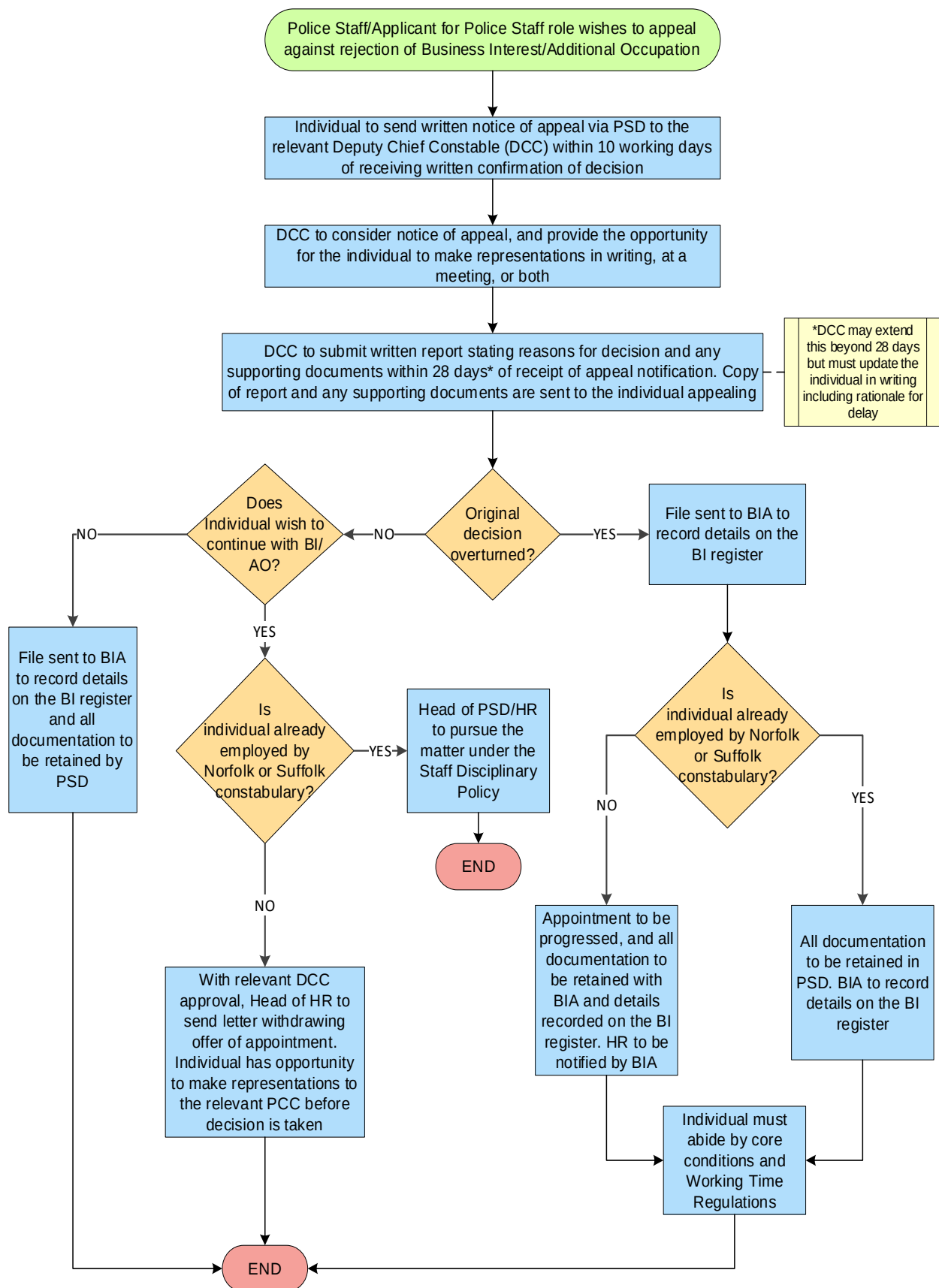
Flowchart 4 – Appeals against Rejection of Business Interest or Additional Occupation (Police Officers (including Special Officers))



BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

12 Flowchart 5 – Appeals against Rejection of Business Interest or Additional Occupation (Police Staff (including volunteers and casual workers))



BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

13 Roles and Responsibilities

All staff	• It is the responsibility of all individuals to make PSD aware of Business Interest and Additional Occupations as outlined in section 4.1 of this policy document. • All individuals must comply with any conditions imposed by the Constabularies in relation to the Business Interest/Additional occupation. • All individuals are responsible for compliance with the Working Time Regulations and keeping adequate records of compliance with the regulations. • All individuals have a duty to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions. • All individuals must give notification if an existing approved business interest or additional occupation has changed in its nature, extent or otherwise since it was approved. This includes an increase or reduction in hours spent on the business interest. • Failure to notify and gain approval for a business interest or additional occupation, and/or failure to comply with a final decision in relation to carrying out such interests, could result in disciplinary/misconduct procedures being instigated against the individual. • Where the individual wishes to appeal against a decision, they must submit a written notice of appeal to the relevant Deputy Chief Constable, via PSD, within ten days of being notified of the decision. • All individuals must respond to requests for reviews from Business Interest administrator, this includes the '6-month activity' review. • All individuals are responsible for engaging with their line manager at an early stage to discuss the proposed Business Interest/Additional Occupation. • All individuals must discuss their current Business Interest or Additional Occupation, including any changes or cessation, with their line manager during PDR meetings. • All individuals have a responsibility to notify their Line Manager and PSD during a period of sickness if carrying out their business interest or additional occupation during that time is likely to impede their recovery and return to full duties.
Police Officers	The Police Regulations 2003 require serving Police Officers to notify their Chief Officer, in writing, of business interests they have or propose to have, unless that business interest has previously been disclosed. The Police Regulations 2003 define a business interest as: • In relation to an officer, any office, employment for hire or gain (otherwise than as a member of the force) or carrying on of any business; or • In relation to an officer, or the officer's spouse or civil partner, a partner living with the officer, or a parent, son, daughter, brother or sister of the officer, holding or possessing a pecuniary interest in any licence or permit granted in pursuance of the law relating to alcohol licensing, refreshment houses or betting and gaming or regulating places of entertainment in the area of the police force in question.

Official

Version Number: 3.6

Page 22 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

Applicant to join Constabularies	Responsible for providing details and informing HR of any relevant business interest or additional occupation during the application process.
Line Manager	- Responsible for completing the relevant section on the relevant PSD10 Form and ensuring it is signed by themselves and by the individual within ten days of receipt. - Responsible for ensuring that the individual's attendance and performance are considered as part of any endorsement. - Responsible for forwarding the completed form to the Business Interest Administrator. - Responsible for monitoring the impact of the business interest or additional occupation on the individual and any changes to the business interest or additional occupation, including discussing it with the individual as part of regular PDR meetings.
Local Policing Commander/Dept Head	Where the business interest or additional occupation is in relation to training/consultancy work that closely relates to an individual's role with the Constabulary, it is necessary for the PSD 10 to be signed with appropriate comments from the LPC/Dept Head
Business Interest Administrator	- Ensures all information relating to business interest or additional occupations is included in the Business Interest Register. - Send out confirmation/rejection of application to the individual. - Record details of the application and decisions made on the business interest register. - Retain all documentation and confirm decision to the relevant Policing Commander/Dept Head in writing. - Inform HR of requests for Volunteer Reserve Forces and Regular Force Reservists. - Initiate review of applications in line with the review period set by PSD, including the '6-month activity' review.
Senior Complaints, Appeals and Policy Manager (SCAPM)	Responsible for the assessment decision on all Business Interests and additional occupations across the Constabularies, ensuring that a rationale using the NDM is provided, including any limitations or stipulations in relation to an approval.
Head of PSD	Responsible for the oversight of decisions on contentious or particularly sensitive/high risk applications.
Deputy Chief Constable (with PSD responsibility)	Where an individual has appealed against a decision not to approve an application, the Deputy Chief Constable must review appeals in line with Police Regulations 2003.
Police and Crime Commissioners	Deals with all matters relating to the approval and recording of additional occupations and business interests for the Chief Constable.
HR	Ensures all offers of appointment are conditional on the approval of an additional occupation/business interest.

Official

Version Number: 3.6

Page 23 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

	• Where an application has been unsuccessful for an applicant to either of the Constabularies; with the approval of the DCC, an offer of employment may be withdrawn in writing by HR. • Advise Business Interest Administrator on requests for Volunteer Reserve Forces and Regular Force Reservists.
--	--

14 Definitions and Further Explanations

Business Interest Register	This register is administered by PSD and contains details of all live applications for additional occupations and business interests for all individuals engaged by the Constabularies except for Chief Constables (details of which are kept by the relevant Office of Police and Crime Commissioner (OPCC)). The register may be used when making a decision on whether to approve a business interest or additional occupation by way of comparison with previous decisions.
Ethical Interview	The use of an ethical/vulnerability interview may be deemed appropriate by PSD in order to further explore a Business Interest or additional occupation or to offer advice and guidance around any potential conflict with an individual's role for the Constabularies. The use of a vulnerability interview is considered appropriate for the prevention of crime and disorder, the maintenance of public safety and the protection of the rights and freedoms of others. A vulnerability Interview with an individual might be considered appropriate: • Where it is necessary for Norfolk and/or Suffolk Constabularies to address unresolved allegations/intelligence. • Where intelligence is received from internal or external sources about an individual and the intelligence is such that it may or may not be verified but may raise issues or concerns sufficient to warrant a discussion with the individual concerned. • Where there are minor allegations about individuals which do not constitute misconduct but which raise issues or concerns sufficient to warrant a discussion with the individual concerned. Officers and staff may wish to speak to a Federation or UNISON representative prior to attending an ethical interview. If so this will be facilitated before the meeting goes ahead.
Regulation 7	Regulation 7 of the Police Regulations 2003 creates provisions which relate to any business interests which are incompatible with being a member of a police force and defines key terms.
Regulation 8	Regulation 8 of the Police Regulations 2003 creates the process for formal notification of a business interest by a police officer and the subsequent determination by an authorised officer as to whether the business interest is compatible with membership of the force.

Official

Version Number: 3.6

Page 24 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

Regulation 9	Regulation 9 of the Police Regulations 2003 provides a right of appeal to the chief officer, in the event that it has been decided that an officer's business interest is incompatible with membership of the force, or is only compatible if specific conditions are met. Regulation 9A of the Police Regulations 2003 makes provision for the formal approval of a business interest of a candidate applying to be a member of a police force, or the business interest of a candidate's relative.
Sickness	During a period of sickness absence, the business interest and/or additional occupation should not be pursued if it is likely to impede the individual's recovery and a return to full duties. It is the responsibility of the individual, or in cases where this is not possible, the line manager, to notify PSD and the area / department HR advisor in these circumstances. This is particularly important for officers/staff who are absent from work for a prolonged period of time. If a prolonged absence is anticipated, line managers are required to report this to PSD, via the businessinterestsgifts@suffolk.police.uk email account. PSD may require additional information regarding the sickness absence in order to assess whether or not a review of the business interest is necessary. Each application will be assessed on a case-by-case basis. Sickness absence will not trigger an automatic review of the business interest. However, an amendment to the business interest conditions may be considered.
Volunteer Reserve Forces	Consideration has to be given to the impact a deployment could have on the operational effectiveness of the Constabularies, before a decision is made whether or not to approve a Business Interest for an Officer who is applying for a role as a deployable Reservist. As such, only a limited number of Police Officers can undertake roles as a deployable Reservist at any one time. If your Business Interest application exceeds the number permitted, it will be declined but held on record for any future positions that become available. The maximum number of Reservists authorised as a Business Interest at any one time is decided by the DCC and HR and can be increased or decreased depending on the establishment size, for each respective Constabulary. The set number is inclusive of Regular Force Reservists who may have training or deployment liabilities after leaving the Armed Forces. Existing Police Staff approvals for serving in reserve forces will continue to be supported subject to the individual member of Police Staff's application being considered compatible with their current role. Requests to participate in the Volunteer Reserve Forces will take into account the "reserve" nature of the role. Requests to participate in such organisations may be supported, depending on the circumstances.

Official

Version Number: 3.6

Page 25 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

Regular Force Reservists	Regular Forces Reservists still have a liability after leaving the regular forces up to the age of 45. In addition, some individuals may also have training liabilities for up to six years after leaving the Regular Army. Individuals must inform HR of any liability. Regular reservists (individuals joining the Constabulary from an Armed Force Role) will be recorded by HR Recruitment under the skills section on ERP to retain this information for abstraction purposes should a call-up be required. These roles come with an end date which should be entered on ERP and, when the end date is reached, if the individual would like to then carry on with the reservist role on a voluntary basis this would then qualify as a business interest.
Police Cadet Scheme	Officers and Staff who volunteer as Police cadet leaders are exempt from certain core conditions stipulated in this policy. Where this exemption applies the conditions are endorsed accordingly. This exemption is to facilitate the Police cadet scheme, as certain conditions such as <i>'No activity to be conducted during duty time, on police premises or on either Constabulary's communication systems'</i> would significantly hinder the scheme. Which would not be in the interest of the Constabularies or the public.
Working Time Regulations	Maximum Weekly Working Hours The maximum average permitted working hours are set by Regulation 4 (1) at 48 hours (including overtime and time in lieu) per week. This is averaged out over a 17 week period and includes all work undertaken e.g. a role with the Constabularies and any additional occupation or business interest undertaken by Police Staff, Officers and Special Constables. Please note that the 48 hour rule applies to an 'average working week' and not a single week.

Official

Version Number: 3.6

Page 26 of 31

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

Appendix A – Examples of Business Interests or Additional Occupations and Compatibility

Example of Business Interest or Additional Occupation	Risk assessed Area: Hours Worked, Impartiality, Impact, Current performance and Health, Safety & Well-being
Working in a Licensed Premises	Hours Worked/Impartiality
Holding a licence or permit – Liquor licensing, refreshment houses or betting and gaming.	Impartiality
Regulating places of entertainment	Impartiality
Steward at a Major Sporting Event	Hours Worked/Impartiality/Impact
Media Editing Service for Legal Profession	Impartiality
Taking evidential statements for an Insurance Company	Impartiality/Impact
Retained Fire-Fighter*	Hours Worked/Impartiality/Impact/Health, Safety & Well-being
Mirrors Police activities (e.g. Security, close protection, surveillance)	Hours Worked/Impartiality/Impact
Security Guard or running a Security Guard Company	Hours Worked/Impartiality/Impact/Health, Safety & Well-being
Licensed Taxi driver	Hours Worked
Using skills obtained through Police Training**	Impartiality/Impact
Counselling Victims of Rape & Abuse	Impartiality/Impact
Agent for Financial consultants	Impartiality/Impact
TASER “Private” Instructor	Impartiality/Impact
Media Presenter - TV & radio	Impartiality/Impact
Letting property or running a letting agency where this involves multiple tenants’ or properties	Hours Worked/Impartiality/Impact
Involves “hard selling” techniques, i.e. Door to Door Salesman, or recruiting others to sell on their behalf	Hours Worked/Impartiality/Impact
Lending of money or debt recovery	Impartiality/Impact/Health, safety & Well-being
Political posts/office	Impartiality/Impact
Reserve Forces	Impact
Investigation (e.g. Loss assessor, private detective)	Impartiality/Impact/Health, safety & Well-being
Property rental – renting accommodation from or to a member of staff in the same Line Management structure	Impartiality/Impact
Commercial filming – portraying a Police Officer, PCSO or other uniformed role	Hours worked/impact/Impartiality
Writing & publication of books	Impartiality/Impact
Fast food delivery services	Impartiality/Impact
Medical practitioner	Impartiality/Impact

*Police Officers may not be employed by a fire & rescue authority for the purpose of discharging any of the authority’s functions under the Fire & Rescue Service Act 2004 (Part 4, Section 37). Police Staff may be considered for employment as a retained fire-fighter.

**This is an example where a Police Officer/Police Staff member has used specialist skills obtained through the Police Service for an external Business Interest/Additional Occupation.

Official

Version Number: 3.6

Page 27 of 31

Appendix B – Do's and Don'ts

You should:

Ensure that the PSD10 form is completed in as much detail as possible. Where appropriate applicants should detail:

- Business name and address, as registered with Companies House, if applicable.
- Business website url, Facebook pages, twitter feeds.
- Details of business partners, sufficient to identify the individuals during any risk assessment.
- Ensure hours comply with WTD which allows an average of 48hrs p/w across a 17 week period.

You should not:

- Use your position within the Constabularies to attract business. This includes referencing your police role together with your business interest; LinkedIn, curriculum vitae, business website etc.
- Use any police system or technology in the execution of the business interest. This includes using any police personal computer, phone, printer or your police email account.
- Send or receive business interest communications using your police email. This will be seen as promoting yourself as a person employed by the police or using your role within the police to legitimise or add credence to your correspondence.
- Use police computers to author or edit any business interest material or police printers to print, scan or copy any business interest material.
- Conduct business with any person or organisation with whom you or the Constabularies have a professional police relationship, or whom you have met while fulfilling a police role, including contacts made during training and attendance at conferences.
- Conduct any aspect of business interest during work time or while on police premises.
- Use any police material, material authored as part of your policing role, material obtained in the course of policing duty or material obtained during training or conference attendance.
- NB the Constabularies' Notice Boards are not considered to be a police system, so you may advertise an approved business interest on this in your own time, ensuring you do not use your police e-mail address.

Appendix C – Frequently Asked Questions

Do I need to declare voluntary roles?

Yes, all voluntary roles need to be registered to enable an assessment to be made in relation to compatibility, conflict and EWTD.

Can I start my business before my application is approved?

No, all applications should be fully assessed and reviewed before business/roles are started.

Can I be a contractor for the force?

If you currently work for the Constabularies then it is not advisable to tender for Constabulary contracts due to potential for negative public perception. However, if you wish to tender along with outside contractors in a fair and transparent process you must obtain written permission from PSD prior to tendering.

I have a rental property, is it alright to look up my lodger on PNC?

No, it is never acceptable to use police systems for anything other than a policing purpose.

My supervisor is looking for a place to live and I have a rental property to rent – can I rent to them?

The ACPO Guidelines on the Management of Business Interests and Additional Occupations for Police Officers and Police Staff lists renting of accommodation from, or letting accommodation to, a member of staff who is in the same line management structure as an example of an incompatible business interest/additional occupation, however, each case will be considered on its merits based on an assessment of the risks involved.

If I am off sick can I still carry out my business interest?

If you are off sick, you can still carry on your business interest but it needs to be shown that it is a recuperative occupation or that it has no detrimental impact on your recuperation. For protracted periods of illness, PSD should be notified by the individual or their line manager, so that the Business Interest or Additional Occupation can be re-assessed.

In my role with the Constabulary I come into contact with lots of individuals that might be interested in the services I offer in my business interest – is it alright to proactively contact them and tell them about my business interest?

No, at no point should you use contacts you have fostered during your role within the Constabulary. This would constitute using your position to attract trade/customers etc.

Now that I have my business interest, I would like to expand my interests further

It is the responsibility of all individuals that carry out a role for the Constabularies to ensure that Professional Standards are informed of any changes to their outside activities; this may then require a further assessment.

Advice and guidance can be sought by contacting Professional Standards:
businessinterestsgifts@suffolk.police.uk

Appendix D – Politically Restricted Posts

Introduction

The public expects the highest standards of integrity and behaviour from the police service. It is vital that members of the Constabularies and the OPCC secure and maintain the confidence of communities in line with the Standards of Professional Behaviour and the Code of Ethics.

The Constabularies need to protect the interests and integrity of all police officers and police staff in relation to possible allegations of political bias or favour that could arise through any political affiliations or activity.

Legal Basis

Police Officers

All Police Officers shall not take any active* part in politics.

Regulation 6 and Schedule 1 of the Police Regulations 2003 set out specific restrictions on the private lives of police officers.

**Passive and active membership of political parties:*

- *Simply being a member of a political party does not mean that a member is an active participant in political party actions.*
- *A passive party member is a supporter but does not get involved in the day to day activities of a party. A passive member may simply have joined to show financial and moral support for a party, or to become eligible to participate in a leadership election.*
- *An active party member is likely to get involved in a much wider range of party activities, not just at elections. He or she might attend regular party meetings, campaign and canvass in the local community, or be a vocal supporter of the party using social media.*

Police Staff

Political business interest applications submitted by Police staff will be assessed on a case-by-case basis in accordance with the key principles described in this policy (below).

- Impartiality – predicted, expected or evidenced
- Impact on the Constabularies – potential and perceptions
- Current performance of the individual
- Proportionality – in relation to seniority and role
- Equality and Diversity
- Health, Safety and Well-being

Restrictions

In line with the Determination for Regulation 6 of the Police Regulations 2003, membership of the following organisations is forbidden for all officers of Constabularies and the OPCC:

- The British National Party (BNP) and similar organisations

BUSINESS INTERESTS AND ADDITIONAL OCCUPATIONS POLICY

Official

- Combat 18
- The National Front

Individuals engaged by the Constabularies may not become involved or join any organisation whose objectives or pronouncements contradict the Standards of Professional Behaviour and the Code of Ethics.

Any active campaign work on behalf of an election candidate from one of these organisations would render an individual liable to disciplinary action.

Any individual who considers that an organisation that they have joined or are considering joining may fall within the category described above, must seek guidance from the Professional Standards Department.

Elections

The Police Staff Council Joint Circular no.93 provides guidance on the role which police staff, as private citizens, can play in elections. This particular circular relates to the elections on 4 May and 8 June 2017, however the guidance is relevant for future elections.

The role that police staff can play in elections, and democratic life generally, is set out in the Local Government and Housing Act 1989 and the Police Reform and Social Responsibility Act 2011. Police Staff Council Joint Circular no.93 states that unless police staff occupy a politically restricted role, forces are advised not to limit the role that individual police staff can play in the:

- Local Elections;
- Mayoral Elections in Cambridgeshire and Peterborough, Greater Manchester, Liverpool City Region, Tees Valley, West Midlands and West of England;
- General Election.

This can also include future elections for example: Police and Crime Commissioners, Local Government, Referendums, National Assembly for Wales.

Staff should therefore not be prohibited from standing as a candidate, campaigning for, or supporting, particular candidates for election either in or outside, their force area. Police staff are not covered by the legislation which restricts police officers from such political activity.

Forces should expect police staff to remain entirely politically neutral in their approach to elections when acting in their official capacity at work. However, this approach should not be extended to political activity in the member of staff's own free time.

While police staff are free to be members of political parties and to be active in those parties as private citizens, Forces should be made aware that PSC circular 39, (9 February 2006), endorses the ACPO (NPCC) restriction on, and disciplinary consequences of, any member of police staff being an active member of the BNP, National Front or Combat 18. Active campaign work on behalf of an election candidate from one of these organisations would therefore render a member of police staff liable to disciplinary action as there is a risk that the political involvement could interfere with the employee's impartiality in their dealings with the public.

Official

Version Number: 3.6

Page 31 of 31