



Freedom of Information request 01/FOI/24/2582
We received your request on the 16/04/2024.

Request

You asked us:

Could you provide any document you have which records the terms and conditions of service of constables in the BTP, including but not limited to: overtime, periods of duty, leave, expenses and police regulations.

We have handled your request under the Freedom of Information Act (FOIA)

Our response:

Please find attached the following documents which constitute the information held by British Transport Police within scope of this request:

Officer Regulations and Terms and Conditions of Employment
Expenses and Allowances Policy (Police Officers)
Duty Management and Overtime Policy
Entitlements Grid Revisions



Duty Management & Overtime policy

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Purpose of the Policy

The purpose of this policy to provide a comprehensive guide to rostering and deployment procedures to include overtime and Time off in lieu (TOIL) arrangements.

This policy will set out the duties and responsibilities of employees, line managers and the Force Resource Planning Unit (FRPU) in the pursuit of effective and efficient planning and resource management.

Who does this policy apply to

This Policy applies to all Police Officers, Police Community Support Officers, Police Staff; collectively termed 'employees'. This includes those who are on part time, fixed term, or permanent contracts, as well as those on secondment and Special Constables.

This Policy does not apply to community volunteers.

This Policy is applicable in England, Scotland and Wales.

Duty Management Principles

- Our duty management procedures apply related terms and conditions of employment and statutory entitlements.
- Our duty management procedures are designed to ensure fairness and consistency of practise, giving full regard to the wellbeing of employees, encouraging home life balance
- We will manage resources to meet effective policing and organisational needs
- Our approach to duty management communication will be timely, open and effective

Definitions

Term	Explanation
HGD	An employee promoted on a temporary basis into a higher grade or rank
EMF	Employee movement, this can be both permanent or temporary
Free Day	Applies to part time employees and is used to identify the difference between contracted hours and full time hours. A continuous period of not less than 24 hours during which you abstain from working for BTP
Rest Day	A continuous period of not less than 24 hours during which you abstain from working for BTP, typically two 24 hour periods in a row
Rest Day in Lieu	A RD which could not be taken on the rostered date and has been moved to a new date
Free Day in Lieu	A FD which could not be taken on the rostered date and has been moved to a new date
PROTECTED RD/FD/BH	A RD, FD or BH which is protected recognises that the employee has time off authorised and attached to the non duty day. The Force will always aim to protect this but for Police Officers they can be instructed to report for duty; in this instance the relevant compensation will be applied.
BHIL	A BH compensation when the employee reported sick on the BH or is entitled to a BHIL as part of their compensation for working on a BH
RELIEF	The team that an employee is assigned to within DMS. A relief can be multiple employees or a single employee

Roster	Every employee has a roster in Origin. This reflects your working pattern based on your contracted hours and consists of working days and non-working days
Self Service	A web based application that allows access to key data on BTP employees. Employee Self Service refers to the information you can view about yourself. Manager Self Service refers to the information managers can view about their reports. This includes the ability to electronically update or request changes to some of the data.
Shift Pattern	An agreed pattern of tours of duty for an individual or a team and is recorded electronically in Origin
Temporary Duty Restrictions	Temporary duty restriction, recuperative duties / management restriction - temporary duties falling short of full deployment made to overcome barriers to work. Can also include Management restricted duties - duties to which an employee is allocated in particular circumstances
Tour of Duty	A daily period of duty you are required to work
Variable Shift Pattern	A shift pattern which contains tours of duty which are of different lengths over the period of its cycle
Exigencies of Duty	Relates to a situation where a pressing demand, need or requirement is perceived that is not reasonably avoidable and necessitates a change in roster. In this context the word pressing relates to the expected situation at the time when the duty roster is changed i.e. the reasons for the change may be known for months in advance but still be pressing. Exigencies of the service may require officers and police staff to work additional days or more than their standard hours in a week

Responsibilities

Employee

- Regularly check Origin Self Service for any roster change(s). For police officers daily checking may be more appropriate.
- Submit requests for time off as early as possible using E-Leave.
- Submit overtime claims using e-leave in a timely manner to allow authorisation within the 90 days of the date the overtime was worked. Staff using paper timesheets must follow the same guideline of 90 days with the authorised paper timesheet being sent to email address Staff-Overtime for pay claims and FRPU for toil claims.

Line Managers

- Submit via [the Hub](#) - TDR plans, employee moves, extensions, HGD's, special leave. A workflow notification will inform FRPU to make the roster change.
- Complete forms for family friendly leave and send to People Service Desk extensions, including or changes to family friendly leave or sickness absence dates.
- Ensure that unplanned absences that impact upon cover are managed effectively seeking support from the FRPU.
- Using E-leave respond in a reasonable time to applications for time off.

- Using E-duty respond in a reasonable time to applications for overtime, with due consideration that all overtime requests must be authorised within 90 days of the date that the overtime was worked. For overtime submitted via paper timesheets the 90 days for claims remains applicable.
- Use E-sickness to report and update employee absence, completing this in a reasonable time to maintain operational visibility.

FRPU

- Maintain and monitor roster data to ensure duty related terms and conditions of employment are achieved
- Support line managers to ensure appropriate cover is maintained
- Work with Event Planners to ensure appropriate resources are deployed to both planned and unplanned events
- Ensure that postings are updated in Origin for temporary moves including HGD's which are agreed for a period of 6 months or less
- Support line manager to ensure that cover is maintained by forward scoping, identifying gaps using agreed cover management levels and with as much notice as possible provide solutions with as much notice to the officer as possible whilst being cognisant of welfare, operational requirements and financial implications.
- Roster mandatory training as required
- Roster court warnings in line with Scotland or England & Wales requirements
- Effective and efficient manual input of TOIL claimed by employees who are using the paper timesheet process; due consideration of the 90 days TOIL FLIP rules.
- Respond in a timely manner to E-Duty queries being cognisant of the 90 days rule for overtime to be submitted and authorised.
- Update Origin to capture all on-call rosters and changes to roster

Work life balance

Work-life balance is an important aspect of a healthy work environment. Maintaining work-life balance helps reduce stress and helps prevent burnout in the workplace. We understand that schedules, work patterns including shift work, on call and overtime can affect our employee's health and increase work-related fatigue. If you need any support please [click here](#) to access of Employee Assistance programme. Our shift schedules allow adequate time between shifts for sleeping, eating, spending time with the family/friends and exercise. If tour of duties change, we will always give as much notice as possible.

We are clear that there must be a minimum of 11 hours rest between the end of one shift and the start of the next. Employees should not feel forced to take extra shifts or return to work without rest. If this was to occur employees are encouraged to speak to their People Advisor or line manager and raise this issue.

Creating shift patterns and rosters

Rostering and shift pattern principles

- Duty rosters must set out employees' rest days, free days, public holidays on which they are required to work and specific start and finish times of scheduled periods of duty for at least three months from when it comes into effect and must be published at least one month before they commence.
- Shift patterns must run with the clock i.e. earlies, late and nights
- Employees on TDR working reduced hours will have all requests for time off calculated and based on their substantive shift pattern.

For police officers up to Chief Inspector see the Roster Agreement between BTP and BTP Federation for more information on roster patterns, changes and consultation on rosters [here](#).

Consultation requirements

Creation and implementation of new shift patterns and rosters must follow standard BTP business changes procedures including approval from the relevant SMT prior to commencing consultation.

The FRPU will verify new shift patterns before they are created in Origin, using rostering and shift pattern principles.

Help in developing/reviewing rosters and shift patterns

FRPU will provide advice and support in relation to shift patterns, including the impact of working flexibly on resources levels.

People Advisors provide advice on individual flexible working applications.

Employees may wish to approach their support group representative for additional help and support.

Standard hours of duty

- The working day is a period commencing at 0700 and ending at 0659 (exceptions to the working day can be considered by submitting a formal [flexible working request](#))
- 40 hours per week inclusive of meal breaks for full time officers. Part time officer hours include meal breaks
- Police staff are 37 hours per week excluding meal breaks.
- PCSO's and DDO officers are 40 hours a week inclusive of meal breaks.
- There will be a minimum of two consecutive rest days over the seven day working cycle.
- The Chief Constable may fix a reasonable limit of what could be counted as relevant travelling time to be counted as duty time.

Officer ranks Inspector and above

When prevented from taking a Bank Holiday (public holiday)/Rest Day/Free Day employees are given the day back to take as an in-lieu day in according with the Lieu Days policy.

Recording Superintendent ranks actual working hours

For Superintending ranks this will be managed by the officer providing a weekly breakdown of actual hours worked and for any additional hours worked include a reason as to why this was required.

This information should be forwarded to FRPU who will update Origin and this data will then be included within the WTR reviews; any breaches identified as part of the review will be communicated to the officer and their Line Manager.

Definitions of Working Time for the purposes of the Working Time Regulations, shall include:

- Any period where an officer is working at the Chief Officer's disposal and carrying out activities or duties;
- Travel on the Chief Officer's instructions to any place of duty that is not the officer's usual place of duty;
- Such periods when the officer is off duty, but contacted for a work related matter (over the telephone or otherwise
- Time that the officer is undertaking approved and authorised training;
- Travel outside of normal hours for work related training courses that are not at the normal place of duty;
- Paid refreshment breaks whilst on duty.

British Summer Time

Where these changes affect (either positively or negatively) employees who are working a shift that bridges the time change, no additional payment or time off in lieu will be granted for those affected negatively (October) or time reclaimed from those affected positively (March).

Refreshment breaks – periods allowed

For police officers, PCSO's and police staff who are contracted to work a 40 hour week and duty is a continuous period of 5 hours or more, daily paid refreshment periods are as follows:

Officers, PCSO's, Detention Officers

<i>Number of hours</i>	<i>Refreshment time</i>
Less than 6 hours	30 minutes
6 hours or more, but less than 7 hours	35 minutes
7 hours or more, but less than 8 hours	40 minutes
8 hours or more, but less than 9 hours	45 minutes
9 hours or more, but less than 10 hours	50 minutes
10 hours or more	60 minutes

*Refreshment break is not allowed where an officer takes a half-day's annual leave

Police staff excluding PCSO's and DDO's

For police staff excluding PCSO's and DDO's who are Part-Time and their duty is a continuous period of 6 hours or more, must incorporate a daily unpaid refreshment period of a minimum of 30 minutes.

For police staff excluding PCSO's and DDO's who are Full Time and their duty is a continuous period of 6 hours or more, must incorporate a daily unpaid refreshment period of a minimum of 36 minutes.

From a welfare perspective we recommend a longer break for tour of duties 9hrs and over.

Shift patterns for staff who do not receive a paid meal break

To ensure staff receive the correct entitlements all Staff who do not receive a paid meal break must have the unpaid meal break built into their shift pattern this applies to both core rosters and FWA.

The benefits of Including the unpaid meal break in the actual shift pattern are:

- Reassurance that rest time has been built into the working day.
- When the employee books time off the hours deducted from their balances are correct and it will not include the unpaid meal break.
- If the employee works overtime the same principle applies and the additional hours are calculated not including the unpaid meal break.

Overtime

Employees who wish to work overtime should first obtain authorisation from their line manager giving reasons as to why the additional hours are required. Overtime should not be performed without prior approval from the relevant line manager.

Employees should notify their line manager when undertaking overtime for another team/department. You will not be able to undertake any overtime until any informal/formal sanctions have expired and your performance is assessed as acceptable by your line manager.

Attending Court/Training for two weeks or more

Moving an employee to a Monday to Friday standard shift pattern

An employee will be temporarily moved from their current shift pattern to standard shift pattern when for a period of 2 weeks or more when they are

- Warned to attend court
- Jury Service
- Complete a training course
- Complete an operational deployment

Definition of a standard shift pattern is the requirement to work your contracted working hours on a Monday to Friday basis with your RD falling on a weekend.

Process

Upon receipt of the instruction the FRPU will process this temporary move between shift patterns and will fully review the impact on working times to ensure that the employee remains working in line with the BTP working Time Agreement.

It is the employee and Line Manager responsibility to ensure that FRPU are made aware of any instructions sent direct to them ASAP.

Working Times

1. If a full time employee is working more hours on the standard shift pattern compared to their current shift pattern compensatory rest will be applied. Compensatory rest is not banked it must be rostered and taken in agreement with the employee Line Manager ASAP.

2. If the full time employee is working less hours on the standard shift pattern compared to their current shift pattern additional unpaid hours will be rostered at a suitable time and in agreement with the employee Line Manager.
3. For part time employees who are required to work full time hours for this temporary period the employee will claim pay for their additional hours worked.

Rest Days

The temporary move to the standard shift pattern means there is no requirement to compare and adjust RD whilst on the standard shift pattern but the transition to and from the shift patterns will be fully considered.

Travelling on a RD

If travel is required on a RD this must be recorded in DMS and will be compensated as per policy; i.e. for Police Officers Constable & Sergeant rank this is determined by the notice period. Ranks Inspector and above compensation of a RDIL and Police Staff as per RD T & C. This applies regardless of whether you remain on your current roster or temporarily move to a standard roster.

Cancelling the standard roster

In the event of a change to the instruction i.e. a court warning is withdrawn the FRPU will in agreement with the employee & Line Manager make a pragmatic decision on the roster taking into consideration the notice period and the welfare impact of changing the roster. If the decision is taken to remove the standard shift pattern and the employee reverts back to their current shift pattern all adjustments to working times, RD will be removed.

Change of duties

Published Rest Days/tours of duty should not be changed except for:

- Exigencies of duty
- Operational requirements e.g. court dates, mandatory training

When calculating the notice period (excluding rest day and free day cancellation or where an exigency of duty exists) the notification period should not include the date the roster was changed and/or the date on which you are notified of the change.

The notice period is expected to be at least 90 calendar days for police officers and 28 days for police staff, from notification to working the changed duty. When this is not possible as much notice as possible should be provided and Management should confirm to relevant employees the rationale for incidences where less notice is provided.

Where an event several months ahead needs to be policed and it is known there will be insufficient skilled employees on duty to effectively police the event, a decision will be made by Silver Commander and the FRPU may be tasked to identify suitable employees on RD/FD to support the event. The employees will be notified of the requirement to work on their RD/FD by management.

For police officer's compensation arrangements apply where the change of duty notice is less than 15 days.

Police Officers performing on call duties are required to have this recorded in DMS; they are responsible for providing the on-call roster to FRPU and maintaining contact with FRPU if on call changes are

required. Audits of on call recorded in DMS against E-Expense claims submitted are regularly undertaken; any non-conformance to this may result in expense claims being rejected or delayed.

Advancing start of duty from the rostered time – police officers constable & sergeant only

When the start time of a tour of duty is brought forward without **due notice** so that the duty straddles the start of the force day and the tour of duty now begins on a day on which the officer has already completed a tour of duty the time worked before the new tour of duty is reckonable as overtime, and is also taken into account as part of the new tour of duty.

Due notice is defined as a notice period of at least 8 hours.

Example – the working day commences at 0700 and the officer completed a tour of duty 0700-1500 and then commences a break of duty with the requirement to report for duty at 0700 next day. The officer is contacted during the break of duty at 0200hrs to make them aware that they now required to report for duty at 0400hrs and will work until 1500hrs. As the notice period is less than 8hrs they will be entitled to overtime at 1.33 for the hours worked 0400-0700, standard pay for the hours worked 0700-1200 and then overtime at 1.33 for the period 1200-1500.

Advancing start of duty from the rostered time when previous day was a RD/FD – constable & sergeant only

When the start time of a tour of duty is brought forward so that the duty straddles the start of the force day and the duty begins on a RD/FD regardless of the notice period provided the officer is entitled to compensation at 1.5 for the hours worked on the RD.

Example - the working day commences at 0700 and the officer is due to return from RD/FD to complete a tour of duty 0700-1500 and this tour of duty is changed to 0500-1500. The officer will be entitled to minimum 4hrs @ 1.5 for the hours worked 0500-0700 on the RD and then standard pay for the hours worked 0700-1500.

Related compensation information is summarized in the Entitlement Grid.

Reinstatement of cancelled RD/RD

For police officers where a cancelled FD/RD is reinstated, notice must be a minimum of 8 working days, not including the day the officer was due to work and the date of notification. If less than 8 days' notice is provided the officer has the choice to remain on duty or return to RD/FD.

For police staff we give as much notice as possible of any reinstatement, but where possible the business will aim for 28 days notice. Guidance on police staff FD/RD cancellation can be found here

Travelling Time treated as duty – police officers only

Travelling time between an employees home and usual place of duty is generally not treated as duty time.

For officers where there is a requirement to perform the normal period of duty, or rostered shift in more than one tour and travels home between tours, subject to the reasonable limit imposed by the Chief Officer, the time occupied in travelling to and from home is treated as duty time.

This also applies when an officer is recalled to duty between two tours of duty on the same day and travels to and from home between or as a consequence of a recall to duty. For further details see the Roster Agreement for police officers ranked constable to chief inspector.

Communicating changes to rosters/duty times

Divisions may publish notices to make employees aware of a pending requirement to change duty times; this may include the need to restrict any further time off.

A Change of Duty Notification is sent to all employees who are subject to a duty change.

Where there is less than 14 days' notice, the employee will be notified directly of the reason for this and this will be communicated by their line manager or FRPU.

RDIL reallocation

- In lieu days re-rostered by the FRPU.
- In the first instance FRPU will attempt to reallocate the RDIL to a date with a standard duty length.
- When a RDIL is reallocated to a date chosen by the employee and it is on a duty day that is of a non-standard length, any shortfall will be made up from the employees TOIL, in the first instance or AL balance.
- All employees will be granted a RDIL or FDIL in the event that a PH date falls on a rostered RD or FD; the PH is now their tour of duty
- The length of a RDIL or FDIL is based on the employees contracted hours and not the tour of duty that they work or are required to work.
- Refer to Rest Day in Lieu policy

Working on a Bank Holiday

All employees are automatically recorded as BH in Origin on the recognised dates. This will remain the status until the FRPU receive instruction to identify employees to work on the BH.

When selecting employees to work on a BH the following criteria applies:

- Employees who would ordinarily be on duty if it was not a BH are allocated to work in the first instance, subject to operational requirements on the day i.e. if specialist skills are essential for the operation this may result in an employee who would not have been on duty being required to work.
- If there is a requirement to select employees who would have been on RD the FRPU will manage this in agreement with Line Managers.
- Employees who have booked time off attached to the BH will have the BH protected and will not be selected to work on the BH.
- A tour of duty on a Bank Holiday may differ to that of the standard roster; this will be determined by the operational requirements on the BH date.
- A summary of the compensation related to Bank Holiday working can be found here.

When a BH date falls on a weekend the Government determine that the BH is moved to the next working day. For Police Officers the Force recognises both the original date and the new date as a BH.

Reallocation of Bank Holiday

Public Holiday substitution (re-allocation of Christian Public Holidays to other religious holidays)

Police officers and police staff may choose to re-allocate the three public holidays (two in Scotland) relating to the Christian calendar to other religious festivals or holidays. These are:

- Good Friday
- Easter Monday (excluding Scotland), and
- Christmas Day

The request is made to the line manager who will advise the date on which they are to be reallocated to and inform FRPU so that the system can be updated.

Providing assistance off duty - police officers

The officer must within a reasonable time of providing the assistance book on and subsequently off duty.

As soon as is reasonably practicable the officer must provide their line manager with the full details of the incident including location, details of the Home Office force (if applicable) confirmation that they booked on and off duty and the times they assisted. Additional information such as whether they provided a statement should also be included.

If a police officer provides assistance to an incident when off duty the Officer in Charge will make a decision as to whether the officer may be eligible for compensation. This does not incur compensation relating to recall to duty or recall from annual leave.

If approved the FRPU will confirm to the line manager when any approved compensation has been actioned.

Exceptional Tours of Duty – police officers

It is accepted that Police Officers may work exceptional tours of duty that will impact upon the hours worked, breaks of duty and are outside of terms and conditions. These can be both planned and unplanned tours of duty. To ensure that the correct compensation and rest periods are granted Police Officers should in the first instance contact the FRPU who will manage the system requirements and ensure all rest periods are met. Examples include RTM deployments and reactive crime.

Annual Leave

The annual leave entitlement year runs from 1 January to 31 December.

Annual leave requests should be made on a rolling calendar up to 12 months ahead using the E-leave system. Please refer to the [attendance policy](#) for further information

Recall from annual leave

For police officers compensation related to recall from annual leave is explained in the [Entitlement Grid](#)

Police staff are not expected to be recalled from annual leave. For police staff working on a day of annual leave this can only be agreed on a voluntary basis. The employee will be reverted back to duty but they are not entitled to any additional compensation.

Working on a day of annual leave – officers (Constable to Chief Inspector only)

If you have been recalled from Annual Leave or TOIL may be granted compensatory leave payments as follows:

RULE 1: This applies to a period of absence from duty of 3 or 4 days, where at least one of those days is a day of Annual Leave or TOIL with the remaining 3 days a RD, BH, RDIL, BHIL, FD or FDIL or any combination of these.

For **RULE 1** the compensatory leave payment is **only** eligible to be claimed if the actual date of the recall falls on booked AL/TOIL. If the recall does not fall on booked AL/TOIL then the compensation is as per RD/BH/FD rules.

RULE 2: This applies to a period of absence of 5 or more days, where at least one of those days is a day of Annual Leave or TOIL with the remaining 4 days being a rostered RD, BH, RDIL, BHIL, FD or FDIL or any combination of these.

For Rule 2 the compensatory leave payment is applicable on any of the dates regardless of the duty.

Days recalled	No. Days Compensation		Days Compensation & Pay
1 day in 3 or more days	2 days	OR	1 day & 2 days' pay
2 days in 3 or more days	4 days		2 days & 4 days' pay
3 days in 3 or more days	5.5 days		3 days & 5 days' pay
4 days in 4 or more days	7 days		4 days & 6 days' pay
5 days in 5 or more days	8.5 days		5 days & 7 days' pay

Comfort and minimum resource levels

- Comfort resource level is the ideal resource level for operational effectiveness.
- Minimum resource level is the lowest number of resources to maintain BAU and falling below this is a risk.

Using this functionality within our systems allows resourcing levels to be accurate. It will ensure that any leave booked is authorised in line with the resource levels agreed and recorded appropriately.

When a new shift pattern is being considered it is recommended that comfort and minimum resource levels form part of this consideration. Not all departments use this functionality, however if you are considering introducing this or amending existing cover levels in the system then please contact the FRPU who will support you with this.

End of Policy

Policy Owner	
Policy Author	Force Resource Lead

Version	Date	Comments/ Reason for Amendments	Amended by
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2.1	June 2009	New policy	Policy Team
2.2	October 2022	Policy revision	 Force Resource Lead
2.3	January 2023	Policy renamed to include Overtime	Policy & Engagement Advisor
2.4	February 2023	Clarity on breaks for employees	Policy & Engagement Advisor
2.5	July 2023	Court/training for two weeks or more	Policy & Engagement Advisor
2.6	October 2023	Comfort and minimum resource levels section added	Policy & Engagement Advisor
2.7	December 2023	Standard working hours update with flexible working submission	Policy & Engagement Advisor
2.8	January 2024	Overtime information updated	Policy & Engagement Advisor

GUIDANCE - POLICE OFFICER WORKING TIME OVERTIME AND ENHANCEMENT PROVISIONS				
Circumstances	PC/PS	Inspector & Chief Inspector	Superintendent & Chief Superintendent	Chief Officers
Bank holiday (BH) working (can also be known as Public holiday working)	<u>Duty Day on a BH</u> If rostered to work on the BH the officer will receive basic pay and an additional payment at double time rate of pay (equating to treble time) for the hours worked. If not rostered to work the officer remains BH no further entitlements. <u>Rest day on bank holiday</u> If rostered to work on the BH, the officer will receive a double time payment. The RDIL will also be available to be reallocated. If not rostered to work the officer remains BH with a RDIL to be reallocated. If recalled to duty for a period of less than 4 hours on a public holiday or a rostered rest day, the periods are treated as though they were 4 completed hours. The only exception being where a period of not more than one hour of duty immediately follows a normal daily period of duty. In this instance the period of not more than one hour of duty counts as the number of period of 15 minutes actually completed. The RDIL will be standard 8hours for full time officers and for part time officers' equivalent to their contracted hours. When reallocated if this is on a tour of duty which is greater than the RDIL the officer will supplement this with either TOIL or AL. If the requirement to work on a BH is given with less than 8 day notice and regardless of whether it was on a duty day or a RD the officer will also be entitled to a BHIL which is equal to 8 hours (pro rata for part time). If the tour of duty that commences on a bank holiday crosses over to the next day, the compensation is recognised as BH for the entire tour of duty. The notice period is calculated not including the day that the duty the officer is notified and aware of the change or the changed duty day. <i>Applies the provisions of Duty Management Policy</i>	<u>Duty Day on a BH</u> If rostered to work on the BH the officer will receive a BHIL equal to the hours worked on the BH. If not rostered to work the officer remains BH no further entitlements. <u>Rest day on bank holiday</u> If rostered to work on the bank holiday, the officer will receive a BHIL equal to the hours worked on the BH and the RDIL will also be available to be re-rostered. If not rostered the officer remains BH with the RDIL to be reallocated. The RDIL will be standard 8hours for full time officers and for part time officers' equivalent to their contracted hours and the RDIL will be reallocated without any adjustment being made to AL or TOIL The notice period is calculated not including the day that the duty was changed in DMS nor the day on which officer is now required to work. <i>Applies the provisions of Duty Management policy</i>		
Cancelled BH Working	When an officer's BH has been cancelled in anticipation of an operational need and subsequently they are not required to attend for duty: If the officer is given less than 8 days' notice then the officer can elect whether to revert to BH with no compensation or to continue working on the BH with the compensation. If the officer is given more than 8 days' notice then the officer will be reverted back to BH with no compensation The notice period is calculated not including the day that the duty the officer is notified and aware of the change or the changed duty day. <i>Applies the provisions of Duty Management policy</i>	When an officer's BH has been cancelled in anticipation of an operational need and subsequently they are not required to attend for duty they will be reverted back to BH with no compensation regardless of the notice period given. <i>Applies the provisions of Duty Management policy</i>		
Working on a Rest Day	If an officer is required to work on a rest day and regardless of whether they are full time or part time: With more than 15 days' notice a RDIL will be generated. In the event that the officer works more than 8hours then the additional hours are claimed as overtime at the appropriate rate of 1.33 for full time or 1.00 flat rates for part time officers.	If an officer is required to work on a rest day an 8hr RDIL will be reallocated to any tour of duty. The RDIL will be standard 8hours for full time officers and for part time officers' equivalent to their contracted hours and the RDIL will be reallocated without any adjustment being made to AL or TOIL	If an officer is required to work on a rest day a RDIL will be reallocated. The RDIL will be standard 8hours but this can be reallocated on any tour of duty.	

	The RDIL will be standard 8hours for full time officers and for part time officers' equivalent to their contracted hours. With less than 15 days' notice the officer will receive payment at 1.5 for all hours. Worked. The notice period is calculated not including the day that the duty the officer is notified and aware of the change or the changed duty day. <i>Applies the provisions of Duty Management policy</i>	Hours worked in excess of 8hours on the RD as per the compensatory time off process. The hours are reallocated as MANT (managed time) in DMS, must not be banked or created as TOIL and must be reallocated within 28 days of being worked. <i>In accordance with – Duty Management policy</i>		
Working on a Free Day	<u>Part time officers only</u> When part time officers are required to perform duty on a FD it attracts the following compensation: If the duty is only one that they can perform i.e. attendance at court and the officer receives more than 15 days' notice then a FDIL will be generated. If the officer receives less than 15 days' notice then the hours can be claimed at flat rate equal to the hours worked. If the duty is one that can be performed by any officer i.e. operational policing and the officer receives more than 15 days' notice then a FDIL will be generated. If the officer receives less than 15 days' notice then the hours can be claimed at 1.5 equal to the hours worked. The notice period is calculated not including the day that the duty the officer is notified and aware of the change or the changed duty day. <i>Applies the provisions of Duty Management policy</i>		Not applicable	Not applicable
Reinstatement of a cancelled RD or FD	When an officers RD or FD has been cancelled in anticipation of an operational need and subsequently they are not required to attend for duty: If the officer is given less than 8 days' notice then the officer can elect whether to revert to RD with no compensation or to continue working on the RD with the compensation. If the officer is given more than 8 days' notice then the officer will be reverted back to RD with no compensation The notice period is calculated not including the day that the duty the officer is notified and aware of the change or the changed duty day. <i>Applies the provisions of Duty Management policy</i>	When an officers RD or FD has been cancelled in anticipation of an operational need and subsequently they are not required to attend for duty they will be reverted back to RD with no compensation <i>Applies the provisions of Duty Management policy</i>		
Additional hours worked (Planned) Full time officers	<u>Planned overtime on a duty day</u> Defined as when an officer is required to work on duty past their contracted 40hours. Additional hours that fall on a duty day are compensated at the rate 1.33 for every completed 15 mins. <u>Additional hours worked with time off at start of the duty</u> Where time off is taken at the start of the duty, any additional hours worked over the rostered duty, including the time time off hours, will generate overtime at the appropriate rate. <u>Planned overtime falling on a RD</u> If the additional hours fall on a RD i.e. pre 0700 start or post 0700 finish then the officer is entitled to claim these hours at RD rate of 1.5 with a minimum claim of 4hours. <i>Applies the provisions of Expenses & Allowances policy</i>	<u>Planned additional hours on a duty day</u> Additional hours worked above contracted hours on a duty day and for pre-planned reasons only can be claimed back by the officer. This is managed by FRPU as per the compensatory time off process. The hours are reallocated as MANT (managed time) in DMS and they must not be banked or created as TOIL; must be reallocated within 28 days of being worked. <i>In accordance with Duty Management policy</i>	Not applicable	Not applicable
Additional hours, Unplanned (also known as casual) Full time officers	<u>Casual Overtime on a duty day:</u> Defined as when an officer is required to remain on duty after their shift was due to end and that overtime was not previously agreed. Officers are paid at: beyond 30 minutes but discounted up to four occasions in 1 week Sunday to Saturday.	Not applicable	Not applicable	Not applicable

	Every 15 minutes further are paid at 1.33. If TOIL is selected this will be equal to the overtime worked, plus, for each completed 45 minutes of overtime worked, an additional 15 minutes time off will be granted, except for the discounted first 30 minutes on four occasions only. <u>Additional hours worked with time off at start of the duty</u> Where time off is taken at the start of the duty, any additional hours worked over the rostered duty, including the time time off hours, will generate overtime at the appropriate rate. Casual overtime falling on a RD: An officer who works one hour overtime from a rostered day into a rest day will be entitled to be paid at the appropriate rest day working rate for the first hour of overtime. If more than one hour but less than four hours overtime is worked into a rest day, the minimum payment is four hours at the appropriate rest day working rate. <i>Applies the provisions of Expenses & Allowances policy</i>			
Additional Hours (part time officers)	During any working week a part-time officer may work beyond their contractual hours, however this would not necessarily entitle them to claim the enhanced overtime rate. Part-time officers are not eligible to claim the enhanced overtime rate until they have worked for more than 40 hours for that working week. Therefore, an officer who works beyond their contractual hours but not above 40 hours would be paid the standard rate of pay for the hours worked. Where a part-time officer works beyond their contractual hours, but less than 40 hours they should be paid for all the additional time worked. The officer would, therefore, not lose the first 30 minutes of payment for additional time worked, as they would if they were claiming for overtime. Where a part-time officer works more than 40 hours in any working week overtime entitlements and conditions would be the same as a full-time officer in the same rank. <i>Applies the provisions of Expenses & Allowances policy</i>		Not applicable	Not applicable
Recall to Duty	A recall to duty occurs when an officer has finished their tour of duty and is recalled to work prior to the start of the next tour of duty. They will be compensated at 1.33 rate for the hours they are recalled. If the recall involves travelling, the travel time is compensated at 1.00 rate. Should the recall occur on a RD, BH, AL, the appropriate pay rates should apply. <i>Applies the provisions of Duty Management policy</i>	Not applicable	Not applicable	Not applicable
Compensatory Rest	Compensatory rest will be given to employees who due to unplanned roster changes are required to work in a way that impacts upon their 11hr break of duty. The employee via their supervisor will email the FRPU with the details of when and why the 11hr break of duty has been impacted upon. In agreement with the Divisional Resource Team they will aim to provide the compensatory time within a 24 hours period but if this is not possible the compensatory time will be granted within the next 7 days latest as soon as is possible. <i>Applies the provisions of Duty Management policy</i>			
Working into Annual Leave IN THE FIRST INSTANCE CONTACT FRPU WHO WILL MANAGE THE CHANGES IN DMS.	If an officers shift extends into an AL day the normal casual overtime rate applies; the first 30 minutes are discounted and overtime thereafter is paid at 1.33 and the AL day is re-rostered. If booked off on an isolated AL day between 2 tours of duty, this will not attract the normal working into AL compensation; only overtime at 1.33 rate. <i>Applies the provisions of Duty Management policy</i>	Not applicable	Not applicable	Not applicable
Unsociable Hours	All hours worked between 2000 and 0600 will attract an unsociable hours allowance.	All hours worked between 2000 and 0600 will attract an unsociable hours allowance.	Not applicable	Not applicable

	This is calculated via e-duty <i>Applies the provisions of Expenses & Allowances policy</i>	This is calculated via e-duty <i>Applies the provisions of Expenses & Allowances policy</i>																					
British Summertime	Where these changes affect (either positively or negatively) Officers who are working a shift that bridges the time change, no additional payment or time off in lieu will be granted for those affected negatively (October) or time reclaimed from those affected positively (March). <i>Applies provisions of Duty Management policy</i>																						
Recall from Annual Leave THIS CANNOT BE CLAIMED VIA E-DUTY UNTIL DMS HAS BEEN UPDATED BY YOUR DIVISIONAL RESOURCE TEAM. IN THE FIRST INSTANCE YOUR AUTHORISING OFFICER MUST SEND ALL RELEVANT OVERTIME DETAILS TO YOUR DIVISIONAL RESOURCE TEAM INCLUDING THE COMPENSATORY LEAVE THAT HAS BEEN SELECTED.	An officer who has been recalled from Annual Leave or TOIL may be granted compensatory leave payments as follows: RULE 1: This applies to a period of absence from duty of 3 or 4 days, where at least one of those days is a day of Annual Leave or TOIL with the remaining 3 days a RD, BH, RDIL, BHIL, FD or FDIL or any combination of these. For RULE 1 the compensatory leave payment is only eligible to be claimed if the actual date of the recall falls on booked AL/TOIL. If the recall does not fall on booked AL/TOIL then the compensation is as per RD/BH/FD rules. RULE 2: This applies to a period of absence of 5 or more days, where at least one of those days is a day of Annual Leave or TOIL with the remaining 4 days being a rostered RD, BH, RDIL, BHIL, FD or FDIL or any combination of these. For Rule 2 the compensatory leave payment is applicable on any of the dates regardless of the duty. The officer may elect to receive compensatory leave only or they may elect to receive compensatory leave and enhanced payment as follows: <table border="1"> <thead> <tr> <th>Days recalled</th><th>No. Days Compensation</th><th></th><th>Days Compensation & Pay</th></tr> </thead> <tbody> <tr> <td>1 day in 3 or more days</td><td>2 days</td><td rowspan="5">OR</td><td>1 day & 2 days' pay</td></tr> <tr> <td>2 days in 3 or more days</td><td>4 days</td><td>2 days & 4 days' pay</td></tr> <tr> <td>3 days in 3 or more days</td><td>5.5 days</td><td>3 days & 5 days' pay</td></tr> <tr> <td>4 days in 4 or more days</td><td>7 days</td><td>4 days & 6 days' pay</td></tr> <tr> <td>5 days in 5 or more days</td><td>8.5 days</td><td>5 days & 7 days' pay</td></tr> </tbody> </table> <i>Applies the provisions of Duty Management policy</i>	Days recalled	No. Days Compensation		Days Compensation & Pay	1 day in 3 or more days	2 days	OR	1 day & 2 days' pay	2 days in 3 or more days	4 days	2 days & 4 days' pay	3 days in 3 or more days	5.5 days	3 days & 5 days' pay	4 days in 4 or more days	7 days	4 days & 6 days' pay	5 days in 5 or more days	8.5 days	5 days & 7 days' pay	Not applicable	Not applicable
Days recalled	No. Days Compensation		Days Compensation & Pay																				
1 day in 3 or more days	2 days	OR	1 day & 2 days' pay																				
2 days in 3 or more days	4 days		2 days & 4 days' pay																				
3 days in 3 or more days	5.5 days		3 days & 5 days' pay																				
4 days in 4 or more days	7 days		4 days & 6 days' pay																				
5 days in 5 or more days	8.5 days		5 days & 7 days' pay																				
ADVANCING START OF DUTY	<u>Previous day is a RD/FD (not a duty day)</u> Where duty is brought forward to start before 0700 hours with more than 15 days' notice of the change, the hours of the revised duty time before 0700 are compensated at 4 hours at 1.5 hourly rate, for the impact on the RD The expectation is the length of the duty day will be in accordance with normal duty i.e. 10 hours for full time officer. If additional hours are undertaken at the end of the day these are compensated at 1.33 <i>Applies the provisions of Duty Management policy</i>	Not applicable Managed Time applies to any additional hours <i>Applies the provisions of Duty Management policy</i>	Not applicable																				

Police Staff	PCSO	Works shifts (as part of their agreed roster pre 0700 and post 1900 and typically receives a shift allowance)	Non shift workers	PSG & Red Book
Bank holiday working (can be known as Public holiday working) - full time and part time	<u>BH falling on a duty day (rostered to work as part of contracted hours)</u> The employee is entitled to a day BHIL and an additional single time payment (which equates to double time) for the hours worked. <u>BH falling on a RD (rostered to work as part of contracted hours)</u> The employee is entitled to an additional single time payment and this is then doubled. In addition you will be entitled to the RDIL to be re-rostered. The RDIL will be equivalent to the standard hours worked, minus any overtime hours. When reallocated if this is on a tour of duty which is greater than the RDIL the employee will supplement this with either TOIL or AL. <u>Asked to work overtime on BH (in excess of contracted hours or not rostered to work)</u> The employee is entitled to overtime at 1.5 and this is then doubled. <i>Applies the provisions of Duty Management policy and Expenses & Allowances policy</i>		<u>BH falling on a duty day (not required to work)</u> The employee is entitled to a day BHIL equivalent to contracted hours for the day <u>BH falling on a RD (asked to work overtime)</u> The employee is entitled to overtime at 1.5 and this is then doubled. In addition you will be entitled to the RDIL to be re-rostered. The RDIL will be equivalent to the standard hours worked, minus any overtime hours. When reallocated if this is on a tour of duty which is greater than the RDIL the employee will supplement this with either TOIL or AL. <i>Applies the provisions of Duty Management policy and Expenses & Allowances policy</i>	PSG employees who to work on a BH will be granted a BHIL. For Red Book employees who to work on a BH [CLICK HERE] <i>TERMS & CONDITIONS</i>
Cancelled BH Working (full time and part time)	When an employee's BH has been cancelled in anticipation of an operational need and subsequently they are not required to attend for duty they will be reverted back to BH with no compensation <i>Applies the provisions of Duty Management policy</i>		When an employee's BH has been cancelled in anticipation of an operational need and subsequently they are not required to attend for duty they will be reverted back to BH with no compensation <i>TERMS & CONDITIONS</i>	
Working on a Rest Day (full time)	Employees can be required and rostered to work for operational reasons on a RD. There is no set notice period for working on a RD. The employee is entitled to claim the hours worked at rate of 1.5 either as pay or TOIL once		In the event that they work on a RD the employee is entitled to claim the hours worked at rate of 1.5 either as pay or TOIL	Red Book and PSG staff should be given a 30 days' notice period. In the event that they work on a RD the employee is entitled to a RDIL. <i>TERMS & CONDITIONS</i>
(Part time)	If you are part time and work on a rest day or free day enhanced compensation is at flat rate until the full time hours are worked. C grade staff do not receive TOIL or overtime <i>Applies the provisions of Police Staff Pay and Conditions policy</i>		C grade staff do not receive TOIL or Overtime <i>Applies the provisions of Police Staff Pay and Conditions policy</i>	
Working on a Free Day (part time only)	Employees can be required and rostered to work for operational reasons on a FD. Additional hours are claimed at flat rate until they reach the full time equivalent; at this stage any further hours worked are claimed at the full time rate of 1.5 either as pay or TOIL. <i>Applies the provisions of Police Staff Pay and Conditions policy</i>		Employees can volunteer to work on a FD. Additional hours are claimed at flat rate until they reach the full time equivalent; at this stage any further hours worked are claimed at the full time rate of 1.5 either as pay or TOIL. C grade staff do not receive TOIL or Overtime after they reach the full time equivalent <i>Applies the provisions of Police Staff Pay and Conditions policy</i>	Employees who work on a FD and for PSG staff there is a requirement to provide 30 days' notice period. In the event that they work on a FD the employee is entitled to a FDIL. Red Book employees who work additional hours on a free day should [CLICK HERE] for information on their entitlement. <i>TERMS & CONDITIONS</i>
Reinstatement of a cancelled RD or FD (full	When an employee's RD or FD has been cancelled in anticipation of an operational need and subsequently they are not required to attend for duty they will be reverted back to RD or FD with no compensation			

time and part time)	<i>Applies the provisions of Duty Management policy</i>			
Additional hours worked Planned (full time)	Employees can be required to work additional hours on a duty day to meet operational demands. The employee is entitled to claim the additional hours worked at 1.5 either as pay or TOIL C grade staff do not receive TOIL or overtime <i>Applies the provisions of Police Staff Pay and Conditions policy</i>			PSG employees who work additional hours on a duty day are not entitled to any compensation. Red Book employees who work additional hours on a duty day should [CLICK HERE] for information on their entitlement <i>TERMS & CONDITIONS</i>
Additional hours worked Planned (Part-time)	Part-time employees may be required to work additional hours on a duty day to meet operational demands. Additional hours are claimed at flat rate until they reach the full time equivalent; at this stage any further hours worked are claimed at the full time rate. C grade staff will receive flat rate for additional hours up to 37. C grades do not receive overtime or TOIL <i>Applies the provisions of Police Staff Pay and Conditions policy</i>			PSG employees who work additional hours on a duty day are not entitled to any compensation Red Book employees who work additional hours on a duty day should [CLICK HERE] for information on their entitlement. <i>TERMS & CONDITIONS</i>
Additional hours, Unplanned/ casual	Not applicable	Not applicable	Not applicable	Not applicable
Recall to Duty	Not applicable	Not applicable	Not applicable	Not applicable
Compensatory Rest	Compensatory rest will be given to employees who due to unplanned roster changes are required to work in a way that impacts upon their 11hr break of duty. The employee via their supervisor will email the FRPU with the details of when and why the 11hr break of duty has been impacted upon. In agreement with the Divisional Resource Team they will aim to provide the compensatory time within a 24 hours period but if this is not possible the compensatory time will be granted within the next 7 days latest as soon as is possible. <i>Applies the provisions of Duty Management policy</i>			
Recall from Annual Leave	Not applicable	Not applicable	Not applicable	Not applicable
Working into Annual Leave	Not applicable	Not applicable	Not applicable	Not applicable
EPS Shift Allowance	All hours worked between 1900 and 0659 will attract the appropriate level (10, 15, 20 percent) of shift allowance	All hours worked between 1900 and 0659 will attract the appropriate level (10, 15, 20 percent) of shift allowance	Not applicable	Not applicable
British Summertime	Where these changes affect (either positively or negatively) Police Staff who are working a shift that bridges the time change, no additional payment or time off in lieu will be granted for those affected negatively (October) or time reclaimed from those affected positively (March). <i>Applies the provisions of Duty Management policy</i>		Not applicable	Where these changes affect (either positively or negatively) Police Staff who are working a shift that bridges the time change, no additional payment or time off in lieu will be granted for those affected negatively (October) or time reclaimed from those affected positively (March).



Expenses & Allowances policy

(Police Officers)

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Purpose of the Policy

This policy confirms which expenses and allowances can be claimed by police officers.

Who does this policy apply to

The policy applies to police officers at all ranks.

Principles

Whilst this policy in itself does not form part of your contract, it is recognised that some of the allowances referred to are contractual entitlements and where this is the case this document does not change that status but similarly does not confer contractual status for any expenses or allowances where no contractual status existed previously.

BTP will reimburse expenses in line with this policy; any expenses exceeding the limits set out are your responsibility.

For further information [click here](#)

Expenses Rules

- Expense claims must be supported by an itemised receipt unless stated. Credit card statements/slips are not accepted as evidence of business expenditure.
- Expense claims are non-pensionable and paid without deductions for tax and NI unless otherwise stated
- Payment and reimbursement requests must meet the specific eligibility criteria
- Expense claims should be submitted as soon as possible after they have been incurred and always within 90 days of the expense date.
- Expenses are based on HM Revenue and Customs (HMRC) rules.
- Payment of exceptional expenses will involve liaison with the Pay and Benefits Manager.
- Expense claims that do not comply with the Rules will be rejected.
- Expense claims that are suspected as fraudulent will be referred for further investigation and could result in disciplinary action.
- Service charge and gratuities cannot be claimed back
- In the rare occasions that an appropriate receipt is not available, you need to select the appropriate taxable element, and you may be asked for further evidence

- In instances where you have not attached a receipt, you will be advised to resubmit your claim with the receipt or indicate no receipt is available
- Employees must retain the original receipts for a period of 6 months after the claim has been paid. If the receipt is required by BTP but is no longer available within this period the claim may be reversed.
- Claims over the threshold limits will be reduced in accordance with those limits
- Duplicate claims (with the same amount, date, reason and element) will be automatically deleted. A warning system message will advise you of this.
- Claims for the same element (e.g. lunch claims with purchases to the threshold limits but items purchased from different shops) should be submitted as a single claim
- Meal allowances must be claimed on working days only, unless agreed and supported by Head of Department.
- A 'meal' is food items such as ready meals, sandwiches, salads, soup, crisps, fruit, chocolate bars, sweets, an ice-cream or a piece of fruit plus a drink(s). These items should be for individual use only rather than multipacks. They should be consumed whilst at work. Where you purchase the food is your choice to accommodate your dietary or religious requirements. We understand that if you are policing an event, you may wish to purchase more than one drink/snack, as you can't carry drinks or food with you. When you make your claim, you submit all receipts on one expense form. More than one claim against one meal allowance will be rejected.
- Daily meal/subsistence allowance is not to be used to purchase household weekly shop e.g. [12 pack of Yoghurt, 4 pack toilet paper, 6 pack noodles etc]. The purpose of the allowance is to provide you with a substantial meal whilst on duty away from your usual main work location. We recognise there may be instances where you may choose to make use of cooking facilities at the venue/accommodation you are based at during your period away i.e. Northwick Park/staying with family or friends, however this is expected to be the exception.
- Purchases made for items such as courses, training, paint, spirit levels, hardware, USB sticks, headphones and technical equipment should be made using the Government Procurement card. You should not claim this back through e-expenses. These claims will automatically be rejected in the first instance. In instances where your line manager approves such purchase(s), they will need to demonstrate that alternative methods for purchasing have been exhausted.
- Claims for boots purchased after the 1st April 2022 will automatically be deleted. A warning system message will advise you of this as standard boots will be issued as part of our uniform process.
- Claims for travel outside your contracted place of work will be processed, however Crown Commercial booking and TOC passes should be used in the first instance.



Expense claims must be supported by an itemised receipt unless stated. Credit card statements/slips are not accepted as evidence of business expenditure.

Schedule of expenses claimed using the E-Expenses system

Expense name	Expense limit (up to) and frequency	Specific criteria
Clothing – Plain Armed Response Vehicle officers	£50.00 – twice a year in a single claim	To purchase civilian clothing as directed by manager
Clothing – Special Movement Officer	£200 – once a year in a single claim	To purchase formal business attire clothing
Evening meal - Overnight stay	£28.00	Can be staying in a hotel or staying with family and friends Not available if hotel booking and the allocated meal allowance in the hotel is used The value of any alcohol expenditure must be deducted from the value of what is claimed Not available during student officer probationary period
Handling or fingerprinting badly burned/ decomposed bodies / unpleasant allowance	£50 per incident As and when incurred	Non-pensionable. Subject to Tax and NI deduction Not taken into consideration for the calculation of overtime
Contaminated clothing	Up to the total value of £55	If any item issued by BTP becomes contaminated for whatever reason whilst a BTP employee is on operational duty, it will be replaced via the normal procedures. If any BTP employee's own clothing and/or footwear become contaminated for whatever reason whilst on operational duty, it may be replaced or repaired up to the total value of £55. Claims must be submitted through Divisions or FHQ Departments for clothing or footwear repair or replacement accompanied by an appropriate receipt using BTP expenses forms. Personal clothing and footwear will be worn at the risk of the owner.
Incidentals	£4.43 for every 24-hour period away. Maximum £17.72 a week, except when attendance is for a week including the preceding Sunday night	There is no entitlement to claim if hotel accommodation is provided. Staying away overnight on a residential training course, or Seconded to a project as a temporary trainer or temporarily deployed to a trainer role, or



	As and when incurred for all days away for training	Staying away overnight owing to police business (meetings/contingency of service) The allowance is not available for substantive trainers The allowance is not available to student officers in their initial training period at a training center (phase one, phase 2 and concourses)
Meals	£10.00 one meal – duty over 5 hours Additional £7.00 for a second meal – duty over 10 hours Additional £8.00 for a third meal – duty over 12 hours	Prevented during the course of duty from obtaining a meal in the usual way, Expenditure should be additional to what is normally incurred The late meal allowance is only applicable if the duty is extended due to exceptional circumstances such as travel disruption or exigencies of duty. The expectation is that the duty has been extended by a number of hours away from your home station.
On-call	£20 per 24-hour period required to be on call when off duty As and when incurred	Available for officer up to Chief Superintendent ranks who are part of an on-call roster Non-pensionable. Subject to Tax and NI deductions Not taken into consideration for the calculation of overtime
Professional subscriptions	Rates vary – once a year or as per payment plan	The subscription must relate to a BTP approved <u>professional organizing and learning society</u> Maximum of two subscriptions per year
Reimbursement of medical charges	Rates determined by as per section 77, 78 or 79 of the National Health Service Act 1977 As and when incurred	Reimbursement of NHS rate charges relating to certain drugs, medicines or appliances and for dental or optical treatment resulting from an injury in the execution of duty; that is not as a result of the officer's error
Uniform & Appearance	As and when incurred	Please refer to the <u>policy</u>
Vehicle mileage	45p per mile home to work/work to home mileage 45p per mile mileage above home to work/work to home	Valid and appropriate drivers' licence Valid and appropriate road tax Valid MOT certificate Vehicle is road legal and roadworthy Mileage has been claimed on official BTP business Vehicle is insured for business use

	As and when incurred	Has valid and appropriate roadside assistance The journey undertaken should be for business use and not to the normal place of work. The journey should be split to cover the normal home to work/work to home miles (subject to Tax and NI deductions) – and excess business miles (Tax and NI free) In exceptional circumstances i.e., rail strikes; Chief Inspectors and above may approve commuter mileage (taxable). On such occasions the vehicle should be insured for business or commuting travel. Any journey which is less than the normal home to work miles is not subject to Tax and NI deductions.
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Help with Expenses

If you have a question when completing your E-Expenses claim there is online guidance [here](#).

E-expense claim receipt

Receipts should be valid. This means the date, the items purchased, the value and the location should be clearly visible.

Card payment receipts are not accepted as an itemised receipt.

An example of a valid receipt is:



Location	SSP UK Stafford Starbucks 12861451	
	1004 Inga K	
	Chk 138	18Feb'20 07:17
	Take Away Closed Check Reprint	
Items Purchased	1 Hot Choc G	3.55
	5p CUP	0.05
	Credit/Debit	3.24
	0.54 VAT TTL	3.24
	Net TTL	2.70
	Subtotal	3.60
	10 %	
	10% Blueight	0.36-
	Payment	3.24
	-----1004 Check Closed 07:17-----	
	VAT NUMBER: 884 2579 78	
	Thank you. Please visit us again	
	=====	
	Select Service Partner	
	169 Euston Road, London NW1 2AE	
	Any comments, please visit	
	www.eatonthemove.com	

When submitting a claim, you need to separate your meal items into the relevant shift period. For example, if you worked a 10-hour shift, you select the corresponding 5-10 hour meal element. Input the claim as one value.

Allowances Rules

An allowance is money that is provided to you for a specific purpose, such as regional allowances.

Allowances are generally paid automatically without any need for you to take any action, unless stated.

Payment is made through four weekly payroll.

Allowances are generally subject to Tax and National Insurance deductions, unless otherwise stated.

Although posting locations may vary, please refer to your contract when referring to relevant regional allowances.

BTP will continue to pay London Allowance and Housing Allowance once an employee hits half pay/nil pay.



Allowance name	Value and frequency of payment	Specific criteria
Away from Home (Overnight)	£50 per night As and when incurred	Eligible ranks: constable to chief inspector who are held in reserve overnight away from home. Roles not eligible when undertaking core duties: • Special Movements • Dedicated Football Officer • MSOC • PSD Investigators • Surveillance / Test Purchase Officers. Overnight accommodation is a single occupancy room with the use of en-suite bathroom facilities Non-pensionable, Tax and NI deductions apply Not taken into consideration for the calculation of overtime Further Overnight Allowance guidance can be found here
Dog Handling	1 Dog = 2,696.00 2 Dogs = 3,367.00 3 Dogs = 4,034.00 4 Dogs = 4,702.00 5 Dogs = 5,423.00 Value increases by 25% for each additional dog Total annual allowance is divisible over pay periods	Appointed and trained to handle one or more BTP dogs and to keep and care for them at their home. If the dog remains with the officer during periods of maternity, adoption, parental leave and sickness absence, where care, grooming and exercise continues. Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime
Professional Development Officers Tutors	£300 per student police officer £150 per student PCSO (based on the standard PCSO programme duration being half of the PC programme)	Professional Develop Officers must be recognised by L&D PDOs tutoring multiple students can claim per student. Pro Rata payments are permissible for recognised Professional Development Officers who have tutored for periods of over 1 week. Only full weeks will be considered. Non-pensionable, subject to tax and NI deductions
Hardship	£30 per night As and when incurred	Eligible ranks constable to chief inspector who are held in reserve overnight away from home. Held in reserve away from home where a single occupancy room is not provided for during the overnight stay Non-pensionable, subject to Tax and NI deduction Not taken into consideration for the calculation of overtime
Housing	£4,296 pa - stationed within the boundary of London Metropolitan Police Area £3,050 pa - stationed outside the London Area	Immediately before 1 September 1994 was a member of BTP or another force and not on unpaid leave at that time Has at all times after 31 August 1994 been a member of a police force Has not after 31 August 1994 been on unpaid leave.



	£1,062 pa – living in the same accommodation as another BTP employee in receipt/married to another BTP employee in receipt Total annual allowance is divisible over pay periods	A transferee is treated as qualifying if they fulfil the above criteria Paid during normal periods of sickness and annual leave. Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime
London Police	£4,338.18 pa - higher rate £1,011 pa - lower rate Total annual allowance is divisible over pay periods	Paid to officers stationed in the London area only Paid at the lower rate if in receipt of Housing Allowance Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime
London Weighting *see section – Temporary Location Allowance	£ 2,886.00pa Total annual allowance is divisible over pay periods	Paid to London based officers only. The relevant locations are found here Payment continues if the force temporarily transferred you out of Division Payment ceases if promoted to a role based in another Division that does not attract this allowance Allowance is pro-rata for part-time officers When in receipt of payments for sickness, maternity and adoption leave the allowance continues to be paid Pensionable, subject to Tax and NI deduction
Overtime	Planned overtime - rate 1.33 per completed 15 mins Casual overtime - beyond 30 minutes but discounted up to four occasions in 1-week (Sunday to Saturday) rate 1.33 per completed 15 mins	Planned overtime on a duty day defined as when required to work on duty past contracted 40 hours Applicable to Constables and Sergeants only Non-pensionable. Subject to Tax and NI deductions
Probationers (Student Officers)	£28.00 per day, week days only This allowance is not applicable for home learning days as part of your training.	Student officers required to stay in residential accommodation to complete their initial training. Allowance is to cover breakfast, lunch, dinner, refreshments expenses The meal expenses must be incurred more than five miles away from the home station The student officer is away from the home station for more than five hours The expenditure incurred is additional to what would have been incurred on duty at the home station Non-pensionable, Tax and NI free if all criteria met Not taken into consideration for the calculation of overtime



South East *see section – Temporary Location Allowance Total annual allowance is divisible over pay periods	£3,000pa- top tier	Top tier locations: Guildford, Ebbsfleet, Luton, Stevenage, Reading, Oxford, Slough, Milton Keynes, Ashford, Colchester, Maidstone, Southend, Benfleet,
	£2,000pa–middle tier	Middle tier locations: Gatwick, Portsmouth, Southampton, Brighton, Bournemouth
	£1,000 – lower tier	Lower tier locations: Cambridge
	The allowance is to reflect the cost of living, working, and travelling within the South East area Changes to the locations eligible for the allowance must have COG authorization Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime	
Unsocial Hours	10% actual hourly rate of pay Total annual allowance is divisible over the pay periods	Rank constable to chief inspector Paid in respect of every full hour worked between 8pm and 6am. Non-pensionable, Subject to Tax and NI deductions Not taken into consideration for the calculation of overtime

Location Allowances – not in line with policy

In exceptional occasions where receipt of a location allowance payment is not in line with the specific criteria, it must be agreed by the Deputy Director of People and Culture, documented with payroll and on the individual's personal file.

END OF POLICY

MONITORING AND REVIEW

The Policy and Engagement Manager is responsible for monitoring and reviewing the policy. This policy will be reviewed once every three years (unless circumstances dictate it should be reviewed more frequently).

Revision History

Version	Date	Comments / Reason for Amendments	Amended By
2.25	April 2024	Updated to reflect Professional Development Officers allowance	Policy & Engagement Advisor
2.24	November 2023	Clarification on meal allowance for duties over 5 hours	Policy & Engagement Advisor
2.23	September 2023	Updated to reflect: ➤ Bournemouth SE allowance increase ➤ London Weighting increase ➤ Dog Allowance increase ➤ GIAA BTPA e-Expenses: - Clarity on Incidental Allowances - Embedded inks to the Payroll e-expenses guidance	Policy & Engagement Advisor



2.22	May 2023	Breakfast meal allowance claims. Clarity on business insurance mileage claims.	Policy & Engagement Advisor
2.21	March 2023	Allowances paid on periods of half/nil pay	Policy & Engagement Advisor
2.21	February 2023	Breakfast meal claims for overnight stays only via travel booking system not e-expense	Policy & Engagement Advisor
2.20	February 2023	Expenses claims on RD not permitted	Policy & Engagement Advisor
2.19	January 2023	Probationer allowance rules updated	Policy & Engagement Advisor
2.18	January 2023	Meal allowance rules on weekly shopping purchases	Policy & Engagement Advisor
2.17	September 2022	Updated to reflect a number of changes/increases from 1 September 2022: • SEA rates for some locations • Dog handling rates • Student officer rates • London weighting • Subsistence rates • Mileage rates	Policy Advisor
2.16	March 2022	Updated to reflect boots expenses removed and submitted via NUMS	Policy Advisor
2.15	June 2021	Expenses rules updated to reflect audit	Policy Officer
2.14	Jun 2020	To respond to GIAA recommendation on allowance decisions outside of policy	Policy & Engagement Manager
2.13	Feb 2020	Policy refresh, no change to criterion	Policy & Engagement Manager
2.12	Jan 2020	Update guidance on incidental expenses allowance criteria	Policy & Engagement Manager
2.11	Jul 2018	State in policy BTP existing rule - BTP will not reimburse expenditure related to alcohol consumption or purchase as part of an overnight or meal expenses claim	Policy & Engagement Manager
2.10	Jun 2018	Update Fatalities procedure and Overnight Allowance procedure	Policy & Engagement Manager
2.9	Nov 2017	Added probationer allowances	Pay & Benefits Manager
2.8	Oct 2017	Updated On Call Police Staff page 12	Pay & Benefits Manager
2.7	Oct 2017	Update page 33 recall to duty to reflect 3 day absence rule applied to recall from annual leave	Pay & Benefits Manager
2.6	Jun 2017	To reflect a decision made in April 2014; Oxford to be included within the stations to be in receipt of South East Allowance in parity Pay & with Thames Valley Police.	Pay & Benefits advisor
2.5	May 2017	Update (Away from home) overnight allowance guidance	Policy & Engagement Manager



2.4	Dec 2015	Legacy terminology amended; London Weighting Allowance amended (wef July 1st 2015); CRTP & SPP removed; Meal reimbursement section updated to clarify 'reasonable' expenditure.	Pay & Benefits Manager
2.3	Dec 2015	Amendment to Away from Home Overnight Allowance rules	Pay & Benefits Manager
2.2	Apr 2015	Policy & Engagement review of SOP	Policy & Engagement
2.1	Apr 2010	Refer to Summary of Amendments V2.2	HR Planning & Policy

Policy Sponsor	Director of People & Culture
Policy Owner	Deputy Director People & Culture
Policy Author	



British Transport Police Officers

Regulations and Terms and Conditions of Employment

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Signatures to the Index



Signed by **RON BARCLAY-SMITH**
Chair



Signed by **LUCY D'ORSI**
Chief Constable
British Transport Police



Signed by **MARK MARSHALLSAY**
General Secretary
British Transport Police Federation



Signed by **DAVID ORAM**
Chair
British Transport Police
Branch - Superintendents Association

Introduction

Legal context

Under section 36(1) Railways and Transport Safety Act 2003 (referred to hereinafter as “the Act”), the British Transport Police Authority (BTPA) may make regulations about the government, administration and conditions of service of constables or other persons employed in the British Transport Police, and under section 36(4) BTPA may make provision about the terms and conditions of employment of constables or other employees other than by regulations.

BTPA was established in 2003, BTPA has from time to time made regulations related to complaints, misconduct, performance and appeals that reflect the equivalent regulations made by the Home Office for Home Office forces in accordance with section 36(2) of the Act. Other provision about terms and conditions of service of police officers has been made in the form of force policies and standard operating procedures (SOPs). Where appropriate those policies and procedures have mirrored, and are equivalent to, provisions made in the Police Regulations 2003 and subsequent determinations for officers in Home Office forces. However, some force policies and procedures do not mirror the Police Regulations 2003 but instead provide terms and conditions for BTP officers that are appropriate to the structure and circumstances of the force, as permitted under section 36(3) of the Act.

In relation to terms and conditions of service, section 29 of the 2003 Act provides that the BTPA must comply with rules or principles contained in any document issued to them for the purpose by the Secretary of State. At the publication date of this guide, no such document has been issued.

Purpose

This summary guide contains a summary of regulations that apply to BTP officers and of the terms and conditions of employment of officers in the ranks of constable to chief constable. It is intended to be accessible and comprehensive, to assist officers and their managers.

This summary guide does not replace, amend or interpret an officer’s contract of employment, or the relevant Regulations, or policies, procedures and/or SOPs, or terms and conditions of employment. It does not confer any rights or obligations on BTPA, BTP or employees, nor does it detract from any rights or obligations of any party. In the event of any difference, disagreement or issue, officers and their representatives, and managers, will need to consult the relevant definitive source documents (for which links are given). The inadvertent omission of reference to any Regulation, policy, procedure, SOP or term or condition of employment in this guide

Introduction

does not detract from the substantive operation of that provision.

Monitoring and Review

BTPA reserves the right to review, revise, amend or replace any of the Regulations, policies, procedures, SOPs or terms and conditions summarised in this guide, and to adopt new regulations, policies, procedures, SOPs or terms and conditions, according to the changing needs of the organisation and its operational requirements. With the proviso that any change will be properly implemented and BTPA and BTP will act in accordance with the implied duty to maintain trust and confidence. This will include appropriate prior consultation and negotiation. Any contractual terms and conditions that may change will fall within the Machinery of Negotiation as per the RTSA 2003.

This summary guide will be updated from time to time to reflect new, revised or amended regulations, policies, procedures, SOPs or terms and conditions and when required and will be reflected in the version control history log.

Summary Guide (all ranks)

BTP POLICY

1. Part-time appointments

A part-time officer is contracted to work less than 40 hours a week. Pay rates, allowances and holidays are applied 'pro rata' (in proportion to weekly contracted hours).

For full details of the terms and conditions that apply to part time working refer to the policy.

Working
Flexibly
Policy

2. Flexible working

The following is a summary only of the terms and conditions for requesting flexible working and working flexibly.

The Flexible Working Regulations 2014 give an employee who has been continuously employed (in accordance with Chapter 1 Part 14 of the Employment Rights Act 1996) for a period of at least 26 weeks an entitlement to make a flexible working application.

If the application is supported and includes a reduction in working hours this is accompanied by a reduction in pay and allowances, equivalent to the new contracted worked.

For full details of the terms and conditions that apply, please refer to the policy.

Working
Flexibly
Policy

3. Career break

Career break applications can be made by employees who have completed two years BTP service and any probationer training. Career breaks can be for a period up to a maximum of five years.

For full details of the terms and conditions that apply please refer to the policy.

Working
Flexibly
Policy

Summary Guide (all ranks)

BTP POLICY

4. Notifiable associations - restrictions on private life

The following is a summary only of the terms and conditions on the restrictions on private life for BTP officers.

Restrictions apply concerning membership of, and association with, various organisations. The emphasis of the restrictions is from activity which is likely to interfere with the impartial discharge of duties or which is likely to give rise to the impression amongst members of the public that it may interfere; in particular an officer shall not take any active part in politics. The restrictions however do not preclude officers from membership of a political party in general.

The restrictions also apply concerning discharging lawful debts.

For full details of the terms and conditions that apply to 'Notifiable Associations - restrictions on private life', including how to appeal decisions, refer to the stated policies.

[Business and
External
Interest Policy](#)

[Unmanageable
Debt Policy](#)

5. Appointment of Assistant, Deputy and Chief Constable

The following is a summary of the arrangements for appointing Assistant Chief Constable to Chief Constable in BTP.

The recruitment process for appointing officers from the rank of Assistant Chief Constable to Chief Constable is managed and governed by BTPA.

Chief Constable and Deputy Chief Constable appointments are for a fixed term.

For details of the related processes view the stated procedure.

[BTPA Chief
Officer
Recruitment
Procedure](#)

Summary Guide (all ranks)

BTP POLICY

Refer to your contract of employment for the probation period that relates to your BTP service

6. Probationary length - Constable, Transferee/Re-joiners and Direct Entry Superintendent

The following is a summary of probation lengths and conditions. For full details of the related terms and conditions refer to the contract of employment.

- Constable – two years from date of appointment. Includes part-time constables
- Transferee – if completed the standard two-year probation period, a 12-month tenure applies from date of appointment, unless the officer is in a role that has a longer tenure period
- Rejoiners:
 - 6 months' probation period - if appointed less than 12 months after previous service as a police officer and into the rank of which they last served and appointed in a rank other than the rank of which they last served as a police officer.
 - 12 months' probation period - if appointed more than 12 months after previous service as a police officer and into the rank of which they last served and appointed in a rank other than the rank of which they last served as a police officer.
 - 12 months' probation period - if appointed in a different rank other than the rank of which they last served as a police officer.
 - 12 months' probation period - if in previous force, if more than a year but less than two years of the constable probation period was served

Direct Entry Superintendent – the first 18 months of their service as superintendent, or for a longer period as the chief officer decides.

Summary Guide (all ranks)

BTP POLICY

7. Terminating employment during probationary period

The following is a summary only of the terms and conditions relating to the termination of employment during the probation period.

A constable's employment may be terminated at any time during their two-year probation if they are considered not fit, physically or mentally, to perform the duties required, or that they are viewed as unlikely to become efficient or well conducted in the role.

For full details of the terms and conditions relating to termination during probation refer to the UPOP policy and BTP (Conduct) Regulations 2020.

Unsatisfactory
Performance
Policy Student
Officers
(UPOP) and
BTP

BTP Conduct
Regulations
2020

8. Secondments

BTP views opportunities for outwards secondments a key part of our talent strategy, in order to stretch and develop our people and as part of our contribution to the wider public sector and rail industry.

Officers need to have completed their probation and any minimum retention (tenure) period commensurate with the role at the time of applying for secondment opportunities.

For full details of the terms and conditions relating to secondments refer to the Secondment policy.

Secondment
policy

Summary Guide (all ranks)

BTP POLICY

9. Temporary promotion

The following is a summary only of the terms and conditions relating to temporary promotion and temporary salary.

Acting duties are for a period not exceeding eight weeks. Temporary promotion refers to periods of more than 8 weeks. During acting or temporary promotion, the officer remains substantive in the lower rank.

Gain from promotion

When an officer is promoted, the rate of basic pay will be higher than the basic pay preceding the promotion.

Temporary
Moves policy

10. Retirement

The following is a summary only of the terms and conditions relating to officer retirement and re-engagement.

Officers who wish to retire should give three months' notice in writing to their line manager and the People Service Desk. This is to give enough time to complete the administration for their pension commencement lump sum to be paid immediately on leaving BTP service. Otherwise the minimum notice period applies as set out in the employee's contract (usually one month) though this may lead to a delay in RPMI paying the pension commencement lump sum.

If you are taking pension benefits under the age of 55, there must be a clear break of service of at least six calendar months before you may rejoin BTP into the same or a similar role.

If you are taking pension benefits under the age of 55, there must be a clear break of service of at least one calendar month before you rejoin BTP into a "materially different" role.

For full details of officer retirement and re-engagement terms and conditions refer to the Retirement and Re-engagement policy.

Retirement
and
Re-
engagement
policy

Summary Guide (all ranks)

BTP POLICY

11. Resigning from BTP

The following is a summary only of the terms and conditions relating to resigning from BTP.

Notice periods:

- Officers ranked up to and including Chief Inspector must give BTP one month's written notice of their intention to resign.
- Officers ranked Superintendent to Assistant Chief Constable and Deputy Chief Constable must give three months written notice.
- The Chief Constable must give six months written notice.

Individual notice periods are stated in the contract of employment.

**Contract of
Employment**

12. Officer records

A personal record is held for each officer and includes:

- Contract of employment
- Application form
- Particulars of any marriage or civil partnership
- Particulars of promotions, postings, commendations
- Service in the Civil service, Her Majesty's naval, military or air forces

The use and disclosure of personal information in BTP is governed by EU Regulation 2016/679 ('General Data Protection Regulation – 'GDPR') and the Data Protection Act 2018.

For full details of how BTP obtains, holds, uses and discloses (process) personal information, is contained in the BTP GDPR Privacy Notice, which also describes the rights individuals have in regard to their personal information handled by British Transport Police.

**BTP GDPR
Privacy Notice**

Summary Guide (all ranks)

BTP POLICY

13. Fingerprints, DNA and biometric samples

The following is a summary of fingerprints, DNA and biometric sample terms and conditions relating to officers.

Every police officer employed with BTP from 1 April 2020 is required to have their fingerprints taken. The prints are destroyed when BTP employment ends. Alternatively, if transferring to another force the fingerprints are transferred.

For full details of the related terms and conditions refer to the Biometric Vetting and Elimination DNA policy.

Biometric
Vetting and
Elimination
DNA policy

Officer
contract

14. Screening for alcohol and prohibited drugs

The following is a summary of the circumstances under which testing for substance misuse may be required:

- Where there is cause to suspect an employee has used a controlled drug
- The employee is identified as being vulnerable because of a specific responsibility for dealing with drugs;
- The employee is selected in accordance with a regime of routine random testing

Testing is a sample of oral fluid or urine.

For full details of the terms and conditions relating to substance misuse testing refer to the Substance Misuse policy.

Substance
Misuse
policy

BTP Conduct
Regulations
2020

15. Lawful orders and ethics

Every officer shall carry out lawful ethical orders, and promptly:

- Perform all the appointed duties
- Attend to all matters within the scope of the office of constable
- Follow the instructions, policies and procedures of the BTP

BTP Conduct
Regulations
2020

College of
Policing
Code of
Ethics

16. Duty

This is a summary of the terms and conditions that apply to officer duty. Duty terms and conditions include:

- Shift patterns run with the clock – earlies, lates and nights
- Variable shifts definition and how applied
- Night working
- Periods allowed for refreshment breaks
- 11 hours rest is the minimum break of duty between shifts
- The working day is a period commencing at 0700 and ending at 0659
- There will be a minimum of two rest days over the seven day working cycle.
- Arrangements for the inspecting rank and above to take time off when prevented from taking a day's leave on a public holiday, or from taking two rest days in any week
- How duty rosters are developed, communicated and changed, including as a result of exigencies of duty

For officers in the Superintending rank and above you may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

For the full terms and conditions regarding officer duty refer to the Duty Management policy and Working Time Agreement for Constables to Chief Inspector rank.

Duty
Management
policy

Summary Guide (all ranks)

BTP POLICY

17. Working time

The following is a summary of the terms and conditions relating to working time.

Officer working time complies with the Working Time Regulations 1998 in relation to average maximum length of working week, opting out of maximum working hours, rest periods and holidays.

Definitions of working time:

- Any period where an officer is working at the Chief Officer's disposal and carrying out activities or duties;
- Travel on the Chief Officer's instructions to any place of duty that is not the officer's usual place of duty;
- Such periods when the officer is off duty, but contacted for a work related matter (over the phone or otherwise);
- Time that the officer is undertaking approved and authorised training;
- Travelling time as a result of recall to duty;
- Travel outside of normal hours for work related training courses that are not at the normal place of duty;
- Paid refreshment breaks whilst on duty.
- The night time period shall be from between 2300 to 0600 hours.
- Duty roster shall make provision for an interval of not less than 11 consecutive hours rest between the end of each duty and beginning of the next.
- Officers should not routinely be on call on rest days or annual leave or public holidays, where they are required to perform a tour of duty.

For full details refer to the Working Time Agreement for Officers ranked Constable to Chief Inspector or the Duty Management policy

Working
Time
Agreement
(Constables
– Chief
Inspectors)

Duty
Management
policy

Summary Guide (all ranks)

BTP POLICY

18. Pay

Officer pay is made up of various elements. Some of the elements are location dependent:

- Pensionable pay – the amount of pay on which pension contributions are deducted. This includes all pay received in respect of any additional hours worked by part-time officers up to the standard full-time contractual hours, London Weighting and South East Allowance.
- London Weighting – is paid to London based officers only who are stationed within 16 miles radius of Charing Cross station. Details of the locations can be located [here](#)
- London Allowance – for officers, all ranks, based in the Metropolitan Police area. Details of the locations can be located [here](#)
- South East Allowance for officers working and travelling within the South East Area. Details of the locations can be located [here](#)

Annual pay increase - police officer annual pay awards take effect from 1 September. The BTP officer annual pay award is not determined by the Home Secretary. However, BTP Authority typically approves recommendations to mirror the award for Home Office forces. This maintains the aim of pay parity with Home Office forces established via the Wright Report 1979.

BTP will make all required deductions from salary including tax, National Insurance, student loan payments, deductions ordered through a court, any deduction you have explicitly consented to in writing and any deduction explicitly mentioned in the contract of employment.

BTP will continue to pay London Allowance and Housing Allowance once an employee hits half pay/nil pay.

For full details of officer pay terms and conditions refer to the Expenses and Allowances policy.

Police Officer
Expenses &
Allowances
policy

London
Allowance
London
Weighting
and SE
Allowance
Schedule

Summary Guide (all ranks)

19. Sick pay

This is a summary of the terms and conditions for officers when they experience sickness absence and the relationship to pay.

From day one of BTP employment an officer is entitled to up to 26 weeks full pay and 26 weeks half pay. If part-time, pro rata equivalent provisions apply.

Occupational sick pay extensions may be approved in certain circumstances. Extensions are discretionary.

For the details of the terms and conditions that apply to sick pay, including if the sickness absence is due to an accident or injury by a third party in which damages may be recoverable, refer to the Sickness Absence policy.

BTP POLICY

Sickness
Absence
policy

20. Overtime and other compensation (Constables & Sergeants only)

The following is a summary of the overtime terms and conditions for officers and situations where overtime compensation may arise. Applies to the ranks of Constable and Sergeant only:

- Overtime (additional hours) is time worked in addition to contractual weekly hours
- Overtime is worked as:
 - Planned overtime - when an officer is required to undertake additional duty hours and has received due notice of this requirement by a supervisor, or
 - Casual overtime - additional hours worked due to exigencies of duty, for example, to complete an arrest or to continue topolicing an incident or event effectively
- If 30 or more minutes is worked, they will be eligible for overtime for every completed 15 minute period
- Overtime is compensated at the rate 1.33 for every completed 15 minutes
- Overtime cannot be undertaken while on annual leave, sickness absence or temporary duty restriction without authorisation from an officer of ACC rank or above, or police staff equivalent.
- Rest day working
- Working on a bank holiday
- Recall to duty
- Working into annual leave

For the full terms and conditions of officer overtime payments refer to the Officer Expenses and Allowances policy and Duty Management policy for situations when overtime, including time off in lieu, occur.

Police Officer
Expenses &
Allowances
policy

Duty
Management
policy

Summary Guide (all ranks)

BTP POLICY

21. Time Off In Lieu (TOIL) – compensation (Constables & Sergeants only)

This is a summary of the terms and conditions relating to compensation for overtime, additional hours worked and rest day cancellation for those that opt for TOIL only as a compensation choice.

Compensation relates to a variety of circumstances:

- Bank Holiday working – less than and more than 8 days' notice
- Bank Holiday working that coincides with a rest day
- Rest day working/Free day working – less than and more than 15 days' notice
- Additional hours planned - at the start/end of a rostered duty
- Working into annual leave
- Advancing start of duty
- Recall to duty
- Casual overtime on a duty day or rest day

For the full terms and conditions on officer TOIL compensation refer to the Expenses and Allowance policy.

For the terms and conditions on the management of banked time in lieu refer to the Overtime, Working Time Enhancement Claims policy and Lieu Days policy.

Police Officer
Expenses &
Allowances
policy

Lieu Days
policy

Summary Guide (all ranks)

BTP POLICY

22. Allowances

This is only a summary of some of the allowances applicable to officers' terms and conditions of employment. Depending on role, length of service and location, allowances include:

- South East Allowance
- Unsocial Hours
- Housing Allowance
- Dog handling
- On call
- Clothing allowance for some plain clothes officers

Each allowance has specific eligibility criteria. For full detail of the terms and conditions for allowances that apply to officer employment refer to the Expenses and Allowances policy.

Police Officer
Expenses &
Allowances
policy

23. Overnight Allowance

This is a summary of the terms and conditions relating to overnight allowance for officers ranked Constable to Chief Inspector who are 'held in reserve' overnight away from home.

There are expectations attached to being 'held in reserve' such as being fit for duty.

The nature of some officer roles means there is an expectation that routinely having to stay away from home is in accordance with the core duties of the role. These roles are typically not eligible for the allowance.

For full terms and conditions relating to overnight allowance and other allowances, refer to the Expenses and Allowances policy.

Police Officer
Expenses &
Allowances
policy

24. Travel facilities – off duty/leisure/residential travel

All British Transport Police (BTP) police officers must ensure they have a valid ticket or authority to travel available throughout their journey.

Additional travel entitlements are available to police officers who were employed by BTP, British Rail or an associated organisation on or before 31 March 1996 and who have remained in continuous service or with a break in service not exceeding six months, since then.

Access to the use of Transport for London (TfL) Oyster cards do not form part of BTP Terms and Conditions. Issue and use is determined by TfL and the Rail Delivery Group.

For full details of the travel facility provisions see the Travel Facilities policy.

[Travel
Facilities
policy](#)

Summary Guide (all ranks)

BTP POLICY

Attendance policy

Contract of Employment

25. Leave

This is a summary only of the variety of leave arrangements that apply to officers.

Officers ranked Constable to Chief Inspector are entitled to the following annual leave, based on qualifying service (pro rata for part time officers):

- Less than 2 years service - 22 days
- 2 or more years relevant service - 25 days
- 5 or more years relevant service - 25 days
- 10 or more years relevant service - 27 days
- 15 or more years relevant service - 28 days
- 20 or more years relevant service - 30 days

Superintendents and Chief Superintendents are entitled to 31 days annual leave.

Chief officers are entitled to annual leave as stated in their contract.

Officers will be granted one day's leave at the standard rate of pay, due to an incident at home such as fire, flooding, burglary or other exceptional circumstances.

A period of up to three days' paid leave may be granted, with a possible extension of two days if necessary to a total of five days.

For the full details of the terms and conditions that apply to leave, including pay entitlements during various types of leave, refer to the Contract of Employment and Leave policy.

26. Pensions

For full details of the terms and conditions that apply to each scheme – officer scheme: [BTP Pensions](#); and for officers who have opted out of the officer scheme: <https://member.railwayspensions.co.uk/>

Summary Guide (all ranks)

BTP POLICY

27. Volunteer Reservist

Officers who are Royal Naval Reserves, Royal Marines Reserves, Army Reserves and Royal Auxiliary Air Force (the RAF Reserves) should be granted 10 working days (pro-rata) annually to attend Reservist Training (including annual camp). The 10 working days will be paid at the standard rate of pay.

New officers transferring to BTP must notify their line manager of their membership of the Reserve Forces and complete a [Business Interests \(BI\) & Additional Occupations requirements](#).

Officers in their probationary period must advise their Military Unit that they are in their probationary period and ask to be excluded from mobilisation.

Service during mobilisation will count as reckonable service for pay and pension.

Officers who have been called out for military service will be treated as if they are on unpaid special leave.

For the full terms and conditions that apply to time off for volunteer reservists, refer to the Armed Forces Reservist policy.

[Armed
Forces
Reservist
policy](#)

28. British Summer Time

Where these changes affect (either positively or negatively) officers who are working a shift that bridges the time change, no additional payment or time off in lieu will be granted for those affected negatively (October) or time reclaimed from those affected positively (March).

[Attendance
policy](#)

Summary Guide (all ranks)

BTP POLICY

29. Maternity

The following is a summary of the terms and conditions for maternity including notification, time off and pay.

A period of up to 52 weeks' maternity leave is recognised for the purposes of pay increments and leave. For pension purposes, any period of maternity leave when police officers are in receipt of either Occupational Maternity Pay or Statutory Maternity Pay shall contribute to reckonable service.

Police officers are entitled to 26 weeks full maternity pay where service conditions are met.

For the full terms and conditions relating to maternity refer to the Family Friendly policy

Family
Friendly
policy

30. Adoption

Terms and conditions for adoption, include notification, time off and pay.

A period of up to 52 weeks' adoption leave is recognised for the purposes of pay increments and leave. For pension purposes, any period of adoption leave, when police officers are in receipt of either Occupational Adoption Pay or Statutory Adoption Pay, shall contribute to reckonable service.

Police officers are entitled to 26 weeks' full adoption pay where service conditions are met.

For the full terms and conditions relating to adoption refer to the Family Friendly policy

Family
Friendly
policy

Summary Guide (all ranks)

BTP POLICY

31. Partner Parental Leave/Paternity leave

Paternity Leave is the time you can take off work to support your partner when they give birth, when you adopt a child or have a baby by surrogacy.

Police officers are entitled to 3 weeks' paternity leave.

For the full terms and conditions that apply to paternity leave including pay, refer to the Family Friendly policy.

Family
Friendly
policy

32. Tenure

Tenure in BTP refers to the amount of time an officer is required to serve in a role before they can apply for other internal roles. New officers to BTP (or new to role) cannot apply for a promotion or transfer until they have successfully passed their probationary period. This includes moves between Divisions, departments and/or stations.

For the full terms and conditions that apply to officer tenure refer to the Tenure policy

Tenure
policy

Summary Guide (all ranks)

BTP POLICY

33. Fitness for duty

Fitness testing is in place for new recruits and transferees. JRFT will remain a requirement for taser-trained officers and those in specialist roles that require higher levels of fitness including firearms, dog handlers, CBRN, and public order.

Performance
Regulations
2020

34. Reasonable Adjustment and Duty

The following is a summary of the terms and conditions relating to periods when an officer due to an injury, illness diagnosis, sickness absence, or any other circumstances, is precluded from performing their substantive role.

BTP use three duty categories to define how an officer may work when circumstances preclude performing the full substantive role:

- Recuperative duties
- Adjusted duties
- Management restricted duties

For the terms and conditions that relate to duty when not fully deployable refer to the Capability policy.

Capability
policy

35. Redundancy

Every effort will be made to avoid redundancies wherever possible. Every reasonable effort will be made to avoid redundancy situations arising and to avoid making individual members of staff compulsorily redundant.

Police Officer
Expenses &
Allowances
policy

Summary Guide (all ranks)

BTP POLICY

36. BTP Performance Regulations 2020

For the full terms and conditions relating to officer performance, refer to the BTP Performance Regulations 2020.

Performance
Regulations
2020

37. BTP Conduct Regulations 2020

For the full terms and conditions relating to officer conduct, refer to the BTP Conduct Regulations 2020.

Conduct
Regulations
2020

38. BTP Complaints and Misconduct Regulations 2020

For the full terms and conditions relating to complaints, refer to the BTP Complaints and Misconduct Regulations 2020.

Complaints
and
Misconduct
Regulation
2020

39. BTP Appeals Tribunal Regulations 2020

For the full terms and conditions relating to officer appeals rights following formal action, refer to the BTP Appeals Tribunal Regulations 2020.

Appeals
Tribunal
Regulations
2020

40. Awards and Recognition

Officers have access to a number of national and BTP awards, including long service and good conduct.

For details of the various awards, and the terms and conditions that apply to each, refer to the Awards and Recognition guidance.

Awards and
Recognition
Guidance

Summary Guide (all ranks)

41. Uniform, dress and appearance

BTP sets the standard of dress and appearance for all employees. BTP uniform wearers are expected to wear the uniform and equipment that is standard issue for their particular wearer group. Officers in Scotland follow the Scottish Government regulations and so adopt a different style of uniform, with no helmets worn. Specialist uniform and equipment must only be worn or used whilst engaged on the specialist duty and not at any other times.

For the full terms and conditions relating to uniform, dress and appearance refer to the Uniform, Dress and Appearance policy.

Uniform,
Dress and
Appearance
policy

42. Restriction on payments for duty in other forces

Where an officer is engaged on duty at the request of another force/organisation, there is no entitlement to any payment that would not be payable under BTP policy.

For full details of the terms and conditions that apply to payments applicable when on duty at the request of another force, refer to the Expenses and Allowances policy.

Police Officer
Expenses &
Allowances
policy

Version Log

Version	Effective Date	Comments/ Reason for Amendments	Date agreed by BTP Federation, BTP Superintendents Association	Amendment By
1.5	March 2023	Payment of London Allowance/Housing Allowance on periods of nil pay	March 2023	
1.4	January 2023	Retirement break in service update	January 2023	
1.3	August 2022	JRFT update for new recruits and selected roles Expenses and Allowances increase update	August 2022	
1.2	July 2022	Removal of CRA	July 2022	
1.1	March 2022	Increase in family friendly leave entitlement and removal of boots allowance	March 2022	
1.0	Dec 2021	New document	Dec 2021	



BRITISH
TRANSPORT
POLICE

