



**Freedom of Information request 01/FOI/24/2657**  
**We received your request on the 22/05/2024.**

**Request**

**You asked us:**

**Please identify how BTP issues collar numbers to officers and staff. Is there a numbering convention that separates/identifies Regular Officers vs Special Constables vs Police Staff?**

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

**Our response:**

All employees are given a four digit collar number, The HR team run reports to show all numbers that are in use or have been in use during the previous five years. These are excluded.

All the remaining numbers are then supplied on a list to recruitment and Technology. A new employee will be allocated the next sequential number available, as and when the next employees are onboarded. The only different or specific formats given to different categories of employees are agency staff and volunteers. These are employees who may need to access BTP's IT systems but do not need to provide as many personal details as we will not pay them directly. Their Collar numbers being with F and then 3 numerics. These numbers are again just issued sequentially.

The payroll system requires an unused individual number therefore they will add a preceding 0 to the number. If a number has been reused, payroll will add 1 to the start, and so on.