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| **Temporary Promotion (Police Officer)**  **Notice:**  This document has been made available through the Police Service of Scotland Freedom of Information Publication Scheme. It should not be utilised as guidance or instruction by any police officer or employee as it may have been redacted due to legal exemptions. | |
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# Overview

## What is this about?

### This document sets out the process for temporary promotion to all ranks up to and including Chief Superintendent.

## Who is this for?

### This is for all officers applying for a temporary rank, and for anyone supporting the temporary promotion process, across all divisions and business areas.

## Key information

* Only those officers qualified for promotion in terms of the Police Service of Scotland (Promotion) Regulations 2013 may be considered for temporary promotion.
* Restricted alternative routes to a temporary Sergeant rank are available via the Accelerated Leadership Pathway (ALP) and the Police Leadership Development Programme (PLDP). Information regarding the application eligibility and processes for these routes is available on the Policy Hub.
* Vacancies for temporary Sergeant and Inspector ranks will be managed by divisions.
* Vacancies for temporary Chief Inspector, Superintendent and Chief Superintendent ranks will be advertised nationally.
* Temporary promotions will only be advertised where there is an organisational requirement and when there is no suitably qualified officer within the National Promotion Pool to fill a true vacancy.
* Line managers are responsible for supporting and providing feedback to all officers applying for or performing a temporary rank.
* Temporary promotions should be regarded as a development opportunity. Time spent in a temporary rank can only be counted towards the criteria for promotion if an officer has successfully passed the national promotion process and is in the pool awaiting substantive promotion, within that temporary rank.
* Applications for temporary promotions are made through self-nomination using a Note of Interest Form (120-054) which must be supported by both first and second line management.
* All temporary promotions must be reviewed after six months to assess if an officer should continue in that rank or revert to their substantive one.
* Temporary promotions should not routinely exceed 12 months, unless specifically authorised by the Assistant Chief Constable responsible for that business area.
* Any deviation from the procedure outlined here must be approved by the Deputy Chief Constable – People and Professionalism.

# Staff/Officer

## What you need to do:

* Read through the requirements outlined on the advertisement and Job Description and conduct a self-assessment of your readiness to undertake a temporary rank.
* Discuss your career development goals with your line manager.
* Complete the Note of Interest Form (120-054) and forward it to your line manager.

## Criteria for temporary promotion

### In order to apply and qualify for a temporary promotion you must have been in your current substantive rank for a minimum of 12 months and possess the qualifications outlined below:

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| For promotion to the rank of: | Required police examinations |
| Sergeant and Inspector | Elementary or General Police Duties/Traffic/Crime or  Diploma in Police Service Leadership and Management  OSPRE 1 or OSPRE 2\* (\*English, Welsh and Northern Ireland Qualification) |
| Chief Inspector to Chief Superintendent | Elementary and Advanced or  General Police Duties/Traffic/Crime or  Diploma in Police Service Leadership and Management or Equivalent\* OSPRE 1 (Inspectors) or OSPRE 2\* (Inspectors) (\*English, Welsh and Northern Ireland Qualification) |

### Before submitting a Note of Interest Form (120-054) you must assess yourself against the Competency and Values Framework (CVF). If you can evidence that you are ready for the responsibility of performing a temporary rank, discuss this with your line manager.

### You can submit a Note of Interest Form (120-054) in the temporary promotion process if supported by your management even if you are the subject of a Misconduct Allegation or Complaint about the Police.

### If you are invited to take part in a selection process by way of interview, you

are encouraged to tell us if you have a disability, or a physical or mental

impairment, so that we can support you in assessing your needs and put in place any reasonable adjustments which may be required. Further guidance on this is available in the Disability in Employment Procedure, available on the Policy Hub.

## For temporary promotion to Sergeant or Inspector

* When invitations are invited from your division or department, complete a Note of Interest Form (120-054) to self-nominate yourself as ready and qualified to undertake a temporary rank.
* If supported your application will be sent to the Superintendent (Support), or equivalent, for review by the Divisional Senior Management Team (SMT).
* Divisional SMT will review qualifications and suitability of supported applicants and determine which Notes of Interest will be added to the divisional pool.
* If your application is not supported at any stage you will be told why and given feedback regarding areas for future development.
* Temporary promotions will be appointed by the Superintendent (Support) based on assessment of skillset, experience, development needs, geographical location, workforce diversity and organisational requirements, and any related Professional Standards Department considerations.
* The Superintendent (Support) will review the list of officers within the pool for temporary promotion at least every 12 months against the current vacancies. Officers’ ongoing performance will be reviewed to ensure they remain eligible.

## For temporary promotion to Chief Inspector, Superintendent and Chief Superintendent

* When temporary promotion opportunities are advertised, complete a

Note of Interest Form (120-054) for the post and send it to your line manager for supporting comment.

* The Divisional or Departmental SMT who own the vacancy will consider all applications and decide whether to interview or appoint applicants, subject to Executive Approval being granted.
* On every occasion the vacancy owner will provide you with verbal feedback regarding your Note of Interest or written feedback for your interview.

# Manager

## What you need to do:

* Talk honestly with your officers about their readiness to undertake a temporary rank.
* Make a judgement on the consistency with which they demonstrate the values and behaviours to perform at the next level, as outlined in the Competency and Values Framework (CVF).
* Complete the relevant section of the Note of Interest Form (120-054) ensuring the applicant holds the necessary qualifications.
* If you are not able to offer support you must provide feedback and arrange a development discussion/plan.
* Let officers on your team who are not at work know about any available opportunities to apply for, or register their interest in, a temporary promotion.

## Role of Divisional/Departmental Senior Management for temporary promotion to Sergeant or Inspector

* Identify and monitor succession planning requirements to highlight opportunities for temporary promotions within your division/department.
* Maintain a divisional pool of officers who are ready for temporary promotion to Sergeant and Inspector rank by inviting Notes of Interest from those who are suitably experienced and qualified. The divisional pool must be reviewed on at least an annual basis.
* Allocate temporary promotion opportunities after assessment of candidates’ skillsets, experience, development needs, workforce diversity, geographical location and organisational requirements, and only after related Professional Standards Department considerations have been made.
* In all cases, where you identify the requirement to fill a post and have identified an officer for the temporary promotion, you must complete a Business Case Form (102-008) and follow the necessary governance route as determined by the rank of the post.
* You must review your temporary promotions every six months and determine if they should continue or if officers should revert to their substantive rank.
* You must obtain approval from the Assistant Chief Constable for your area of business to extend a temporary promotion beyond 12 months.

## Role of Divisional/Departmental Senior Management for temporary promotion to Chief Inspector, Superintendent and Chief Superintendent

* For temporary promotions to Chief Inspector, Superintendent and Chief Superintendent, following Executive approval you should liaise with the National Recruitment Team to progress your opportunity to advert.
* As the vacancy owner you should determine a criteria to fairly assess skillset and experience to identify the most suitable officer to be temporarily promoted and appoint on that basis.
* If a further suitability assessment is required you should proceed to interview.
* Complete a Business Case Form (102-008) including the full criteria and rationale used and submit for Executive Approval. Follow the necessary governance route outlined on the Business Case Form as determined by the rank of the post.

# Resources

**Forms**

* Business Case – Required for All Temporary Ranks (102-008)
* Note of Interest (120-054)

**Reference Document**

* Temporary Promotion to Sergeant and Inspector Flow Chart

**Related Procedures**

* Accelerated Leadership Pathway
* Allowances and Expenses (Officers)
* Diploma in Police Service Leadership and Management
* Disability in Employment
* Equality, Diversity and Dignity
* Grievance
* My Career
* Police Leadership Development Programme
* Postings and Transfers
* Promotion

**Useful Links**

* Competency and Values Framework
* Equality Act 2010
* Police Officer Vacancies
* The Police Service of Scotland (Conduct) Regulations 2013
* The Police Service of Scotland (Conduct) Regulations 2014
* The Police Service of Scotland (Promotion) Regulations 2013
* The Police Service of Scotland Regulations 2013

**Appendix A**

Temporary Promotion to Sergeant and Inspector flow chart

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| **STAGE 1** |
| Based on a vacancy and succession planning projection an open invite sent to all officers in division/department who are qualified for promotion and who may be interested in self-nominating for future temporary promotions. Response to be sent to local identified SPOC.  Note of Interest Form (120-054) will be utilised. |

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| **STAGE 2** |
| SPOC will coordinate nominations and ensure they have line management support. |

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| **STAGE 3** |
| Candidates NOI, with line management comments collated by SPOC and presented to Senior Management Team (SMT) for consideration and Final Authorisation. |

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| **STAGE 4** |
| Each candidate submitting an NOI will be given feedback by the most appropriate manager. A development discussion should take place and the officer can then be afforded any of the following outcomes:   * Added to temporary rank pool, or appointed a temporary role. * Consolidate for further development in rank. * Informed they are unsuitable with rationale explained and recorded. * ‘Ready Now’ for promotion, no further development required.   A record of the process should be retained, as should a business case for each appointment to ensure decision making is recorded and available for governance and external audit. |

**Compliance Record**

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| Equality Impact Assessment: Date Completed/~~Reviewed~~: | 02/12/2020 |
| **Information Management Compliant:** | YES |
| **Health and Safety Compliant:** | YES |
| **Publication Scheme Compliant:** | YES |

Version Control Table

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