



FPP 24068 Rejoiner Scheme

About this policy and procedure	2
Positive Action.....	3
Key Definitions	3
General principles	3
Regulatory Provisions	3
Recruitment Authorisation	4
Submitting applications	5
Eligibility criteria	5
The Re-joiner selection process.....	7
Interviews	7
Interview Expenses	8
Re-appointment checks.....	8
Offer of Re-appointment.....	9
Appeals / Complaints	9
Re-engagement requirements.....	10
Probationary period	11
Failure to meet any required standard of the assessment or training during probation 12	
Continuous Professional Development	13
Terms and Conditions	13
Pay	14
Pensions	14
Expectations on Postings	14
Inclusion and Diversity Data.....	15
General Data Protection Regulation (GDPR)	15
Roles and Responsibilities	16
Recruitment are responsible for:	16
The individual is responsible for:	16
Line Manager is responsible for:	17
Learning & Professional Development Accreditation Team is responsible for:	17
Other related policies, procedures, guidance and sources.....	17
Related policies and procedures	17
Related guidance	17
Information sources.....	18
Support	18
Appendix A – Rejoiner Checklist for line managers.....	19

1 About this policy and procedure

- 1.1 Hampshire and Isle of Wight Constabulary (HIOWC) provides for equality of opportunity between people who share a protected characteristic and those who do not. The Constabulary's focus embeds an inclusive and motivational environment where our workforce can thrive. The Constabulary continues to work towards a representative workforce that is reflective of our local community.
- 1.2 The purpose of this procedure is the re-engagement of former police officers who have previously resigned from a Home Office force and support re-engagement of their skills/experience and allow those who want to re-enter the police service to carry on working as a police officer, subject to meeting eligibility criteria.
- 1.3 Rejoiners are individuals who have previously resigned and are to be reappointed as an officer of a police force and who:
 - satisfactorily completed the period of probationary service in the rank of constable required under Regulation 12,
 - resigned from a force and immediately prior to the re-appointment was not an officer in a police force,
 - retired from a force and a period of more than 6 weeks has passed from the date of retirement.
- 1.4 This procedure does not apply to persons participating in the Direct Entry Inspector or Superintendent programmes, Police Now programme, police transferees or those currently on secondment or a career break.
- 1.5 This procedure is inclusive of all and where required, and reasonable, will take into account any protected characteristics and individual workplace adjustments.
- 1.6 The aims of this procedure are to ensure:
 - Applicants are treated fairly and lawfully at all stages of the recruitment and selection process;
 - Compliance with the requirements of relevant Police Regulations and employment law;
 - The Recruitment team and applicants work together to identify and put in place reasonable workplace adjustments as appropriate.

1.7 Positive Action

- 1.8 The Constabulary is committed to creating and sustaining a positive and supportive working environment for everyone. The Constabulary has a programme of positive action to encourage applicants from a diverse range of backgrounds to apply for roles within the Constabulary.
- 1.9 This commitment is reflected in our full and unequivocal adoption of the Code of Ethics and our own Constabulary values of Public Service, Courage and Respect & Empathy.

1.10 Key Definitions

- Disability - a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- Re-joiner Scheme – designed to assist the Constabulary in re-engaging former police officers.
- On-boarding – Hire the individual into the organisation.
- Transferee – A serving Police Officer wishing to transfer to HLOWC from any Home Office force.
- Sift – automated shortlisting of applications.

2 General principles

2.1 Regulatory Provisions

- 2.2 Former officers may apply to re-join a force even if their previous service ended more than five years before re-joining, and they may be appointed to a higher, lower or the same rank, subject to a decision by the Chief Constable.
- 2.3 All applicants applying to re-join at a higher rank requiring a National Police Promotion Framework qualification exam i.e. Sergeant or Inspector, must hold a current valid exam pass before applying, unless agreed in exceptional circumstances by the Director of People and Development.
- 2.4 There is no right to rejoin, and a suitable vacancy must exist with clear eligibility criteria to guide the appointment of the most suitable candidate. Re-joiner applicants will be required to undergo a selection process, incorporating an interview and successful re-joiners are subject to a probationary period.

- 2.5 Re-joining officers will be provided with the appropriate level of support and guidance to transition back into policing and provide confidence in their competence. In all cases, re-joining officers are subject to the same regulations and determinations as any other police officer.
- 2.6 The Chief Constable retains ultimate responsibility for who should be appointed, subject to suitability.
- 2.7 **Recruitment Authorisation**
- 2.8 All Re-joiner recruitment campaigns will be agreed via the Strategic Resource Management Board (SRMB) in line with Constabulary priorities.
- 2.9 The Recruitment team will ensure all advertisements are placed to attract a diverse range of eligible officers.
- 2.10 The advertisement will state the eligibility criteria to be met and the selection process dependent on the rank e.g. whether qualified applicants can apply for appointment to a higher rank and what the process entails. Further detail can be found in the Promotion and Temp Promotion FPP.
- 2.11 Frontline officers and those in the management chain of these teams are expected to work from their designated workplace in order to ensure public service delivery. Other support roles will have some flexibility to work in an agile way. Consideration should be given to whether the role can be worked in an agile way. This will be dependent on the organisational requirements and can vary from team to team however, where appropriate, this should be included in the advertisement.
- 2.12 Should opportunities be available, a re-joining applicant who left as a uniform officer may apply to re-join in a detective post.
- 2.13 Re-joiners will only be considered at the time of advertisement and will not be able to re-join on an ad-hoc basis unless approved by the Director of People and Development.
- 2.14 The Constabulary may carry out pre advertisement activities to attract applicants from a diverse range of backgrounds and to provide more information about Police officer opportunities available in the Constabulary.
- 2.15 Reasonable Adjustments must be considered where an applicant has shared they have a disability, a health condition or impairment.

2.16 Submitting applications

2.17 All applicants should apply using the on-line application. While applicants will be encouraged to apply on-line wherever possible, paper applications will be accepted where applicants do not have internet access.

2.17.1 Use of Artificial Intelligence (AI) for applications

2.17.1.1 Candidates are permitted to use AI such as ChatGPT to create content for application forms. However, where this has been done, candidates are required to declare this on their application form. This is now a standard question at the beginning of all application forms in constabulary.

2.17.1.2 Acceptable use of AI could include: refining, structuring and improving clarity of candidates own thoughts and ideas to reflect their personal skills and experience. These can then be consolidated during interview.

2.17.1.3 Candidates are reminded that sensitive or restricted police data regarding people / finances / operations or cases must not be shared to create content with such applications under any circumstances as this would pose an unacceptable information security risk to the constabulary. Any internal candidate must ensure that any evidence being submitted to ChatGPT is reviewed to ensure it is relevant, accurate and appropriate for submission as their evidence.

2.17.1.4 Where it is suspected that there has been a breach of information security by internal candidates, a referral to PSD will take place, and if the candidate is found to have shared sensitive data, action will be taken under the relevant misconduct procedure.

2.18 Eligibility criteria

2.19 Applicants will only be considered for roles where the Constabulary has vacancies. To be eligible to apply applicants must hold the appropriate qualification, experience, competencies, values, and behaviours.

2.20 To re-join the service, you must:

- Have been confirmed in rank with two years' service from any Home Office Force, the Police Service of Scotland, or the Police Service of Northern Ireland, i.e. completed your probationary period.
 - NOTE: HIOWC rarely accept applications from Police Service Scotland or Police Service of Northern Ireland, advice should therefore be sought from Recruitment Team prior to applying.

- Have a valid UK Driving License
- Have no outstanding discipline or integrity issues from your previous force.
- Be able to show commitment to achieving high levels of attendance – attendance will be viewed against absence records for the last three years' in employment and will be considered once a conditional offer of employment has been made.
- Be able to show commitment to achieving high levels of performance - performance will be viewed against Performance Development Reviews/ Personal Development Portfolios covering the last two years of service with your previous force.
- Have resided in the UK for three years immediately prior to submitting your application. Residency outside of the UK during this period may inhibit the Constabulary's ability to conduct the required recruitment vetting and Counter Terrorist Checks needed to permit the officer to re-join the force. Further information can be obtained from Personnel Security Vetting Unit via internal.vetting@hampshire.police.uk.
- Not be a member of the British National Party (BNP) or similar organisation.
- Declare any membership or involvement with the Reserve Forces.
- Declare any business interest*.
- Be able to satisfy tattoo guidelines**.
- * All business interests must be declared. Any person who has a "business interest" within the meaning of the Police Regulations, or who has a close relative with a business interest, is not eligible for appointment to a police force, unless the Chief Constable decides that the nature or extent of the business would be compatible with membership of the Constabulary. In this context, "close relative" means a spouse, parent, son, daughter, brother or sister.
- ** Any tattoo must avoid offence at all times. Each tattoo is judged on its own merits and will be considered in the context which the tattoo is displayed. However, some tattoos whether visible or not may be in breach of this requirement.

2.21 If a re-joiner has previously left the service as a result of failing to meet the required standard for any assessment component, this shall not preclude them from reapplying to re-join the service at a later date.

2.22 Upon re-entry, a re-joining officer, as with any other police officer, can seek to undertake promotion through the established promotion framework.

2.23 Public confidence in the police depends on police officers demonstrating the highest level of personal and professional standards of behaviour, both on and off duty.

2.24 The Standards of Professional Behaviour reflect the expectations that the police service and the public have of how police officers should behave.

2.25 Officers must at all times avoid behaviour likely to discredit the police service or interfere with the impartial discharge of their duties. Officers must not take any active part in politics.

2.26 Officers must settle all debts promptly and honour their financial commitments. Failure to discharge debts must be reported to the Chief Constable.

2.27 The Re-joiner selection process

2.28 The selection process will include the following steps, however, the length of time an applicant has been away from active service as an officer will determine the selection process they undergo.

2.29 Re-joining applicants will be required to complete the following steps:

- on-line application, incorporating competency-based questions
- eligibility checks and sift
- assessment / testing if applicable
- behavioural based interview / presentation dependent on rank*
- conditional offer

2.30 Any initial offer is conditional upon the receipt of satisfactory pre-appointment checks. The Constabulary reserves the right to withdraw an offer where the applicant does not meet these conditions.

2.31 *Applicants who have previously served as officers with the Constabulary immediately before leaving, and are within 12 months of their leaving date, may undergo a shortened process:

- Applicants will complete the same application form, but if left within the last 12 months no interview is required.
- References will not be requested – if they apply to re-join within 6 months.
- If fully vetted within the last 12 months, then some aspects of the vetting process may still be valid.

2.32 Interviews

- 2.33 Interview panels should evidence a re-joiners suitability for appointment against the Competency and Values Framework at the appropriate level for the rank or role.
- 2.34 Panels will consist of operational officers from the Constabulary who are able to evidence they have appropriate interview training or interview experience. Panel members must be able to retain objectivity throughout the selection process.
- 2.35 Members of the interviewing panel must review all recruitment decisions for bias, consider how bias can affect an individual with any protected characteristic, and take steps to mitigate the impact of bias.
- 2.36 The selection, recruitment and appointment process of re-joining officers should include a comprehensive evaluation of their suitability for the role / rank being applied for.
- 2.37 The interview panel will record their final assessment of each individual interview and will provide feedback to the applicants if requested.

2.38 Interview Expenses

- 2.39 It is not the Constabulary's policy to reimburse costs of travel, parking, or refreshments for any aspect of the recruitment or pre-appointment processes

2.40 Re-appointment checks

- 2.41 All applicants applying to re-join as an officer in the Constabulary are required to successfully pass the following pre-appointment checks:
- Police Vetting – Re-vetting may be needed depending on the status of an officer's security clearance. Re-vetting will include Professional Standards checks.
 - References – references will be requested following the conditional offer and will ask the applicants previous force questions about service, performance, attendance and conduct as outlined in the eligibility criteria.
 - Medical screening - applicants are required to undertake medical screening by Occupational Health. This is initially by way of a confidential medical questionnaire but may require the individual to give consent to medical records being obtained, or to attend an appointment in person. Medical records are held confidentially within Occupational Health and are not accessible to other parts of the organisation.

- Job Related Fitness Test (JRFT) – Re-appointment will be subject to the normal fitness requirements for new police officer entrants
 - Re-joiner applicants who fail their medical or fitness tests may be deferred, depending on the reason for failure. If an applicant is deferred, specified timescales will be provided to retake the tests. If the reason for failure is not suitable for deferral, i.e. the applicant is unlikely to be able to meet the required standard in a reasonable timeframe, the applicant's application will be terminated.
 - If the application is terminated because it is not possible to put a timescale on the improvement or recovery, the applicant may reapply at a later date (when the Constabulary is advertising) when the condition/issue is improved or resolved.
- Psychological Screening - If the role identified requires psychological screening before appointment, individuals may need to re-join in an alternative role until such time as psychological screening can be undertaken and a fit for role assessment gained to support appointment.
- Biometric Vetting checks - Fingerprints and DNA are taken from applicants who are given a conditional offer of appointment for the purposes of searching against relevant databases to determine whether an individual has come to police attention and if they are linked to any outstanding crime scene marks or stains.
 - Re-joiners will have their fingerprints and DNA sample retained on databases for elimination purposes. Where an applicant fails vetting or references their application will be terminated at this stage. Any applicant who fails vetting will not be eligible to reapply to the Constabulary.
- Drugs Testing – as part of the pre-appointment screening process.
- Once all checks are passed a formal offer will be made.

2.42 Offer of Re-appointment

2.43 Final offers are only issued once all pre-appointment checks are cleared and a start date has been identified. Re-joiners entering the service at any rank, including a higher or lower rank than that at which they last served, will hold that rank from their point of re-entry.

2.44 Appeals / Complaints

- 2.45 There is no right of appeal within the selection process for Re-joiner officers. However, if there is evidence of discrimination during the process it should be submitted in writing via police.recruitment@hampshire.police.uk within 21 days and it will be reviewed, and a response provided in writing.

2.46 Re-engagement requirements

2.46.1 Attestation

- 2.46.2 Officers who rejoin no longer hold the office of constable and therefore no longer have police powers under legislation. Officers returning on the Rejoiner scheme will not be able to return to operational duties following their break until they have been attested and received a new warrant card.
- 2.46.3 The Learning and Professional Development Department (L&PD) will be responsible for arranging the attestation. Where there is not an officer cohort that the officer can join for attestation on or immediately after their start date, arrangements will be made by the L&PD team for the officer to be attested at the local magistrate's office.
- 2.46.4 The new warrant card will not be issued to the officer unless proof of attestation is provided.
- 2.46.5 A copy of the attestation certificate must be scanned and retained by the L&PD department so that the central record can be maintained, and a scanned copy provided to the line manager so they can upload it onto the officers Electronic Personnel File (EPF).

2.46.6 IT Access and Equipment

- 2.46.7 On re-engagement all officers will have a new IT account set up with their new-collar number. Former HIOWC Officers will therefore not have any access to their previous outlook email account, folders and files or other specific software systems.
- 2.46.8 It is the line managers responsibility to ensure that arrangements are in place to provide the officer with appropriate IT access and equipment to carry out the role for which they have been engaged.
- 2.46.9 Although self-service ESS access is automatic upon hire, on re-engagement, past HIOWC officers will have no access to their previous Employee Self-Serve (ESS) records e.g., payslips, P60's etc.

2.46.10 Where the officer is returning to a supervisory role, supervisor's portal access is not currently automatically applied, therefore the line manager will need to submit a G70 to request line manager access for the returning officer.

2.46.11 Equipment and Uniform

2.46.12 The new warrant card will be issued as detailed once attestation has been completed.

2.46.13 Where epaulettes are required as part of uniform these will need to be collected from Uniform Stores, as well as any other uniform requirements for the role. Details of how to contact uniform stores to arrange this will be provided as part of the recruitment firm offer letter.

2.47 Probationary period

2.48 The re-joiner will be provided with appropriate support and guidance with regard to training, development, and assessment.

2.49 The re-joiner will complete an individual self-assessment learning needs questionnaire at the pre-appointment stage and return the completed self-assessment to the Learning and Professional Development (L&PD) Department. The L&PD will review the learning needs of the re-joiners' professional development against the role profile and discuss the learning plan with the re-joiner on returning to service.

2.50 Re-joiners are subject to different probationary periods depending on the time out of active service.

2.51 Those who left policing less than one year before their reappointment at the same rank, are subject to a six-month probationary period.

2.52 Those who left policing more than one year before their reappointment, who rejoin at any rank are subject to a 12-month probationary period.

2.53 A re-joiner working part-time is subject to probationary periods calculated in relation to their agreed weekly period of duty.

2.54 In all instances, the Chief Constable has the discretion to extend probation as they see fit.

2.55 Re-joining officers will only pass probation upon successful completion of all identified training and assessment components within the probationary period specified in Annex C to Regulation 10b.

- 2.56 Re-joining officers returning to a role that requires the National Investigators' Examination (NIE) (any detective role) must sit the exam at the earliest opportunity. This applies to all re-joining officers who have not already successfully achieved a pass at the required level, or if the currency of such a pass has lapsed (5 year validity).
- 2.57 Re-joining officers who return at a higher rank serve at that rank from the point they are appointed and complete the requirements for that rank while on probation.
- 2.58 Those re-joining may be required to complete any existing established WBA for that role unless this is already completed and remains current. [Further details can be found from HIOWC Accreditation Team, College of Policing, or NPPF – see resources section](#). Any work-based assessment (WBA) must be appropriate for the rank or role.
- 2.59 [Failure to meet any required standard of the assessment or training during probation](#)
- 2.60 Regulation 13 of the Police Regulations 2003 states that during a period of probation in the Constabulary, the services of a constable may be dispensed with at any time if the Chief Constable considers that they are not fitted, physically or mentally, to perform the duties of their office, or that they are not likely to become an efficient or well-conducted constable.
- 2.61 These same principles apply if a re-joining officer's performance during their probationary period does not meet the required standard, then in according with police regulations, they may be dismissed through Regulation 13.

2.61.1 National Investigators' Exam (NIE)

- 2.61.2 A re-joining officer should be given sufficient time to study between re-joining and taking the NIE if this is a requirement of re-entry.
- 2.61.3 A period of at least 14 weeks should be afforded ahead of the exam date. Should a period of at least 14 weeks between re-joining and exam not be possible, the re-joining officer must sit the exam at the first opportunity after an initial period of 14 weeks has passed. Re-joining officers would be expected to study for the exam in the same manner as a non-re-joiner.

2.61.4 If a re-joiner requiring the NIE fails to meet the required standard at the first attempt, they should be afforded one opportunity to re-sit any required exam. Should a re-joiner fail to meet the required standard for the exam at the second attempt, it will be for the Chief Constable to determine the resulting course of action.

2.61.5 Work-Based Assessments (WBA)

2.61.6 If a re-joiner member fails to reach the required standard for WBA component within the probationary period, the Chief Constable retains the ability to extend the probation period. Should a re-joiner fail to complete the WBA within their probation (or extended probation), it will be for the Chief Constable to determine the resulting course of action.

2.62 Continuous Professional Development

2.63 It is imperative that a re-joiner member can evidence their competence in rank/role and the purpose of any identified training or assessment is to provide this assurance.

2.64 Three new entry routes into the policing profession at the rank of constable have been developed as part of the Policing Education Qualifications Framework (PEQF). New starters to policing will be required to attain specified educational qualifications prior to completion of probation when entering via these new regulated routes. Currently re-joining officers at any rank are not currently required to attain these educational qualifications during their probation (subject to further regulatory change).

2.65 Terms and Conditions

2.66 Police terms and conditions are set out in the relevant police legislation and regulations, including but not limited to The Police Act 1996, The Police Regulations 2003 and determinations thereunder, The Police (Performance) Regulations 2020 and The Police (Conduct) Regulations 2020.

2.67 Re-joining officers are treated in the same manner as any other police officer. This includes conditions on full and part-time working, family leave, testing for substance misuse, restrictions on private life, dismissal and personal records.

2.68 Annual leave entitlement will be consistent with the rank on re-joining and reckonable service. The re-joiners annual leave year entitlement will restart based on their joining date.

2.69 Re-joining officers wanting to take a career break must have completed their re-joiner probationary period before applying. Regulations on career breaks are set out in Annex OO to Regulation 33 of The Police Regulations 2003.

2.70 Pay

- 2.71 Regulation 24 of The Police Regulations 2003 provides for the pay of police officers. Regulation 24 states that reckonable service for the purposes of pay takes into account all relevant service in that rank and/or at a higher rank (on temporary promotion or otherwise).
- 2.72 A re-joining officer would not be expected to restart the pay scale if re-entering at the same or lower rank as on departure. Instead, they will re-enter at the pay point commensurate to length of service previously completed in that rank as per governing regulations for police pay. If a re-joining officer re-enters at a higher rank following a promotion selection process, they start on the first pay point for that rank in line with police pay regulations.

2.73 Pensions

- 2.74 Officers will, upon re-joining, be contractually enrolled into the 2015 CARE Pension Scheme and periods of service in the Scheme will be aggregated to provide benefits under that Scheme on future retirement.
- 2.75 Eligibility for an injury award (and other injury benefits) is retained.
- 2.76 Ill health retirement and death in service benefits (4x pensionable pay) are available for members of the 2015 Scheme, but access to ill health retirement benefits will be based on 2015 Scheme service only and after completion of 2 years' service.
- 2.77 An individual who retires with a police pension and is re-appointed will need to declare their new employment to their former force or pension provider if this is different.
- 2.78 If an officer has retired with a Police Pension the Constabulary's normal approach will be to abate any pension so an individual would receive pay only for the hours worked – not pay plus pension. When the service ends, the pension will be reinstated to the full amount with any applicable increases.

2.79 Expectations on Postings

- 2.80 Applicants wishing to re-join HIOWC may be expected to work anywhere within the Counties of Hampshire and the Isle of Wight during their service. Applicants should bear this expectation in mind when considering their relocation.
- 2.81 Whilst officers have the freedom to live in an area of their choice, it is on the proviso that any travelling to/from work does not adversely impact on their welfare or operational effectiveness.

- 2.82 There is an expectation that officers will remain in each post for a minimum of two years, including non-voluntary moves and postings to custody. During this time, officers will not be able to self-initiate another posting.
- 2.83 The purpose of this requirement is to ensure that officers are retained in roles long enough to develop the required level of skills and expertise to maximise their work performance and that of their team.
- 2.84 This expectation will only be waived if exceptional circumstances apply. This does not affect the officers' ability to apply for promotion.
- 2.85 Your posting will be confirmed in your firm offer letter, 4-6 weeks prior to your start date. The expectation is that you will stay in this posting for a minimum of 2 years, except for moves on promotion. Any moves following this period will be in line with rotation/posting requirements of the force and agreed via the Tactical Resource Management Board.

2.86 Inclusion and Diversity Data

- 2.87 Where applicants provide personal information relating to protected characteristics this data will be collated to help inform the Constabulary's approach to inclusion and diversity. Details of individuals from underrepresented groups may be passed to the positive action team in order that they can offer support through the process.

2.88 General Data Protection Regulation (GDPR)

- 2.89 The Constabulary will ensure that any personal or sensitive information given to them will be treated in the strictest confidence and will abide by the current legislative requirements.

3 Roles and Responsibilities

3.1 Recruitment are responsible for:

- Publishing the advert on the recruitment system and other agreed locations,
- Sending shortlisting to Recruiting Managers,
- Inviting individuals to interview,
- Issuing conditional offers,
- Ensuring pre-employment checks are carried out by the Onboarding Team,
- Liaise with WP&ST, Strategic Area Policing Hub (as appropriate) for Officer Postings,
- Sending of Firm offers,
- Updating the recruitment system and engaging with re-joiners when required,
- Advise WP&ST and Accreditations Team of re-joiners on Work Based Assessment.

3.2 The individual is responsible for:

- applying only for vacancies which they are eligible to apply for, where they hold the appropriate qualification, experience, competencies, values and behaviours.
- promptly advising the recruitment team if they are unable to attend assessments or interviews, or if they wish to withdraw their application at any stage.
- sharing any disability with the Recruitment team and request any reasonable adjustment or special requirements at the earliest opportunity prior to assessment or interview.
- responding to emails or calls in relation to the progress of their application in a timely manner.
- advising the Recruitment team immediately if there is any significant change to their circumstances that may impact on a live application.
- completing the onboarding process electronically to complete their request to rejoin unless a reasonable adjustment to allow an alternative method has been agreed.

- advising the Recruitment team of any known conditions or allergies which may impact on their ability to perform the role. This is to allow consideration of any reasonable adjustments or risk assessments.

3.3 Line Manager is responsible for:

- Following the checklist in [Appendix A](#)
- submitting the necessary forms to request any additional IT permissions required for the role the officer is returning to.

3.4 Learning & Professional Development Accreditation Team is responsible for:

- Providing advice and guidance to both WP&ST and Recruitment Team, relating mainly to the requirement of any period of Work Based Assessments.
- Arranging attestation.

4 Other related policies, procedures, guidance and sources

4.1 Related policies and procedures

- Retention FPP 24069
- Transferee FPP 23722
- Reasonable Adjustments FPP 24053
- Job related fitness test (JRFT)
- Relocation / Regulation 35 Procedure 24013
- Isle of Wight travel for Police Officers – FPP 23901
- Promotion & Temporary Promotion FPP 24054

4.2 Related guidance

- College of Policing – Code of Ethics
- Our Vision and Priorities
- College of Policing – Work Based Assessment criteria
<https://www.college.police.uk/support-forces/police-rejoiners/police-rejoiners-changes-police-regulations>
- [National Police Promotion Framework - Operating manual July 2024](#)

4.3 Information sources

- The changes to Regulation 10b have been made by The Police (Amendment) Regulations 2018. [The Police \(Amendment\) Regulations 2018](#)
- In addition to the changes to Regulation 10b, amendments have also been made to Regulations 12, 13, 17 and 19a and associated Annexes (Annex C Annex OO to Regulation 33) to provide further detail and clarity. Further details can be found: [Police rejoiners – guidance on changes to Police Regulations | College of Policing](#)

4.4 Support

- Advice on the steps in a re-joiner process can be directed to police recruitment via email at police.recruitment@hampshire.police.uk
- Specific advice on a health condition can be obtained from Occupational Health via email at OccupationalHealth@hampshire.police.uk
- Pensions information is available via <https://www.hants.gov.uk/hampshire-services/pensions/police>

Appendix A – Rejoiner Checklist for line managers

Arrange for Police Powers to be reinstated.	Make arrangements with Learning and Development to get the returning officer attested on or as close to day 1 as possible. Ensure no operational duties are undertaken until this is completed.
ID/Warrant card	The 'old' warrant card is no longer valid and should have been returned when the officer retired/left. A new Warrant card can be obtained at PNSO Force ID Card Unit - issuing and managing all force card credentials (if held with the student officers) or after attestation. Proof of attestation will be required.
IT access	Will the officer need any additional access to shared mailboxes, folders or SharePoint sites? Managers should use the New Starter Induction Checklist to instigate IT access. New starter induction
	Will the officer need any additional RMS access?
	Will the officer manage a team? Request line manager portal access via the G70 form. Further information can be found via the New Starter Induction Checklist.
	Arrange new IT kit / phone / radio (as applicable)
Day one welcome	Who will welcome the officer to work on day one? Ensure that RMT / other management knows about pre attestation restrictions.
Locker	Arrange for the officer to have a locker (if required)

Version:	V1.1
Last updated:	25 June 2025
Review date:	24 June 2027
Risk:	Low
Owning department:	People Services Policy and Reward
Governance:	PR200088