



Reserve Forces Policy (Surrey and Sussex) (1025/2023)

Abstract

This policy sets out the Surrey Police and Sussex Police position on the engagement, mobilisation, pay, pension and leave for police officers and police staff who are members of the British Volunteer Reserve Forces (VRF).

Any queries regarding this policy should be directed to the People Resolution Centre.

Policy

1. Introduction

1.1 This policy is required in order to effectively manage the Surrey Police's and Sussex Police's commitment to providing for Reservists of His Majesty's Forces (HMF). It defines the Force's obligations towards police officers and police staff who are members of / or wishing to join the reserve forces and to ensure there is a consistent approach to reservists adopted across Surrey Police and Sussex Police.

2. Scope

2.1 This policy and appendices provide a framework and comprehensive guidance for the effective management of Reservists for UK Forces.

3. Policy Statement

3.1 Surrey Police and Sussex Police recognise the valuable contribution reservists make to the UK Armed Forces and the skills and experience they can bring to the organisation. Surrey Police and Sussex Police pledges their support to those police officers and police staff that are, or seek to become, members of the reserves.

3.2 We expect line managers to give appropriate consideration to all requests related to reservist duties. Line managers must also ensure accurate records are kept of decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the National Decision Model (NDM) and all associated documentation must be fully and accurately completed.

3.3 These meetings will not normally be taped. However, if an individual requests this as a requirement for a reasonable adjustment in the context of disability, as defined by the [Equality Act 2010](#), this may be considered. Any covert recording of any meeting or private discussions during adjournment is also strictly prohibited.

Procedure

1. Staffing Levels

1.1 In order to maintain full policing service to the people of both Surrey and Sussex, a maximum of 0.5% of police officers and a maximum of 0.5% of police staff, in either Surrey Police or Sussex Police may become members of the reserve forces.

1.2 Surrey Police and Sussex Police will take steps to ensure that individuals receive fair treatment as a result of serving in the British Reserve Forces acting in accordance with the [Reserve Forces Act 1996](#).

1.3 Surrey Police and Sussex Police shall, subject to the provisions set out in section 5 and 6, agree to release Reservists for attendance at reserve forces training events where these take place on their normal working days.

1.4 Surrey Police and Sussex Police shall, subject to the provisions set out in section 7, agree to the release of all individuals mobilised for Reservist duties.

1.5 Surrey Police and Sussex Police will continue to treat the contracts of employment of staff and terms and conditions of officers mobilised for reserve service as operable throughout the period of such service and there will be no loss of continuous service or service-related benefits.

1.6 Surrey Police and Sussex Police will consider on a case-by-case basis, subject to resourcing requirements, applications from Police officers and police staff with dual nationality, who are requested to undertake military service for a foreign country where there is a legal obligation for them to join their home countries armed forces as a Reservist.

Please See guidance for non-UK and Dual Nationality Reservists please contact the People Resolution Centre to discuss further.

2. Types of Reservists

2.1 There are two main types of Reservists:

- **Volunteer Reservists** - civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Army Reserves and Royal Auxiliary Air Force.
- **Regular Reservists** - ex-regular service personnel who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

The [Reserve Forces Act 1996](#) also provides for other categories, such as:

- Full time Reserve Service - Reservists who wish to serve full time with Regulars for a predetermined period in a specific posting.
- Additional duties commitment - part-time service for a specified period in a particular post.
- Sponsored Reserves - these are personnel employed by a contractor to provide a service to the Ministry of Defence (MoD).

- High Readiness Reserves – these are Reservists, usually with a particular skill set, that are available at short notice (with written agreement from their employer).

2.2 Regular Reservists.

'Regular Reservist' is not a voluntary post. Regular Reservists are required to inform their employer (Surrey Police or Sussex Police) that they are a member of the reserve forces and the specific Reservist Force that they belong to. They should have their Reservist status recorded on their electronic personnel record by contacting the People Resolution Centre. This is so that Surrey Police and Sussex Police can provide the appropriate level of support to the Reservist. It also assists with resource planning during periods of absence e.g., training and/or mobilisation.

Police officers and police staff who are regular Reservists must not transfer to become Volunteer Reservists without the consent of their employer (Surrey Police or Sussex Police). Details of how to apply to be a Volunteer Reservist is detailed in section 3.

3. Registering as a Reservist with Surrey Police or Sussex Police

3.1 Continuing Volunteer Reservists – New Starters.

New starters joining Surrey Police and Sussex Police who are already registered as a Reservist should complete the process as set out in 3.5. Due to the nature of policing it may not always be possible to honour an existing Reservist status for a new starter.

3.2 New Volunteer Reservists – current officers and staff.

New Reservists in Surrey Police and Sussex Police must apply to their force for permission to join a volunteer reserve force before contacting their preferred unit. Please see 3.5 for instructions.

3.3 Renewal of service.

Volunteer Reservists engage for an agreed period of service (for example 3 years). Permission from the employer (Surrey Police or Sussex Police) must always be sought before extending an engagement as a Reservist beyond the agreed term.

3.4 Regular Reservists becoming Voluntary Reservists.

As with the renewal of service for a Voluntary Reservist, any individual who is a Regular Reservist and wishes to change their status to voluntary should follow the same process for seeking permission as set out in 3.5 and the Reservists flowchart.

3.5 Registration.

- As mentioned in 1.1 there is an upper limit on staff and officers who can be registered as a reservist, to check that there is availability please email.
- Stating that you wish to register as a Military Reservist and requesting the current reservist level for either officer or staff member (dependant on your position) in Surrey Police or Sussex Police.
- On receipt of the figures and confirmation that there is capacity from the relevant performance team complete the Armed Forces Application Form.

- This should be submitted to the line manager who will discuss the application with the Divisional Commander / Head of Department prior to a decision being made.
- If the line manager and senior management team (SMT) grant permission for the individual to join the reserves the completed application form should be sent to the People Resolution Centre by the line manager.
- Due to the nature of policing, neither police officers nor police staff are permitted to register as a 'High Readiness' Reservist (making them liable to be deployed with minimal notice).

4. Reserve Status

4.1 Surrey Police and Sussex Police also recognise the additional skills and experiences that being a reservist can bring to an organisation and, therefore, it is useful to have an understanding of where these particular skills and experiences exist.

4.2 Reservist police officers and police staff are required to grant permission for the MoD to write directly to their employer (Surrey Police or Sussex Police). This is known as 'Employer Notification' and ensures that their force is made aware that the police officer / police staff member is a Reservist and the benefits, rights and obligations that apply. Please do so via your commanding officer.

4.3 The MoD will issue written confirmation to the force informing them that the individual is a member of the reserve forces. The letter will provide details of mobilisation obligations and rights as a police officer / police staff member; rights as an employer; and details of the financial assistance available if an individual is mobilised. The MoD will also send a follow-up letter each year to confirm that the information held is still accurate.

4.4 It is the responsibility of the Reservist to ensure their personal details are kept up to date. If the individual leaves their respective reserve force they must ensure that People Services are advised to amend their electronic personnel record by emailing the People Resolution Centre. Line managers should also be notified and in turn, if the chain of command should change, this status should be communicated to the new line manager in the handover.

In any circumstance, the Reservist will not be disadvantaged (either through discrimination or inequality) as a result of notifying the Force of their reserve status.

5. Training Commitments

5.1 Surrey Police and Sussex Police recognise the importance of the training undertaken by Reservists that enables them to develop skills and abilities that are of benefit to their respective reserve force, the individual and employer.

5.2 Reservists are typically committed to 30-35 days training per year. Training commitments vary but, in most cases, include:

- Weekly training - most Reservists train at their local centre for around two-and-a-half hours, one evening a week.
- Weekend training - all Reservists are expected to attend a number of training weekends which take place throughout the year.

- Annual training - a 2-week training course sometimes referred to as 'annual camp'. This may take place at a training establishment, as an attachment to a regular unit, a training exercise, or a combination of any of these. Training normally takes place within the UK, although each year some Reservists train overseas.

5.3 Line managers will aim to facilitate work rosters to allow attendance at annual camp and other training commitments however this cannot be guaranteed.

6. Time Off for Training

6.1 Surrey Police and Sussex Police are committed to granting Reservists additional paid leave (known as Volunteer Reserve Force leave (Surrey) / Special Leave (Sussex)) up to a total of 15 days per year specifically to enable them to attend annual camp and any other reservist training.

6.2 Special Leave / Volunteer Reserve Force Leave does not have to be taken in a block but can be used for any Reservist training.

6.3 Special Leave / Volunteer Reserve Force Leave with pay will not be granted in excess of working days during which the individual attends training.

6.4 All other training will be within the Reservist's own time and expense, regardless of when they became a Reservist.

6.5 Police officers may be allowed to change duty with another officer to facilitate attendance at training. However, it is Force policy that no officer will be required to work overtime or extra duty to facilitate the attendance.

6.6 Reservist police officers / police staff should give as much notice as possible to allow appropriate planning for absences. Permission once given will not be rescinded unless there are exceptional circumstances.

6.7 Applications for leave will always be considered and balanced with the operational requirements of the Force.

6.8 Applicants who are police officers must be aware that they will not be permitted to take time off from their duties during their initial 12 weeks of probation or where it will impact on any programmed training requirements of their role. Similarly, requests for time off by police staff Reservists may be refused if it has a detrimental impact on probationary period and/or programmed training.

7. Mobilisation

7.1 Mobilisation is the process of calling Reservists into full time service with the regular forces, in order to make them available for military operations.

7.2 The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically no longer than 12 months.

7.3 Call-out papers will be issued as formal notification of a Reservist's mobilisation. Both the Reservist and the force will receive a call-out pack. These will be sent by post to the Force or sometimes delivered in person by the Reservist. The Reservist should notify their line manager of the call-out and anticipated timeline.

7.4 The documentation will include the call-out date (when the Reservist must report for duty at a specified mobilisation centre) and the anticipated timeline. Whenever possible, the MoD aims to give at least 28 days' notice of the date that the Reservist will be required to report for mobilisation, although there is no statutory requirement for a warning period prior to mobilisation.

7.5 A period of mobilisation comprises three distinct phases:

- Medical and pre-deployment training.
- Operational tour.
- Post-operational tour leave.

8. Actions Pre-mobilisation

8.1 Line manager to meet with Reservist to ensure all mobilisation paperwork completed (including pay, benefits, and pension arrangements) and ensure the completed form is returned to the organisation who have sent the call-out request.

8.2 Advice should be sought from the Department / Divisional head about challenging or seeking a change to or exemption from the mobilisation before completion of the form.

8.3 When completing the initial paperwork, it should be assumed that claims will be submitted for financial assistance for Replacement Costs and a claim for Employer Incentive Payment to notify that either / both are under consideration.

8.4 The internal pensions team can be contacted for advice on completion of the form (for both Surrey Police and Sussex Police via email).

A copy of the completed form should be sent to the relevant People Resolution Centre.

The People Resolution Centre will email the relevant People Business Partner and workforce planning and development team to advise of the call-out request (name of individual, SAP number / FIN, start and expected end date of call-out if known).

8.5 Make a claim for financial assistance as appropriate (see section 25). The Finance Business Partner should be contacted for advice about making a claim for financial assistance / incentive payment.

8.6 Discuss any handover of work including detailing pending prosecutions in which the individual might be involved and any current / potential court warnings that could be affected by the absence.

8.7 Confirm details discussed using the Employment Arrangements During Mobilisation template letter.

8.8 Return any equipment.

8.9 Keeping in touch – exchange contact details (e.g. email addresses) to enable both parties to do so. This will help with a smooth reintegration of the Reservist back into the workplace. Next of Kin details should also be updated.

9. During mobilisation

9.1 Line manager to keep in touch with Reservist as arranged.

10. Post-mobilisation

10.1

- Ensure both employer and Reservist fulfil their return-to-work obligations (including reference to template letters).
- After care and support requirements.
- Checklists are available for managers and reservists.

11. Applying for Exemption / Deferral / Revocation of Mobilisation

11.1 In all cases of mobilisation, Surrey Police and Sussex Police will release the Reservist to report for duty unless there are exceptional circumstances, whereby the decision and reasoning will be explained to the Reservist.

11.2 In such circumstances line managers have the right to seek exemption, deferral, or revocation if the Reservist's absence is considered to cause serious harm to service delivery.

Definitions of 'harm' will vary from case to case, but may include;

- Loss of reputation, goodwill, or other financial harm.
- Impairment of the ability to produce goods or provide services.
- Harm to the research and development of new products, services, or processes (which could not be prevented by the granting of financial assistance under sections 83 and 84 of the [Reserve Forces Act 1996](#)).

Details of how to apply for exemption are included in the Reservist Mobilisation pack provided by the MoD.

11.3 The application must reach the Adjudication Officer within 7 days of the Reservist receiving a call-out notice. If this timescale is not met, permission to make a late application will need to be obtained from the Adjudication Officer.

11.4 The Reservist also has the right to apply for exemption or deferral if the call-out papers arrive at a difficult time (i.e. if the timing is linked to crucial training and development needed to carry out their role).

11.5 If an unsatisfactory decision is received following the application for a deferral, Surrey Police or Sussex Police can appeal for a hearing by the Reserve Forces Appeals Tribunal.

- Appeals must reach the Tribunals Secretary within 5 days receipt of written notice of the decision.
- If the tribunal rejects the application for exemption or deferral, then Surrey Police or Sussex Police will be required to release the Reservist for mobilisation.

12. Pay During Mobilisation

12.1 The MoD will assume responsibility for the Reservist's salary for the duration of their mobilisation. They will pay a basic salary according to the reservist's military rank. If this basic element is less than the Reservist receives from Surrey Police or Sussex Police, it is the Reservist's responsibility to apply to the MoD for the difference to ensure that they suffer no loss of earnings. This is known as a 'Reservist Award' and instructions will be supplied in the mobilisation pack.

12.2 Where mobilisation occurs, the individual will be given unpaid leave of absence and continuity of employment remains.

12.3 Surrey Police and Sussex Police will suspend the Reservist's salary during the period of mobilisation.

13. Benefits During Mobilisation

13.1 All contractual benefits that are suspended by Surrey Police and Sussex Police during mobilisation can be claimed by the Reservist as part of their reservist award. Example benefits include car allowance or health insurance.

13.2 The line manager and Reservist should discuss benefit arrangements during the pre-mobilisation meeting which should cover those benefits which will be suspended. For any continuing benefits, arrangements should be made as to how these will be paid.

14. Pension During Mobilisation

14.1 If the reservist is a member of the Surrey Police or Sussex Police's pension scheme and chooses to remain in it during the period of mobilisation, the MoD will make the employer contributions for the period of mobilisation as long as the Reservist continues to make their personal contributions.

15. Annual Leave During Mobilisation

15.1 Reservists should be encouraged to take any accrued annual leave before mobilisation and will not accrue any annual leave during the period of mobilisation. Reservists accrue annual leave with the MoD whilst they are in full time service, and this is factored into their mobilisation period. When they demobilise, Reservists are entitled to a period of post-operational leave (POL) during which they will continue to be paid by the MoD. Surrey Police and Sussex Police will not automatically carry over leave from one leave year to another.

16. Dismissal / Redundancy During Mobilisation

16.1 A Reservist's employment cannot be terminated on the grounds of their military duties or their liability to be mobilised. To do so would be a criminal offence under Section 17 of the [Reserve Forces \(Safeguarding of Employment\) Act 1985](#)

16.2 Police staff, who are Reservists, can be included in a redundancy pool if this is necessary, for officers they would become part of the internal redeployment process. However, all police officers / police staff should be treated consistently, and redundancy / redeployment criteria should not discriminate against reservists on the grounds of their reserve service or call-up liability.

17. Sick Pay During Mobilisation

17.1 During the period of mobilisation, reservists will continue to accrue any service-related organisational sick pay. Should they become sick or injured during mobilisation they will be covered by the MoD's healthcare arrangements (including pay) until they are demobilised. If the sickness or injury continues and this results in early demobilisation, they will remain covered by the MoD until the last day of paid military leave.

17.2 After this time, they will be covered by the Force's sickness arrangements.

17.3 If they become ill post mobilisation, and a notional return to work date has been agreed, Surrey Police or Sussex Police's sickness arrangements will apply.

18. Demobilisation

18.1 Once a Reservist's deployment has finished, they are demobilised at a nominated demobilisation centre. The Reservist undergoes checks including a medical, and period of leave will follow. Surrey Police or Sussex Police will be notified of the demobilisation date and once leave has been calculated, they will be notified of the Reservist's last day of military service. After this date, the Reservist can return to work.

19. The Reserve Forces (Safeguarding of Employment Act) 1985

19.1 Both the Reservist and Surrey Police and Sussex Police have an obligation under the [Reserve Forces \(Safeguarding of Employment\) Act 1985](#) regarding the return-to-work process.

20. Return to Work. Reservist Obligations

20.1 The Reservist must write to their force by the third Monday after their last day of military service making their request to return to work and suggesting a date which should fall within 6 weeks of their last day of full-time reservist service. This letter formally starts the return-to-work process.

20.2 They are also encouraged to informally contact their line managers to discuss their return to work at the earliest opportunity, whether via a letter / email, a meeting, or a telephone call. The formal application must be made in writing for it to be valid under the Reserve Forces (Safeguard of Employment) Act 1985.

20.3 Upon their return, individuals will normally return to the substantive job they were doing prior to mobilisation. However, if for exceptional reasons, this is not possible the individual will be entitled to another post of the same rank / grade which is both suitable and appropriate.

20.4 If a Reservist is not happy with the offer of alternative employment, they must write to the Head of People Operations stating why there is reasonable cause for them not to accept it. If a Reservist believes that the response to their application from Surrey Police or Sussex Police denies their rights under the [Reserve Forces \(Safeguarding of Employment\) Act 1985](#), an application can be made to a Re-instatement Committee for assessment. This committee will consider the Reservist's application and can make an order for re-instatement and/or compensation.

21. Return to Work. Surrey Police or Sussex Police Obligations

21.1 Surrey Police and Sussex Police will formally respond to a Reservist's request to return to work and to arrange a meeting by using the acknowledgement of return-to-work letter.

21.2 Surrey Police and Sussex Police have an obligation under [Reserve Forces \(Safeguarding of Employment\) Act 1985](#) to reinstate the Reservist, where possible to their former role, and if not, to a mutually acceptable role on the same terms and conditions prior to mobilisation.

21.3 The Reservist should be reinstated within 6 weeks of the last day of their full-time reservist service. They must be reinstated for a minimum period of 13, 26 or 52 weeks, depending on their [length of service](#) prior to mobilisation.

21.4 Sometimes Reservists may need refresher training when they return to work or be given time to familiarise themselves with processes and procedures in the workplace.

21.5 Financial assistance may be available for retraining if it is required as a direct result of their mobilisation, although claims cannot be made for training courses that would have taken place anyway. Evidence of costs will be required in addition to evidence that the Reservist could not reach the required standard by any other means, such as workplace experience.

21.6 Prior to returning to work from mobilisation, police officers and police staff will be required to complete the following:

- Pass vetting and a medical in accordance with the Joint Force Vetting Policy (Surrey and Sussex) (592).
- Undertake and successfully complete a Job-Related Fitness Test (JRFT) and First Aid training to renew their Public and Personal Safety Training (PPST) if required for role, e.g. all police officers, Special Constables, and Police Community Support Officers in accordance with the Job Related Fitness Test Policy (Surrey and Sussex) (1140). Further information: Personal Safety Training - Surrey / Personal Safety Training – Sussex.

22. Vetting

22.1 Police officers or police staff who have left Surrey Police or Sussex Police following mobilisation or have been absent for less than 12 months will be subject to a vetting review that involves Police National Computer (PNC) and Police National Database (PND) checks.

22.2 Police officers or police staff who have left Surrey Police or Sussex Police following mobilisation or been absent for a period of more than 12 months will require full recruitment vetting. In these circumstances, a full vetting application will be submitted for consideration and for vetting enquiries by the Joint Force Vetting Unit.

23. Aftercare

23.1 A Reservist returning to work will benefit from a smooth re-integration into the workplace / team. The following should be considered as part of this process:

- The need to update the individual on changes and developments within Surrey Police and Sussex Police.
- The need to offer specific refresher training where it is sought / considered necessary.
- Where the role duties have changed since mobilisation a period of skills training may be required to assist with new aspects of the role.
- Encourage the individual to meet up with colleagues informally or socially before or after return to work to prevent any feeling of dislocation.
- Discuss any health concerns. If there is a concern that a Reservist maybe experiencing issues (i.e., physical / mental health) as a result of their deployment, then the Reservist should be encouraged to seek advice / help and consult their unit / GP.
- Ensure that the Reservist is aware of the support available through the Employee Assistance Programme (EAP) and explore further support options Supporting individuals during long term absence from work and return to work Guidance.

24. Focus and Future Focus Meetings

24.1 Line managers who carry out Focus meetings with a Reservist should be aware that reserve forces activities undertaken by an individual (either through training or mobilisation) bring essential skills into the workplace such as leadership, communication, team working and organisational ability, which ultimately lead to improved performance in the workplace.

25. Financial Assistance

25.1 In the event a police officer or police staff Reservist is mobilised, reimbursement to the respective force is governed by the Reserve Forces (Call out and recall) (Financial Assistance) Regulations 2005.

25.2 These cover additional costs above the normal earnings of the called-up Reservist associated with replacing that police officer / police staff. There are 3 types of awards available:

One-off costs.

- Agency fees, if a recruitment agency or employment agency is used to find a temporary replacement, or advertising costs.
- No financial cap on claims, but any claim must be supported by relevant documentation.

Recurring costs.

- Overtime costs, if other individuals work overtime to cover the work of the Reservist (by the amount that such costs exceed earnings of the Reservist).

- Costs of temporary replacement (by the amount that such costs exceed earnings of the Reservist).

Training costs.

- If a Reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded), then the line manager can make a claim for the cost. This training must be claimed for within 8 weeks of the Reservist returning to work and the training must be commenced within 6 months of the return to work.
- The maximum claim available should be in accordance with current [government guidance](#). Claims can be made for every normal working day that the Reservist is away on service.

25.3 An application for one-off costs and recurring costs must be made within 4 weeks of the end of full-time reservist service. Details of costs incurred should be raised with the Finance Business Partner.

26. Further Information

26.1 Further sources of guidance and information can be obtained from the following:

- [Defence Relationship Management Website](#) and helpline: – 0800 389 5459. This is a free telephone helpline open during office hours where advice and guidance can be obtained on training, mobilisation, and employment issues.
- Royal Navy website www.royalnavy.mod.uk/the-fleet/maritime-reserves
- Army website www.army.mod.uk/join/20233.aspx
- Royal Air Force website www.raf.mod.uk/rafreserves
- [Armed Forces Covenant](#)
- [Rights and Responsibilities for Reservists and Employers](#)
- [Surrey Police and Sussex Police Armed Forces Support Group](#)
- [Mental Health Support for Veterans, Service Leavers and Reservists - NHS](#)

27. Employment Data

27.1 Surrey Police and Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet data protection obligations. Further details can be located on intranet by searching for 'Privacy Notice'.

Team: People Services