

RESTRICTED UPON COMPLETION

PIN

WARRANT NO:

D.O.B:

30+ RETENTION SCHEME – PROCEDURE/CHECKLIST

NAME **RANK**..... **DIVISION**.....

DATE ACHIEVES 30 YEARS PENSIONABLE SERVICE:

Check that the application form is correctly filled in and that the Officer qualifies for the 30+ scheme. Check if officer resides in a police house and ensure s/he is aware of the policy and that s/he can take independent financial advice.	
If the officer is of Superintendent Rank or above – send Business Case proforma to Div commander and memo explaining why need to complete it.	
Add the Officer's name to the audit (<i>Microsoft Word - HR Services: 30+ Police Officer Retention Scheme: Audit</i>)	
<p><u>Vetting and Y Dept Requirements</u></p> <p>Send a letter (<i>HR Services: 30+ Police Officer Retention Scheme: 30+ New Application: Vetting Letters</i>) together with a National Security Questionnaire to the officer.</p> <p>The vetting process includes Y Dept clearance; however if vetting not required (i.e. officer is in a designated post), email the discipline and complaints mailbox to see if anything outstanding. If no – proceed. If yes – request the investigating officer and contact him/her and request details in writing.</p> <p>NB If vetting remains outstanding send vetting outstanding letter (<i>HR Services: 30+ Police Officer Retention Scheme: 30+ New Application: Vetting Outstanding</i>) and ask Officer to sign and return.</p>	
<p><u>Medical</u></p> <p>Arrange OHU appointment and send letter to Officer and memo to Divisional HR to inform (<i>template letter and memo saved in HR Services: 30+ Police Officer Retention Scheme: 30+ New Application: Medical Letters</i>).</p> <p>OHU APPOINTMENT DATE.....</p>	
<p><u>ACC Approval</u></p> <p>On receipt of confirmation of all clear from <u>FMO</u> send request for approval to ACO, together with an Attestation Form for him to sign plus a pen picture of the officer and the officers sick record.</p> <p>If the officer is of Superintendent rank or above, ask ACO to sign off business proforma also, and forward to Home Office for approval. DATE SENT TO HOME OFFICE.....</p>	
<p><u>Retirement/Return Date</u></p> <p>When approval has been given arrange a retirement date and return date with the Officer and the Division/Branch. (Contact the Pensions Unit to confirm sufficient time for paperwork to be completed).</p> <p>LAST DAY OF SERVICE</p> <p>RETURN TO WORK DATE</p>	

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Send a memorandum to the Divisional Commander, Divisional HR and Line Manager of the officer to confirm the dates (<i>HR Services: 30+ Police Officer Retention Scheme: 30+ New Application: Memos to Divisional Commander re approval</i>)	
If vetting remains outstanding send vetting outstanding letter and ask Officer to sign and return. (<i>HR Services: 30+ Police Officer Retention Scheme: 30+ New Application: Vetting Outstanding</i>).	
Complete an electronic leaver payroll form, ensuring that the reason for leaving is 30+ and a re-engagement date is stated. Reiterate the specific dates in the miscellaneous details section.	
E-mail the following people with the officers name, pin no and date of birth, date of leaving and return to work date: police recruitment ([REDACTED] at the Federation e-mail address: ckinder@gmpf.polfed.org , [REDACTED] (Risk insurance scheme).	
<i>Section 40(2)</i> If the officer is not remaining in their current post liaise with the new division/branch and check if the officer needs any new uniform. If so ask the officer to contact stores at Openshaw on 60835 (Tracy Burns) and email Tracy to confirm the officer's details.	
Ensure that the officer either meets with the Pensions Unit, or receives the relevant documentation through the post.	
Send letter (<i>HR Services: 30+ Police Officer Retention Scheme: 30+ New Application: Letter with forms to sign</i>) with 2 x Conditions of Service Form, 2 x Insurance Nomination Form and the Attestation Form for them to arrange to be authorised.	
Update the audit (<i>Microsoft Word - HR Services: 30+ Police Officer Retention Scheme: Audit</i>) and the insurance spreadsheet (<i>Microsoft Excel - HR Services: 30+ Police Officer Retention Scheme: 30+ New Application: Insurance: UPDATED May 06 Insurance 30+ Scheme</i>).	
Update NSPIS HR (<i>Refer to my notes</i>)	
Diary some weeks after the officers return and chase the conditions of service form, the nomination form and the attestation form. These need to be placed on the officer's personal file.	

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