



## Code of Conduct (Police Staff) Policy

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<b>Policy Number</b>	210
<b>Policy Owner</b>	[REDACTED]
<b>Version</b>	1.11
<b>Last Review Date</b>	December 2025
<b>Next Review Date</b>	December 2028
<b>Date of approval</b>	June 2011
<b>Protective Marking</b>	Official

<b>This document has been assessed for:</b>	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

# Code of Conduct (Police Staff) Policy

## 1. Policy statement

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The public is entitled to expect the highest standards of conduct from all Individuals who work for Cleveland Police and the Office of the Police and Crime Commissioner (OPCC) for Cleveland. This Code outlines existing laws, regulations, conditions of service, and provides further guidance to assist Individuals in their day to day work.

The Code aligns to the challenges that all public sector employees face. This includes the challenges faced as a result of the comprehensive spending review (CSR) exercises and partnership working throughout the public sector.

The Organisation understands that all Individuals contribute and support the Force strategy to:



### Policing **Cleveland** Together

Individuals must adhere to our [Values and Behaviours](#); these link to the [Code of Ethics](#), which is inclusive and supports everyone in policing to provide ethical and professional policing services.

The Code of Ethics includes three ethical policing principles:

**Courage**

**Respect and Empathy**

**Public Service**

to support decision making, as well as guidance on ethical and professional behaviour to ensure everyone in policing is:

**‘Doing the right thing, in the right way, for the right reasons’**

**Please note:** Cleveland Police and the OPCC will be referred to as the “**Organisation**,” and police staff will be referred to as “**Individuals**” for the purposes of this document.

## **2. Purpose**

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Activities, carried out by Individuals acting as members of companies or voluntary organisations, will be subject to the minimum standards within this Code.

The aim of the Code is to lay down guidelines for Individuals, which will help maintain and improve standards and protect Individuals from misunderstanding or criticism.

Inevitably, some of the issues covered by the Code may affect senior, managerial, and professional employees, more than it will others.

This policy must be applied fairly, equally, and consistently to all employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other unjustifiable grounds.

### **2.1 Scope**

This policy and Code apply to all police staff under a contract of employment, with both the Chief Constable and the Police and Crime Commissioner, including those who may be self-employed.

## **3. Procedures**

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### **3.1 Individual Responsibilities**

Individuals have a responsibility to:

- Familiarise and understand the Code.
- Abide and adhere to the principles of the Code.
- Promote the Code within the context of working for the Organisation.

### **3.2 Line Manager Responsibilities**

Line managers have a responsibility to:

- Familiarise and understand the Code.
- Abide and adhere to the principles of the Code.
- Promote the Code within the context of working for the Organisation.
- Manage the Code on behalf of the Organisation.
- Enforce the Code as and when required.

### **3.3 Senior Manager Responsibilities**

Senior Managers have a responsibility to:

- Familiarise and understand the Code.
- Abide and adhere to the principles of the Code.
- Promote the Code within the context of working for the Organisation.

- Manage the Code on behalf of the Organisation.
- Enforce the Code as and when required.

### **3.4 Standards**

All Individuals must abide by the standards laid down within the Code. The Organisation has incorporated, within its Code, the principles laid down by the Police Staff Council (PSC) pertaining to the standards of professional behaviour required by police staff.

These principles are broken into the following categories:

- Honesty and Integrity.
- Authority, Respect and Courtesy.
- Equality and Diversity.
- Use of Restraint.
- Instructions.
- Work and Responsibilities.
- Confidentiality.
- Fitness for Work.
- Discreditable Conduct.
- Challenging and Reporting Improper Conduct.

An overview, as well as detailed definitions, on all the above categories can be located within the Police Staff Council Handbook [Guidance Note 9 – Standards of Professional Behaviour](#).

Adherence to the Code of Conduct and the Organisation's Values and Behaviours form part of the performance excellence process.

Further information and details about the Values and Behaviours can be located on the Force intranet [here](#).

### **3.5 Relationships**

This section provides information regarding relationships that Individuals may hold.

#### **3.5.1 Police and Crime Commissioner (PCC) and the Police and Crime Panel (PCP)**

For some Individuals, their role may be to give advice to the PCC or the Police and Crime Panel. Mutual respect between all Individuals and the PCC/members of the PCP is essential to good governance.

Close personal familiarity between Individuals and the PCC/members of the PCP can damage the working relationship.

Any personal relationships should be disclosed.

### 3.5.2 Partnership Working: The Local Community and Service Users

All Individuals should always remember their responsibilities to the community they serve. They must ensure that the service delivery to all groups and individuals within that community is:

- Courteous;
- Efficient;
- Impartial.

This is defined by the policies and guidelines of the Organisation.

### 3.5.3 Partnership Working: Contractors

All relationships of a business or private nature with external contractors, or potential contractors should be disclosed.

Orders and contracts must be awarded on merit and by fair competition against other tenders.

No special favours, during the tendering process, should be shown to businesses run by; for example:

- Friends;
- Partners;
- Relatives.

No part of the local community should be discriminated against.

**Please Note:** Individuals should declare their relationship with contractors, to the appropriate manager when:

- They engage with or supervise contractors.
- Have any other official relationship with contractors, in a private or domestic capacity.

## **3.6 Appointment and Other Employment Matters**

All employees involved in appointments should ensure that these are made on the basis of merit.

**Please Note:** It is unlawful for an Individual to make an appointment, which was based on anything other than the ability of the candidate to undertake the duties of the post.

In order to avoid any possible accusation of bias, any individual should not be involved in an appointment where they are:

- Related to an applicant.  
OR
- Have a close personal relationship outside of work with an applicant.

Similarly, Individuals should not be involved in decisions relating to discipline, promotion, or pay adjustments for any other employee who is a relative, partner, etc.

### **3.7 Outside Commitments**

It is the responsibility of all Individuals to disclose any business interests or additional occupations, whether paid or unpaid, which may bring them into conflict with the work of the Organisation.

Further information on the disclosure of business interests and additional occupations can be found on the Force Policy intranet site [here](#).

### **3.8 Personal Interests**

All Individuals must declare to the Force any financial and non-financial interest(s) that they consider could bring about conflict with the interests of the Organisation.

#### 3.8.1 Memberships

All Individuals must declare, to the Organisation, membership of any of the following types or organisations, if it is proved to have influence pertaining to that Individual's employment or employer:

- Not open to the public.
- Without formal membership.
- Commitment of allegiance.
- Have secrecy rules about membership or conduct.

Any individuals should speak to their line manager in these instances.

### **3.9 Politically Restricted Posts**

In line with the [Local Government and Housing Act 1989](#) (LGHA 1989) and the [Police Reform and Social Responsibility Act 2011](#), certain police staff posts under the employment of the Chief Constable and the Police and Crime Commissioner are restricted from undertaking any political activities.

These politically restricted posts fall into two main categories:

- Specified posts.
- Sensitive posts.

All Individuals will be notified in their contract of employment whether their post is politically restricted. Please see [Accompanying Documents](#) for further information about the criteria and procedure for these types of posts.

### **3.10 Pre-Election Period of Sensitivity (previously known as ‘Purdah’)**

In the period immediately before an election or referendum, there are restrictions on the use of public resources and activities of civil servants and ministers.

This pre-election period is also known as the ‘period of sensitivity’ and has often been referred to in the past as ‘purdah.’

The National Police Chiefs’ Council (NPCC) will provide national guidance and information during this period.

The Organisation will follow these guidelines, and information will be published and communicated at the appropriate time.

This information provides guidance to all police staff and police officers, in relation to behaviours and activities during the pre-election period.

**Please Note:** Individuals should ensure that they behave in a manner, which does not discredit or undermine public confidence in the police service.

### **3.11 Separation of Roles During Tendering**

Any Individuals involved in the tendering process and dealing with contractors (including partnership working) should be clear on the separation of client and contractor roles within the Organisation.

Senior employees, who have both a client and contractor responsibility, must be aware of the need for accountability and openness.

- All Individuals, in contractor or client units, must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- All Individuals, who are privy to confidential information on tenders or costs for either internal or external contractors, should not disclose that information to any unauthorised party or organisation.
- Any Individuals contemplating a management buyout should, as soon as they have formed a definite intent, inform the appropriate manager and withdraw from the contract awarding processes.
- All Individuals should ensure that no special favour is shown to current or recent former employees or their partners, close relatives, or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

### **3.12 Corruption**

All Individuals must be aware that it is a serious criminal offence for them corruptly

to receive or give any:

- Gift.
- Loan.
- Fee.
- Reward or advantage for doing, or not doing, anything.
- Showing favour, or disfavour, to any person in their official capacity.

If an allegation is made, it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

Information can be found in the Gifts, Gratuities and Hospitality Guidance, on the Force Policy and Procedures intranet site [here](#), which is linked to the National Police Chiefs' Council (NPCC) Guidance (see [Linked Policies and Procedures](#)).

### **3.13 Use of Financial Resources**

All Individuals must ensure that they use public funds entrusted to them in a responsible and lawful manner.

They should strive to ensure value for money to the local community and to avoid legal challenge to the Organisation.

### **3.14 Hospitality**

All Individuals must adhere to the Gifts, Gratuities and Hospitality Guidance, which is located on the Force Policy and Procedures intranet site [here](#) (see [Linked Policies and Procedures](#)).

This guidance aligns with the National Police Chiefs' Council (NPCC) guidance.

### **3.15 Sponsorship**

#### **3.15.1 Receiving Sponsorship**

If an outside organisation wishes to sponsor or is seeking to sponsor a Cleveland Police activity, then the guidance on Gifts, Gratuities and Hospitality will apply (see [Linked Policies and Procedures](#)).

This is regardless of the request being by:

- Invitation.
- Tender.
- Negotiation.
- Voluntarily.

Particular care must be taken when dealing with contractors or potential contractors.

### 3.15.2 Giving Sponsorship

Where the Organisation wishes to sponsor an event or service, neither an Individual nor any partner, spouse or relative must benefit from such sponsorship in a direct way, without there being full disclosure to an appropriate manager of any such interest.

Similarly, where the Organisation through sponsorship, grant aid, financial or other means, gives support in the community, Individuals should ensure that impartial advice is given and that there is no conflict of interest involved.

### **3.16 Police Vetting**

In line with the [Authorised Professional Practice \(APP\) for Vetting](#), the below will apply:

- All Individuals within the Organisation will be security vetted prior to commencing employment within the Organisation and also at regular intervals throughout their service.
- Individuals will support the process, where re-vetting is required, such as:
  - Individuals have changed roles and requires a different level of vetting.
  - Normal re-vetting process at regular intervals.
  - Changes to circumstances where re-vetting is required.
- Failure to notify the Organisation of any **relevant changes** throughout an Individual's employment could result in the withdrawal of an Individual's vetting clearance.
- If the vetting review process reveals information, which relates to a breach of the Organisation's Staff Conduct, of which the Organisation was previously unaware, the matter will be immediately referred to the Department of Professional Standards for appropriate action. Disciplinary action may be invoked.

Individuals should ensure that they understand the requirements of vetting, vetting reviews, and confirmation of any changes in circumstances, which should be reported.

### **3.17 Breaching the Code**

All Individuals must abide by the Code of Conduct and adhere to the standards and guidelines outlined within [Section 3](#) of this document.

If there is a breach to the Code of Conduct standards and guidelines, then this may result in disciplinary action being taken against the individual.

#### 4. Linked policies and procedures

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The below linked policies and procedures are available on the Force Intranet [here](#).

- Police Staff Council Handbook
- PSC Handbook (Local)
- Bullying, Harassment and Victimisation Policy
- Disciplinary Policy
- Equality, Diversity, and Inclusion Policy
- Expenses Policy
- Flexitime Procedure
- Transgender and Non Binary Equality Policy
- Dress and Appearance Policy
- Probation Policy (Police Staff)
- Flexible Working Policy
- Capability Policy

The below are available under Standards and Ethics Section [here](#).

- Gifts, Gratuities and Hospitality Guidance
- Notifiable Associations Policy
- Reporting Professional Standards Concerns and Protected Disclosure
- Social Media Policy
- Vetting Appeals Policy
- Unmanageable Debt Guidance
- Drug and Alcohol Misuse Policy
- Counter Fraud and Corruption Policy
- Business Interests and Additional Occupation Policy

#### 5. Accompanying documents

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Accompanying Document	Description
ADCC001	Politically Restricted Posts

#### 5. Compliance and monitoring

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The Organisation expects every Individual to act within approved policies and take appropriate professional advice, as necessary.

The Head of People Operations is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of People Operations will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

## 6. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
1.0	June 2011	Published policy	████████
1.1	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
1.2	1/3/13	Revised policy as a result of election of PCC	████████
1.3	5/02/16	Inclusion of Appendix 3 relating to Politically Restricted Posts	████████
1.4	12/2/16	Amended Appendix 2	████████
1.5	01.02.17	Amended section 4	████████
1.6	22.08.17	Amended section 3.4 to include Cleveland Police Leadership Behaviours Amended section 4	████████
1.7	2/10/19	Review date extended to Feb 20 so a revised policy can be produced based on the Regs due to be published then.	████████
1.8	05.05.20	New post added to appendix 3	████████
1.10	19.10.2021	Review of document in line with review date Amendments made to appendix 3 Removal of appendix 4 behaviours and added link to Behaviours information on Force intranet instead in section 3.4. Added section 3.10 in relation to Pre-Election sensitive period.	████████

1.11	05/12/2025	Removal of appendices and replaced with links. Accompanying Document for Politically restricted roles. Normal review - updated some terminology and added statement with Force Strategic Plan Information.	████████
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