

**4x4 PROTOCOL – CUSTODY SERGEANTS**

(See Appendix 3a – for basic pattern)

- 1 A robust evaluation and monitoring system will be in place to oversee the effectiveness of the 8 and 12 hour shift system. Following the introduction of the protocol an initial review will take place between the parties of the Working Time Regulation Workforce Agreement to discuss any issues that may arise in 2015. This agreement will then be reviewed annually between these parties.
- 2 The working week shall commence at 0700 hours each Monday.  
The working day shall commence at 0700 hours each day.  
A rest day will always commence at 0700 hours.
- 3 Within the working day, variable start times will be permitted within the following limits:

Day shift	may start between 0700 and 1000 hours
Night shift	may start between 1400 and 1900 hours
Training shift	may start between 0700 and 1000 hours
- 4 This rota is based on appropriately aligning resources to the demand profile of the organisation, whilst balancing the welfare needs and work-life balance for officers. Officers who have difficulties with personal arrangements (e.g. carer responsibilities) under this shift pattern should raise the matter locally for full consideration and for appropriate working arrangements to be identified to meet the circumstances, wherever possible. Each case will be dealt with on its own merits. Gwent Police's policies in relation to part time working and other flexible working arrangements will continue to apply.
- 5 A duty roster will be published for three months in advance.  
The roster will show:-
  - Rest days
  - Public holidays when an officer may be required to perform duty
  - The times at which scheduled duty periods are to begin and end.
- 6 Any change to variable start times once published should normally be kept to a minimum. Every effort should be made to keep to the rota as published. Due account should be taken of officers' reasonable welfare needs.
- 7 Under Police Regulations, refreshment periods are as follows;
  - 8 hour shift – 45 minutes
  - 12 hour shift - 45 minutes and one period of 25 minutes\*


These periods will be taken at separate times and are not to be combined.


A monitoring system will be in place to ensure that meal breaks are taken. This will be achieved by the Custody Inspector through dialogue with the Custody Sergeants, and will be recorded.

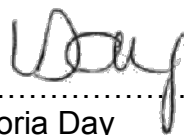
- 8 Under Working Time Regulations, officers are entitled to an uninterrupted meal break of at least 20 minutes. Line Managers must allocate meal breaks and ensure that they are taken. Meal breaks should be taken away from officers' workstations. These regulations take primacy over point 7 above.
- 9 Where an officer is temporarily required to work on a shift pattern of less hours, e.g. training courses/attachments and /or their rest day is disrupted; the necessary adjustments to the roster will be made expeditiously. Where an officer is required to work outside the shift agreement for a period for two working weeks or longer they adhere to the shift pattern pertaining to that formation.
- 10 To calculate working hours, which include a protracted training course, officers should total their working hours over the eight week rota. If the calculation exceeds 320 hours (40 hours per week), then officers are owed time. If the calculation is under 320 hours (40 hours per week), then officers owe time. The starting point for calculations will be 1st June 2015 and rolling periods of eight weeks thereafter.
- 11 Officers who are on a training course over a protracted period should revert back to 8 hour shifts. If there is no travelling time built in then officers may be entitled to add this on to the 8 hour shifts. If the course is residential then there will be no travelling time other than to and from the course.
- 12 The allocated ten week training day is a normal working day and will be treated as such. Officers who are unable to attend this day due to annual leave or other abstraction will be rostered an alternative day in which to undertake this mandatory training. This will be allocated within their normal working pattern i.e. rest days will not be cancelled to accommodate the missed training day.
- 13 Annual leave will be converted into hours as follows;
- |                            |                     |
|----------------------------|---------------------|
| Less than 2 years' service | 22 days – 176 hours |
| 2 or more years' service   | 25 days – 200 hours |
| 10 or more years' service  | 27 days – 216 hours |
| 15 or more years' service  | 28 days – 224 hours |
| 20 or more years' service  | 30 days – 240 hours |
- 14 In the event of a rest day needing to be re-rostered for planned events e.g. football matches, etc, the re-rostered rest day will be re-allocated immediately. The rota will be amended within 4 days to show where the re-rostered rest day should be taken. Line Managers must consult with officers before any changes are made.
- 15 In every complete shift cycle (8 weeks), officers would, if there was no adjustment to the roster, accrue a total of 12 hours' time owed. The Line Manager, in consultation with individual officers, should make adjustments within the roster to shift patterns/length of shifts to ensure that at the end of the 8 week cycle no time is owed to officers. 16. If an officer is required to perform duty on a day that is a public holiday, then the officer will be compensated in accordance with Police Regulations. If an officer has a rostered rest day that falls on a public holiday,

then that officer shall be entitled to an additional day in lieu equivalent to 12 hours, which shall be re-rostered. This rota should not be altered due to the duty shift falling on a bank holiday, i.e. shift length should not be altered when officers are performing normal shift cover.

- 17. Officers who perform duty on a public holiday that they are not scheduled to work, may be required to work a shorter shift. This will only be permitted for special events, for example duties at a carnival, etc. and not for normal shift cover.

Signed by:   
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Jeff Farrar QPM  
Chief Constable

Signed by:   
.....  
Jeff Mapps  
Chairman Joint Branch Board

Signed by:   
.....  
Victoria Day  
Secretary Joint Branch Board