



## **Police Officer – Promotion Reference Form**

### **Application for Sergeant Rank**

The S22a for CTPSE and SEROCU allows officers to apply for regional roles on promotion however support must be obtained from their line manager which will include the relevant Divisional Commander / Head of Department and Home Force.

Where an individual be promoted via a regional process then will not normally be able to secure further promotion within the region other than in mutually agreed circumstances.

If a Posted Individual is unsuccessful in any promotion process they will not be supported for a further promotion opportunity within six months of that process unless there is clear evidence that the developmental issues identified have been addressed.

<b>Candidate Name:</b>	
<b>Role &amp; Job Reference Number:</b>	
<b>Current Substantive Rank:</b>	
<b>Home Force:</b>	
<b>Exam held &amp; expiration date (<i>where applicable</i>):</b>	
<b>Is this your first promotion application? If not, please state the date of previous promotion process:</b>	

This form is required in support of a regional promotion application. It should be completed by the candidate's first Line Manager (Assessing Officer) and **signed off** by their Head of Department (*Sections A & C*).

Candidates currently posted to the regional unit also need to have support from their home force. Please see relevant advice outlined in *Section B*.

The evidence provided must be truthful and accurate and to the best of your knowledge and there are no discipline or integrity issues that would preclude this candidate from promotion.

**Section A: First Line Manager's Reference**

Outline the contribution of the candidate to force / regional performance:
Comment on the suitability of the candidate to work as a Sergeant, both in the regional unit and in a role in force:
Would you support this Officer working for you now in the role of Sergeant? YES/NO*
Does this application have your full endorsement? YES / NO*
*If NO, please note that this application will not go forward to shortlisting and you must inform the candidate

**Section B: Home Force Authorisation** Please complete the relevant section for your home force if you are currently posted to a regional role

Home force authorisation may be confirmed after your application has been submitted should there be a delay in this process, however this form must be received prior to interview should your application be progressed to the next stage.

A) **TVP Officers:** Authorisation will be coordinated by the SE HR

B) **Hampshire Officers:** Authorisation should be sought from a Hampshire Chief Officer. This will be coordinated by Hampshire workforce planning; please send a copy of this form to: [WFPlanning@hants.gov.uk](mailto:WFPlanning@hants.gov.uk) who will complete this section and return it to you.

<b>Chief Officer Signature:</b> <b>Please confirm if you agree with comments above/support officer's application for promotion</b>	<b>Print name and shoulder number:</b>
<b>Date:</b>	

C) **Surrey Officers:** Authorisation should be sought via the Surrey HR Team; please send a copy of this form to [HRPlanning@surrey.pnn.police.uk](mailto:HRPlanning@surrey.pnn.police.uk) who will complete this section and return it to you.

<b>Signature:</b> <b>Please confirm if you agree with comments above/support officer's application for promotion</b>	<b>Print name and shoulder number:</b>
<b>Role:</b>	<b>Date:</b>

- D) **Sussex Officers:** Authorisation should be sought via the Sussex HR Team; please send a copy of this form to [Resourcing@sussex.pnn.police.uk](mailto:Resourcing@sussex.pnn.police.uk) who will complete this section and return it to you.

<b>Signature:</b> <b>Please confirm if you agree with comments above/support officer's application for promotion</b>	<b>Print name and shoulder number:</b>
<b>Role:</b>	<b>Date:</b>

- E) **Kent Officers:** In order to progress to substantive promotion Kent officers must be graded as "Ready Now for Promotion" through their most recent succession planning process. Kent police officers need to notify Kent Police Resource Planning of their application for promotion by submitting this form to [hr.resource.planning@ecis.police.uk](mailto:hr.resource.planning@ecis.police.uk).

<b>Succession Planning Assessment:</b>	<b>Date of Assessment:</b>
<b>Officer Signature:</b>	<b>Date:</b>

**Section C: Authorisation/Sign Off**

<b>First Line Manager (Assessing Officers) Signature:</b>	<b>Print name/Rank:</b>
<b>Head of Department Signature:</b> <b>Please confirm if you agree with comments above/support officer's application for promotion</b>	<b>Print name and shoulder number:</b>
<b>Date:</b>	