



The Police Treatment Centres

Eligibility Policy

Policy Number:	To be added	Responsible Manager:	Chief Executive
Date of issue:	Board of Trustees:- Approved - 21 November 2008. Revised – 13 May 2010 <u>Effective</u> from:- 1 January 2009 13 May 2010	Policy Review:	Three years from date of issue, OR , where legislative or other issues prompt an earlier review

Policy Statement:

The Police Treatment Centres (PTC & 'the charity') is a registered charity with both the Charity Commission in England & Wales and also the Office of Charity Regulator in Scotland. This policy has been developed from the content of the charity's 'Sealed Schemes' (governing documents) held by those regulatory bodies.

The charity is financially supported by serving police officers, in police forces comprising the charity's 'constituency', who make a voluntary weekly donation to the charity. The value of that voluntary weekly donation is reviewed annually in accord with policy previously agreed at the charity's Annual General Council Meeting which establishes a link to the annual % salary increase received by police officers.

This policy sets out the framework by which;

- serving police officers who make the voluntary weekly donation may receive advice and treatment from the charity 'free of charge', and,
- retired police officers, who made the weekly voluntary donation during their police service, may receive advice and treatment from the charity 'free of charge'.

The charity's priority aim within the sealed schemes is that serving police officers receive priority for treatment and that where capacity allows the retired police officers will be considered for admission.

The definition of 'police officer' and 'retired police officer' are contained within the policy

Purpose:

The purpose of this policy is:

- To provide clarity in the eligibility for treatment of serving police officers who make the weekly voluntary donation to the charity
- To provide clarity in the eligibility for treatment of retired officers who made the weekly voluntary donation to the charity whilst serving officers

Legal Safeguard:

The contents of this policy have been drafted in accord with the 'sealed schemes' of the charity and policy decisions made by the Board of Trustees acting in accord with those sealed schemes.

Application of the Policy:

This policy will be applied pragmatically and with sympathetic consideration of all the issues involved in any particular case.

Eligibility Criteria:

- a) Individuals eligible for the charity's benefits and provision of treatment 'free of charge' are;
- i. serving police officers who hold the 'office of Constable', or,
 - ii. who were serving police officers holding the 'office of Constable' and are now in receipt of a police pension.

AND

- b) Who, during their police service contribute, or contributed, a weekly voluntary donation to support the charity's aims and objectives.

***Note:** 'receive a police pension' means;

- Retired on completion of specified term e.g. 30 years service
- Retired upon reaching age limit e.g. 55 years of age
- Retired upon discharge by reason of disability or other medical grounds
- Such individuals will have been allocated a force 'police pension number'.

Individuals NOT eligible are:

- Serving officers who do not make the weekly voluntary donation.
- Retired police officers who did not make the weekly voluntary donation during their police service
- Former police officers who are not on a police pension e.g. resigned, required to resign, dismissed or otherwise left the service.

Non-donors:

The Board of Trustees are mindful of the fact that there are many reasons why a police officer does not make the voluntary weekly donation but that the officer may at some point in their service wish to begin contributing the weekly voluntary donation to support the charity. There are occasions where notwithstanding that the officer is a non-donor they may seek treatment from the charity.

The Board of Trustees have examined the respective positions of student officers within their probationary period and those officers who have completed their probationary period. Trustees recognise that to successfully complete a probationary period an officer must be both physically and mentally fit and this is a 'benchmark' that can be utilised within eligibility policy decisions.

Therefore, the Board of Trustees have agreed that;

- Where a police officer is within their probationary period, normally two years, they may commence contributing the weekly voluntary donation to the charity without a time restriction period on admission for treatment being applied, however,
- Where a police officer who has two years service or more commences contributing the weekly voluntary donation to the charity and applies for admission for treatment there will be a twelve month time restriction period on being admitted for treatment, **UNLESS**,
- Where an officer wishes to apply for treatment within the time restricted period they, or a third party e.g. their force or force benevolent arrangements, supports the charity with a contribution of 'a suggested donation' equal to the average cost of a two week admission period for treatment or such an amount that may be reasonably agreed.

This average cost will be reviewed annually and may therefore increase or decrease in accord with the charity's running costs. On 1 December 2008 the average cost of a two week admission for treatment was £1,000 (12 days at £83.50 per day).

The Trustees retain the discretion to consider each application from a non –donor on the merits of the particular case and taken into account unique and/or significant circumstances that may apply e.g. extreme hardship.

****Note; This policy replaces a previous policy agreed by the Board of Trustees in 1998, and re-issued on 8 December 2003, that set the criteria at 'up to five (5) years service' and 'five (5) years service and over' in respect of non- donors.***

Recovery of PTC costs within personal injury claims:

In circumstances where an officer attends for treatment for an injury or illness that was caused by an event for which a third party is subject to a claim for compensation in respect of personal injury the PTC will seek rights of subrogation (see below) to ensure recovery of officers' PTC treatment costs against third parties, in such cases the following policy statement will apply:

'The Police Treatment Centres be entitled to claim on behalf of any current serving officer or retired officer whom has been provided with treatment, the use of facilities and services at The Police Treatment Centres the cost of such treatment and cost of use of such facilities and services from third parties against whom a claim for personal injuries is brought'

The PTC Application for Admission Form contains two sections where an officer undertaking a claim for compensation from a third party is requested to provide information and an endorsement prior to treatment being received.

Note: subrogation is a legal term regarding the substitution of one claim for another, especially the transfer of the right to receive payment of a debt to somebody other than the original creditor. In this case the cost of treatment reimbursed to the PTC.

Related eligibility matters:

Officers transferring between police forces;

There is now a strong 'transfer market' between forces and the frequency of officers transferring between forces has increased. To transfer between forces an officer resigns the 'office of Constable' from their former force and rejoins their new force in the 'office of Constable' (no matter what rank they transfer in).

Many officers fail to realise that their donation ceases when they leave their first force and doesn't automatically start when they join their new force. In effect they have to authorise a new weekly voluntary donation to the charity and if they fail to do so they then fall into becoming a non-donor.

This can not only occur when officers transfer within constituent forces of this charity, but also when transferring from forces within the Flint House constituency area to constituent forces of this charity.

However, when an officer becomes aware of their circumstance of being a non-donor to this charity they may commence the weekly voluntary donation to this charity and it may be suggested to them that they should consider a donation to the charity in regard to the 'lost' donation period. Should such an officer seek treatment having been a non-donor then the provisions of the Non-Donor Policy will be considered with particular consideration of their previous donations to this charity or to Flint House.

Maternity Leave:

A police officer on maternity Leave retains the 'office of Constable' and should ensure that their weekly voluntary donation to support the charity continues to be made whilst on paid Maternity Leave otherwise they then fall into becoming a non-donor. Officers on unpaid Maternity Leave, who had been donors to the charity prior to Maternity Leave, will be granted a 'donation break' until resuming duty or ceasing to hold the 'office of Constable'.

Career Breaks:

A police officer who takes a 'career break' retains the 'office of Constable' and should ensure that their weekly voluntary donation to support the charity continues to be made whilst on their career break otherwise they then fall into becoming a non-donor.

30+ Scheme:

Upon attaining 30 years service police officers currently have the opportunity to join the 30+ Scheme. In effect the officer retires from the service for a short period, sometimes a single day, and rejoins in 'the office of Constable'. The officer receives pension commutation but is not in receipt of their police pension which is paid when they finally retire from the service.

In effect an officer on the 30+ Scheme is not a retired officer and is not in receipt of a police pension, the officer holds the 'office of Constable' and should ensure that whilst on the 30+ Scheme their weekly voluntary donation to support the charity continues to be made otherwise they then fall into becoming a non-donor.

Suspended Officers:

There are many reasons why a police officer may be suspended from duty either during the course of an investigation, or awaiting charge, or awaiting the matter being dealt with by a Court or other disposal process.

The frequency of police officers being suspended from duty is fortunately rare, however, during that period of their suspension a suspended officer may seek

treatment from the charity either for a reason unconnected with their suspension, or as a direct result of their suspension e.g. suffering anxiety and the need for rest and recuperation.

Each case of a suspended officer applying for admission will be considered on the individual merits of the case taking into account the following factors;

- Where there may be a potential of harm or danger to the officer themselves, patients attending the Centres or to staff.
- Where concern or embarrassment may be caused to the officer themselves, patients attending the Centres or to staff because of the nature of the allegation made.

Special Constables:

The Board of Trustees are mindful of the fact that Special Constables, who do not presently make the weekly voluntary donation to the charity, are citizens who volunteer to support their police force and their communities. Special Constables are appointed to 'the office of Constable' and where in the execution of their duty as a Constable an injury or illness arises then consideration may be given for their admission for treatment

Trustees would wish that the Special Constable, or a third party e.g. their force or force benevolent arrangements, supports the charity with a contribution of ' a suggested donation' taking into account the average cost of a two week admission period for treatment or such a reasonable donation amount in the circumstances that may be agreed.

Reciprocal Agreement with the Police Rehabilitation Centre (Flint House):

There may be infrequent occasions, on a significant and unique basis, where a serving or retired officer would find it more appropriate to attend the Police Rehabilitation Centre (Flint House) which is located in Oxfordshire e.g. the individual either resides within the Flint House catchment area or there is good reason why the individual seeks treatment elsewhere than in the company of officers from their own force e.g. a work related issue or condition.

The Police Rehabilitation Centre (Flint House) have agreed with this charity to operate a reciprocal policy where in such 'significant and unique cases', provided that the individual fits the eligibility criteria (which is the same for Flint House), consideration **subject to admission demand** will be given to their admission to one of this charity's Treatment Centres or at Flint House.

Responsibility for application of the policy:

The responsibility for the application of the policy will be that of the Chief Executive. An applicant for admission who believes that they have been unfairly treated under this policy, or their representative, should in the first instance raise the matter, normally in writing (including email), with the Chief Executive.

Should the matter not be resolved by the Chief Executive the applicant, or their representative, should without undue delay bring the matter to the attention, normally in writing (including email), of the Chairman of the Board of Trustees who will take under consideration the matters raised.

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