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Guidance

# Special constables: expense and allowance rates

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This guidance supersedes Home Office Circulars 12/2006 and 40/2005 and the previous version of this guidance (2014).

It is for local policing bodies in force areas to approve payment of expenses and allowances for special constables. This is set out under Regulation 4(2)(b) and (3) of the Special Constables Regulations 1965, as amended by Regulation 4 of the Special Constables (Amendment) Regulations 2015.

## **1. Introduction**

1.1 This document supersedes the [previous Home Office guidance published in 2014](https://www.gov.uk/government/consultations/special-constables-revised-expense-and-allowance-rates) (<https://www.gov.uk/government/consultations/special-constables-revised-expense-and-allowance-rates>), which should no longer be used. This guidance is intended to support local policing bodies, including Chief Officers and Police and Crime Commissioners (PCCs), in their decisions on expenses and allowances to be paid to special constables, and conditions for such payments, by setting out the applicable legislation.

## **2. Subsistence and lodging allowance**

2.1 Regulation 4(1) of the Special Constables Regulations 1965 provides that special constables may be paid out of pocket expenses reasonably incurred by them in the course of their duties or an allowance in lieu of such reimbursement. Chief Officers and PCCs may decide to reimburse individuals for actual costs incurred for subsistence and lodgings upon presentation of a receipt.

## **3. Travelling expenses and mileage allowance**

3.1 Chief Officers may decide to pay a mileage allowance in circumstances where it would be paid to regular officers (as set out in paragraph 1 of Annex U to the determinations made under Regulation 34, Police Regulations 2003) e.g. where the Chief Officer is of the opinion that for the special constable to perform their duties it is either essential or desirable that the special constable should at all material times have a motor vehicle at their disposal.

## **4. Loss of remuneration allowance**

4.1 Under Regulation 4(2)(a) of the Special Constables Regulations 1965, local policing bodies can approve payments to a special constable who is required for duty during their normal work time. This may consist of an allowance equal to their actual loss of earnings on a daily basis in their private employment. Special constables would normally only be expected to attend for duty outside their working hours but there may be occasions, such as attendance to give evidence at court, where such attendance is unavoidable. The circumstances in which a special constable can be required to attend for duty are to be determined by the Chief Officer of the force concerned.

## **5. One off payments**

5.1 Regulation 4 (2)(b) of the Special Constables Regulations 1965 sets out that a special constable may be paid an allowance. The amount and conditions that relate to this payment are for local policing bodies to approve.

## **6. Sick pay**

6.1 Provisions on sick pay remain as set out in regulation 5 of the Special Constables Regulations 1965.

## 7. Other allowances

7.1 Chief Officers are also able to reimburse other valid expenses a special constable may incur as out of pocket expenses.

7.2 Entitlement to the £30 boot allowance was withdrawn in HOC 40/2005 and this position remains the same.

## 8. Further Information

8.1 If you require help on the above, please contact [specialconstabularyenquiries@homeoffice.gov.uk](mailto:specialconstabularyenquiries@homeoffice.gov.uk)

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