

Police General Orders

4-11 Disciplined Services Special Allowance and Standby Duty Allowance

Subject to the rules in the following paragraphs, Disciplined Services Special Allowance (DSSA) shall be payable to Junior Police Officers, Inspectors and Senior Inspectors for unavoidable additional duty hours performed, provided that compensatory time-off cannot practicably be granted within a reasonable period from the date on which the duties were worked (normally one month) or within the same cycle of a shift system.

2. The following officers are ineligible for DSSA:-

- (a) Officers whose salaries (including any acting allowance and expatriation pay) exceed the value of Point 23 of the Disciplined Services Pay Scale (Officer);
- (b) Officers drawing acting allowance for performing the duties of the rank of Chief Inspector or above; and
- (c) Officers under training who are required to work additional duties in connection with their training.

3. Additional duty hours are those worked in excess of the conditioned hours of 51 hours per week which include:-

- (a) half an hour each day for time spent parading before and after duty; and
- (b) one hour's meal break for every seven hours' continuous duty.

Public holidays, casual, vacation and sick leave, and time-off granted in respect of additional hours worked all count towards this 51 hours. A public holiday or a full day's leave counts as 8½ hours.

4. Sometimes, because of a particular shift system, the pattern of work is such that an officer may work a substantially greater number of hours in one week than in another. In such circumstances, DSSA should be calculated on the basis of aggregate duty hours over the whole cycle of a shift system.

Annex 6.2 (Cont'd)

5. The hourly rate of DSSA is calculated at "1/210 x monthly salary". The monthly salary may include any expatriation pay and acting allowance, subject to CSR 676(2).

6. The working of additional duties is to be strictly controlled and must be authorised in advance by officers designated in para. 7 below. However, in operational units of Crime Formations, and Special Duty Squads, an officer may be required to work unavoidable additional duty when the requisite prior authorisation cannot practicably be obtained from the designated authorising officer. In such circumstances JPOs should seek interim authority from the Inspector or Senior Inspector on duty. In all cases, the additional duty hours thus worked will count for the purposes of DSSA only if subsequently confirmed by the designated authorising officer at the earliest opportunity. If further additional duties are necessary, the officer should obtain authority in advance.

7. The levels of authorising and certifying officers are :-

Claimant	Authorising Officer	Certifying Officer
Constable, Senior Constable, Sergeant, Station Sergeant	Chief Inspector or above	Inspector or above
Inspector, Senior Inspector	Superintendent or above	Chief Inspector or above

The claim of a Constable or a Sergeant may exceptionally be certified by a Station Sergeant if the latter assumes sole supervisory responsibility over the claimant.

8. The certifying officer should not normally also be the authorising officer but it is recognised that in certain circumstances this will be necessary.

Annex 6.2 (Cont'd)

9. In the Marine Region and in other exceptional circumstances approved by the DDP, some officers are required to work additional duty hours which are incorporated in a shift pattern. Provided such duty rosters have been approved in advance by an officer not lower in rank than that of the designated authorising officer no separate authorisation in advance needs to be sought for working those additional hours.

10. The authorising officer must satisfy himself that the additional duties are absolutely unavoidable for a specific purpose which cannot otherwise be achieved by the temporary staff re-deployment and that they have been kept to the absolute minimum compatible with operational requirements.

11. Additional duties may count towards DSSA payment only for the type of duties prescribed in HQO or in other specific cases approved by the DDP.

12. A Standby Duty Allowance (SDA) is payable to Police Officers in PTU companies performing CP's Reserve. Approval to pay the allowance for additional duty whilst standing by in other circumstances must be obtained from the DDP.

13. SDA is paid at the same rate as DSSA and is subject to all the rules in this PGO.

14. If a half-hour's additional duty comprises partly standby duty and partly normal overtime work, whichever accounts for the majority of the period concerned will prevail.

15. The following rules shall apply to the payment of DSSA/SDA:-

- (a) A minimum of one hour's additional duty must be performed per shift before any DSSA/SDA becomes payable. Once this minimum one-hour period has been worked, DSSA/SDA may be claimed only on the basis of further completed half-hours. Periods of additional duty of less than one hour per shift and periods beyond the first hour which are not complete half-hours may not be accumulated for the purpose of claiming DSSA/SDA.

Annex 6.2 (Cont'd)

- (b) Additional duties of less than 24 hours worked by Inspectors and Senior Inspectors in a month may only be compensated for by time-off, subject to the exigencies of service and PGO 8-05; no payment of DSSA may be made in respect of such periods. For this purpose, a month is either a named calendar month or a period starting from any day of a month and ending on the day before that day in the following month.
- (c) Except with the prior approval of the DPT under no circumstances may DSSA/SDA be authorised for additional duty in excess of 60 hours in a month.
- (d) In any named calendar month an officer's total earnings of salary plus DSSA/SDA, is limited to a maximum not to exceed the value of Point 28 of the Disciplined Services Pay Scale (Officer). Salary includes any acting allowance and expatriation pay.
- (e) Upon promotion, an officer's DSSA/SDA shall be adjusted with retrospective effect from the date of promotion.

16. Claims for DSSA/SDA should be submitted in accordance with the instructions issued by the PHQ Finance Division.