

- 1.5 During the suspension interview the superintendent must:
- Explain to the suspended officer as fully as possible the reasons for the decision to suspend but should avoid being drawn into discussions about the possible outcome of the investigation. However, where the decision to suspend is based on the necessity to maintain public confidence, the officer should be advised in writing of the specific factor(s) relevant to this decision.
 - Remind the officer that whilst they are suspended, they are no longer authorised to perform any of the duties of a constable. Their warrant card must then be taken from them. The (B)OCU Commander will retain the warrant card in their safe until the matter is resolved.
 - Serve Form 163.
 - Issue Form 161, (The 'Notice to Suspended Officers'), to the suspended officer before they leave the meeting. This gives details of the officer's entitlements and allowances whilst suspended and provides details of the welfare and medical services available to them. This will include, subject to the integrity of the investigation, the rationale for suspension.
 - Provide the officer with a copy of the suspension management guidance and confirm details of the SSO appointed.
- 1.6 Following the suspension interview the superintendent and SHRA must ensure that Form 453SM – Section 1 is completed and emailed to the DSPP Practice Support Unit as soon as practicable but no later than 24-hours after the officer has been suspended.
- 1.7 Suspensions can be stressful for all concerned and officers might react to being suspended in a way that is out of character. Those carrying out the suspension should be aware of this.