Police Vetting Process

Criteria

- All employees of A&S Constabulary are vetted to varying degrees:
  - Police Officers
  - Police Staff
  - Specials
  - Volunteers
  - Temporary Staff (including Partnerships)
  - Contractors

- Vetting is just one part of the application process to join A&S Constabulary as an employee.

  One part of vetting is the Authentication process. You MUST be able to satisfy the following:
  - Identity
  - Nationality
  - Employment eligibility (right to work in the UK)
  - Residency qualification

  The residency qualification means that you must have a 3 year ‘checkable history’ in the UK – ideally this means that you would have been resident in the UK for the last 3 years. If we cannot check, then we cannot vet. There are two examples of when we can waive this rule:
  1) Where the person has been employed abroad by the British Forces
  2) Where the person has been employed abroad on official duty of Her Majesty’s Government

  The different levels of vetting depend upon your job role and what kind of access you are likely to have to our assets, which consist of:
  - Buildings
  - People
  - Information
  - IT systems

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Recruitment Vetting (RV) – applies to all Police Officers, Police Staff, Police Community Support Officer (PCSO), and Special Constables.

This is the minimum requirement at the start of your career.

Cenan posts will require National Security Vetting in addition to Police Vetting. This is renewable every 10 years.

For specified roles (officers & staff), applicants will be required to provide fingerprint and DNA samples by consent. A speculative search against local and national databases will take place prior to appointment and any offer of employment will be conditional upon the results meeting the required vetting standard.

Non Police Personnel Vetting (NPPV) applies to Contractors, Volunteers and Partnerships; and there are three different levels, dependant upon the job role and how much access to our assets you are likely to have.

If you have previously requested one of these (they cost £10 and detail if you have any recorded convictions or cautions), please don’t rely on the information you have received when completing the caution and conviction declaration on your vetting form. The national systems searched by the Vetting Team may show other incidents that for various reasons prevent them being disclosed to you under Data Protection legislation.

It cannot be stressed enough that HONESTY IS THE BEST POLICY when completing your vetting forms. Absolute honesty is required and deceit at any stage of the process may have an adverse impact on your application. Do not attempt to hide or withhold any information. Lying on your application / vetting form, concealing the truth or deliberately withholding information is a very serious matter and a lot of people are rejected at the vetting stage for this reason. If in any doubt, DECLARE the incident and do not be persuaded by any other party to do otherwise.

You will be required to declare:

- Your previous names and any alias names that you have used
- Your address history for the last 5 years
- Your partner and their address history for the last 5 years
- Your parents and your partner’s parents
- Your full, half & step siblings
- Your children (if aged over 10)
- All co-residents at your current address (lodgers, other family etc)
- If you have any cautions or convictions or have been issued with a Fixed Penalty Notice
- If you have ever been arrested
- If you have been involved in an investigation
- Your traffic offences (excluding parking)
- If you have any criminal associates and if so, their details
- If there is a reason that the Vetting Unit need to explore further, then you may be invited to a vetting interview. A degree of sensitivity will be used – this is not an interrogation! It is the job of the Vetting Unit to display unswerving neutrality and to establish a rapport with you. The purpose of the interview is for you to give a confidential, detailed explanation of an incident or scenario that the Vetting Officer has decided they need to explore further before a decision can be made.

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... will be rejected if you have ever been convicted or cautioned for an offence such as:

- Treason;
- Murder;
- Manslaughter/culpable homicide;
- Rape;
- Offences under the Sexual Offences Act 2003 punishable by life or more than ten years imprisonment;
- Kidnapping/abduction;
- Incest;
- Sexual activity with a child;
- Hostage taking, hi-jacking or torture;
- Involvement in espionage, terrorism, sabotage or any actions to overthrow/undermine parliamentary democracy by political, industrial or violent means or association (past or present) with any organisation advocating such activities;
- Firearms offences;
- Offences with a hate aggravation (race, religion or belief, sexual orientation, transgender or disability);
- Domestic violence offences

...would normally be rejected (unless there are exceptionally compelling circumstances)

If you have committed:

- A violence related offence (Grevious Bodily Harm (GBH) or Actual Bodily Harm (ABH))
- Possession of firearms or offensive weapons
- Going equipped to steal
- An offence under the Sexual Offences Act 2003 – being sentenced up to 10 years imprisonment
- A sexual offence with a child under 18
- Gross indecency
- Acts in which indecency was involved
- Abuse or neglect of children
- A public order offence
- A dishonesty related offence – theft, fraud, deception, burglary
- Interference of the Administration of Justice
- Involvement in Class A drugs, or more than one occasion of Class B drugs
- Supplying drugs of any kind
- Reckless or dangerous driving in the last 10 years
- An offence of drink driving or drug driving in the last 10 years
- More than one time of drink / drug driving or being drunk in charge of a vehicle

If you have been cautioned or convicted within the last 5 years of:

- Driving with no insurance
- Failing to stop after an accident
- Driving whilst disqualified
- Receiving more than three endorsable traffic convictions, including fixed penalty notices (speeding, contravening a red traffic light etc)
- 2 or more regulatory offences (no vehicle excise licence etc)

Any person who has been sentenced to a term of imprisonment (custodial, suspended or deferred) will be rejected at the vetting stage.

If you need any further guidance please contact the Vetting Team at: vettingoffice@avonandsomerset.pnn.police.uk
Some of your declared family members may have links to criminality. If this is the case, the Vetting Manager will conduct a risk assessment to quantify:

- How you are linked to them?
- What are the type of offences they may have committed?
- How often and under what circumstances do you see them?
- The risk they may pose to you, as an employee of A&S.

1) Non declaration of cautions or convictions – lying or concealing the truth or deliberately withholding information.

2) If you have a Caution or Conviction in the last 5 years. This will include a Penalty Notice for Disorder, a Reprimand, a Warning or a Final Warning. This rule will apply unless you are able to give evidence of any exceptionally compelling circumstances.

3) Finances - If you have a County Court Judgment, an Individual Voluntary Arrangement, are currently declared Bankrupt or you are subject to a Debt Relief Order. There are no exceptions here.

Having a historic Caution or Conviction (particularly if it was when you were a Juvenile), may not necessarily bar you from appointment. Each vetting case will be examined upon its own merits. Points to be considered would generally include your age at the time of the offence, if you ever had repeated offending and the length of time passed since the offence was committed.

External applicants for recruitment to the police service have no right of appeal against a decision not to offer them an appointment. In exceptional cases a review can be requested of the decision in writing within 28 days.