VETTING INFORMATION SHEET

Nottinghamshire Police is committed to the maintenance of high levels of honesty and integrity and the prevention and disruption of dishonest, unethical and unprofessional behaviour.

To assist Nottinghamshire Police in achieving this, it has introduced a comprehensive vetting policy that has been drafted to comply with the general and specific duties in the Equalities Act, Data Protection Act, Freedom of Information Act, European Convention of Human Rights and other legislation relevant in delivering a policing service.

CRIMINAL CONVICTIONS AND CAUTIONS

Convictions, cautions and fixed penalty notices (road traffic and recordable offences, such as theft, disorder and alcohol related offences) will not necessarily preclude anyone from appointment with Nottinghamshire Police as a Police Officer, or employment as Police Staff including Police Community Support Officer, member of the Special Constabulary, or work in a Non-Police Personnel role (eg, contractor, agency staff, volunteer, partnership working etc). It will depend on the nature and circumstances of the offence.

Factors that are taken into consideration before a decision is made include:

- The age of the applicant at the time of the offence
- The number of years that have elapsed since the offence was committed (a minimum of 5 years must have normally elapsed for recordable offences)
- The nature of the offence

All convictions for any past offences, formal cautions by the police (including cautions as a juvenile (ie, having not attained the age of 17 years)) and any bind-overs imposed by any court must be declared. It includes traffic convictions, such as speeding, drink-drive offences, fixed penalties for motoring, disorder and theft offences and any appearances before a court-martial.
Spent convictions must also be included under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975) or any involvement with civil, military or transport police.

Any involvement in any criminal investigation whether or not this led to prosecution (either of yourself or others) must also be declared.

Some applicants do not declare information that they believe is no longer held on record. However, Nottinghamshire Police enquiries will all reveal incidents and failure to disclose any convictions, cautions and fixed penalty notices (road traffic and recordable offences) will result in an application being terminated.

Nottinghamshire Police will also want to know whether any of your close family or associates are involved in criminal activity and the Vetting Unit staff will therefore search for any criminal convictions or cautions recorded against you, your family and associates. You must advise them that these enquiries will be made. Nottinghamshire Police cannot disclose the results of these enquiries to you.

**MANDATORY REJECTION**

There are some offences that will lead to mandatory rejection.

Under normal circumstances, if an applicant declares any of the following convictions or security-vetting checks reveal them, the application will be rejected.

1. Any offence committed as an adult, (ie aged 17 years and over), which involves elements of dishonesty, corruption, serious violence or injury, serious involvement with drugs or abuse of children, substantial financial gain or serious loss to anyone.

2. Any of the under mentioned offences that resulted in a prison sentence (including suspended or deferred sentence):
   - Murder, manslaughter, kidnapping, firearms offences
   - Grievous Bodily Harm (GBH)
   - Actual Bodily Harm (ABH)
   - Indecent Assault
   - Rape
   - Burglary
   - Theft/Fraud/Deception
   - Interference with the Administration of Justice or the investigation of offences
   - Possession of a class A drug (Heroin, Morphine) or more than one class B drug (Amphetamines)
   - Supplying drugs of any kind
   - Abuse or neglect of children
MOTORING OFFENCES

The following motoring offences will result in mandatory rejection:

- Reckless /Dangerous/Careless Driving causing death, including fail to stop (hit and run)
- Reckless or Dangerous Driving within the last 10 years. The 10 years time calculation will commence after the expiration of any period of driving disqualification imposed by a Court.
- One offence of drink driving or drunk in charge of a motor vehicle within the preceding 10 years. The 10 years time calculation will commence after the expiration of any period of driving disqualification imposed by a Court.
- More than one offence of drink driving or drunk in charge of a motor vehicle
- Other serious motoring offences within the last 5 years (e.g. driving without insurance, driving without a driving licence, driving whilst disqualified, failing to stop after an accident).
- More than 3 endorsable traffic convictions (including fixed penalties) and/or 6 penalty points, within the last 5 years (for offences on different dates)
- One or more convictions for regulatory offences such as failure to renew a vehicle excise licence and MOT within the last 5 years.

Convictions or offences dealt with by way of fixed penalties for minor motoring offences should not, in themselves be a barrier to recruitment unless the applicant is a persistent offender. Each case will be considered on its merits and the nature of the applicant’s role will be taken into account.

OTHER CIRCUMSTANCES

In the case of a conviction, caution, or other circumstances that does not fall into any of the above types, consideration will be given to the circumstances and its compatibility with the post applied for. Careful consideration will be given to the nature of the events, particularly those that include, or have connections, which raise reasonable doubts about the applicant’s honesty, integrity, reliability or susceptibility to pressure, coercion or improper influence. Current or past behaviour that may indicate unreliability include:

- Drunk and Disorderly/Public Order Offences – no more than one offence and only after 2 years has elapsed from caution or issue of a fixed penalty notice or 3 years from bind over/conviction
- Common Assault – no more than one offence as a juvenile or young adult and only after 2 years has elapsed from the end of bind over or conviction.
- Acts of dishonesty
- Unlawful possession of offensive weapons, firearms or going equipped to steal
- Drugs or other substances abuse
- Unsolicited violence towards others
• Prostitution or soliciting for the purposes of prostitution (kerb crawling)
• Any offence where recklessness was a contributory factor

The examples do not give a finite list. Each application must be considered on its individual merits.

**HM FORCES**

Convictions whilst serving in HM Forces will be treated like any other centrally recorded information and similar weight given to any finding of guilt. Serving members of the armed forces who are convicted of any criminal offence by a military tribunal will have any such offence recorded on the Police National Computer.

**OUTSTANDING CHARGES AND SUMMONSES**

Where an applicant discloses an outstanding charge or summons that may result in a conviction for a recordable offence, the application will be put on hold until the outcome is known, at which point it will be considered in accordance with this document.

**RELATIVES AND ASSOCIATES WITH CONVICTIONS OR CAUTIONS**

Where relatives or the associates of an applicant are found to have convictions or cautions for recordable offences, or if they are reasonably suspected of being actively involved in criminal activity, the following should be considered:

• The nature of the relationship, eg, whether the applicant resides with or has regular contact with the offender
• The likelihood that the applicant’s role will be adversely affected, e.g. through adverse pressure or a conflict of interests
• The number and seriousness of the offences or involvement in criminal activity
• Whether embarrassment will be caused to Nottinghamshire Police or the Police Service in general
• Whether the credibility of the applicant will be affected
• Whether the credibility of Nottinghamshire Police or the Police Service will be affected
• The potential for information leakage

**FINANCIAL CONSIDERATIONS**

All applicants for police personnel posts (Police Officer, Special Constable and Police Staff including Volunteers) will be subject to a financial credit reference check. Non-police personnel may be subject to this check if the sponsoring department requires it.
Applicants who have existing County Court Judgements or an Individual Voluntary Arrangement outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered for appointment. Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged may only be considered 3 years after the date of the discharge of the debt.

Applicants who have discharged (satisfied) County Court Judgements may be considered.

Applicants who have default accounts recorded against them and who have not taken any action to either satisfy the default account or have not made recorded arrangements to resolve the default account will not be considered. However, where applicants can demonstrate that they have or are taking action to resolve the default accounts, they may be considered. Each application will be decided upon its individual merits.

TATTOOS

In the case of appointment as a Police Officer, member of the Special Constabulary or Police Community Support Officer, tattoos are not a bar to appointment. However, some tattoos could potentially offend members of the public or colleagues, or could bring discredit to Nottinghamshire Police. It depends on their size, nature and location, and sometimes on the extent.

The applicant should describe the nature, words used, extent, size and location of all tattoos.

Tattoos are unacceptable if they:

- Are considered to be crude, lewd, nude, rude, racist, sexist, sectarian, homophobic, violent or intimidating
- Are garish or particularly prominent
- Indicate unacceptable attitudes towards women, minority groups or any other section of the community
- Indicate alignment with a particular group which could give offence to members of the public or colleagues

RESIDENCY

The residency criterion applies equally to all applicants. Where the applicant has resided abroad due to the fact that they have been serving in the British armed forces or on UK Government Service, they are considered to have been resident in the UK. For such individuals, in addition to the checks outlined in the NVP, enquiries should also be made with the Ministry of Defence (MOD) or relevant Departmental Security Officer.

The purpose of the residency rule arises from the requirement to vet all applicants in an equitable manner. This is due to the fact that the UK Police Service does not currently have any means of facilitating vetting enquiries overseas to the extent required for those who have been resident in the UK.
National Police Improvement Agency (NPIA) Circular 01/2010 very clearly states that applicants who cannot be vetted cannot be appointed.

The purpose of the residency criteria is to ensure that applicants have a checkable history in the UK to assist the Chief Constable in discharging his obligation to run an efficient and effective force. Additionally, the criterion provides some reassurance when considering the Health and Safety of their staff and the public. Neither duty can be fulfilled if the Chief Constable is incapable of assessing the honesty, integrity and reliability of their appointees against the information, or lack of information, available.

For Force Vetting, the following minimum periods for UK residency apply:

Recruitment Vetting 3 years,
Management Vetting 5 years,
Non Police Personnel Vetting 3 years.

Further information can be obtained by contacting the Vetting Unit on 101 and asking for extension 800 2662.

Nottinghamshire Police Vetting and Information Security Unit
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