



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 480 Police Officer Recruitment & Selection Procedure

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Replaces document (if applicable) Transfer Policy Regular force and support staff
PD 481 – Procedure For Recruitment And Selection For Regular Force Transferees
PD 370

Linked Documents: PS 173 Recruitment and Selection Policy
PD 482 Pre-appointment Drug Screening Procedure
PD 633 Pre-appointment Biometric Vetting Procedure

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	May 2006		Head of Personnel	
2.0	Nov 2013	Jayne Maione	HR Adviser	Review

SECTION 2 AIMS / OBJECTIVES

People are the most important asset of Nottinghamshire Police. Nottinghamshire Police is committed to recruiting the right people with the right skills to fulfil the Force priorities to cut crime and keep the people of Nottinghamshire safe; spend money wisely and earn trust and respect.

This procedure should be read in conjunction with PS 173 Recruitment and Selection Policy.

This procedure outlines the recruitment and selection procedure for recruiting police officers.

The procedure complies with the national standards for recruiting police officers with additional elements to suit the Force priorities.

SECTION 3 DETAILS

Planning

No recruitment activity will be undertaken without approval from the Managing Resources Panel, on behalf of the Command Team, via the Managing Resources Form G783.

A representative of the Head of HR & OD will produce an Equality Impact Assessment before commencing with any police officer recruitment activity.

All parties involved in the recruitment and selection process will be appropriately trained in recruitment and selection and equality and diversity. If the training was received prior to joining Nottinghamshire Police, HR will provide a briefing of the Force policy, procedure and assessment methods.

HR Resourcing will make suitable arrangements to undertake equal opportunities monitoring.

Advertising

A representative of the Head of HR & OD will determine the best approach to advertising and develop a Positive Action plan to encourage, and provide guidance to, under represented groups throughout the recruitment process.

The closing date for all vacancies must be a minimum of two weeks and only in exceptional circumstances would exceed 3 weeks (e.g. over Christmas period).

Candidate Bank

There will be occasions where HR Resourcing hold a candidate bank for a particular role. Candidate banks contain details of candidates who have successfully completed a previous assessment process for the post but at that time were not offered a vacancy. In such situations candidates held in a valid candidate bank may be progressed straight to final interview / appointment as determined appropriate by a representative of the Head of HR & OD.

Candidate banks for newly appointed police officers will be valid for 12 months following HR receipt of the assessment outcome.

Internal Force Transfers

Police Officers at the rank of Constable, Sergeant and Inspector in core policing roles are eligible to apply for transfer; this includes both part time and full time officers.

The Chief Constable will exercise their posting discretion for ranks of Chief Inspectors and above, taking into consideration individual circumstances and operational needs.

The following individuals are exceptions who are not eligible to apply for a transfer:

- Constables and Sergeants who have not yet satisfactorily completed probation.
- Where an individual is subject to:
 - Performance Written Improvement Notice/Performance Development Plan,
 - Attendance Written Improvement Notice,
 - PSD live warning,
 - PSD Investigation (unless the individual is carrying out their normal full role and responsibilities during the investigation in which case they may still be eligible to apply and each situation will be considered on its merits).

In any of the above circumstances, the police officers application for a transfer will need to be considered by the Head of HR & OD and the Head of Professional Standards and the recruiting manager. This could potentially disallow the police officer from the transfer process until conclusion of the process that they are subject to.

Police Officers wishing to apply for a transfer should complete G1095 Transfer Request Form.

HR Resourcing will contact any priority transferees (e.g. those for medical or dependant reasons) and all other suitable individual(s) and their line managers will be contacted in strict chronological order of the date the transfer request is received in HR Resourcing.

Once a voluntary transfer has taken place, no further applications to voluntarily transfer will normally be considered for a further 12 months.

The transfer date will be mutually agreed between the relevant line managers and will normally be within 28 days of the decision to transfer. In exceptional circumstances an extension to this transfer date may be authorised by the Posting Panel.

Every effort will be made to give priority to medical transfers over others, and they will normally be actioned in less than 28 days. Again, any exceptional arrangements must be agreed by the Posting Panel.

Exceptions

Internal applications from individuals with:

- Performance Written Improvement Notice/Performance Development Plan,
- Attendance Written Improvement Notice,
- PSD live warning,
- PSD Investigation (unless the individual is carrying out their normal full role and responsibilities during the investigation in which case they may still be eligible to apply and each situation will be considered on its merits).

May not be accepted. In the above situations, the circumstances of the individual applying to become police officers will need to be considered by the Head of HR & OD and the Head of Professional Standards and the recruiting manager. This could potentially disallow the individual from the recruitment process until conclusion of the process that they are subject to.

Applications

All applications must be submitted to HR Resourcing on the national Police Officer application form by the stated closing date.

HR Resourcing will manage all applications via ORIGIN and CASA (Candidate Administration System for Assessment) to enable candidate tracking throughout the recruitment process.

Reasonable Adjustments

HR Resourcing will refer to the College of Policing if a candidate indicates on their application form that they have a disability. All candidate requests for reasonable adjustments will be fully considered.

Accommodation or reasonable adjustments provided for the assessment centre may be based on appropriate specialist reports. Reasonable adjustments may include additional time in the written exercises, interactive preparation or other adjustments as recommended by a specialist.

Pre-sift

HR Resourcing will check all applications against the nationally approved eligibility criteria relating to age, criminal convictions, financial checks, tattoos.

Competency Based Question Assessment

HR Resourcing will separate the CBQ (Competency Based Questions) of the application form for all applicants passing the minimum requirements and forward this to an approved external body for marking against agreed national criteria.

Assessment Centre

HR Resourcing will invite short listed candidates to the approved Police SEARCH® Recruit Assessment Centre.

All candidates from underrepresented groups who have been invited to attend an Assessment Centre will be given the opportunity to attend a familiarisation event to assist in their preparation for the Assessment Centre.

HR Resourcing will manage all formal correspondence with candidates attending an Assessment Centre and all relevant information will be sent to candidates at least two weeks prior to the Assessment Centre.

The pass mark for the Assessment Centre is as follows:

- 49% or less is unsuccessful
- Between 50 and 59% is above the national pass mark but below the pass mark for Nottinghamshire Police.
- 60% or more is successful and candidates will be invited to a Nottinghamshire Police Force interview.

Candidates will receive written feedback on their results by competency area and exercise indicating how well they have performed. Successful completion of the assessment centre remains valid for 12 months.

As per national guidelines, candidates wishing to lodge an appeal must do so in writing to HR Partner Resourcing within seven days of their attendance at the Assessment Centre.

Final Force Interview

The ACO Resources will establish an interview panel. This will usually comprise a Senior Manager of M Grade or above and a Chief Inspector/Superintendent.

All panel members will be appropriately trained in recruitment and selection and equality and diversity. If the training was received prior to joining Nottinghamshire Police, HR will provide a briefing of the Force policy, procedure and assessment methods. Where possible the panel will be balanced / representative, in terms of gender, age, and race.

In advance of the interview all candidates will complete an online psychometric test to assess the attributes of an effective police officer. The final force interview will assess fit with the force PROUD values, competencies of an effective police officer and questions formulated from the results of the online psychometric test. All questions will be approved in advance by ACO Resources and the Head of HR & OD or their nominated representatives.

All panel members will follow a consistent process and marking guide prepared by the Head of HR & OD or their nominated representative.

Verification of qualifications and identity

The Chair of the interview panel will validate relevant certificates to verify all essential qualifications included in the Person Specification and verify the identity of every potential employee prior to offer of appointment by checking and copying identification documents and completing the G2062F Identification Declaration. Further information is available in the Managers Guide.

Fitness Testing

Candidates successful at the Final Interview stage will be invited to attend a physical fitness test. HR Resourcing will liaise with the Physical Training Instructor to confirm arrangements for candidates attending fitness tests.

If a candidate is unsuccessful he/she will receive advice on how to improve fitness and arrangements will be made to retake the test up to a maximum of 2 retakes. Nottinghamshire Police's Physical Training Instructor will design an action plan for the candidate (if deemed necessary).

Provisional appointment

HR Resourcing will issue a provisional offer of appointment to those successful at assessment centre, interview and fitness testing, subject to the pre-appointment checks outlined below.

Unsuccessful applicants

HR Resourcing will notify all candidates in writing if they are unsuccessful at the interview.

Feedback will be available to unsuccessful applicants upon request, against the criteria contained in the person specification. For internal applicants it is the candidate's responsibility, in conjunction with their line manager, to address developmental needs and any resulting development plan.

Unsuccessful candidates may re-apply to any advertised vacancies 6 months after the date of their assessment centre.

Pre-appointment checks

Pre-appointment checks will be taken up for candidates successfully passing Assessment Centre, Interview and Fitness Tests.

Medicals

HR Resourcing will ask candidates who are issued a provisional offer of appointment to complete a G2062H Medical History Questionnaire – Police Officer. Regional OHU will issue an appointment within 3 working days of receipt of the completed form.

Drug Screening and Biometric Vetting

All candidates will undertake pre-appointment drug screening as per PD482 (Pre-Appointment Drug Screening Procedure) and Biometric Vetting as per PD 633 (Biometric Vetting Procedure).

Security vetting

All appointments will be subject to successful completion of the force vetting procedures. HR Resourcing will ensure the necessary forms are forwarded to Vetting, PSD.

Internal candidates will not be required to undergo the full vetting process if the new role has equivalent vetting requirements to the existing role, they hold a current vetting status without restrictions and have declared that there are no changes in their personal circumstances. Where current equivalent vetting is held, limited vetting checks will be undertaken.

The candidate's application will be checked to determine and verify their financial position in line with Police Regulations 2003, current NPIA (College of Policing) and Home Office guidance.

References

The candidate will nominate two referees. These should preferably be two employers and must include their current employer (or most recent, if currently unemployed) and cover at least the last three years of appointment. HR Resourcing will request attendance history within the reference. Personal referees and academic establishments should only be contacted if the applicant has not been employed or is self employed. References will always be taken from HM Services, other Police Forces and Armed Force Discharge

Papers, covering performance, conduct and absence. Candidates have the option to request that current employer references are checked at the latter stages of selection.

Attendance

All internal candidates will be asked to complete G32A Attendance Criteria Form to provide details of their attendance history. For internal candidates this will be checked against records held on ORIGIN.

Adverse information

Any adverse information arising during pre-appointment checks will be referred to Senior HR Partner, Resourcing (or nominated representative) to decide whether a formal offer of appointment can be issued. Any adverse information obtained as part of the vetting process will be referred to the Head of Vetting and Information Security for assessment and decision.

Appointment

If the candidate's pre-appointment checks are satisfactory, he/she will receive a conditional offer of appointment letter together with joining instructions, including uniform fitting advice.

All new Police Officer recruits will undertake national police training. If there are insufficient training places available, candidates will be kept in a candidate bank for up to 12 months from the date of the assessment centre until further vacancies/ training places are issued.

Complaints

If an applicant feels that there has been a breach of policies and procedures or that they have been subjected to unlawful discrimination or other unfair treatment on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation they may submit a complaint in writing to the HR Partner Resourcing within 10 working days of the incident. The HR Partner Resourcing (or nominated representative) will undertake the required investigation, and provide a response to the candidate, where possible, within 10 working days. There is no further right of appeal under this procedure. Any complaint from an internal applicant will be progressed formally under PS 141 Grievance Policy. There will be no right of appeal against the outcome of the grievance.

Specialist Police roles

All police posts are classified as 'core policing', or 'specialist policing' in accordance with Home Office Circular 43/96 issued by HM Chief Inspector of Constabulary.

Please see PD 361 Specialist Police Recruitment Procedure for the recruitment procedure for appointing internal police officers to specialist posts.

Transfers into the Force

Guidelines, protocols and updates for the recruitment of Regular Force Transferees are issued by the Home Office and are maintained within HR Resourcing.

Transferees must complete the Nottinghamshire Police Application Form and return it to HR Resourcing. If vacancy approval has been given to recruit police officers, the transferee will enter the procedure at the Competency Based Question Assessment as above and undertake all remaining parts of the process including interview, fitness testing and all pre-appointment checks. All applicants will be subject to the force vetting procedures.

In terms of the Pre-appointment checks, the reference from the parent force must include:

- confirmation that there are no outstanding complaints/discipline/ PSD investigations
- copies of PDR / appraisal from parent force personnel department
- attendance history.

If a formal offer can then be made, HR Resourcing will also request the transfer of the personnel file from the previous force.

HR Resourcing will notify Stores, Finance, Training & Development of the new transferee details and start date

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.