



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 633 Pre-appointment Biometric Vetting Procedure
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PD 480 Police Officer Recruitment and Selection Procedure
PD 381 Police Staff Recruitment and Selection Procedure

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Nov 2013	Jayne Maione	HR Consultant	New requirement

SECTION 2 AIMS / OBJECTIVES

As part of the vetting process for Nottinghamshire Police, the following Pre-appointment Biometric Vetting Procedure will be used for applicants to vacancies for Police Officers, Special Constables, PCSOs, CSIs (Forensics) immediately prior to a conditional offer of appointment being made.

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

The purpose of biometric vetting is to determine whether the applicant:

- has come to the police attention and, if so, whether that was under the identity being used for the job application;
- is linked to any outstanding crime scene marks or stains.

The biometric vetting data will be retained and used to eliminate data left at scenes of crime during the course of their work.

SECTION 3 DETAILS

All successful applicants for roles identified as requiring biometric vetting must submit a DNA sample for speculative checking against the national DNA database (NDNAD) and fingerprints for checking against the national fingerprint identification system (IDENT1). These samples will be stored on national elimination databases to eliminate data left at crime scenes during the course of their work.

The biometric vetting process will be completed after all assessment for suitability for the role has been completed and a provisional offer has been made. This will be immediately before a conditional offer of appointment is made.

HR Resourcing will issue the applicant with a copy of this procedure and arrange an appointment for them to provide the necessary consent, fingerprint and DNA sample. The fingerprint and DNA sample will then be checked against the appropriate databases.

Where the result is negative, the appointment can be progressed to a conditional offer of appointment in the normal manner and the data will be stored on national elimination

databases. Where the result is positive, a report will be provided to the Head of Vetting and Information Security and appointment will not take place until such time as any issues emanating from the positive result have been satisfactorily resolved. As appropriate, the matter will be referred to the appropriate Force for the purpose of any necessary criminal investigation.

Once the Head of Vetting and Information Security is satisfied that the applicant is suitable for appointment, HR Resourcing will arrange for a conditional offer of appointment to be made.

HR Resourcing will notify the teams responsible for the databases when an individual leaves the Force, so that the data will be destroyed from the national elimination databases. Individuals leaving Nottinghamshire Police can contact HR Resourcing if they require confirmation that stored samples have been destroyed.

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.