



Criteria

- **All employees of Surrey Police are vetted to varying degrees:**

- Police Officers
- Police Staff
- Specials
- Volunteers
- Temporary Staff (including Angels)
- Contractors

- **Vetting is just one part of the application process to join Surrey Police 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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Vetting Levels

Recruitment Vetting (RV) – applies to all Police Officers, Police Staff, Police Community Support Officers (PCSO), Police Support Officers (PSO) and Special Constables. This is the minimum requirement at the start of your career.

It is a requirement of RV that a Counter Terrorist Check (CTC) is carried out. This is renewable every 10 years.

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

As part of the Police Officer application process, you are currently required to complete a Police Law and Community Course. We are aware that this is self financing, but need to point out that successful completion of this course does not guarantee you a job offer with Surrey Police. It is just another part of the Police Officer application process.

Subject Access (Data Protection Act) Disclosure

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 highly 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
- If you have ever been arrested
- If you have been involved in an investigation
- If you have any criminal associates and if so, their details
- Your financial position

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 unwavering 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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Family/ Associates with a Criminal History

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 Surrey Police.

The main reasons why people fail the vetting process:

- 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.

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Your vetting...

... will be rejected if you have ever been convicted for any of the following offences, at any age (life ban):

- Treason
- Murder
- Rape
- Kidnap
- Incest
- Buggery
- Hostage taking
- Firearms offences
- Racially motivated / homophobic offences
- Domestic violence offences
- Death by reckless driving, or
- You have ever been sentenced to imprisonment for more than 10 years.

...will be rejected (unless there are exceptionally compelling circumstances)

If you have committed:

- A violence related offence (Grievous 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

You will be rejected if you have been cautioned or convicted of any recordable offence within the last five years. This includes penalty notices for disorder and the following driving offences:

- 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)

Prison Sentences

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

If you need any further guidance please call the Vetting Team on 01483 639785.

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