



Joint Force Vetting Policy (Surrey and Sussex) (592/2026)

Abstract

This policy provides comprehensive details on all vetting procedures that could undermine the security of individuals and the integrity of Surrey Police and Sussex Police.

Policy

1. Introduction

1.1 This policy has been produced in consultation with the College of Policing (CoP) Vetting Code of Practice 2023 and the Authorised Professional Practice (APP) on Vetting 2025 and reflects the requirements needed to support Surrey Police and Sussex Police's (hereafter referred to as the Forces) ability to maintain high ethical and professional standards and act with the highest integrity. This replaces all guidance previously issued in relation to police vetting.

1.2 Everyone within, working alongside or delivering service on behalf of the forces must maintain high ethical and professional standards, and must act with the utmost integrity. They must also be seen to maintain and promote such standards. A thorough and effective vetting regime is a key component in assessing an individual's integrity. It helps to reassure the public that appropriate checks are conducted on individuals in positions of trust. Vetting also identifies areas of vulnerability that could damage public confidence in a force or the wider police service.

1.3 The vetting procedure applies to all Police Officers, Police Community Support Officers (PCSOs), Special Constables, Police Staff, Temporary or Agency Staff, Police Volunteers, Contracted Staff, including those who undertake manual work at police premises. It is relevant for anyone working on police premises or with access to police information or assets. Police Cadets are not included within this policy. Please refer to the Volunteer Police Cadets (VPC) Policy (922).

2. Scope

2.1 This policy and associated procedures / links provide: -

- Comprehensive details on ALL vetting procedures for the Forces, in line with the [CoP Vetting Code of Practice 2023](#) and [Vetting APP 2025](#).

- Information is subject of Management of Police Information (MoPI) guidelines and is retained or disposed of in accordance with departmental weed dates. Please refer to the Surrey and Sussex Retention Schedule for information.
- Information relating to Decision Making and the Appeals procedure.

3. Policy Statement

3.1 It is essential that the public is confident that police vetting processes are effective. They must be able to trust these procedures to identify those posing a potential risk to others, or who are otherwise unsuitable to work within the police service. It is also crucial for those working within policing to maintain the chief constable's trust and confidence in their suitability to perform their role.

3.2 All forces are committed to reinforcing this message through a fair vetting procedure, which provides a large degree of assurance as to the honesty, integrity, reliability and trustworthiness of our staff, whilst meeting our diversity and equality responsibilities and instilling a culture that is fair and free from discrimination, in line with the standards set out in the [Code of Ethics](#).

3.3 Vetting must not be used in isolation and should form part of a wider protective security regime. To support a robust protective security regime in policing, all police personnel have a duty to challenge or report inappropriate behaviour by their colleagues.

3.4 The Joint Force Vetting Unit (JFVU) requires the support of all individuals. Vetting is a requirement and not an optional process. The JFVU requires additional support from the following:-

- **All Supervisors** – Responsible for adhering to this policy and ensuring their direct reports notify vetting of changes in their circumstances.
- **People Services Staff** – Responsible for the recruitment of officers and staff.
- **Serving Personnel who are responsible for individuals who are not part of the police workforce e.g. Contractors and agency staff** – Responsible for ensuring their applicants are vetted to the correct level for the role they will undertake.

3.5 Everyone involved in policing must take personal responsibility to ensure they comply with vetting requirements and that they report any material change in circumstances as soon as possible. It is also expected that those who hold vetting clearance refer to the latest version of the Vetting Codes of Practice on the College of Policing site as the document is subject to change and local copies must not be stored. If in doubt, advice should be sought from the JFVU.

Procedure

1. The College of Policing (CoP) Vetting Codes of Practice 2023

1.1 The CoP Vetting Codes of Practice 2023 is supported by the APP for Vetting. It has been developed to support the consistent application of the minimum national standards relating to vetting across the police service and describes the processes and detail needed to implement vetting.

The [Vetting APP 2025](#) provides regular updates to ensure it is consistent with new standards and requirements.

The following information can be found within the APP on Vetting.

- The purpose of Vetting.
- Who vetting applies to.
- Vetting levels.
- Procedures and checks for each vetting level.

For information on Biometric Vetting please refer to section 21 of this policy.

2. Vetting and the Equality Act 2010

2.1 There is a risk that vetting has a disproportionate impact on underrepresented groups. Without any bias, and while maintaining the standards set out within this APP, forces and the Force Vetting Manager (FVM) should ensure that every opportunity is taken to support the police service by recruiting and retaining applicants with protected characteristics from underrepresented groups, as defined in the Equality Act 2010.

2.2 To support positive action initiatives, local vetting subject matter experts should actively engage with potential applicants before and during recruitment campaigns. They should explain and clarify the vetting process.

2.3 Disproportionality in vetting is monitored and mitigated by regular review of data. The data is analysed, and key findings highlighted to senior leaders. Key findings are shared with relevant force contacts to ensure legitimacy and transparency.

3. Vetting and the Gender Recognition Act 2004

3.1 For vetting purposes, all previous names must be disclosed by the vetting applicant, including those from before they transitioned. While the Gender Recognition Act 2004 does not require disclosure, there is no statutory protection for vetting applicants who fail to disclose such information.

3.2 Where vetting enquiries suggest that a previous identity was not disclosed, an exploratory vetting interview should be conducted to understand the reasons for this.

3.3 Where vetting applicants have transitioned; previous identities should be treated as separate individuals. If it is necessary to make enquiries outside of the vetting unit, the names should be listed separately, rather than as a previous name on the same enquiry.

3.4 Details that identify transgender status should only be recorded on the vetting system. These must not be shared outside the vetting unit.

3.5 Under [Section 22 of the Gender Recognition Act 2004](#), it is an offence to disclose that someone is transgender unless such disclosure is made in accordance with statutory provisions.

4. Vetting Procedure and Guidance

4.1 The Forces use all procedures and guidance within the [Vetting APP 2025](#). Please refer to this for further information on vetting practices.

5. Joint Force Vetting Unit (JFVU)

5.1 The JFVU provides vetting requirements for both Forces. The team can provide advice and guidance on all aspects of Vetting, Business Interests and Gifts and Hospitality declarations.

5.2 Please refer to section 3.4 of the [Vetting APP 2025](#) for further information on the expectations of the JFVU.

5.3 The JFVU can be contacted by the following methods: -

General Enquiries:

Tel: 01273 018472

Email: Force.Vetting@sussex.police.uk

Contractor Vetting Enquiries:

Email: Contractor.Vetting@sussex.police.uk

Business Interests Enquiries:

Email: BusinessInterests.Vetting@sussex.police.uk

For further information on Business Interest and Additional Working please refer to the Business Interests and Additional Work Policy (Surrey and Sussex) (965)

Gifts and Hospitality Enquiries:

Email: GiftsandHospitality.Vetting@sussex.police.uk

For further information on Gifts and Hospitality please refer to the Gifts, Gratuities and Hospitality Policy (Surrey and Sussex) (1201)

6. Vetting Timescales

6.1 The vetting process must not start before the recruitment and assessment stages of the onboarding process are complete. Vetting will always be conducted as close as possible to the start of a vetting applicant's appointment or employment. This ensures current information and risks are considered.

6.2 All individuals appointed to the Force regardless of role, must not commence in post until the required vetting clearance has been obtained.

6.3 All work received into the JFVU is triaged and assigned a risk level depending on the type of application. This risk-based approach allows the JFVU to prioritise work effectively and in line with His Majesty's Inspectorate of Constabulary (HMIC) recommendations.

7. The Police (Vetting) Regulations 2025

7.1 The Police (Vetting) Regulations 2025 mandate that every police officer must hold and maintain vetting clearance. These regulations are connected to the Police (Performance) Regulations 2020 and the Police (Conduct) Regulations 2020, which address unsatisfactory performance, attendance, gross incompetence, and internal conduct matters. The regulations also include provisions for the withdrawal of vetting clearance when there is evidence that a police officer may no longer be suitable to hold it. Further information can be found in [The Police \(Vetting\) Regulations 2025](#).

7.2 The Police (Vetting) Regulations 2025 only apply to police officers and special constables. For police staff a separate process is in place. Please see section 18 of this policy.

8. Checkable History and Residency Criteria

8.1 For information relating to Checkable History and Residency Criteria for Force vetting and NSV, please see section 5.3.2, section 5.3.2.1 and section 5.3.3 of the [Vetting APP 2025](#)

8.2 The JFVU are unable to make any exceptions for those that do not meet the minimum residency criteria for NSV.

9. Authentication

9.1 For information relating to Authentication for Force vetting and NSV, please see section 6.4 of the [Vetting APP 2025](#) and use the contents list to locate the relevant section.

10. Disclosure of Information

10.1 Applicants must disclose all previous involvement with police, regardless of whether this led to a formal outcome.

10.2 Adverse information that is revealed during the vetting procedure will be subjected to a proportionate risk assessment. There is a rebuttable presumption that those with cautions and convictions are likely to have vetting clearance declined. This is due to the risks associated with a caution and conviction and the impact this has on public confidence.

10.3 Consideration will be given to Chapter 18 of the Crown Prosecution Service Disclosure Manual which requires cautions, convictions and police misconduct to be disclosed should an individual be required to attend court.

10.4 The Rehabilitation of Offenders Act 1974 primarily exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law. For most purposes, the ROA treats a rehabilitated person as if they had never committed, been charged with, prosecuted for, convicted of or sentenced for the offence. As such, they are not required to declare spent cautions or convictions, for example when applying for most jobs.

10.5 The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies to constables, persons appointed as police cadets to undergo training with a view to becoming constables and persons employed for the purposes of, or to assist the constables of, a police force established under any enactment. Therefore, the ROA does not apply to any police officer or special constabulary posts. These vetting applicants can be asked about all convictions and cautions, whether spent or unspent. All can be considered as part of the vetting decision-making process, including protected cautions and convictions.

10.6 It is not appropriate to identify a prescriptive list of convictions and cautions that should lead to vetting being declined. Each case must be considered on its own individual merits in relation to the role being undertaken and assets or information being accessed. Please refer to the [Vetting APP 2025](#) for further information.

10.7 All individuals are required to notify their line manager. This includes all convictions, simple cautions, conditional cautions, fixed penalty tickets, any condition imposed on them by a court, the receipt of any penalty notice and if they are subject of a Community Resolution (CR) process. Failure to do so may in itself be a disciplinary offence. This does not include the receipt of fixed penalty tickets issued in respect of breaches of non endorsable parking regulations.

10.8 Individuals must also notify the JFVU using a change of circumstances form of their involvement in criminal matters, as soon as possible.

10.9 The JFVU will conduct a focused vetting review to identify any new risks or vulnerabilities and if vetting clearance can be maintained. Failure to notify the JFVU may in itself be a disciplinary offence and could result in vetting being withdrawn.

10.10 All officers and staff must make themselves conversant with the following policies and procedures.

Police Driving Policy (Surrey and Sussex) (616)

Police Staff Disciplinary Policy (Surrey and Sussex) (797)

Performance and Gross Incompetence Management Policy (Surrey and Sussex) (1228)

The Police Regulations 2003

The Police (Conduct) Regulations 2020

The Police (Vetting) Regulations 2025

Notifiable Associations Policy (Surrey and Sussex) (1176)

Appropriate Personal Relationships (Surrey and Sussex) (1207)

11. Vetting Interviews

11.1 Exploratory Vetting interviews may be used to inform any type of vetting application. Not all applications require a vetting interview, but one should be conducted where risks or vulnerabilities are identified that need further clarification.

11.2 Interviews conducted as part of the process to grant National Security, DV clearance must only be conducted by suitably trained and accredited United Kingdom Security Vetting (UKSV) personnel. Following the report and recommendation from UKSV, it may be necessary for a follow-up interview by the JFVU to clarify any ambiguities.

11.3 Exploratory Interviews are usually conducted via video call, such as MS Teams but may be conducted in person on a face-to-face basis, if required. Due to the logistics of arranging this, video interviews will be the first method of contact.

12. Transferees and Re-joiners

12.1 A new vetting application form leading to a police vetting clearance is required before the transfer from another force is confirmed for:

- police officers and special constables transferring from one police force to another.
- police staff applicants who currently serve in another force.
- police officers or police staff transferring to another force and changing employment group, from police officer roles to police staff roles, or vice versa.

References to 'parent force' relate to the force where the officer or staff member is currently serving (or previously served). References to 'receiving force' relate to the force that the officer or staff member has applied to.

12.2 The Forces use the process within section 3.4.5 and section 7.5 of the [Vetting APP 2025](#). Please refer to this for further information of the requirements for transferees.

13. Decision Making

13.1 Vetting decisions must be made in accordance with the [National Decision Model \(NDM\)](#), [Vetting APP 2025](#), and [The Police \(Vetting\) Regulations 2025](#).

13.2 The emphasis should be on making a balanced and proportionate decision, based on the risks or vulnerabilities identified and any risk mitigation that can be used to manage this.

13.3 Applicants who fail to declare any relevant matters, including any convictions, cautions and judicial or other formal disposals, whether spent or not, will be contacted for an exploratory vetting interview.

13.4 The same approach will be taken in respect of the non-disclosure of other relevant information, such as arrests and investigations that have resulted in no further action,

financial difficulties, or relevant family members or associates. In cases where there is still doubt, clearance will be refused at this stage on the grounds of integrity concerns.

13.5 The JFVU will assess each case on its own merits with the information that is available, and risks or vulnerabilities identified. The FVM has the final decision on whether a clearance can be granted.

13.6 Where the decision is taken to grant vetting clearance to an individual who may be in the evidential chain with a conviction or caution, the decision must be ratified by the Head of the Professional Standards Department (PSD), or their nominated person. Details of cautions and convictions must be recorded on the appropriate PSD recording system.

13.7 Applicants may be granted a Conditional Clearance or Restricted Posting if adverse information is identified that increases the risk and vulnerability of the individual.

13.8 Conditional Clearances must be subject to periodic reviews set by the FVM and will depend on the nature of the adverse finding. Review periods are dependent on the risk or vulnerability identified and are unique to the specific case. Conditions will only be required where necessary as part of overall risk mitigation and will be removed once the risk reduces to an acceptable level.

13.9 Applicants will be informed if their vetting clearance is granted with conditions, where possible, and advice will be given on the impact of this. Usually, conditions are given to mitigate the risk in place of a clearance being declined. As such there is no formal appeal process for these, unless the vetting applicant's circumstances change.

13.10 Restricted Postings are used when the risk to the individual may have an adverse effect on their ability to undertake their job role in a specific area or department. These are also subject to periodic reviews set by the FVM and will depend on the nature of the risk posed.

13.11 Vetting conditions or restrictions are effectively a lawful order for police officers and form part of any offer of employment for police staff, agency staff and police volunteers. Conditions or restrictions must be adhered to for the duration they are required for. Failure to adhere to conditions or restrictions may result in misconduct proceedings or instigation of vetting withdrawal procedures.

14. Appeals

14.1 An appeal may be made by an applicant who has had Force vetting clearance declined or withdrawn. Appeals for vetting withdrawal under The Police Vetting Regulations 2025, will be subject to its own appeal procedure. Please see section 18 of this policy for further details.

14.2 Applicants can appeal if they have had National Security Clearance refused or withdrawn if they are an existing employee only. New applicants to the Force have no right of appeal for National Security Clearance.

14.3 All appeals must be made in writing to the FVM within 14 days of receipt of the refusal letter. Appeals will only be accepted if they are made by the applicant who has had vetting clearance declined and using the specific vetting appeal form. Appeals will not be accepted by third parties.

14.4 Individuals cannot appeal simply because they do not agree with the decision.

There are three grounds in which an appeal against the vetting decision can be submitted. These are: -

- The decision was unreasonable.
- There is information that could not reasonably have been considered by the original decision maker.
- There was a breach of the procedures and unfairness which could have materially affected the decision.

14.5 If the reason for vetting being declined includes information that relates to a third party, it will not be released under the provisions of the Data Protection Act 2018 and the [UK General Data Protection Regulations \(UK GDPR\)](#).

14.6 Appeals will be dealt with as soon as possible and usually within 30 days of receiving the appeal. Should a delay be identified, the applicant will be notified. In some cases, it may be necessary for the appeal to be referred to the Vetting Appeals Panel, Vetting Chief Inspector or Head of PSD for a decision.

14.7 Internal appeals and complex cases will be referred to the Vetting Appeals Panel for review. The FVM decides which cases are referred to the panel. Examples include those with protected characteristics and the panel is made up of serving police officers and staff from the relevant staff associations and Unison / Federation. It also includes an Independent Panel Member from the Office of the Police and Crime Commissioner (OPCC).

14.8 The FVM will review the appeal against the original decision made. The FVM will review the entire case and may implement risk mitigation strategies such as a conditional clearance or restricted posting, if the appeal is successful and vetting clearance is granted.

14.9 The appeal decision will be communicated to the applicant in writing and reasons for the decision will be given, where possible. Decisions that are made on appeal are final and there is no further right to appeal.

15. Annual Integrity and Vetting Reviews

15.1 The annual integrity and vetting review process is an integral part of the wider protective security regime. It must be conducted on an annual basis between police personnel and their supervisors. This allows police personnel to maintain their police vetting clearance. It is the responsibility of supervisors to ensure they complete the

annual integrity review for their teams. Supervisors should inform the JFVU of any information identified that may affect a vetting clearance.

15.2 Vetting clearance can be withdrawn if individuals do not engage with the annual integrity and vetting review process without reasonable justification.

15.3 The purpose of the annual integrity and vetting review is to identify risks by ensuring police personnel are aware of the policies that support their integrity and that of the police service. It regularly reminds them of their responsibility to report relevant changes in their circumstances to the JFVU at the earliest opportunity. Examples of changes include but not limited to: -

- Change of name or address
- Change of co-residents
- Change in marital status or civil partnership
- Receiving sums of money over £5,000 e.g. Inheritance or gifts
- New partner
- Children reaching the age of 10 years
- New or changes in email address or social media accounts
- Change to financial circumstances e.g. defaulted accounts, County Court Judgment (CCJ), debt management plan (DMP)
- New or changes in notifiable associations
- Involvement with police outside of job role e.g. arrests, convictions / cautions
- Being subject of civil proceedings

15.4 Information provided in confidence will be handled as sensitively as possible. However, on occasion it will be proportionate and necessary to disclose information to other units such as People Services, Occupational Health Unit (OHU), PSD or line managers.

15.5 Police officers and special constables have a duty to maintain their vetting clearance under Regulation 5 of [The Police \(Vetting\) Regulations 2025](#). They must also report changes in their personal circumstances.

15.6 Non-Police Personnel Vetting (NPPV) personnel working in policing roles must comply with the Annual Integrity review process. Other NPPV personnel such as contractors or partner agency staff do not need to complete the annual integrity review.

15.7 Those holding NPPV level 3 police vetting clearance must be sent the NPPV level 3 annual vetting notice. They must read, acknowledge, sign and return this to the JFVU

each year to maintain their clearance. If not returned, it will be assumed the clearance holder no longer requires police vetting clearance and this will be withdrawn.

15.8 In addition to the annual integrity and vetting review, there are two other types of vetting review:

- Full vetting review – required for changes in some job roles or if there are multiple changes in circumstances
- Focused vetting review – required for minor changes in circumstances

Further information about these types of reviews are available within the [Vetting APP 2025](#)

15.9 When misconduct proceedings have concluded and the individual is not dismissed but has been issued with a written warning or a final written warning, a review of vetting clearance will be carried out. A vetting review can be carried out for informal sanctions if the JFVU considers it appropriate. This is referred to as a Post Misconduct Vetting Review. The review includes consideration of the applicant's suitability to maintain the level of clearance held and to continue in the post they occupy. This could result in vetting withdrawal procedures being instigated and a withdrawal assessment taking place. Please refer to section 18 and 19 of this policy for further information on Vetting Withdrawal.

15.10 In addition to making disclosures after vetting clearance has been granted, individuals holding Management Vetting (MV) clearance must be subjected to a regular review. A focused vetting review and line managers security appraisal is required for MV clearance holders who move job role or department.

15.11 Individuals moving or changing job roles must have a vetting check completed prior to being posted to their new role. Individuals must not be posted to a new role until the vetting unit have confirmed the correct level of vetting is held and the appropriate review has been completed, if required. Where upgrade to vetting level is required, individuals must not commence in post until the required clearance has been obtained. Where the upgrade in vetting level cannot be achieved, this will result in the individual not being able to commence in the new post and therefore must either stay within their current post or find an alternative role, suitable for the vetting clearance held. Suitable role advice should be sought from Workforce Planning Teams in these circumstances.

15.12 Line managers are required to complete the Annual Integrity Review with their staff and officers. Annual Integrity Reviews are separate to the vetting review process. Line managers must discuss both with their staff and officers to ensure any concerns are raised with the JFVU at the earliest opportunity.

15.13 In certain circumstances, changes to personal circumstances or information coming to notice as a direct result of disciplinary or misconduct proceedings, may need to be brought to the attention of the PSD, and will be considered as part of the post misconduct vetting review process.

16. Career Breaks and Parenting Leave

16.1 Individuals taking a Career Break or Parenting Leave continue to be regarded as serving police officers / employees of the Forces, and remain subject to the following: -

- Police (Conduct) Regulations 2020.
- The Code of Conduct for police staff police regulations and force conditions of service.
- The Code of Ethics.
- The Vetting Code of Practice.
- Joint Force Vetting Policy

Where an individual's vetting clearance is due to expire during a career break or parenting leave, vetting will be renewed before the leave begins.

16.2 For further information relating to Career Breaks, can be found in the Career Break Policy (Surrey and Sussex) (173)

16.3 For further information relating to Parenting Leave, can be found using the following links / document.

Parenting Leave Policy (Surrey and Sussex) (913)

Leave (Police Officers and Police Staff) Policy (Surrey and Sussex) (477)

16.4 Individuals who take a career break must inform the JFVU of any changes in their circumstances.

17. Vetting Renewals and Randomised Re-Vetting

17.1 All vetting clearances can be reviewed at any stage during its lifespan if adverse information relating to the applicant comes to light, or there is a material change in an individual's personal circumstances.

17.2 Each level of vetting clearance is granted for a limited period and requires renewal after that period has elapsed. Please refer to the [Vetting APP 2025](#) for further information.

17.3 A renewal of vetting clearance requires a full application to be completed and all required checks pertinent to that particular level of vetting must be redone.

17.4 Randomised re-vetting takes place on a monthly basis. Vetting cases are selected at random, where a full vetting review or renewal has not been conducted within the previous 3-year period. This process is not optional, and all individuals must comply with randomised re-vetting requests.

18. Withdrawal of Vetting Clearance – Police Officers and Special Constables

18.1 Police officers and special constables must hold and maintain vetting clearance under Section 5 of [The Police \(Vetting\) Regulations 2025](#). Following a vetting review or

renewal where adverse information is identified, an assessment will be made on whether the information could reasonably lead to withdrawal of vetting clearance. If the information could lead to withdrawal of vetting clearance, a recommendation will be made to the Vetting Chief Inspector, who will instigate the regulations process as the Vetting Authority.

18.2 The Vetting Authority will appoint a Vetting Withdrawal Assessor, usually the Force Vetting Manager, to conduct a severity assessment under Regulation 15, to determine whether it is reasonable for vetting to be withdrawn. Consideration will be given to Regulation 13 suspension if appropriate.

18.3 Once the severity assessment has been conducted, the Vetting Authority will serve a Regulation 18 notice of vetting withdrawal on the individual concerned. The individual will have 10 working days to provide a response to the notice. A Welfare Liaison Officer will be appointed to provide support.

18.4 A vetting withdrawal investigator will be appointed by the vetting withdrawal assessor to conduct an investigation, gathering and assessing all information available. A vetting interview may be conducted under Regulation 20 if the vetting authority considers this appropriate. The vetting withdrawal investigator will write a report and give a recommendation to the vetting withdrawal assessor.

18.5 The vetting withdrawal assessor will review the report and assess all information identified during the investigation. A recommendation will be given to the vetting authority, who will decide the outcome. Outcomes are:-

- Keep vetting clearance but impose conditions
- Downgrade vetting clearance with or without conditions
- Withdraw vetting clearance

18.6 If the decision is for vetting to be withdrawn, this will result in dismissal. As police officers and special constables must hold and maintain vetting clearance under [The Police \(Vetting\) Regulations 2025](#).

18.7 Police officers and special constables can appeal the withdrawal decision on the following 3 grounds:-

- Decision was unreasonable
- Evidence not considered and could affect decision
- Breach of procedure

18.8 There is a two-step appeal procedure for withdrawal of vetting under the regulations. These are:-

- Step 1: Appeal Panel, where the appellant can object to panel members
- Step 2: Further right of appeal to the Police Appeals Tribunal.

18.9 Police officers and special constables may have a Federation representative or police friend to support them through this process.

Further details about [The Police \(Vetting\) Regulations 2025](#) process can be found within Appendix A: The Police Vetting Regulations 2025 Flow Chart.

19. Withdrawal of Vetting Clearance – Police Staff

19.1 Vetting clearance is required for all police personnel roles. Different processes must be followed for existing police personnel where vetting clearance is withdrawn. This may occur following a vetting review or if a renewal is declined.

19.2 For police staff whose Recruitment Vetting (RV) clearance is withdrawn or cannot to be renewed, dismissal is undertaken in line with [Section 98 of the Employment Rights Act 1996 \(ERA\)](#). Where clearance is withdrawn, the matter should be referred to People Services for progression.

19.3 Following a review of an individual's vetting, an assessment will be made of the individual's suitability to maintain the level of vetting clearance currently held and to continue in the post they currently occupy.

19.4 The FVM will conduct a severity assessment, to determine whether it is appropriate for vetting to be withdrawn. Consideration will be given for the individual to be suspended from duty, whilst further investigation is carried out.

19.5 Once the severity assessment has been conducted, the Vetting Authority (Chief Inspector), will serve notice of vetting withdrawal on the individual concerned. The individual will have 10 working days to provide a response to the notice. A Welfare Liaison Officer will be appointed to provide support.

19.6 A vetting withdrawal investigator will be appointed by the FVM to conduct an investigation, gathering and assessing all information available. A vetting interview may be conducted if the vetting authority considers this appropriate. The vetting withdrawal investigator will write a report and give a recommendation to the FVM.

19.7 The FVM will review the report and assess all information identified during the investigation. A recommendation will be given to the vetting authority, who will decide an outcome of the following: -

- Maintaining vetting clearance but impose conditions
- Downgrading vetting clearance with or without conditions
- Withdrawing vetting clearance

If the decision is for vetting to be withdrawn, this will result in dismissal as vetting clearance is required for all police personnel roles.

Police staff may have a Unison representative or police friend to support them through this process.

19.8 Police personnel can appeal the decision to withdraw vetting clearance. The grounds for appeal are: -

- The decision was unreasonable
- Evidence is available that was not part of the decision
- There was a breach of procedure

19.9 Appeals must be made in writing by the individual concerned within 14 days. Third-party requests will not be accepted.

19.10 Appeals will be dealt with by a Vetting Appeals Panel, chaired by the Head of PSD. The panel will include an individual at Chief Inspector or police staff equivalent rank and above to act as an independent panel member, as well as representatives from staff networks to advise where appropriate. All panel members will be independent of the original decision.

19.11 The Appeal Panel will review the entire withdrawal process and case material, as well as any representations made by the individual concerned, to ensure legitimacy. Their decision will be to decide one of the following: -

- Maintain vetting clearance but impose conditions
- Downgrade vetting clearance with or without conditions
- Withdraw vetting clearance

19.12 The outcome of the appeal panel will be communicated to the individual in writing. The decision of the appeal panel is final and there is no further right of appeal.

19.13 If the decision is that vetting clearance should be maintained, this will be passed back to the Vetting Chief Inspector to implement appropriate conditions. This may include restrictions from working in specific departments, and or locations.

19.14 If the decision is that vetting clearance will be downgraded with or without conditions, this will be passed to People Services to redeploy the individual to another suitable job role, with the reduced vetting level. This may include restrictions from working in specific depts, and or locations.

19.15 If the decision is that vetting clearance is withdrawn, this will be passed to People Services to take forward under the Performance and Gross Incompetence Management Policy (Surrey and Sussex) (1228)

19.16 Following dismissal under this process, consideration will be given to adding the individual to the College of Policing Police Barred and Advisory Lists and an entry placed on the Police National Database (PND). For further information please see [Barred list | College of Policing](#)

20. Withdrawal of Vetting Clearance – Non-Police Personnel

20.1 Vetting clearance is required for all non-police personnel who work with, represent or deliver a service for the forces. Different processes must be followed for non-police personnel where vetting clearance is withdrawn. This may occur following a vetting review or if a renewal is declined.

20.2 Following a review of an individual's vetting, an assessment will be made of the individual's suitability to maintain the level of vetting clearance currently held and a recommendation will be given to a Vetting Supervisor.

20.3 The Vetting Supervisor will review the case and make a decision on whether it is appropriate for the individual to maintain their vetting clearance or not.

20.4 Where the decision is that vetting clearance will be maintained, conditions or restrictions may be imposed to manage the risk. This may include more regular vetting reviews or restrictions to working locations, access to systems or areas of policing.

20.5 Where the decision is that vetting clearance will be withdrawn, the individual will be informed in writing. Without vetting clearance, the individual will no longer be able to work with, represent or deliver a service for the Forces. An entry will be added to the PND.

20.6 Non-police personnel can appeal the decision to withdraw vetting clearance. The grounds for appeal are: -

- The decision was unreasonable
- Evidence is available that was not part of the decision
- There was a breach of procedure

20.7 Appeals must be made in writing by the individual concerned within 14 days. Third-party requests will not be accepted. Appeals will be reviewed by the FVM or by an individual of the appropriate seniority to the original decision maker and who is independent of the original decision. The appeal decision will be final and there is no further right of appeal.

21. Biometric Vetting

21.1 Biometric vetting is required for specific roles across the forces. For police officer and Special Constable applicants this is codified within Regulation 10A of the Police Regulations 2003 (as amended by the Police (Amendment No. 3) Regulations 2012) and Regulation 1ZA of the Special Constables Regulations 1965.

21.2 A list of job roles requiring Biometric Vetting is held by the JFVU. Please contact them for further information.

21.3 Biometric vetting checks will be undertaken on candidates who have reached the stage of being conditionally offered an appointment, concurrent with the other stages of the vetting process. Failure to pass Biometric Vetting will result in an offer of appointment being withdrawn.

22. Police National Database (PND) Records

22.1 An entry on the PND may be added at any point during the vetting process. These are usually added on instigation of Vetting Withdrawal and if vetting is declined.

22.2 PND flagstone records are created to prevent the re-employment or appointment of individuals who have been dismissed, have resigned, or retired while the subject of a misconduct investigation.

22.3 PND flagstone records must be created on local intelligence systems / PND. The Head of PSD should consider all available information and determine whether or not a flagstone record is required. Please refer to the [Vetting APP 2025](#) for further information.

23. Recording, Retention and Disposal

23.1 The JFVU must record and store all information relating to each vetting application on to the vetting management database - Core-Vet. Information recorded in Core-Vet must include the following:-

- Information provided by the vetting applicant.
- The results of vetting enquiries.
- The rationale for refusing, suspending, or granting clearance.
- Where adverse information has been revealed and considered.

23.2 All vetting files must be maintained securely. Access should be limited to those who have an operational need. Vetting files should be stored separately to personnel files due to the sensitivity of material contained in them.

23.3 Information is subject of Management of Police Information (MoPI) guidelines and is retained or disposed of in accordance with departmental weed dates. Please refer to the Surrey and Sussex Retention Schedule for information.

24. Information Management and Security

24.1 Information Management and Security is everyone's personal responsibility. Vetting Staff must ensure they act with the highest integrity when managing personal information and sensitive issues.

24.2 Vetting Staff must ensure their use of Force information or information systems is accessed for a legitimate law enforcement purpose and where such activity supports the goals and objectives of the vetting unit.

24.3 Personal browsing of force systems or information is **not permitted** under any circumstance. Anyone found to be accessing Force systems or information without a lawful purpose may be subject to disciplinary proceedings.

24.4 Vetting Staff must ensure that all hard copy documents containing personal information are stored securely and locked away when not in use. They should also ensure that personal information is disposed of in the correct way, to prevent accidental disclosure of information or unnecessary retention of material. Please refer to the Surrey

Police and Sussex Police Information Security Policy (722) further information and guidance.

24.5 A personal record for all vetting applicants is created on the vetting management database - Core-Vet and any supporting documentation is stored on a secure server within the PSD. Access to both systems is controlled by the JFVU and is on a strict need to know basis.

24.6 Information is subject of MoPI guidelines and is retained or disposed of in accordance with departmental weed dates. Please refer to the Surrey and Sussex Retention Schedule for information.

24.7 All Vetting Staff must ensure that any personal information, documentation, or information is not kept unnecessarily and disposed of in the correct way, to prevent accidental disclosure of information.

Team: Professional Standards Department. Vetting