



<u>Policy Title</u>	Recruitment Policy
<u>CCMT Sponsor</u>	Director of People
<u>Department/Area</u>	People Directorate
<u>Section/Sector</u>	People Services

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1.0 Rationale

1.1 Thames Valley Police (TVP) is committed to treating all recruits equally and to selecting the best person for each role.

1.2 This policy promotes and contributes to making TVP a fully inclusive organisation and improving the TVP brand to attract a diverse workforce.

2.0 Intention

2.1 The intention is to set out the policy on recruitment and selection by ensuring that:-

- Procedures are consistent, effective, ethical, fair and lawful.
- No individual or group are discriminated against or receives less favourable treatment or consideration.

3.0 General Principles

3.1 Aim

3.1.1 To enable effective attraction and retention of officers and staff with the necessary knowledge, skills and attributes to deliver TVP's aims, values and objectives.

3.2 Scope

3.2.1 This policy is applicable to all police officers, including student police officers, transferees, re-joiners, specialist/internal police posts, special constables, and police staff, including Police Community Support Officers (PCSOs). Collaboration posts will be advertised in accordance with agreed protocols. The general principles of the policy will also apply to temporary staff, fixed term contracts, volunteer police cadets and police support volunteers (see [Volunteers Policy](#)).

3.2.2 Police staff who are at risk of redundancy are covered by the [Managing Organisational Change for Police Staff Policy](#).

3.2.3 Police officer promotions are covered by the [Promotions for Police Officers Policy](#).

3.2.4 Secondments for police officers and police staff are covered by the guidance on [Secondments](#) on the staff portal and the [Career Pathways and Posting - Police Officers Policy](#).

3.2.5 Priority redeployment for police staff is covered by guidance and policy on [Police Staff Performance and Attendance](#).

3.2.6 Priority redeployment for police officers is covered by guidance on [Police Officer Redeployment Protocol](#).

3.2.7 Recruitment of police officers on Restricted or Recuperative duties is covered by [Restricted and Recuperative Duties Guidelines](#).

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3.2.8 All vacancies for posts in departments which work in collaboration with other forces will be advertised in all forces involved in the collaboration.

3.3 Principles

3.3.1 Equality of Opportunity & Diversity.

TVP adheres to the [Equality Act 2010](#). Where candidates declare that they have a disability, the force will consider making reasonable adjustments.

3.3.2 Membership of Unacceptable Organisations

3.3.2.1 Police Regulations apply to police officers.

3.3.2.2 Without exception, no individual will take any active part in any organisation which is of a subversive nature or which in any other way may act contrary to the interest of the state, or law and order. TVP is committed to full compliance with the duty to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it, in accordance with the Equality Act 2010.

3.3.2.3 Thames Valley Police does not allow police staff to be members of any organisations whose constitution, aims, objectives or pronouncements contradict the duty to foster good relations as per the Equality Act 2010 and will abide by the national policy¹ that membership of the following organisations is banned:

- British National Party (BNP)
- Combat 18
- National Front

3.3.3 Social Media

3.3.3.1 Staff should abstain from any activity, including use of social media, which is likely to interfere with the impartial discharge of their duties or which is likely to give rise to the impression amongst members of the public that it may so interfere.

3.3.3.2 In view of the importance on public confidence of meeting the general duty, it is anticipated that non-compliance will result in dismissal.

3.3.4 Politically Restricted Posts

3.3.4.1 Police Regulations apply to police officers.

3.3.4.2 In addition, the provisions of the Local Government and Housing Act 1989 specify certain posts to be politically restricted. These post holders are prohibited

¹ The Police (Amendment) Regulations 2004 amended paragraph 1 of Schedule 1 of the Police Regulations 2003 (restrictions on the private lives of members of police forces) and came into force on 01 January 2005.

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from being members of local authorities and taking an active part in politics. The main reasons for posts being 'politically restricted' are:

1. Level and complexity of the post
2. Remuneration level being equivalent to or over Broad Band 5 or spinal column point 42 on the Police Staff Council (PSC) scale
3. Nature of the duties of the post involves giving advice to the Police and Crime Commissioner, committees or sub-committees or speaking on behalf of Police and Crime Commissioner on a regular basis to journalists or broadcasters.

3.3.4.3 Some of the activities from which individuals are restricted are:

1. Holding office in a political party.
2. Canvassing at elections.
3. Speaking or writing publicly on matters of party political controversy.
4. Being a candidate for public elected office (other than to a parish or community council)

3.3.4.4 Further information on the restrictions placed on individuals under this legislation and the relevant exemptions can be found on the staff portal under [Conditions of Service](#).

3.3.5 Unsupervised access to children or vulnerable adults

3.3.5.1 Consideration needs to be given to appointments to posts where individuals will have unsupervised access to children and/or vulnerable adults. It may be necessary to conduct additional checks on an individual prior to appointment.

3.3.6 Migrant Workers

3.3.6.1 Police Regulations apply to police officers.

3.3.6.2 All staff employed by TVP must have a legal right to work in the UK, in compliance with the UK Borders Agency legislative requirements. In order to avoid discrimination in our recruitment and employment practices, while seeking to prevent illegal working, TVP will carry out appropriate document checks on all applicants in the same way at each stage of our recruitment process.

3.3.6.3 Due to the vetting requirements necessary it is difficult to complete satisfactory checks on individuals who have not been resident in the United Kingdom for the previous three years. Therefore, except in very exceptional circumstances, three year residency is an essential requirement. Any exceptions will be decided by the force vetting unit. Applicants do have the right to appeal against their decision.

3.3.7 Tattoos and Facial Piercings

3.3.7.1 Applicants must advise whether they have any tattoos and/or piercings. These will not necessarily prevent applicants from joining TVP but may require adjustment. Tattoos containing images perceived to depict violence, sexist, racist or homophobic meanings are not acceptable. Facial piercings may increase the risk of injury for particular roles and it is therefore necessary to provide details. Every individual case will be assessed on its own merits.

4.0 Guidance, Procedures & Tactics

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4.1 All recruitment is managed and administered by People Services Recruitment, except for volunteers who are managed and administered by the Citizens in Policing team.

4.2 The People Services Manager, Business Partners (People) and Employment Relations team are available to provide advice to managers.

4.3 Details of how to join TVP, together with details of recruitment procedures and guidance can be found on the links below:

[Student Police Officer](#)

[Transfer Police Officers](#)

[Rejoin Police Officers](#)

[Internal/Specialist Police Officer Posts](#)

[Detective recruitment - \(Local CID, Force CID, DAIU, CAIU\) -](#)

[Special Constabulary](#)

[Foundation Degree Volunteer Officers](#)

[Police Community Support Officers](#)

[Police Staff](#)

[Temporary Staff](#)

[Volunteers](#)

[South East Counter Terrorism Unit](#)

4.4 Full details on how to join TVP can be found on the website –

<http://www.thamesvalley.police.uk/joinus.htm>

4.5 Short-term Employment of Retired Specialist Police Officers

4.5.1 On occasions, exceptional employment requests are considered to meet temporary operational demands, particularly in cases where an identified individual is considered to be essential to the efficient continuity of a short-term but specific and / or highly sensitive police operation. For example, a retiring officer with the relevant knowledge, skills and experience, which are more closely associated with those of a specialist police officer than a member of police staff.

4.5.2 In such “exceptional” circumstances it may be appropriate to select an individual who has been identified as having the specialist knowledge, skills and experience required to effectively perform the role for a fixed period of time (no longer than six months). If, after the individual has started the role, it becomes clear that the role may be required for longer than six months, consideration must be given to advertising the role.

4.5.3 Additionally, it may be in order not to evaluate a role under the current Force system when the role is within a highly sensitive police operation, due to time constraints or because the relative market worth of the role is not recognised within normal processes. In these situations, the salary may be based on comparable police officer roles and will be assessed as “realistic” against Agency rates for a similar suitably qualified retired police officer.

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4.5.4 Direct employment significantly reduces the overall costs, which would otherwise have been incurred by utilising an Agency; this strategy is therefore cost effective and secures the relevant resource in a timely manner.

4.5.5 On occasions when there is insufficient time for the ECRIS administration process to be completed, the Deputy Chief Constable must authorise the employment of the retired specialist police officer.

4.5.6 Further queries relating to this protocol should be referred to the People Services Manager.

4.6 The People Services Manager is responsible for the management of the policy.

5.0 Challenges & Representations

5.1 To ensure transparency and accountability any decision made as a result of following this policy should be clearly documented.

5.2 All challenges and representations should be made in writing to:

Head of People Services,
People Directorate
Oxford Spires Business Park,
Langford Lane
Kidlington,
Oxon. OX5 1NZ

6.0 Communication

6.1 All members of the TVP workforce will be informed of the new policy through an all-user e-mail at the time of publication. The policy will be made available electronically via the Policy and Procedures intranet site, Staff Portal and Managers' Portal.

6.2 Additional relevant Policies and Procedures:-

- [Diversity in Employment Policy](#)
- [Career Pathways and Posting - Police Officers Policy](#)
- Guidance on [Police Staff Job Evaluation](#)

6.3 This policy can be made available to the general public via the TVP Internet site.

6.4 [Implementation Strategy \(Policy Impact Assessment\)](#)

7.0 Compliance and Certification

7.1 Human Rights Certification

The Human Rights Audit will be carried out by a trained Human Rights Auditor.

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This policy has the following Acts of Parliament and European Regulations as its legal basis;

- Equality Act 2010
- Part time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed term Employees (Prevention of less Favourable Treatment) Regulations 2002
- Borders, Citizenship and Immigration Act 2009
- UK Borders Act 2007
- Trade Union and Labour Relations (Consolidation) Act 1992

Additional legislation that requires observance during the recruitment and selection process is:

- The Asylum and Immigration Act 2006
- The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975 and Amendment Orders 1986)
- The Data Protection Act 1998

(i) Human Rights Articles Engaged

List here the Articles of the convention this policy has the potential to engage.

This policy has been audited for compliance with the Human Rights Act and has the potential to engage Article 8 Right to Respect for Private and Family Life. A public authority may interfere with the exercise of this right in accordance with the law and as is necessary in a democratic society in the interests of:-

- national security
- public safety or the economic well-being of the country
- the prevention of disorder or crime
- the protection of health or morals
- the protection of rights and freedom of others

Audited by: Jill Simpson
Audited on: 13 March 2013

(ii) Prohibition of Discrimination

Application of this policy could discriminate against individuals either directly or indirectly. This policy shall be applied in accordance with article 14 and decisions taken as a result of it must not discriminate on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a national minority, property, birth or other status.

7.2 Equality Impact Assessment

7.2.1 An Equality Impact Assessment has been carried out on this policy giving due regard to the 9 Protected Characteristics, taking into account all the circumstances of the case.

7.3 Management of Police Information (MoPI) Compliance

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7.3.1 This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.3.2 However, any information deemed 'for a policing purpose', or any data about an individual that is circulated or received by e-mail; or published/downloaded via the intranet or internet or circulated in any other format must comply with MoPI Guidance - (<http://www.app.college.police.uk/app-content/information-management/>).

7.4 Data Protection

7.4.1 The information provided by applicants will be stored on a computer for which registration has been made under the Data Protection Act.

7.4.2 Information regarding unsuccessful applicants will not be used for any purposes other than monitoring which will be carried out by the People Directorate and Diversity Team. Details of successful applicants will be kept in a personal file as part of their employment record.

7.5 Freedom of Information Act

7.5.1 This policy will be publicly available. It may be published on the Freedom of Information Internet site.

7.6 Protective Markings

7.6.1 This Policy has been assessed to determine the correct level of protective marking.

7.6.2 This policy does not require Protective Marking and has therefore been classified as **NOT PROTECTIVELY MARKED**.

7.7 Health & Safety and Welfare at Work

7.7.1 There is a need for an individual risk assessment, informed by a medical report from the Occupational Health Unit (OHU), to be carried out when adjustments may be needed to accommodate recruits who carry any disability as classified under the Equality Act 2010.

8.0 Monitoring and Review

8.1 This policy contributes to the following strategic objectives:

- To strengthen neighbourhood policing to respond to local need and increase public confidence
- To develop our people and give the best service
- To improve the use of our resources

8.2 Policy Review

8.2.1 This policy document will be reviewed every two years. The review will take into account the following criteria:-

- Changes in legislation
- Changes in Home Office Circulars

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- Examples of good practice from other Forces or other organisations
- Representations made by individuals and relevant organisations
- Relevant diversity data
- Representations

8.2.2 This policy will next be reviewed in November 2016.

For use by the Policy Management Unit Only

Chief Officer Policy Authorisation

Policy signed off by:

Steven Chase

Director of People

Date

Version	Date Reviewed	Author	Reason
V2	March 2015	Christine Kirby	Main changes under clause 4.5 short-term Employment of Retired Specialist Police Officers