



Shared Human Resource Service Centre  
Providing HR Services for Derbyshire & Leicestershire

# Police Officer Recruitment Guidance

# Introduction

This document sets out to provide you with an understanding of the recruitment process to become a Student Police Officer.

There are set dates and times at each stage of the assessment process that you will be required to meet and different stages of the recruitment process. It is important you understand what the process entails, how long you have to complete each stage and when you will be informed if you have been successful to progress to the next stage.

Primary source of contact will be via your email address please ensure you notify us of any changes in your personal contact details.

If you have a query, before contacting us, please ensure that you have read this document carefully. If you do not find the answer to your question within this document, then you can email our dedicated recruitment team on: [recruitment@derbyshire.pnn.police.uk](mailto:recruitment@derbyshire.pnn.police.uk). We will aim to respond to emails within 3 working days during normal office hours, Monday to Friday 8am – 5pm.

**Please read this document carefully and in full, in readiness should you wish to make an application to become a Police Officer.**

## Pre-Application Questionnaire

Being a police constable isn't for everyone. It is physically, mentally and emotionally demanding but it is also very rewarding. Because of this you need to ensure that you are right for this role.

This tool below helps you to explore your suitability for the role of police constable and to make a reasonably informed decision about whether or not to submit an application.

It serves as a guide rather than a definitive statement about your suitability.

<http://www.ncalt.com/pre-join/index.html>

# Becoming a Police Officer – What we Offer

- ❖ Our starting pay for Student Officers will be £19,578. For current serving Specials Constables and PCSO's it will be £22, 668. For further information see the Q&A Section.
- ❖ Police Officer pension. For further information see the Q&A Section within this pack.
- ❖ Training and development opportunities.
- ❖ Support and advice from our Occupational Health Support Unit and a range of staff associations and access to a range of services including Charitable Trust and Police Mutual.
- ❖ Childcare Vouchers. You can use the vouchers to pay for registered or approved childcare, this includes nurseries, childminders, breakfast and after school clubs, and can be used for children up to the age of 16.
- ❖ Access to established staff support groups for all members of the policing family.

## Eligibility Criteria

As you might imagine, applicant entry requirements are fairly comprehensive, to apply you must:

- ❖ Be aged 18 or over on Sunday, October 23, 2016.
- ❖ Be aged 57 or under on Sunday, October 23, 2016.
- ❖ You must hold a level 3 qualification or equivalent (Please check with your examining body if you are unsure of the level of qualification you hold. Please be aware we will need to see original certificates later in the recruitment process).
- ❖ Have been a resident in the UK for the last three years.
- ❖ Be a UK, EU or Commonwealth Citizen, with no restrictions on your stay in the UK.
- ❖ Hold a full UK/EU valid manual driving licence. The licence should be obtained on or before Sunday, October 23, 2016.
- ❖ Not be a member of an extreme political organisation such as BNP, Nation Front or Combat 18.
- ❖ Not have tattoos on your face, neck or hands which could cause offence. If you have a tattoo you will be asked to provide a brief description and photographs of the tattoo.
- ❖ Not have any serious convictions or recent cautions, bind-overs or findings of guilt.
- ❖ Not have any current County Court Judgements against you or be the subject of an Individual Voluntary Agreement (IVA). If you have been registered bankrupt you may only apply if it is at least three years since the date your debts were discharged.
- ❖ Must not have had an application turned down by another force in the last 6 months at any part of the national process. The national process includes: Competency Based Questionnaire (CBQ), SEARCH Assessment, Fitness Test and Pre-Employment Checks.
- ❖ Not have an ongoing application with any other force in England and Wales in accordance with national recruitment policy. (Please see the notes on transferred scores)

# Recruitment Process

At the end of each stage of the recruitment process you will be notified by email whether or not you have been successful and therefore eligible to proceed to the next stage.

- ❖ **Stage 1** – Application Form / CBQ
- ❖ **Stage 2** – Force Interview
- ❖ **Stage 3** – SEARCH Assessment Centre
- ❖ **Stage 4** – Pre-employment Checks

## Key Dates & Times

Below are some important dates you may wish to make a note of which set out the timeframes for this recruitment process.

- ❖ Application Form: Monday, October 10, 2016 at 9.30am to Sunday, October 23, 2016 at 11.59pm.
- ❖ Force Interview: From Monday, January 2, 2017 to Friday, January 20, 2017.
- ❖ SEARCH Assessment Centre: Wc March 6, 2017.

You must be available to complete the above stages during the dates shown. If you are not available for any stages of the process for any reason, eg: pre-arranged holidays, we may not be able to process your application as alternative dates may not be available.

We have a number of cohorts planned throughout 2017/18 and applicants who are successful throughout the recruitment process will be allocated places.

## Transferred Scores

### Competency Based Questionnaire (CBQ) / SEARCH Assessment Centre

We are able to accept transferred scores providing you meet the following requirements:

- ❖ Competency Based Questionnaire (CBQ) – Scores 9 or above, with less than 10 grammatical errors and must have been completed within the last 6 months on or after 23 April 2016.
- ❖ Assessment Centre – Score a pass and mark of 50% or above which were obtained on or after 23 April 2016.
- ❖ The transfer of scores can still apply if your application is in process with another force, however, in order to transfer your score to this process you **must** withdraw your application from the previous force.

You will need to provide proof of your score (either confirmation from another force or College of Policing) and submit it to us with your online application form by the application closing date.

If you have been declined at any other stage of the national process for example: National Criteria, Competency Based Questionnaire (CBQ), Assessment Centre, Medical, Fitness and Vetting you will not be able to transfer your score.

Applicants transferring scores should be aware of the following:

- ❖ Your Competency Based Questionnaire (CBQ) and Assessment Centre score will be added to the list of scores obtained by new applicants. You will then be placed in score order with all other applicants.
- ❖ We are unable to confirm at this stage whether we will accept the national pass rate for CBQ (9 or above) or Assessment Centre (50% or above). In view of this we would not be able to guarantee that transferring your score would automatically secure you a place on the next stages of the recruitment process.
- ❖ Whether you are transferring your CBQ or Assessment Centre score you will be required to attend and pass the force interview.
- ❖ The national recruitment process does not allow applicants to take more than one SEARCH Assessment Centre in any 6 month period.
- ❖ You can have only one live application with a force at any time.

## Stage 1 – Application Form

When recruitment opens you will be able to complete the National Police Officer application form. The application form will be made available to candidates on **Monday, October 10, 2016 at 9.30am**. The closing date for applications is **11.59pm on Sunday, October 23, 2016**.

This document must be completed online and submitted via the e-recruitment portal. This must be completed honest and accurately and must be all your own work.

There are four competency based questions and the spelling, grammar and punctuation throughout the application must be excellent as this is marked as part of the paper sift process. It is important that you are open and honest and it must all be your own work. The competencies tested are:

- ❖ Professionalism
- ❖ Working with others
- ❖ Decision making
- ❖ Service delivery

The paper sift of applications is undertaken on our behalf by an approved external company. All candidates are assessed under national guidelines.

When you complete the online application form you will need to submit proof of your qualification by way of original certificates, exam slips or letters from the relevant educational establishment.

If you have any tattoos, please ensure you enclose a photograph of them as per the application form guidelines. You will have two weeks to complete online and no late applications will be considered.

**Application forms must be submitted via the e-recruitment portal. Hard copies will not be accepted.**

**Please do not contact HR Service Centre by telephone for your shortlisting results as you will only be notified by email. It is anticipated that the paper sift results will be circulated 3-4 weeks after submission.**

## Stage 2 – Force Interview

If successful at the paper sift you will be invited to attend a force interview with our senior managers. This interview will focus on your motivation for becoming a police officer, your knowledge about the role and the forces priorities and values.

Further details will be provided prior to attending the interview.

You will be provided with your result three weeks after your attendance.

## Stage 3 – SEARCH Assessment Centre

If successful at the force interview you will be invited to attend a National SEARCH Assessment Centre. These are held at the National College of Policing at Ryton, near Coventry. The assessment lasts for half a day. Candidates are required to undertake a variety of exercises see below, which will be based on the Policing Professional Framework.

- ❖ Competency based structure interview
- ❖ 2 x written tests
- ❖ 4 x interactive exercises
- ❖ Police Initial Recruitment Test (Verbal Logical Reasoning and Numerical Reasoning)

You will have at least two weeks to prepare and full details will be sent to you about what will happen on the day.

The current national pass mark for applicants attending the assessment centre is 50%, however as spaces are limited only the highest scoring candidates are selected to continue to the next stage. All passes remains valid with all forces for 12 months.

If you score between 50% and the percentage required for this force you may be able to transfer your application to other forces, but you would need to approach these forces directly. You cannot attend an assessment centre more than once in a six month period.

More information about the assessment centre will be sent to you if you are invited to attend.

You will be provided with your result and feedback report 3-4 weeks after your attendance.

## Stage 4 – Pre-employment checks

If you are successful at the assessment centre you will receive an offer letter stating that you will be appointed subject to satisfactorily passing vetting checks, media checks, finance checks, references, medical and fitness tests. Once you have successfully completed all pre-employment checks you will receive an offer of appointment, Conditions of Service, Starter Pack and joining instructions.

The role of a police officer is demanding. During the application and selection process we will be assessing your mental and physical fitness to undertake the role.

### Fitness Test

We test endurance through a fitness shuttle run commonly known as the Bleep test (to level 5:4) and a test of dynamic or upper body fitness (the push/pull test to 34kg and 35kg. Detailed information about the content of the fitness test will be provided to you at a later date.

### Medical Assessment

A medical assessment will generally be carried out by our Occupational Health team. They will check the following:

- ❖ BMI
- ❖ Eye sight test
- ❖ Colour vision
- ❖ Lung function
- ❖ Hearing

You will be asked to complete a confidential medical history questionnaire. Depending upon your medical history, we may have to contact your GP/ specialist for further information.

Once you have been declared medically fit we will then progress your application to the next stage.

### References

We send reference requests to all your previous employers in the last three years. If you haven't been employed for three years, we will ask for a character reference or an educational reference.

## Vetting Checks

The vetting process is entirely confidential and the outcomes (other than pass/fail) are not shared with anyone else in the organisation (including trainers, future line managers or fellow trainees) or anyone outside of the organisation (including family).

We will carry out security checks on you and your:

- Spouse/Partner
- Father
- Step father/mother's partner
- Mother
- Stepmother/father's partner
- Brothers/sisters (full/half/step)
- Children/children of your partner (only those age 10 years and over)
- Any other adult living at your address

Financial circumstances – applicants will have their financial status checked.

These checks are carried out because police officers have access to privileged information, which may make them vulnerable to corruption.

Applicants with outstanding County Court Judgements (CCJs), Individual Voluntary Agreements (IVAs) or who have been registered bankrupt with outstanding debts, will be rejected. If you have discharged bankruptcy debts then you will need to provide a Certificate of Satisfaction with your application. At least three years will need to have passed since the date of discharge.

Applicants with cautions/convictions/reprimands, other than some motoring offences, may not be accepted.

## Biometric Vetting

We will need to take your fingerprints and DNA samples to carry out some final vetting checks against the national police database.

# FAQ's – Frequently ask Questions

## 1. How do I contact HR Shared Services about my application?

All the answers that you need to know about your stage of the recruitment process are contained on the force website or the guidance pack. If you have a query, before contacting us, please ensure that you have read of all the guidance notes carefully.

If you do not find the answer to your question within this document, then you can email our dedicated recruitment team on: [recruitment@derbyshire.pnn.police.uk](mailto:recruitment@derbyshire.pnn.police.uk). We will aim to respond to emails within 3 working days during normal office hours, Monday to Friday 8am – 5pm.

**Unfortunately due to the volume of applications we will not be able to take telephone calls during the period the online assessment is open to applicants.**

## **2. I have a problem using the e-recruitment portal. Who shall I contact?**

As this is a web-based assessment if you are experiencing difficulties, it may be associated with your own web browser capability. The minimum internet browser requirement to use the assessment will be:

- Internet Explorer 7
- Firefox 3.6
- Google Chrome 8
- Safari 5 (Mac and PC)

Your browser should also have Javascript and Cookies enabled. You can also access a Help Menu within the assessment. Please note, the tool is not currently compatible for use on mobile devices or tablets, therefore please only attempt to access the system via a PC.

If you are unable to find the answer within the help menu, then you can email the recruitment team on [recruitment@derbyshire.pnn.police.uk](mailto:recruitment@derbyshire.pnn.police.uk)

## **3. I will be 18 on the date the Assessment Centres start. Can I still apply?**

No. To be eligible to apply, you must be age 18 years or over by October 23, 2016.

## **4. When does the recruitment process start?**

Registration starts on Monday, October 10, 2016 at 9.30am.

## **5. When does the online process finish?**

Recruitment closes Sunday, October 23, 2016 at 11.59pm

## **6. I have a medical condition but does that prevent me from joining?**

It will depend upon the nature of the medical condition. We require that all our new officers undergo a medical assessment with our Occupational Health Support Unit. You will need to pass the medical assessment to be eligible to join.

## **7. I have tattoos. Will this stop me becoming a Police Officer?**

Not necessarily. Our officers are representative of the communities that we serve and a lot of people have tattoos, but it will depend on what the tattoo shows and how visible it is. If you have tattoos you will need to make a declaration at the time of application. We will ask you to send in two digital pictures of each tattoo.

(One distance photograph clearly showing where on the above body area the tattoo is located and a second close up photograph that we can use to assess this against our standards).

**8. I am not a British citizen. Can I still apply to join as an officer?**

Yes. If you are a Foreign National or Commonwealth Citizen you must have leave to enter or leave to remain in the UK for an indefinite period. Most EEA and Swiss Nationals have the right to reside in the UK and so will not need to demonstrate this.

**9. Do I need a driving licence to apply?**

Yes, you will require a full manual UK/EU driving licence prior to applying.

**10. I have a motoring offence(s). Can I still apply to become an officer?**

We will need to assess the motoring offences. However, if you have more than six penalty points on your driving licence and / or two or more motoring offences within the three years prior to the application date you may not be eligible to apply to join as a Student Officer.

**11. I have a criminal record. Can I still apply to become an officer?**

Eligibility will depend on the nature and circumstances of the offence. It is not possible to set out a full list of convictions that will preclude a person from becoming a police officer. Each case will be considered on its own merits, and if the offence is deemed sufficiently serious a person will be rejected irrespective of age at time of offending. There may be circumstances where an individual does not fall within the criteria, but whose suspected involvement in crime, or criminal associations make an offer of employment inappropriate.

**12. If I am successful in my application to become a PCSO or Special Constable, can I transfer to become a Police Officer?**

No, you would have to go through the official recruitment process like all other applicants in order to qualify as a police officer.

**13. I am a serving PCSO or Special Constable, can I transfer to become a Police Officer?**

No, you would have to go through the official recruitment process like all other applicants in order to qualify as a police officer.

**14. I would like to become a Firearms Officer/Dog Handler/Detective/Air Observer etc – if my application is successful can I join the unit straight away?**

No. All newly recruited police officers must undergo a two year probationary period, so you could not apply for any specialist posts until you have completed at least two years' service.

**15. Can you become a Police Officer if you wear glasses or contact lenses?**

As part of the recruitment process you will need to undergo an eye test. New recruits must have at least 6/12 vision in the right or left eye, or at least 6/6 vision in both eyes.

Those who wear glasses or contact lenses must have at least 6/36 unaided vision in both eyes. For further information please refer to the eligibility criteria.

## **16. Can you become a Police Officer if you are colour blind?**

Those with colour blindness are eligible to become police officers, but would be restricted from fulfilling certain posts, such as Traffic Officer or Firearms Officer. If your colour blindness is monochrome, you would be unable to apply.

## **17. If I have a disability can I apply to become a Police Officer?**

We welcome applications from people with disabilities as defined by the Equality Act 2010 i.e. a person is disabled under this Act if they have a physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on their ability to carry out normal day to day tasks.

If you consider yourself to have a disability, please inform us of the type of reasonable adjustments you might need to assist you in participating in the recruitment and selection process. We will try to make reasonable adjustments required where practicable. If you require reasonable adjustments or disclose that you have a disability this will be shared with the Forces Training Team to assist you during your probationary period.

Please contact the recruitment team to advise what adjustments you require.

[recruitment@derbyshire.pnn.police.uk](mailto:recruitment@derbyshire.pnn.police.uk)

## **18. I have epilepsy. Can I still apply?**

You can still apply to become a police officer. We will look at each case on its merits and take guidance from our Occupational Health Support Unit.

## **19. I have diabetes. Can I still apply?**

You can still apply to become a police officer. We will look at each case on its merits and take guidance from our Occupational Health Support Unit.

## **20. Is there a height restriction for Police Officers?**

No. There is no minimum or maximum height restriction

## **21. If my BMI reading is outside of the guidelines, will that prevent me from progressing through the application process?**

The College of Policing guidelines suggest that a reading between 18 and 30 is the ideal, however the BMI aspect is only one element of our health and fitness requirement so this may not prevent an applicant from getting further on in the process if they are otherwise fit and healthy and able to complete our fitness test.

## **22. How much will I be paid?**

Our starting pay for Student Officers is detailed below.

On appointment with no previous experience - **£19, 578.**

Those who are a current serving Special Constable or have previously served in the last two years, who have been signed off for independent patrol status or a PCSO (full-time or part-time) who has been in post for at least 18 months at the time of application and been assessed by your line manager as fully competent in the role - **£22, 668**.

The new pay scales for Police Officer are:

Pay Point	With effect from 1 September 2014	With effect from 1 September 2015	Notes
<b>0</b>	£19,383 (a), (b)	£19, 578	C, D
<b>1</b>	£22,443 (c)	£22,668	E
<b>2</b>	£23,460 (d)	£23,694	F
<b>3</b>	£24,483	£24,729	
<b>4</b>	£25,503	£25,758	
<b>5</b>	£27,543	£27,819	
<b>6</b>	£31,653	£31,971	
<b>7</b>	£37, 254	£37,626	

### **23. Would a Business Interests stop me from becoming a Police Officer?**

Unless the chief officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.
- Your spouse or partner or any other relative living with you keeps a shop or similar in the area of the police force in question.
- You, your spouse or partner or any relative living with you holds or has a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment in the area of the police force in question.
- However, the chief officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

### **24. A Level 3 qualification or equivalent**

The link below shows how the most common qualifications compare.

<https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels>

### **25. What will be my pension entitlement be?**

Since 6 April 2006, all new entrants to the Police Service automatically join the new Police Pension Scheme - CARE 2015 Scheme (Career Average Revalued Earnings). Although membership of the scheme is automatic it is not compulsory, you can elect to opt out at any time. The amount of

contribution you pay depends upon the level of your Pensionable Earnings. The employee and employer contributions are set out below:

Annualised Rate of Pensionable Earnings	Member Contribution Rates 2015/16	Employer Contribution Rates 2015/2016
£27,000 or less	12.44%	21.3%
More than £27,000 but less than £60,000	13.44%	21.3%
£60,000	13.78%	21.3%

For those officers who are part-time, the contribution is determined by their whole time equivalent salary. Under the CARE Scheme you will have access to your pension at any time after the age of 55 years and to take immediate payment of your pension; if you decide to retire with immediate payment of your pension after age 55 and before age 60, your 2015 Scheme benefits will have an early retirement reduction.

Pension contributions made during previous employment may be transferred to the Police Pension Scheme. However, due to the relatively high contributions made to the Police Pension Scheme, payments to other schemes may not equate to the same period in Police Service terms.

Compulsory Retirement ages for police officers are specified in Police Pensions Regulations. The ranks of Constable to Chief Inspector are required to retire on reaching the age of 60 and for Superintendents and above, the age of 65 years. These compulsory retirement ages can be extended at the discretion of the Chief Constable on an annual basis. Extensions of service beyond these ages can also be applied for following the local procedure.

Pensions: The HMRC have produced full guidance on the changes to pension allowances. These guides can be found on the HMRC website: [www.hmrc.gov.uk/pensionschemes/index.htm](http://www.hmrc.gov.uk/pensionschemes/index.htm)

## **26. I have not received an email confirming if I have passed or failed?**

At the end of each element of the process you will receive an email from our system. If you have not received an email you should check your junk mail / filter settings in case the email/s get filtered by your spam software.

***Thank you for your interest in joining with Leicestershire Police and we wish you every success.***

***HR Shared Services***