

NOT PROTECTIVELY MARKED



Police Officer Recruitment Guidance

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Introduction to Application Process

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

Due to the expected volume of applications we will not be able to answer telephone calls. However, we will aim to respond to emails within 3 working days during normal office hours, Monday to Friday 8am – 5pm.

If you have a query, before contacting us, please ensure that you have read this document carefully and you have followed all of the online instructions.

There are different stages of the recruitment process and therefore it is important you understand what this 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. The first part of the recruitment process is an online registration and assessment. Our initial communications with you will be via email. If you do not find the answer to your question within this document, then you can email our dedicated recruitment team on:

PoliceRecruit@southyorks.pnn.police.uk

There are set times that the online assessment will be open for you to complete each stage. HR Shared Services will open access to each element of the online assessment for three consecutive days. **We will open access from 9:30am on Tuesday 1st August 2017 for the initial application stage.**

Access to the online assessment can be made at any time during the day or night during each period and from any location that has internet access. This document will remain available to access on the recruitment section of our Internet pages

Humberside Police is committed to fairness towards all members of the community. We need people from diverse backgrounds with skills and experiences to help us deliver excellence in local policing. We would particularly welcome applicants from women, people under 25 years of age, Black & Minority Ethnic (BME) backgrounds and individuals that identify as Lesbian, Gay, Bisexual and/or Transgender as well as individuals from any variety of religions and beliefs.

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

Becoming a Police Officer

What we offer:

- ❖ On appointment, your starting salary will be £19,773 or £22,896 for serving PCSOs or Specials (see FAQs)
- ❖ Annual Leave of 22 days increasing with length of service
- ❖ Police pension
- ❖ Training and development opportunities
- ❖ Employee Assistance Programme (EAP) covering a range of health, wellbeing and lifestyle issues
- ❖ 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

Recruitment Process

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

Stage 1 Online Assessment

- ❖ Registration & Eligibility Screen
- ❖ Realistic Job Preview Questionnaire
- ❖ Behavioural Styles Questionnaire
- ❖ Situational Judgement Test

Stage 2 Application Form

Stage 3 Eligibility Review

Stage 4 Assessment Centre

Stage 5 Interview Stage

Stage 6 Pre-employment checks

Stage 1 – Online Assessment

The start of the recruitment process will be completing the online assessment. It is important that you are open and honest with your responses so that you gain the most benefit from the questions. The online assessment will be divided into four elements.

The first element comprises applicant registration, a realistic job preview and an eligibility screen, the second element is a Behavioural Styles Questionnaire and the third element is a Situational Judgement Test.

HR Shared Services will open access to each element of the online assessment on the dates listed within this document. **We will open access to Stage 1 from 9:30am on Tuesday 1st August 2017 and close access at 23:55 on Sunday 6th August 2017.**

Access to the online assessments for each stage can be made at any time during the open periods detailed within this document and from any location that has internet access.

The system is designed to enable you to complete each element of the online process without timing you out. We recommend that you complete each element in one sitting. Whilst the online tool remains open you can take the assessment at any time during that period. If however, you do not allow yourself enough time before the closing deadline, you will not be able to complete your application.

Before contacting us with a query, please ensure that you have read this document carefully and you have followed all of the online instructions.

Due to the expected volume of applications we will not be able to answer telephone calls during the online process. However, we will aim to respond to emails within 3 working days during normal office hours, Monday to Friday 9am – 5pm.

The online assessment tool consists of:

1. Registration from 9:30 am Tuesday 1st August 2017 until 23:55 pm Sunday 6th August 2017

This is where you enter your personal details such as your full name, full residential address, driving licence details, your National Insurance number and qualifications.

You will be required to provide proof of these details later on in the application process so please ensure you have the relevant documentation available. You will also be required to complete an eligibility screen at this stage.

2. Realistic Job Preview Questionnaire from 9:30 am Tuesday 1st August 2017 until 23:55 pm Sunday 6th August 2017

The purpose of this section is to give you a real view of what it is like to undertake the work of a Police Officer and decide whether or not it is right for you. You will be asked to give your open and honest responses to different situations. There is no right or wrong answer. At the end of the questionnaire, you will be given an overall rating of your suitability for the role of Police Officer based on your responses. You can then make a decision if you would like to continue with the application.

3. Behavioural Styles Questionnaire from 9:30 am Thursday 10th August 2017 until 23.55 pm Monday 14th August 2017

This questionnaire invites you to review a number of statements and indicate which statement you completely agree with or completely disagree with on a sliding scale. In order to progress to the next stage, you must pass the Behavioural Styles Questionnaire. When this stage closes you will be advised of the result and emailed a link to your feedback report.

4. Situational Judgement Test from 9:30 am Monday 21st August 2017 until 23.55 pm Friday 25th August 2017

If you have passed the Behavioural Styles Questionnaire you will be asked to complete the Situational Judgement Test. This is the final stage of the online process. You will be presented with a number of different situations that you might face as a Police Officer with a choice of different actions that might be taken. You will be asked to identify which action will result in an effective or counterproductive outcome. When this stage closes you will be advised of the result and emailed a link to your feedback report.

Stage 2 – Application Form

(link sent to candidates Monday 4th September 2017 – closing date for completed application forms 23.55 pm Sunday 17th September 2017)

You will be invited by email to complete an Application Form.

Please note for this recruitment process we will not be using the National Police Officer Application Form.

You must submit your application form with proof of qualification by way of original certificates, exam slips or letters from the relevant educational establishment and a copy of your driving licence. If you have any tattoos, please ensure you enclose a photograph of them as per the application form guidelines. No late applications will be considered.

Applications forms must be submitted via the e-recruitment system. Hard copies will not be accepted.

Stage 3 – Eligibility Review

At this stage your eligibility will be assessed in line with the national recruitment standards. If you have declared any tattoos they will be assessed to ensure that they are appropriate. If you have declared any convictions it is at this stage where this will be assessed. The eligibility criteria is set out in the Appendices of this document. Should you declare something that makes you ineligible to apply, your application will not be progressed past this point.

Stage 4 – Assessment Centre

Once your application has been reviewed you will be invited to attend a National SEARCH (Structured Entrance Assessment for Recruiting Constables Holistically) Assessment Centre. These are held at the National College of Policing at Ryton, near Coventry or run internally. The assessment lasts for a day. Candidates are required to undertake a variety of exercises see below, which will be based on the Policing Professional Framework – see the website for more details

- 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 three weeks to prepare and full details will be sent to you about what will happen on the day.

You will be provided with your result and feedback report 2 weeks after your attendance.

The current national pass mark for applicants attending the assessment centre is 50%. You cannot attend an assessment centre more than once in a 6 month period.

The pass mark set by the Humberside Police is 50%.

Stage 5 – In force Interview

If successful at obtaining 50% or more at the SEARCH Assessment Centre you will be invited to attend for an in-force interview for the internal stage. This will be conducted by experienced Police Officers and Police Staff. Again, feedback will be available if required.

Stage 6 – Pre-employment checks

If successful at the in force interview stage you will receive an offer letter stating that you will be appointed subject to satisfactorily passing vetting checks, media checks, finance checks, references, attendance criteria, medical & fitness tests and drugs & alcohol tests.

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.

Medical Assessment

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

- ❖ **BMI**
- ❖ **Eye sight test – see Appendices**
- ❖ **Colour vision – see Appendices**
- ❖ **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.

Fitness Test

We test endurance through a fitness shuttle run commonly known as the Bleep test. Details about the content of the fitness test will be provided to you at a later date.

References

We send reference requests to all your previous employers in the last 5 years. If you haven't been employed for 5 years, we will ask for a character reference or an educational reference.

Attendance Criteria

The Force has a sickness/absence criteria of: no more than 33 working days and/or more than 5 separate occasions of sickness absence in the previous 3 years.

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.

Drugs Testing

As part of the Vetting process you will be required to undergo drugs testing. All drug testing processes are entirely confidential and only the presence of illegal substances will be disclosed to the Force Vetting Unit (by the third party drug testing laboratory). Prescribed medication, including that for individuals with certain disabilities or individuals that may be transitioning, is not tested for in the process.

Biometric Vetting

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

Student Officer

After being offered a start date, you will begin on a 14 week initial course as a probationary Police Officer, developing the practical aspects of policing. This is followed by 12 weeks within a local policing area on a Professional Development Unit to attain Independent Patrol Status.

The Professional Development Unit is staffed with experienced tutor constables who oversee and guide newly appointed officers through their introduction into neighbourhood response policing.

During this phase of training you will complete a range of tasks using all the skills and knowledge built up so far. Having reached Independent Patrol the initial training is over and you will be posted to one of the Local Teams for the remainder of your two year probation.

During this time there is the opportunity to evidence your skills in all the elements of the Diploma in Policing, achieving a recognised qualification and confirmation in the rank of constable.

Eligibility Criteria

Applicants

- ❖ **Must be aged 18 years or over by date of recruitment opening**
- ❖ **Must have achieved a standard of education equivalent to A Level** (see Qualifications below)
- ❖ **Cannot be a member of the British National Party (BNP), National Front or Combat 18**
- ❖ **You can apply to become a Police Officer as long as you are an EEA National or a Swiss National. Commonwealth citizens and Foreign Nationals are required to have leave to enter or leave to remain in the UK for an indefinite period. Applicants must have resided in the UK for three continuous years immediately prior to application. See appendix**
- ❖ **Must not have tattoos on your face, neck or hands**
- ❖ **Police Officers must hold a full manual EU driving licence**

Qualifications – (Examples for England, Wales and Northern Ireland)

During your training you will be required to undertake study towards a Diploma in Policing. Based on this requirement, applicants must be able to demonstrate their ability to perform at the required academic level and therefore a prior level of learning must be evidenced.

Equivalent qualifications are listed below -

- ❖ A Level
- ❖ AS Level
- ❖ Advanced Diploma – Level 3
- ❖ National Diploma – Level 3
- ❖ National Certificate – Level 3
- ❖ National Award – Level 3
- ❖ Level 3 Diploma
- ❖ Level 3 Certificate
- ❖ Level 3 Award
- ❖ Level 3 International Certificate in Computer Studies (ICCS) NCC Education UK
- ❖ Level 3 NVQ
- ❖ City & Guilds, Level 3
- ❖ NEBOSH National General Certificate in Occupational Health and Safety
Access to Higher Education Diploma

For additional clarification in relation to qualifications or international equivalents, please contact your examining body for confirmation.

Tattoos

Tattoos are not acceptable if they are particularly prominent, garish, and offensive or undermine the dignity and authority of the role.

If you have a tattoo you will be asked to provide a brief description and photographs of the tattoo. You will be required to supply two digital photographs of each visible tattoo:

- ❖ A distance photograph to clearly identify where on the body the tattoo is.
- ❖ A close up photograph to clearly identify the images.

Each photograph should not be more than 1MB in size. Photographs need to be uploaded and attached to your application form.

If the tattoo is deemed unacceptable, you will not be able to continue with your application regardless of your performance throughout the process.

Appendices

Countries of the European Economic Area (EEA) from which applicants may apply:

Austria
Bulgaria
Belgium
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Slovakia
Slovenia
Spain
Sweden
Romania
United Kingdom

You can still apply to become a Police Officer as long as you are a Swiss National. Commonwealth Citizens and Foreign Nationals are required to have leave to enter or leave to remain in the UK for an indefinite period. Applicants must have resided in the UK for three continuous years immediately prior to application.

Eyesight Requirements

You may have seen a chart like the diagram below at your opticians. The actual chart is much larger and is read from a distance of six metres. Each line equates to a standard. The standard you need to meet either with or without spectacles or contact lenses is:

A
 BC
 DEFG
 HIJKLM
 NOPQRSTU
 VWXYZABCD
 EFGHIJKLMNOPQ
 RSTUVWXYZABCDEF

6/60

6/36

6/24

6/18

6/12

6/9

6/6

6/5

Distance vision

6/12 or better with either your right or left eye or 6/6 with both eyes together. If you wear spectacles or contact lenses you also need to reach 6/36 unaided.

Near vision

6/9 with both eyes together (aided).

Colour vision

The use of colour-correcting lenses is not acceptable. Severe colour vision deficiencies (monochromacy) are not acceptable. Mild anomalous trichromacy is acceptable. Severe anomalous dichromacy or trichromacy is also acceptable but you will need to be aware of the deficiency and make appropriate adjustments.

Eye surgery

Radial keratotomy, arcuate keratotomy or corneal grafts are not acceptable.

Other forms of refractive surgery such as LASIK, LASEK, PRK, ICRS and epiflap are all acceptable provided that six weeks have elapsed since surgery, there are no residual side effects and the other eyesight standards are met.

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