

RECRUITMENT OF POLICE STAFF POLICY

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NORFOLK
CONSTABULARY



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RECRUITMENT OF POLICE STAFF

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Legal Basis

Legislation specific to the subject of this policy document:

- Equality Act 2010
- Fixed-Term Employment Regulations (Prevention of Less Favourable Treatment 2002
- Employment Rights Act 1996

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)

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- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)

1. Statement of policy

- 1.1 This policy sets out the framework and requirements that must be followed when carrying out any recruitment process for police staff roles.
- 1.2 Norfolk and Suffolk Constabularies (together “the Constabularies”) are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. Unless we have expressly stated that a policy is contractual, all our policies and procedures are non-contractual. We may change them at any time and will consult with UNISON on any changes proposed.
- 1.3 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status. Managers have a specific responsibility to ensure this policy is applied fairly, and all staff have a shared responsibility in ensuring the success of this policy.
- 1.4 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the HR department in conjunction with the Central Policy Unit.
- 1.5 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards, continues to meet our needs, and reflects any changes in legislation.
- 1.6 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers, HR Delivery.

2. Applicability

- 2.1 This policy applies to the recruitment and selection of police staff vacancies and is applicable to both internal and external job applicants.
- 2.2 This policy does not apply to the recruitment of police officers, special constables, agency staff or volunteers. For additional guidance, please contact the Recruitment Team.

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3. Introduction

- 3.1 The Constabularies are committed to fostering a diverse and inclusive workforce. Applications for vacancies are positively encouraged from suitably qualified applicants regardless of sex, age, disability, race, sexual orientation, gender reassignment, marital status or civil partnership, pregnancy and maternity, religion or belief.
- 3.2 The Constabularies may implement positive action initiatives where it considers there is evidence of under-represented groups in specific areas.

4. Responsibilities

- 4.1 The Recruitment Team are responsible for:

- driving the recruitment process, including governance and compliance;
- providing support and guidance to hiring managers;
- delivering an appropriate transactional service relating to the recruitment process, including pre-employment and internal post move checks;
- attending recruitment events.

- 4.2 Hiring managers are responsible for:

- ensuring this policy is implemented within their area of responsibility;
- initiating the recruitment process for their vacancies, liaising with the Recruitment Team;
- ensuring they obtain financial approval and authorisation for recruitment;
- providing the required documentation, including advert content and up to date role profile;
- determining the selection process;
- ensuring applicants are selected fairly (shortlisting, interviewing etc);
- ensuring the rationale for selection decisions is recorded.

- 4.3 Applicants are responsible for:

- complying with this policy as it applies to them;
- complying with the correct application procedure;

5. Recruitment and Selection Process

- 5.1 All vacancies will be managed through Oleeo, the Constabularies' e-recruitment system. Guidance for managers on how to access and use Oleeo can be found on the intranet.

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5.2 The recruitment and selection process consists of the following procedural steps:

1. vacancy review;
2. recruitment/financial authorisation;
3. job design, role profile and job evaluation;
4. advertising;
5. application process;
6. shortlisting;
7. interview and selection process;
8. conditional offer;
9. vetting and pre-appointment checks;
- 10.confirmed offer.

6. Vacancy review

6.1 When a vacancy arises the hiring manager needs to give consideration to whether the post is still required and/or if the hours are still appropriate. It may be an opportunity to consider if existing resources are being used in the most appropriate way or review the structure in the department.

6.2 Any proposed changes to resourcing requirements must be discussed with the relevant senior leadership team and HR Advisor for the business area.

7. Authorisation

7.1 To initiate the recruitment process, the hiring manager is required to complete the on-line requisition and authorisation process in Oleeo.

8. Job design, role profile and job evaluation

8.1 When a recruitment need has been identified, the hiring manager needs to consider the following:

- Has the role changed or are any changes required?
- Does the role profile need updating and re-evaluating?
- What would be the impact on budget if the pay band changed?
- Are the hours still appropriate or could they be reduced?
- Is the assigned modern workplace category still correct?
- What would be the impact of not recruiting to the post?

8.2 Prior to commencement of any recruitment process, the hiring manager must ensure an appropriate role profile is in place.

8.3 Approved role profiles can be found on the intranet in the role profile database.

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- 8.4 The role profile must accurately reflect the requirements of the role and be evaluated accordingly.
- 8.5 If a current role profile requires revision or a vacancy for a new post arises, the hiring manager must complete a Job Description and Evaluation Request Form which can be found on the intranet.
- 8.6 Queries relating to role profiles and requests for minor changes must be directed to the HR Reward Team.
- 8.7 A vacancy cannot be advertised without an approved role profile, completed evaluation and modern workplace category.

9. Advertising

- 9.1 All vacancies will be advertised internally on Force Orders.
- 9.2 Depending upon the anticipated interest from potential applicants and the target audience, hiring managers may wish to extend their advertising externally i.e., Force website, social media platforms, use of recruitment agencies, etc. which may incur a cost.
- 9.3 The hiring manager must notify the Recruitment Team if they wish to explore this. Where costs will be incurred budget approval must be obtained before advertising. Any costs will need to be funded by the recruiting department.
- 9.4 The hiring manager is responsible for creating the advert for Force Orders and Force website.
- 9.5 Adverts must be clear and concise in order to ensure they attract appropriate applicants. They should include:
 - key terms, such as location; modern workplace category; pay band; any allowances such as shift; hours of work;
 - an overview of the role responsibilities;
 - the skills and experience needed based on the essential and desirable criteria on the role profile;
 - if possible, details of a nominated person to contact for further information.
- 9.6 Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 9.7 The Recruitment Team may amend the advert after consulting with the hiring manager to ensure that it meets the guidelines above and complies with relevant legislation (e.g., Equality Act 2010).
- 9.8 All vacancies must be advertised as open to flexible working requests including job share.

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- 9.9 The Recruitment Team is responsible for placing the advert. The closing date is determined by the hiring manager. All vacancies should be advertised for a minimum of seven days.

Expressions of interest

- 9.10 An expression of interest can be used for internal vacancies in place of a full advert and application process. An expression of interest may be restricted to a particular department or directorate where this can be justified, e.g., urgent requirement and/or requiring specialist skills/experience which are only available in one department.
- 9.11 The request for an expression of interest will need to go through the recruitment system and approval process the same as for vacancies that require the full application process, but the application form itself is much shorter. The expression of interest form for applicants to complete is on Oleo.

Secondments

- 9.12 The decision on whether a vacancy is advertised as an internal secondment is made by the hiring manager taking account of the benefit to the Constabularies and development opportunities for police staff. For further information please see the Secondments Policy.

10. Application Process

- 10.1 All applicants are required to complete the online application form accessible via Oleo. Paper applications will only be accepted in exceptional circumstances, for example as a reasonable adjustment arising from a disability. If a potential applicant needs to apply via a paper application they should contact the Recruitment Team.
- 10.2 Applications will not normally be accepted after the closing date. An exception may be made by the hiring manager.
- 10.3 The hiring manager reserves the right to close an advert before the closing date, for example if an exceptionally high number of applications is received. It will be stated on the vacancy advert that it could close early, and therefore individuals should apply at their earliest convenience or if they are unable to, to contact the Recruitment Team to advise they intend to apply so that they can manage any updates with them directly.
- 10.4 Current employees, casual workers and agency staff with at least 12 weeks continuous service are eligible to apply for internal vacancies. Serving police officers may only apply for internal police staff vacancies if they have already submitted notice of their resignation/retirement as a police officer. There are no restrictions on who can apply to vacancies advertised on the external force website.
- 10.5 All internal applications must be endorsed by the individual's line manager and head of department in respect of eligibility to apply.

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- 10.6 Applicants must inform their line manager and head of department of their intention to apply and the line manager/head of department must then confirm to the individual in writing whether or not they endorse the application. The written record of the endorsement decision should also be sent to People Customer Services for retention on the individual's personal file.
- 10.7 The Oleo application form will require the applicant to confirm they have informed their line manager/head of department of their application and declare if it has or has not been endorsed. The application can still be submitted via Oleo if it is not endorsed but should indicate that it has not been supported using the required fields.
- 10.8 A decision not to endorse an application should only be for one (or more) of the following reasons:
- the applicant has been subject to formal attendance management procedures within the last 12 months;
 - the applicant has been subject to formal performance management procedures within the last 12 months;
 - the applicant has a live disciplinary sanction in place.

Note however that an exception may be made for medical redeployee applicants who are subject to formal attendance management procedures.

Monitoring applications

- 10.9 As part of the application process, applicants will be asked to provide personal information such as age, gender, sexual orientation, disability, ethnicity on a separate monitoring form. It is not mandatory for an applicant to provide this.
- 10.10 This information will not be accessible by the hiring manager or anyone else involved in the recruitment process. It will be used to monitor trends associated with the recruitment and selection, and for audit purposes.

Disability Confident Applicants

- 10.11 Any applicant applying for a specific vacancy who declares a disability must be offered an interview if they meet the essential criteria, subject to any reasonable adjustments they may require in order to attend or participate. This is in line with the Constabularies' commitment to the Disability Confident Scheme. Applicants should notify the Recruitment Team at application stage if they are applying under the Disability Confident Scheme. The Recruitment Team will notify the hiring manager to shortlist the applicant if they meet the essential criteria.

Armed Forces Applicants

- 10.12 Any applicant applying for a specific vacancy who declares they are a member of the armed forces community, must be offered an interview if they meet the essential criteria. This is in line with the Constabularies' commitment to the Armed Forces Covenant Pledge.

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- 10.13 Applicants should notify the Recruitment Team that they are applying via the Armed Forces Guaranteed Interview Scheme at application stage. The Recruitment Team will advise the hiring manager to shortlist the candidate for interview if they meet the essential criteria.

Reasonable Adjustments

- 10.14 Applicants are encouraged to disclose if they have a disability when applying for a vacancy so that appropriate reasonable adjustments can be considered.
- 10.15 All applicants will be asked if they require any adjustments to be considered for any part of the recruitment process when they apply for a vacancy or on appointment if successful for the vacancy. The hiring manager will determine if adjustments are reasonable in liaison with the Recruitment Team as required.

Redeployment Applicants (at-risk of redundancy and medical)

- 10.16 Any employee who has been notified that they are at-risk of redundancy may submit an application in direct response to an advertised vacancy.
- 10.17 Applicants will identify themselves on the Oleo system as being at-risk and this will be visible to the hiring manager and Recruitment Team.
- 10.18 At-risk applicants who meet the essential criteria must be offered a suitability priority interview or discussion ahead of all other candidates. The content of the suitability discussion will be determined by the hiring manager. Normally, if there is only one at-risk applicant, a 1-1 discussion should be held; if there are more than one at-risk applicants, a competitive interview will need to be held.
- 10.19 Unless an at-risk applicant is clearly unsuitable, they must be offered the post. If the member of staff has been served with notice of redundancy this will be an offer of redeployment and once accepted, the contract of employment will be varied accordingly. Please see the Change Management Policy for further information. Where an applicant is not suitable, it is recommended that the hiring manager seeks advice from their HR Advisor and/or Recruitment Team before any decisions are confirmed.
- 10.20 Applicants who are at-risk and accept an offer of redeployment are no longer eligible to apply for vacancies as an at-risk applicant.
- 10.21 Under certain circumstances, a member of staff may also seek redeployment to an alternative role on the grounds of ill health or disability. This will only be for cases which have been authorised by HR and HR will support the member of staff in identifying potentially suitable vacancies. For further information, please see the Medical Redeployment Appendix in the Sickness Absence Management Policy.
- 10.22 Where an eligible redeployment applicant is identified, the hiring manager will be informed and the applicant must be managed in accordance with the relevant policy (i.e. Change Management Policy, Capability Policy).

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10.23 The priority order in which redeployment applicants will be considered is as follows:

- staff who are placed at-risk of redundancy during the protected period of maternity leave, adoption leave or shared parental leave;
- All other staff who are at-risk of redundancy including staff whose fixed term contract is coming to an end;
- Staff who are subject to medical capability where they can no longer perform their current role (as confirmed by HR).

Where a member of staff needs to be redeployed due to a disability it may be appropriate to consider adjusting the above policy. Any adjustment will only be made upon the advice of HR.

Select Lists

10.24 A hiring manager may choose to hold a select list where there were more candidates assessed as suitable in a selection process than vacancies available at that time.

10.25 Select lists may be used prior to advertising a new vacancy for vacancies which occur frequently or are complex and time consuming to recruit to, or where there has been a second very close candidate.

10.26 All available vacancies at the conclusion of the original interview/selection process will be offered to the highest scoring candidates at interview/assessment, subject to vetting and pre-appointment checks, and remaining candidates who were assessed as suitable can be placed on a select list. The list does not necessarily have to include all candidates who were identified as suitable, but may for example, include the top two or three candidates only. A select list may comprise just one candidate.

10.27 Where a manager decides to create a select list they should notify all staff in their department in order to manage their expectations for future recruitment.

10.28 Candidates who were assessed as suitable must be notified by the hiring manager that they are held on a select list for six months and if a vacancy for the same role arises during this period, the next highest scoring candidate held on the list will be offered the post. A candidate may choose to decline to be held on the select list. Any internal candidates within the department who are not to be held on the select list should also be notified by the hiring manager.

10.29 A record of select lists will be held in Oleoo and can be accessed by hiring managers.

10.30 Candidates should be removed from a select list after six months by the hiring manager.

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11. Shortlisting

- 11.1 The hiring manager is responsible for shortlisting the applications. Applications should be shortlisted by two people. The hiring manager may delegate shortlisting to another person but should satisfy themselves that due diligence has been exercised before they communicate the outcome.
- 11.2 During the shortlisting process the short-listers will assess the evidence provided against the shortlisting criteria displayed against the vacancy in Oleeo. Short-listers must take care to assess the applications consistently and each complete the standard matrix on Oleeo to record their scores and outcomes, this includes where an Expression of Interest process is being used.
- 11.3 The hiring manager will determine how many applicants are selected for the interview/assessment process. The hiring manager retains the right to progress candidates based on overall score and/or any additional rationale that justifies inviting candidates to interview.
- 11.4 Shortlisting outcomes will be recorded in Oleeo, both successful and unsuccessful, and communicated to all applicants by the hiring manager.
- 11.5 Unsuccessful internal applicants who were not selected for next stage must be offered feedback, in a format they can add to their PDR, highlighting any development areas for them to pursue.

12. Interview and Selection Process

- 12.1 It is the hiring manager's responsibility to determine the most appropriate selection method for the recruitment of their vacancy. Formal interviews will be held for all vacancies where there is more than one shortlisted applicant. Where there is only one shortlisted internal applicant a professional discussion can be held instead that sets out the requirements of the role and ensures essential criteria is met by the applicant, which should be confirmed in writing to record on the applicant's PDR. For certain roles which involve an element of safeguarding, such as work with children or vulnerable adults, a Warner style interview may be used.
- 12.2 Hiring managers may choose to include additional selection methods or activities in addition to an interview, e.g., presentations, work sample or scenario exercises, written assessments. These should only be used when they can be justified by the responsibilities and criteria for the role. Hiring managers can seek advice from the Recruitment Team if required.

Interview arrangements

- 12.3 Interviews must be arranged via Oleeo. The hiring manager will add the date, time, location, and any other relevant information to the system. It is generally recommended that applicants are given no less than seven days' notice. Once this information is set up, shortlisted applicants will then be able to arrange their own interview via Oleeo.

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- 12.4 If other methods or activities are to be incorporated into the selection process, candidates should be notified in advance and of any specific preparation is required.
- 12.5 Candidates are allowed to bring written notes into the interview to assist them at the discretion of the panel chair (which should be clarified to candidates in advance), or as a reasonable adjustment in accordance with the Equality Act 2010.
- 12.6 Expenses will not be paid to applicants for attendance at interview and selection processes.

Panel

- 12.7 The panel chair should be of the same pay band or above (or police officer equivalent) to the pay band of the vacancy being recruited to. Interview panels must consist of at least two people. If an interview panel member is related to or personally knows one of the candidates, they must declare this to the panel chair who will decide if their involvement in the process can continue.
- 12.8 If the panel chair has any personal, friendship or social connection (including on social media) with any of the candidates they should record this on the interview file notes for transparency and audit purposes. This does not however mean that the panel chair needs to exclude themselves from the recruitment/interview process.
- 12.9 At the interview/selection process questions must not be asked relating to someone's protected characteristics, such as age. Panel members must take care to avoid discrimination in all parts of the recruitment and selection process and should be aware that they may be held personally liable for any discrimination that does occur.

Interview/selection content

- 12.10 Before the interviews the panel chair must agree the questions for the interview. The interview will be based on the role requirements and any relevant values and behaviours. Questions about employment history and clarification of anything that is unclear on the application form may also be asked. Information on terms and conditions (e.g. salary range, annual leave entitlement) and any other relevant information may also be shared at the interview.
- 12.11 If other selection methods or activities are used, care must be taken to ensure they are appropriate, non-discriminatory and do not carry any unfair bias. For example, where knowledge of the police service/our Constabularies gives internal candidates an unfair advantage over external candidates. It may be appropriate to prepare model answers to any activities to be used.

Interview/selection scoring of candidates

- 12.12 Interview records may be disclosed to candidates if requested and must always be factual, evidence based and professional. Notes of the candidates'

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responses at interview will be entered in Oleeo, and an interview scoring matrix, accessible via Oleeo, must be completed for each candidate. All information and evidence recorded must be obtained from the interview/selection process and not based on any prior knowledge or perception of the candidate.

- 12.13 If other selection methods/activities are being used the scoring method should be considered in advance and the weighting this will be given in relation to the interview.
- 12.14 The chair of the panel must ensure the panel reaches a decision on each candidate in terms of scoring for the interview and any other methods/activities used and that all information is recorded on the scoring matrix on Oleeo.
- 12.15 Any candidate who does not achieve an 'acceptable' score on any essential criteria will be considered unsuitable. The highest scoring candidate will usually be chosen as the successful candidate. If two or more candidates achieve the same highest score the panel should consider who has achieved the highest score on the essential criteria, as opposed to desirable criteria, to determine the successful candidate. If the scores are still equal, a weighting system may be used, by which the panel chair identifies which of the essential criteria are most critical to the role.
- 12.16 In the event the panel is still unable to differentiate between candidates, or reach agreement, the chair of the panel will make the final decision and must ensure that their justification for the outcome is documented.
- 12.17 The panel chair or hiring manager must notify the successful candidate of the outcome and must notify the Recruitment Team which candidate they offer the vacancy to. If the hiring manager has any reservations about making an offer to the highest scoring candidate, they should seek advice from the Recruitment Team.

13. Conditional Offer

- 13.1 The panel chair (or hiring manager) is responsible for arranging to notify the successful candidate (usually by telephone) that they have been successful and that their offer is subject to satisfactory pre-employment checks.
- 13.2 If the candidate does not accept the offer, then the post may be offered to the next most suitable candidate identified at the selection process. If the candidate declines the offer because of the starting salary, consideration may be given to offering a higher starting salary. Please see 13.6 to 13.7 below.
- 13.3 The hiring manager should be aware that if an agency member of staff is successful there could be a conversion fee due to the agency. The hiring manager should contact the Recruitment Team to confirm.
- 13.4 The panel chair (or hiring manager) is responsible for notifying the unsuccessful candidates via Oleeo. Unsuccessful candidates must be offered feedback and for internal candidates, this should be in a format which identifies any development areas which they can add to their PDR to pursue.

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13.5 If the hiring manager has decided to create a select list for any future vacancies arising in the next six months, they should ensure any candidates whose details they propose to hold on the list are duly notified of this. Any candidate may choose to decline to be held on a select list.

Starting salary

13.6 The starting salary offered will depend on whether the successful applicant is external or internal, and should be offered on the following basis:

External applicants:

- the minimum pay point of the band for the job;

Internal applicants where the post offered is at a higher pay band:

- the minimum pay point of the band for the job;

Internal applicants where the post offered is at the same pay band of their current job:

- the same pay point of the band for the new job as they are on in their current job.

13.7 In certain circumstances, such as in strong job market conditions or a high level of expertise of the applicant, it may be appropriate to appoint to a higher pay point in the band. Before appointing at a higher pay point, the Head of Department must seek prior approval from the HR Reward Manager, through written submission of their rationale.

13.8 The written submission should include the following information:

- what experience and expertise relevant to the role does the individual bring?
- has the role been hard to recruit? Are there market forces for jobs of this type?
- what is the operational impact of not filling the role?
- what is the impact on colleagues? Would they 'leapfrog' existing post-holders?

13.9 If a higher starting pay point is approved and offered, a record will be held on the successful candidate's personal record to explain the reasons. The HR Reward Manager will also ensure that this is noted and recorded at Joint Collective Consultation (JCC). This may be required to justify the difference in pay in the event of an equal pay claim.

Formal notification

13.10 The hiring manager is required to notify the Recruitment Team once the candidate has verbally accepted the offer. The Recruitment Team will issue formal notification to the candidate via Oleo that they have been successful and that the pre-employment checks are now being progressed.

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13.11 The chair of the interview/selection panel will be responsible for providing feedback to unsuccessful candidates, where requested.

14. Vetting and Pre-appointment checks

14.1 Appointment to any post is conditional upon satisfactory vetting and pre-appointment checks. Once a conditional offer is made and verbally accepted, the Recruitment Team will proceed with the vetting and pre-appointment checks. No external or internal candidate must commence an appointment or take up a new role until all appropriate vetting and pre-appointment checks have been carried out and confirmed to be satisfactory. Internal candidates will be subject to 'after care vetting'.

14.2 Only in exceptional circumstances will the Constabularies consider commencing an individual in post who has pre-appointment checks outstanding and this will be dependent on the role, the information outstanding and the risk posed to the Constabulary and/or public safety. An exception can only be authorised by the DCC of the relevant Constabulary and will not be applied to vetting or proof of the right to work in the UK.

14.3 Depending on the role, vetting and pre-appointment checks include:

- verification of ID and right to work in the UK
- security vetting
- financial vetting
- bio-metric vetting
- medical screening
- references (five years) for external candidates
- verification of qualifications (where specified as a requirement for the role)
- attendance/performance/conduct for internal candidates
- other checks as deemed necessary.

Verification of ID and right to work

14.4 In line with legislation, prospective employees must provide proof of their legal right to work in the UK. A full list of the documentation that can be accepted to verify this will be provided to the candidate.

14.5 The documentation provided by the candidate must be signed and dated and certified as a true copy.

Verification of qualifications

14.6 Original certificates confirming the achievement of qualifications relevant to the post applied for must be checked and verified as part of the recruitment process, ideally at interview/selection stage. A copy of the certificate(s) must be taken, signed and verified that the original has been seen.

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Vetting

14.7 Successful applicants, both internal and external, will be subject to all relevant security and financial vetting checks. Any job offer will be conditional on successful vetting. For further information on the vetting process please see the Vetting – Policies, Guidance and FAQs.

Bio-metric vetting

14.8 Some roles require bio-metric vetting to be undertaken as part of the pre-appointment checks. This will be made clear on the vacancy advert.

Medical screening

14.9 All external candidates will be asked to complete a medical questionnaire, once a conditional job offer has been made. For internal candidates, the nature of the role, for example any new physical or emotional demands, will determine whether a pre-appointment medical check is required, and this will be determined by the hiring manager in consultation with the Recruitment Team.

References

14.10 For external candidates, references must cover the preceding five years.

14.11 References will not be required for internal candidates.

For full information on the employment reference request process please see the Constabularies' References Policy.

Failure to satisfy pre-appointment checks

14.12 Candidates must satisfy all vetting and pre-appointment checks for an offer to be confirmed. Should a candidate fail to satisfy pre-appointment checks their conditional offer will be withdrawn, unless otherwise authorised by the DCC only.

15. Confirmed Offer

15.1 Candidates who have satisfied all pre-appointment checks will be issued with a confirmed offer of appointment and an employment contract setting out their terms and conditions.

15.2 External appointments will usually be subject to a probationary period, which will be confirmed in the employment contract.

15.3 The start date will be determined by the hiring manager in liaison with the candidate.

16. Selection Appeal Process

16.1 An appeal may be made at any stage during a selection process where an individual feels that they have been unfairly disadvantaged.

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16.2 An appeal can only be made if evidence is provided on one of the following grounds:

- the process is unfair;
- the process has been applied unfairly;
- other participants in the process have acted unfairly.

16.3 An individual who wants to appeal should submit their appeal in writing to the Recruitment Manager within seven calendar days of being notified of a selection decision.

16.4 The appeal must clearly state on which of the above grounds the individual is appealing and provide supporting evidence. This would include how and at what stage the process disadvantaged them.

16.5 The Recruitment Manager will respond within 14 calendar days of receipt. Actions of the Recruitment Manager may include: speaking to the interview/selection panel chair to obtain reason for original decision; convening a meeting with the individual; where appropriate, suspending the selection process following liaison with the relevant recruiting and senior manager.

16.6 Once a decision has been made by the Recruitment Manager on resolution of the appeal, no further appeal will be allowed.

17. Data Protection

17.1 All data collected, created and stored about any individual under this policy will be managed in accordance with the UK General Data Protection Regulation (UK GDPR). In line with the UK GDPR, these records will be held confidentially and kept for no longer than necessary. The stringent rules that apply under the UK GDPR when collecting special categories of personal data (eg information about an individual's health) and criminal records data will be adhered to.

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