**Force Vetting FAQ’S**

***What is vetting & why do we do it?***

Vetting aims to identify people who are not suitable for work within the police.

Everyone in the police service must maintain high ethical and professional standards and act with integrity.

Therefore, vetting plays a key role in ensuring these standards are maintained and that public confidence in the force is upheld.

Vetting Officers will undertake thorough checks to ascertain an applicant’s suitability as well as those they associate with, i.e partners, parents, siblings & co-residents.

If an applicant refuses to complete the procedure, they will NOT be granted clearance and will have no access to BTP sites or assets.

***Am I suitable?***

**Offences** - There are some offences that will lead to a rejection in ALL cases as per Principle 12 in the [Vetting Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/651356/CCS207_CCS1017140102-1_HO_Vetting_Code_Accessible.pdf).

These are as follows:

* *Offences committed as an adult or juvenile which resulted in a prison sentence (including suspended or deferred).*
* *The applicant is a registered sex offender or is subject to a registration requirement in respect of any other conviction.*
* *Offences committed as an adult (17+) that involve serious violence, dishonesty, corruption, fraud, serious drugs offences and abuse of children.*

In cases that don’t fall into the above categories, they will be considered on their own merits.

This includes factors such as:

* Age at time of the offence
* Nature of the conviction/caution
* Applicants’ role in the offence.

**Residency -** An applicant will be required to have resided within the UK for the last three years if their job role requires Recruitment Vetting and five years if it requires Management Vetting.

This is because the UK police service does not currently have any means of routinely facilitating vetting enquiries overseas to the extent required for those who are resident in the UK.

Your HR contact will ask you to provide two forms of Proof of Address dated within three months of your application.

**Finances –** Dependant on the specific circumstances, it is unlikely an applicant will be granted vetting clearance if they have:

* Existing county court judgments outstanding against them.
* Been registered bankrupt and have not discharged their bankruptcy.

More information regarding residency criteria & finances can be found in the 2021 [Vetting APP](file:///%5C%5Cfhq-uphd-00%5CRedirected%24%5C4182bake%5CDownloads%5CC41I0321_APP%20on%20Vetting%202021%20%283%29.pdf).

***Common Errors***

Ensuring your form is completed substantially will not only aid the Vetting Officers but also speed up the process.

Forms that are missing key elements will be returned to the applicant.

The following pieces of information are often overlooked:

**Previous names**

* This includes Maiden Names (surname of a woman prior to marriage) & Deed Poll changes. It is worth noting that if you have changed your name by Deed Poll you will be expected to provide documentary proof of this to confirm your identity.

**Complete addresses**

* Whilst a postcode proves helpful it is important to provide the **Town & County** for **ALL** addresses you put on your form.

**Parents & Parents partners’**

* **FULL** details will be required for your parents and their partners’, it would be advisable to ensure you have the information you need before completing the form.
* Parental information is still required even if they are deceased.
* If for some reason full details cannot be supplied, then you **MUST** justify why this is.

**Siblings**

* Complete details for full, half & step siblings.

**Co-residents**

* Complete details for all co-habitants

**Previous Police Employment**

* If you have previously worked with another force then please ensure you provide your job title, length of employment & any warrant/staff numbers you had.

**Contact details**

* When providing an email & mobile number please ensure these are your **PERSONAL** ones.

**Social Media**

* At the BTP we look at the following Social Media Platforms- Facebook, Twitter, Instagram & LinkedIn.
* If you have one of the above it is crucial that you provide links to the pages accordingly.
* If you do not have all four, please provide links to the applicable platforms and declare any you do not have. It is not sufficient to leave this part blank if you have no social media platforms. Please clearly stipulate that you have no social media to avoid confusion.

**Convictions/ Arrests**

* You must declare any and all dealings you have had with the police even if you were a minor at the time or if No Further Action was taken.
* It is also important to be honest about any convictions/ arrests that you are aware of within your family or social circle.
* It's important to disclose the information when requested, no matter how minor you may think it is, we need to know about it.

It is important to understand that deliberately omitting information from your application WILL result in a failure at the vetting stage. This is an honesty and integrity issue and will not be accepted within the police service.

***What happens if I fail?***

If you fail the vetting procedure you will be written to explaining the reason for the vetting refusal. There may be limited occasions when an explicit reason cannot be given to you and will usually refer to information held by police about individuals listed on the vetting application form. You will then have the right to appeal.

An appeal form will be sent to you along with your rejection letter and should be completed in full.

This will then be presented by the Vetting Manager at the appeal panel which consists of the Deputy Chief Constable, a senior HR representative and a member of external legal counsel. The appeal panel meets on a monthly basis and you will be informed of the outcome shortly after.

More information regarding the appeal process can be found in the 2021 [Vetting APP](file:///%5C%5Cfhq-uphd-00%5CRedirected%24%5C4182bake%5CDownloads%5CC41I0321_APP%20on%20Vetting%202021%20%283%29.pdf).