

# Police Inspector Selection 2019 – Guidance Notes for Line Managers

Candidates wishing to take part in the selection process for Police Inspector vacancies will be asked to submit their Statement of Competency and Line Manager Recommendation Form between **noon on Monday 7<sup>th</sup> January to noon on Friday 18<sup>th</sup> January 2019**.

The following notes will assist you in completing the Line Manager Recommendation form to support candidates in this process.

## Section 1

Complete candidate's details

## Section 2

Check candidate's eligibility; consideration should be given to the following:

- Has the candidate completed any probation/tenure period? This usually means that they must have been in the rank/role for at least 12 months.
- Work-Based Assessment candidates must have completed their Work-Based Assessment programme and be substantive in rank.
- Whilst tenure does not debar a candidate from applying for promotion it may be a factor if the candidate is already a substantive Police Inspector and applying for a lateral transfer.

## Section 3

The individual must have a Performance Development Review, and been rated as **Exceptional** or **Good** in terms of performance and **High** or **Medium** in terms of potential, to be eligible for promotion. Using the ratings taken from their individual review, you need to comment on both the individual's performance and potential. It is worth bearing in mind that your assessment might not tally with that of the original reviewer if this was not you. As the current line manager your comments should be evidence based.

## Section 4

This section asks you to consider how committed the candidate is to demonstrate compliance with mandated or legislative requirements. Are you confident that the candidate understands his or her responsibilities as a manager and supervisor of teams?

## Section 5

It is essential that our leaders behave appropriately and in accordance with the Police Code of Ethics. If you are unable to testify to the candidate's suitability for selection please indicate as much on the form. Where you have answered "no" to a question please provide as much information as you can.

Finally you and the Second Line Manager are asked to recommend the candidate for promotion, make any additional comments and sign the form.

If you have further questions which have not been answered by this guide please contact: [Promotion-and-Assessment@btp.pnn.police.uk](mailto:Promotion-and-Assessment@btp.pnn.police.uk)

## Section 6: Line Manager Checklist

<b>Have you ...</b>		<input checked="" type="checkbox"/>
1.	Referred to the Line Managers Guidance Notes above?	<input type="checkbox"/>
2.	Discussed the candidate's readiness for promotion?	<input type="checkbox"/>
3.	Discussed the candidate's readiness for promotion with their Second Line Manager?	<input type="checkbox"/>
4.	Checked and confirmed that the candidate meets the eligibility criteria?	<input type="checkbox"/>
5.	Fully completed the Line Manager Recommendation form, including a rationale for your decision?	<input type="checkbox"/>
6.	Forwarded the Line Manager Recommendation form to the Second Line Manager for completion?	<input type="checkbox"/>
7.	Ensure that the candidate is aware that they may be posted anywhere within their Division.	<input type="checkbox"/>