



Special Constable Application Pack



About the job

BTP's mission is to work in partnership with others to help build a safe railway environment that is free from disruption and the fear of crime. Special Constables are vital in achieving our mission by acting as connector within our community and maintaining public confidence.

Our Special Constables work closely with our Regular Officers in small teams and gain from specialist training and a wide variety of deployment types and location. With the same powers and the same uniform, you'll play a key role in maintaining our extremely high standards of policing.

This is a hugely varied role, so you'll need to be ready for anything – from patrolling by foot or vehicle, through providing a reassuring presence on trains or at stations, to assisting at incidents including theft, assault or illegal travel.

You'll travel, too. You might be carrying out your duties while moving at 125 miles per hour from one city to another. And of course you'll come into contact with people from all walks of life, often at stressful or emotional times for them. One thing is certain – no two days will ever be the same.

To join us, you'll need outstanding resilience and dedication. You'll benefit from unrivalled training and investment in your development. After all, we need you to be the best there is.

Whatever your background, you'll be truly valued as an integral member of our force. We'll reimburse all your expenses. We'll help you develop the talents that will enhance every aspect of your life – from leadership to responsiveness.

Please note BTP are unable to accept applications from a select number of prohibited occupations, please the bottom of this document for the full list.

Who we're looking for

It is important that our Special Constables provide the best possible service. As such we are looking for people who are both eligible for the job and capable of doing it effectively, as defined by the following eligibility criteria.

Nationality / Right to work in UK

You must have the right to live and work in the UK permanently and without restriction. You will automatically have this right if you are a British national or a member of the EC or other states in the EEA (Iceland, Norway, and Liechtenstein). Commonwealth citizens and foreign nationals may also be eligible – please note you must be able to stay here permanently and work without restriction.

Residency

All applicants (regardless of nationality and right to work) must have been resident in the UK for the last 3 years at least. This is required to ensure we can vet you sufficiently and applies as much to British applicants as to any other nationality. A 2 week holiday abroad is fine, but a gap year spent travelling is not.

Age

You must be at least 18 years old to become a Special Constable.

Convictions and cautions: you and your family

You will not be eligible to apply to become a Special Constable if you have ever had any convictions, cautions, reprimands and penalty notices (other than driving penalty notices). This includes juvenile convictions.

We will also want to know whether any of your close family or associates is involved in criminal activity. As a result, comprehensive local and national (international if appropriate) security checks are completed on all applicants and their families/immediate associates.

Applicants are strongly recommended to advise family members etc. that security checks will be carried out on them.

Where relatives or the associates of an applicant are found to have unspent convictions or cautions for recordable offences, the following will be considered:

- The likelihood that the applicant's performance and discharge of duty will be adversely affected e.g. through adverse pressure or a conflict of interests;
- The nature, number and seriousness of the offences or involvement in criminal activity and the time over which these took place;
- Whether the circumstances are likely to bring discredit to or embarrass the police service or police force.

A decision that an applicant is 'unsuitable' on the basis of relatives' convictions, intelligence material or his/ her criminal associations will be taken by the Force Vetting Officer. The results of checks on relatives and associates will not be disclosed to an applicant.

Tattoos

Tattoos are not necessarily a bar to appointment and much depends on their size, nature, location and extent. Tattoos however cannot be accepted if they are on your face, neck and hands.

Tattoos elsewhere will be considered unacceptable if they:

- Undermine the dignity and authority of the constable
- Could cause offence to members of the public or colleagues and/or invite provocation
- Are garish or numerous or particularly prominent
- Indicate unacceptable attitudes towards women, minority groups or any other section of the community
- Indicate alignment with a particular group which could give offence to members of the public or colleagues
- Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating
- If you have tattoos on your forearms you should describe their nature, any words used, extent, size and location in your application

Membership of British National Party (BNP) or similar

If you are, or if you have been a member of the BNP or similar your application will be rejected.

Health

Special Constables encounter stressful situations, trauma, physical confrontation and work long hours and late finishes on shifts and as a result they need to be resilient enough to cope with the demands and pressures of police work. Applicants must therefore be in good health mentally and physically to undertake police duties.

Our health standard requires you to show that you can give regular and effective service. In

order to do this, we ask you to provide details of your health. If you are successful at the application stage and pass the assessment centre you will be sent a medical questionnaire and asked to come in for a medical examination. The health of each candidate is considered individually and no decision to reject a candidate is made without referral to a medical advisor.

Applicants with disabilities

The Disability Discrimination Act 1995 defines a person with a disability as “A physical or mental impairment which has a substantial adverse long term effect on his or her ability to carry out normal day to day activities.”

The police service welcomes applications from people with disabilities and will do all it can to make reasonable adjustments, which will allow disabled applicants to do the job. Please let us know if you have a disability and the type of adjustment, which you might need to enable you to apply for and do the job.

Eyesight

The following eyesight restrictions apply to Special Constables applications:

Distance vision

6/12 or better with either your right or left eye and 6/6 with both eyes together. If you wear spectacles or contact lenses you also need to reach 6/36 without your spectacles or lenses.

Near vision

6/9 with both your eyes together (aided).

Colour vision

The use of colour correcting lenses or severe colour vision deficiencies (monochromats) will render you ineligible to apply. Mild anomalous trichromats are acceptable as are severe anomalous dichromats or trichromats but you

will need to be aware of the deficiency and make appropriate adjustments.

Eye surgery

Radical Keratotomy, Arcuate Keratotomy or corneal grafts are not acceptable. Other forms of refractive surgery such as LASIK, LASEK, PRK, ICRS, 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.

Financial position

Special Constables hold a privileged position with regards to their access to a range of sensitive and valuable information and could be potentially vulnerable to corruption. As a result we require applicants to be free from the pressure of undischarged debts or liabilities and to be able to manage loans and debts sensibly.

As part of assessing your application we will check to determine and verify your financial position. We understand that the majority of applicants will have debts of some sort such as a mortgage, student or other loan or credit/store card debts and debts which are within your means and are manageable will not be a bar to appointment.

However, applicants who have existing County Court Judgements or IVAs outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered. Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt. Applicants who have discharged County Court Judgements or IVAs may be considered.

Education and skills

Qualifications are not a requirement for appointment, but for training and development purposes you will be required to produce examination certificates if recommended for appointment. If you are still in, or have recently left, full-time education we may also ask for a referee from the relevant institution.

Job Description

Main purpose of the role

To patrol area for which responsible, working in partnership with the community and other agencies to ensure railway community safety and crime reduction, and provide a visible, accessible and familiar community presence.

Main responsibilities

To conduct high visibility uniformed patrols to counter public disorder and nuisance, responding to calls and requests for assistance appropriately.

To enforce railway byelaws and summary offences using both conventional reporting methods and fixed penalty notices.

To undertake minor crime investigation including, seizing and preserving of evidence.

To work with relevant bodies to build and maintain community relationships and partnerships.

To provide support and assistance to Police Officers to take the appropriate control of an incident.

To prepare and submit their own written statements of evidence and to attend court to support prosecutions where necessary.

Community Safety

Work with the community partners and other agencies to solve community problems in accordance with the relevant legislation policy procedures and partnership agreements.

Conduct patrol responding to calls and requests for assistance, countering criminal activity and public disorder and minimising risks to public safety.

Manage partnership arrangements which address community and agency needs and contribute to the reduction of crime and disorder.

Drive a police vehicle safely with consideration for others in accordance with organisational policy and in line with the system of car control.

Contribute to maintaining road safety by identifying and responding to hazards regulating traffic dealing with traffic offences and attending collision scenes in accordance with legislation and organisational policy.

Intelligence

Gather intelligence to facilitate the achievement of crime and disorder reduction objectives. Ensure intelligence is obtained ethically and in accordance with the relevant legislation, policy, protocols and codes of practice.

Use intelligence to support the achievement of community safety and crime reduction objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practice.

Police operations

Participate in police and agency-led operations, working within appropriate authority limits and

carrying out tasks necessary for the successful implementation of the operation whilst managing risks to the operation and acting in accordance with legislation and procedure.

Respond promptly and take control of the incident by correctly identifying the nature of incident and take appropriate action to ensure that it is dealt with and recorded correctly.

Investigation

Conduct the initial investigation and scene preservation in accordance with the relevant investigation policies and legal requirements, demonstrating support for victims and witnesses and recognising any possible impact on the community.

Interview suspects in accordance with the legislation and the 'Practical Guide to investigative interviewing' 2004.

Interview victims and witnesses in accordance with the law and with reference to the Victims Charter and the 'Practical Guide to Investigative Interviewing. 2004'

Act as officer in the case, ensuring the investigation is carried out thoroughly and expeditiously in accordance with investigation policy and relevant legal requirements.

Ensure that the necessary care for victims and witnesses is provided in an ethical and empathic manner and in accordance with the legislation, policies and procedures.

Search individual(s) or personal property in accordance with the relevant legislation, policy, procedures, whilst respecting the dignity of the individual and being aware of the possible impact on community.

Conduct search procedures using the best practice techniques in accordance with the

relevant legislation and policy, whilst having regard for the health, safety and Human Rights.

Custody and Prosecution

Complete prosecution procedures in accordance with codes of practice and relevant legislation.

Carry out arrest /process procedures in accordance with the relevant legal requirements and policy, having regard for human rights, security, health and safety of person(s) detained, members of the public, colleagues and self.

Attend the custody suite, as the arresting officer with the person detained under escort. Whilst ensuring the security and welfare of the person detained, comply with the custody reception procedures required by law, current codes of practice and policy.

Identify and present case materials, working with the CPS or other relevant agencies/organisation to progress the case.

Attend court and give evidence in accordance with legislation.

Personal responsibility

Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.

Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.

Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.

Make best use of technology in support of your role, ensuring correct operation and compliance with organisational and legal requirements.

Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.

Build and maintain community relations by providing a service that is responsive to the needs of all communities and by ensuring that those affected by crime receive a fair and anti-discriminatory service.

Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.

Managing the Organisation

Prepare for and actively contribute within meetings in a clear, concise and relevant manner, ensuring decisions and actions are communicated to appropriate personnel.

Health, safety and welfare

Identify the nature of illness or injury and provide the necessary first aid treatment in accordance with approved procedures.

Working with others

Understands other people's views and takes them into account.

Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.

Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.

Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them.

Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.

Achieving results

Plans and carries out activities in an orderly and well-structured way.

Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures.

Takes personal responsibility for own actions and for sorting out issues or problems that arise.

Is focused on achieving results to required standards and developing skills and knowledge.

Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.

Selection process

To become a Special Constable, you must demonstrate that you have what it takes to undergo the challenges of training and, ultimately, policing. As such you will be judged according to a rigorous recruitment and selection process.

If you have a disability e.g. a specific learning difficulty, reasonable adjustments will be considered for the selection process. You will be advised of the procedure at the relevant stage.

Stage 1: Complete an application

The application form includes sections for you to provide evidence of the core competencies we are looking for, the preparation you have undertaken before making an application and why you want to become a Special Constable.

Stage 2: Assessment centre

If you are successful at application form stage you will be invited to attend a formal assessment centre.

The Assessment Centre will consist of:

- A 60 minute structured interview
- Numerical Computation and Verbal Reasoning psychometric tests
- A written communications test
- The Job Related Fitness Test (JRFT)

Together, these activities will allow us to assess whether you have the skills and qualities required of a Special Constable.

Step 3: Medical

If you are successful in the assessment centre and given a conditional offer you will be asked to attend a comprehensive medical assessment, which will be conducted by a doctor or registered nurse. The medical assessment is thorough and includes checks of your eyesight, hearing, blood pressure and body mass and will help us to determine whether or not you have the level of health that is required of a Special Constable.

Step 4: Vetting and references

You will go through the full vetting process once you have been given a conditional offer, this will include employment reference checks as well as details included in the Security

Checks section. We will inform you once the appropriate security checks have been completed and will not forward your offer letter or contract until this stage. We will also follow up employment references for the previous three years. Your current employer will not be approached until you have your contract or you give us permission. As with any other job, we reserve the right to withdraw the offer if an employment reference identifies an issue, although this is rare.

Vetting standards continue to apply until you commence employment and thereafter. Should any incident occur leading up to your start date which you would have declared on your Personal Information Questionnaire, however minor you believe it is, you must contact us about it. Failure to do so is considered an integrity issue.

FAQs

1. When will you be contacting successful applicants?

All applicants will be informed if they have passed or failed the application form stage of the process. If you want an update on the status of your application please keep an eye on the recruitment website.

2. When will I know if I have a place at the Assessment Centre?

The results of the paper sift will be communicated on a regular basis. You will have approximately two weeks' notice if you are to be invited to attend an Assessment Centre.

3. Can I transfer my results from a previous Assessment centre with another force?

BTP's vision is to provide policing excellence for Britain's railways. To help achieve this we have moved away from the national recruitment process (NPIA) and the SEARCH Assessment centre, favouring a robust selection process that is bespoke to BTP.

In view of this we are unable to accept applications from Home Office forces as the results are non-transferable.

4. Can I apply while I have a live application with another force?

Yes, due to the fact that BTP offers a bespoke selection process we will not ask you to cancel your application with another force until you have been given a conditional offer.

- Members of Police Authorities or Police and Crime Commissioners
- Immigration Officers
- Revenue enforcement officers employed on any UK public transport system
- Holders of elected political office or those taking an active role in politics

Special Constable prohibited Occupations

Group A – Ineligible occupations (not accepted)

- The armed forces
- Traffic wardens, civil enforcement officers and school crossing patrols
- Neighbourhood and street wardens and other uniformed patrols wardens, including those under the Rail Safety Accreditation Scheme (RSAS)
- Highway Agency Traffic Officers
- Police Community Support Officers
- Employers' police forces and private constabularies (police forces maintained by government departments and other bodies with powers that are not maintained under the Police Act 1996)
- Magistrates, judges, justices' clerks, and CPS employees
- SOCA staff designated with immigration officer or revenue and customs officer powers

Group B – Ineligible occupations at the discretion of the Chief Officer (accepted on case by case basis)

- Armed force reserves
- The Fire Service
- Occupations with client privilege
- Members of the medical and health professions
- SOCA staff including staff designated with constable powers
- Journalists

Group C – Other activities incompatible with the role – (not accepted)

- Holders (and their partners) of premises licences and designated premises supervisors, personal licences and licensees of betting/gaming premises
- Probation officers and youth and social workers involved in the administration of criminal law
- Bailiffs, warrant officers, private detectives and inquiry agents

- Employees of security organisations and security personnel, guards and door supervisors
- Civilian staff employed by police authorities or Police and Crime Commissioners