

# Police Constable application pack



## About the job

The railways lie at the heart of Britain's community, commerce and industry. With over 6 million passenger journeys and 400k tonnes of freight being moved from depots to docks every day on Britain's railways we have the unique task of ensuring that all this takes place within a safe and secure environment. You'll cover everything a police officer with your local Home Office force will do from fraud to murder, graffiti to theft. You will build specialist skills in working with BTP, you will build excellent experience in public order, ensuring fans attending huge sporting events or concerts move seamlessly through the transport system. Neighbourhood policing is also as important to BTP as it is to other forces; it's simply that our neighbourhood looks different to your local town. Although it is more transient and will pose just as many challenges.

With such a wide remit we need people who thrive on challenges and are willing to work hard to learn the skills necessary for this difficult but critical role. Our officers see policing as more than a job; it is their vocation, and a real opportunity to make a difference to the community.

### Do you have what it takes?

You shouldn't doubt that this can be a tough and unpredictable job that will challenge you physically, mentally and emotionally. You will witness and deal with incidents that many people will never encounter and you should thoroughly consider if this is the right career for you. If in doubt, speak to the recruitment team or – better yet – a serving Officer.

### What's in it for you?

Being a PC is not an easy job and you may be thinking 'is it worth it? What will I get out of this?' The answer is: A lot. There's so much to gain from becoming a police officer.

In return for your hard work you will:

- have a rewarding job where no two days are ever the same
- be constantly challenged and always learning
- be valued for your contribution to your community
- have excellent pay progression and receive with a valuable benefits package
- have continual opportunities for advancement

## Who we're looking for

It is important that our police officers 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 permanent right to live and work in the UK without restriction. You will automatically have this right if you are a UK/EU/EEA citizen. Commonwealth citizens and foreign nationals may also be eligible - please note you must be able to stay here permanently and work without restriction.

### Residency

In addition to the above, all applicants 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 equally to British applicants as to any other nationality. We will take a common sense approach to this so a 2 week holiday abroad is fine but a gap year spent travelling is not.

### Age

You must be 18 years old to become a Police Officer. We will accept applications at the age of 17.5 at the time of applying but you will not be able to commence training until you are 18.

### Convictions and cautions: you and your family

**You will not be eligible to apply to become a Police officer if you have ever had any convictions, cautions, reprimands and penalty notices (other than some driving penalty notices).**

In addition to knowing about any convictions or cautions you may have, we will also want to know whether any of your close family or associates are 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. Any questions about this policy should be directed to the recruitment team.

### **Tattoos**

Tattoos are not necessarily a bar to appointment unless they are on your face, neck or hands. Elsewhere much depends on their size, nature, location and extent. Tattoos 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.

You will have to provide photographs of any tattoos that you do have regardless of their nature and location.

### **Membership of British National Party (BNP) or similar**

If you are, or if you have been, a member of the BNP or a similar extreme left/right wing political organisation then your application will be rejected.

### **Health**

Police Officer's encounter stressful situations, trauma, physical confrontation and work long hours 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 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. We will then provide you with honest advice as to whether it will be possible to make the adjustments you require.

### **Eyesight**

The following eyesight requirements apply to PC 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, epiflapare all acceptable provided that six weeks have elapsed since surgery, there are no residual side effects and the other eyesight standards are met.

### **Business interests**

You will not normally be eligible for appointment as a Police Officer if you hold any office or employment for hire or gain or you carry on any business in addition to being a PC. This is also the case if your spouse or other relative living with you keeps a shop or similar in the area of the police force in question. Lastly, you, your spouse or any relative living with you cannot hold or have a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment.

## Financial position

Police Officers 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 IVA's 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 IVA's may be considered.

## HM Forces

Applications from service personnel will be accepted only if you have 12 months or less to serve before discharge. Please forward or attach with your application confirmation of your projected date of discharge (e.g. a letter from your Commanding Officer).

## 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.

## Eligibility disclaimer

It is essential that you declare all relevant information to us during your application and vetting process both as requested by us and if you feel it may impact on your suitability to do the role.

Many personal circumstances do not necessarily constitute a bar to you joining British Transport Police however we will take failure to mention any relevant information as a deliberate omission and attempt to hide that information from BTP.

This will be treated as a lack of honesty and integrity and you will be permanently barred from joining BTP in any capacity.

# Police Constable Professional Framework

The competency based questions are assessing your skills and experiences against the Police Professional Framework.

## Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

## Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

## Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

## Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

## Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

## Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

# Police Constable job description

## Main purpose of the role

To patrol as directed, providing high visibility policing within a given area; respond appropriately to emergency and non-urgent calls for assistance; investigate circumstances; call for and co-ordinate specialist assistance when this is required; and resolve incidents as appropriate.

## Main responsibilities

- To patrol as tasked or as a considered response to live incidents or other prevailing circumstances to accumulate information, reassure the public, maintain order and deter or effect the arrest of criminals. This will include undertaking vehicle stop checks and person checks.
- To participate in the intelligence led pro-active policing of the Area, building on local knowledge, observation and targeting of known criminals, in order to support local and Force initiatives aimed at improving the detection and prevention of crime.
- To compile accurate, comprehensive and concise reports on activity undertaken in order to provide information to the intelligence unit in the prescribed format as well as ensuring the evidential integrity of process and other prosecution files compiled to an agreed case investigation plan.

- To pursue opportunities to make contact and build relationships with all sections of the community to promote and enhance local problem solving and to support voluntary effort in dealing with crime, disorder and other quality of life issues of local concern.
- To respond to support other teams in times of exceptional demand in order to ensure the most efficient use of resources at all times.
- To promote and enforce safety and convenience for all road users through positive intervention following traffic incidents and proactively through testing and checking to identify offences, defects and hazards.

## Health, safety and welfare

### Provide first aid

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

## Personal responsibility

### Complete administration procedures

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.

### Comply with Health and Safety legislation

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

### Maintain standards of professional practice

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

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

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.



### **Provide an organisation response recognising the needs of all communities**

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 as part of a team**

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

### **Community Safety**

#### **Adopt a problem solving approach to community issues**

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

### **Intelligence**

#### **Use intelligence to support policing objectives**

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.

### **Working with others**

#### **Team working**

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

#### **Community and customer focus**

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

#### **Effective communication**

Communicates all needs, instructions and decisions clearly. Adapts the style of communication to meet the needs of the audience. Checks for understanding.

### **Achieving results**

#### **Problem solving**

Gathers enough relevant information to understand specific issues and events. Uses information to identify problems and draw logical conclusions. Makes good decisions.

#### **Personal responsibility**

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.

#### **Resilience**

Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.

## **Selection process**

To become a police officer, 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 police officer.

### **Stage 2: Assessment centre**

If your application reaches the required pass mark you will be invited to attend a formal assessment centre.

We now have more accurate forecasting of where vacancies will arise, and therefore only enrol candidates on assessment centres if we anticipate being able to advance them through the remainder of the recruitment process, and offering a posting at the end. Of course there are no guarantees, and if more candidates pass a stage than average, delays may occur.

The Assessment Centre will consist of:

- A one hour structured interview
- A numerical reasoning test
- A verbal logical reasoning test
- A Critical thinking psychometric test
- The Job Related Fitness Test (JRFT) – a beep test to level 5.4

Together, these activities will assess whether you have the skills and qualities required of a Police Officer.

You will also have samples taken (mouth swab and fingerprints) for the purpose of biometric vetting.

### **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 Police Officer.

### **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 5 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 both until your commence employment, and thereafter. Should any incident occur leading up to 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.

## Pay and Benefits

Police Officer's within British Transport Police can expect a competitive pay and benefits package which include:

Competitive salaries paid 4-weekly

- Up to £22,894.10 – On commencing service
- £4,338 – London allowance
- £2,372 – London weighting
- £2,000 – Ashford, Guildford, Milton Keynes, Reading, Southend allowance
- £1,000 – Brighton, Southampton, Portsmouth allowance

### Annual leave entitlement

Police Officer's are entitled to 22 days annual leave for less than 2 years service, rising to 30 days after 20 years service.

A total of 8 Bank/Public Holiday with pay is granted annually. These will be compensated if you are required to work any of these days.

### Travel

Police Officers are entitled to free or reduced rate rail travel facilities for residential purposes only in accordance with the current regulations.

Currently officers in London and the South East receive 70 miles free mileage, and those outside London and the South East receive 8 miles. Travel concessions are granted at the discretion of RDG and will be withdrawn in the event of their misuse.

## Full Occupational Health Service

Covering advice to management and employees on all work related health matters including physical and psycho-social, and assisting in the prevention of adverse health effects. We also provide welfare support through Care First for all employees.

## Financial Services Benefits

Through access to Police Mutual (PMAS), the Police Service's very own financial services company. PMAS consists of a range of financial service products covering savings, investments, pensions, mortgages and insurance.

## Key Worker Housing

Living in some locations, particularly London and other major cities, can be expensive. Police Officers are often eligible for Key Worker Housing which can help you get on the property ladder through a range of government backed low cost ownership options. Some sites you may find useful include [www.mho.co.uk](http://www.mho.co.uk), [www.housingoptions.co.uk](http://www.housingoptions.co.uk) and [www.myftbihome.co.uk](http://www.myftbihome.co.uk).

Please note that these organisations and schemes are not associated with BTP in any way, and any questions you have should be directed to the organisation you are interested in.

## Do you have any questions?

If you have consulted this document thoroughly and still have questions relating to the job or your personal circumstances then please contact the BTP recruitment team detailing your query via email at [recruitmentteam@btp.pnn.police.uk](mailto:recruitmentteam@btp.pnn.police.uk)