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# **BTP FIREARMS SERGEANT**

## **Transferee and Re-joiner Candidate Information Pack**

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# Section One

The Role & Eligibility

**Job Title:** Firearms Officer  
**Rank:** Sergeant  
**Department:** A-Specialist Operations  
**Reports to:** Team Inspector

### **Purpose of the Role**

To effectively lead and manage the Specialist Operations unit, ensuring that all requests for deployments are evaluated, plans of action are established and implemented and that resources are adequately supervised, in order to provide a proactive and reactive CT policing capability in support of the Force's counter terrorism activities.

All BTP Firearms Officers are trained to the national Armed Response Vehicle (ARV) role profile in line with the College of Policing National Police Firearms Training Curriculum (CoP NPFTC). This allows BTP officers to respond accordingly to spontaneous incidents within the local area.

### **Main Duties**

- To lead a team, carrying out routine armed security patrols as directed and working with other officers providing high visibility or reassurance policing by providing an armed patrol capability protecting the railway community, passengers and the public in London, the Midlands and Northern termini. This may also include deployment at identified railway premises and venues in other parts of the country, if the threat deems it appropriate.
- To ensure strict observance of set operational firearms procedures, as dictated locally to BTP and nationally in relation to the College of Policing, Authorised Professional Practise for command and deployment of firearms. Maintain the highest standards of personal and professional conduct, in order to ensure the quality and integrity of the CT tasking processes and operations.
- To lead a team, responding to spontaneous firearms related incidents and pre-planned operations to support the Force's counter terrorism objectives on the jurisdiction of the railway, and to providing support and advice to other officers and agencies as required. Acting in the capacity of Bronze or as a Tactical advisor.
- To establish and maintain good contacts, working relationships and intelligence networks, with the public, stakeholders, other force areas, other external Forces and organisations. Promoting the capability and role of the unit as required.
- To maintain/improve team cohesion, morale and enthusiasm by counselling, guiding and securing relevant development opportunities to enhance individual and team competence and professionalism. Provide support to colleagues in dealing with health and welfare issues and in fulfilling personal development plans.
- To maintain a detailed awareness of team workload and commitments and the availability and capabilities of specialist equipment so as to be in a position to advise the Inspector on the capacity of the team to undertake specific operations, either in relation to firearms or non-firearms requirements.
- To solve problems proactively and identify options and solutions. Brief, task and deploy team personnel in line with current force counter terrorism objectives country wide in order to ensure that daily given tasks are carried out efficiently and that the teams are aware of current priorities.
- To verify officers on the teams are a well-trained efficient resource capable of using a variety of tactical options to disrupt and deter terrorist activity on the railway, by ensuring that all training requirement are up to date.

*Officers in Specialist Operations may be called upon to work Force-wide, and may be required to travel at short notice.*

### Essential Eligibility Criteria

- Substantive in the rank of Sergeant or above
- Currently serving in an armed capacity in a Home Office force, or have served in an armed capacity in a Home Office force within the previous 12 months
- Can provide certification to confirm licensing as an Authorised Firearms Officer
- Must not have any findings of guilt for complaints or discipline
- Must not currently be subject to an unsatisfactory performance review or action plan
- All mandatory training must be up to date

You will not be eligible to transfer to BTP if you have any convictions, cautions, reprimands or penalty notices (other than select driving penalty notices).

You will not be eligible to apply if you have an existing CCJ or IVA outstanding against you.

Applicants who have been registered bankrupt will not be considered. Failure to disclose any of the above will lead to your application being rejected.

### Additional Information

BTP operates a strict attendance management policy, and individuals who have averaged the following triggers over the previous three years will ordinarily be rejected from the process:

- 2 occasions in 6 months
- 3 occasions in 12 months
- 8 days in 12 months

Consideration will be given to absences resulting from injuries on duty, pregnancy, or conditions covered by the Equality Act 2010.

In applying for this role please be aware that:

- You must be TASER qualified, in line with the AFO and ARV role profile
- You must be willing to pass enhanced BTP Vetting and Medical checks prior to transferring to BTP
- You must be able to achieve level 9.4 on the JRFT prior to transferring to BTP
- You must be willing to attend various training courses including, if necessary, a full Initial Firearms Course, including any periods of training in residence across the country
- You must be physically and medically able to pass annual assessments, including nationally agreed eyesight, hearing and enhanced fitness standards
- Be physically able to carry additional role-specific body armour and equipment
- Be willing to submit a medical declaration annually, and agree to any subsequent medical assessments that may arise out of the submission of this declaration
- If appointed, officers must be able to attend all rostered shifts
- Applicants should be aware of the dangerous circumstances they may have to face in this front line counter terrorism role
- **This role will carry a minimum tenure of 3 years**

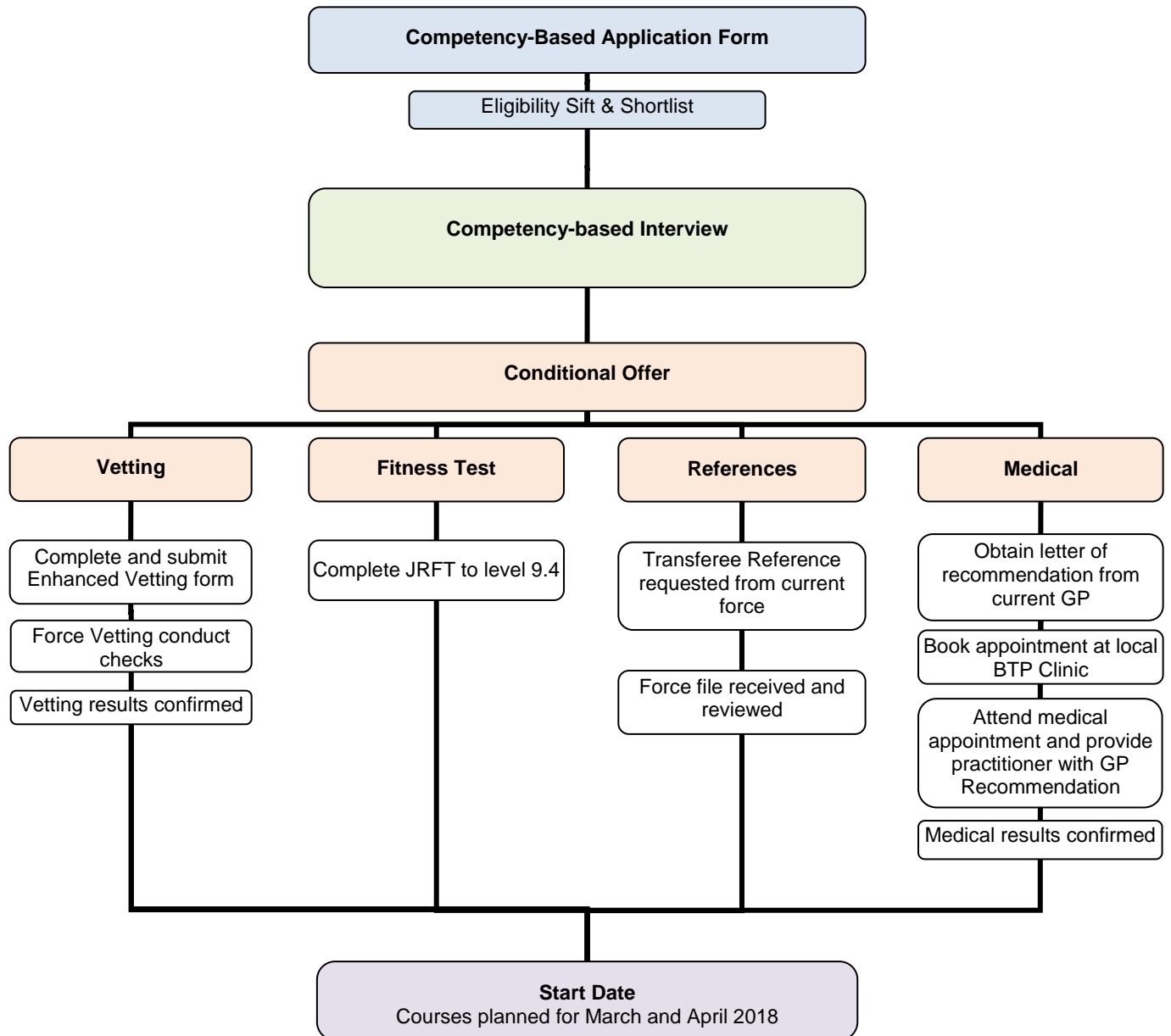


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# Section Two

## Recruitment Process

## Recruitment Process



## Competency-based Application and Interview

The BTP recruitment process uses competency-based assessments measured using the competencies of the Policing Professional Framework (PPF).

All competency-based questions used throughout this process are therefore scored against the following competencies and indicators:

### 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.

### Leadership

#### Leading change

Positive about change, adapting rapidly to different ways of working. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others. Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas. Takes an innovative and creative approach to solving problems.

#### Leading people

Inspires team members to meet challenging goals, providing direction and stating expectations clearly. Acknowledges the achievements of individuals and teams by recognising and rewarding good work. Recognises when people are becoming demotivated and provides encouragement and support. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Coaches and guides team members, identifying and addressing areas for development.

#### Managing performance

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively to maintain and improve performance. Sets clear objectives and outcomes. Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadlines. Knows the strengths of team members, delegating appropriately and balancing workloads across the team. Monitors delivery to ensure tasks have been completed to the right standard, and tackles poor performance effectively.

### 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 as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

### Public Service

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. Develops partnerships with other agencies to deliver the best possible overall service to the public.

### 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 and a good team spirit. Explains things well, ensuring instructions are understood and talks 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, keeping them informed of progress and managing 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.



# Section Three

## Equipment and Roster

## **BTP Firearms Equipment**



All BTP Firearms Officers are issued with Firearms-specific uniform and Mehler Ballistic body armour.

BTP Firearms Officers use carbines and pistols, as well as less-lethal options such as TASER and Baton gun. Firearms used within BTP have been selected for their ease of use, suitability for purpose, and adaptability to future operational needs. Their suitability for the railway environment has been a particular consideration, and models have been chosen that offer greater accuracy over longer distances and in crowded or confined areas.

## Glock 17 pistol



<b>Manufacturer</b>	Glock - Austria
<b>Calibre</b>	9mm
<b>Overall length</b>	186mm
<b>Overall height</b>	138mm
<b>Overall width</b>	30mm
<b>Barrel length</b>	114mm
<b>Weight with magazine</b>	905g
<b>Magazine Capacity</b>	Standard 17 rounds
<b>Operation</b>	Recoil operated, Semi-Automatic
<b>Features</b>	<p>Most of the Glock's components are made from high-strength polymer to provide increased durability over most steel alloys, and it has a low profile which holds the barrel axis close to the shooter's hand, reducing muzzle-rise and allowing for improved accuracy.</p> <p>The Glock is designed with three independent safety mechanisms to prevent accidental discharge, including a two-stage trigger which ensures the pistol can only ever fire semi-automatically.</p>

## Lewis and Machine Tool (LMT) CQB Carbine



<b>Manufacturer</b>	LMT, USA
<b>Calibre</b>	5.56mm
<b>Overall length</b>	Stock extended - 78 cm Stock retracted - 70 cm
<b>Barrel length</b>	27cm
<b>Weight with magazine</b>	2.9kg
<b>Magazine capacity</b>	20 rounds and 30 rounds
<b>Operation</b>	Gas operated, semi-automatic
<b>Features</b>	<p>The CQB series of carbines feature a unique, one-piece, forged upper receiver. The one-piece receiver provides greater strength and stability and features a fully "free-floating" stainless steel barrel for improved accuracy.</p> <p>The carbine is semi-automatic only and is fitted with a precision two-stage trigger designed specifically for police use.</p> <p>The carbine is fitted with a Leupold CQB sight, allowing up to three times magnification, as well as a side-mounted razor sight (not pictured) for short-range target acquisition.</p>

### Example of a four week roster

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	R	M10	M10	M10	M10	R	R
2	E	E	E	E	R	R	L9
3	L9	L9	R	R	E	E9	E
4	R	R	L9	L9	L9	L9	R

R = REST DAY  
 E = 07.00-15.00  
 E9 = 07.00-16.00  
 M10 = 08.00-18.00 (TRAINING DAYS)  
 L9 = 14.00-23.00



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# Section Four

## Salary & Pension

## **Salary & Allowances**

BTP operates on the same Windsor Salary Scale as Home Office forces. As such, your basic salary, including your increment date, will be maintained on transfer as follows:

<b>Pay Point</b>	<b>Basic Salary</b>
<b>1</b>	£39,300.37
<b>2</b>	£40,619.36
<b>3</b>	£41,485.43
<b>4</b>	£42,706.49

BTP employees are paid every four weeks in arrears. Your basic pay earned in any four-weekly period will be paid within seven days of the expiry of each such period. Any enhancements, or other monies due to you, will normally be paid at the same time.

## **Pensions**

### **Introduction**

The information in this leaflet is given on a “without prejudice basis” and does not form any part of your contractual entitlements. It does not confer any rights to benefits from the Fund other than those provided by the Fund Rules.

The benefits payable from the British Transport Police Superannuation Fund are set out in the Rules of the Fund and a full guide for members will be included within your welcome pack when you join.

All Officers under the age of 58 (63 for Superintendents and more senior ranks) will be entered into the BTP Superannuation Fund on the day they start work.

BTP operate a Pension Salary Sacrifice Scheme (PensionPlus). You will automatically be enrolled into PensionPlus and your Reference Salary will be reduced, in accordance with the PensionPlus Scheme rules, by an amount equivalent to the level of pension contributions.

On 1 April 2015, the British Transport Police Authority introduced a new ‘CARE’ section of the British Transport Police Force Superannuation Fund (BTPFSF) for new entrants training to become Police Officers, for transferee Police Officers who have no protection in a Home Office force pension scheme, and for re-joining Officers who have had a break in service.

The term CARE stands for ‘Career Average Revalued Earnings’. This means that on retirement the pension earned by the Officers will be the sum of the benefits accrued each year uplifted in following years by the consumer price index plus 1.25% per annum over the period of membership in the Fund.

Officers transferring from another force into the BTP whose pensions are protected in the Home Office may retain a form of protection on transfer, subject to confirmation from your current force regarding your current pension arrangements and subject to the approval of the British Transport Police Authority. It is your responsibility to ensure that the Recruitment team is aware of any level of protection that you may have.

Those currently in protected 30 or 35-year final-salary schemes in their host force may be offered the terms and benefits of BTP’s 2007, 35-year pension scheme. Those who are protected in a 35-year final-salary scheme in their host force, either in permanent or tapered protection, may retain their protection as per their current arrangement. Those currently enrolled in the CARE scheme in their host force, or those who have left service and are therefore no longer an active member of a Home Office pension, will receive the terms and benefits offered by the BTPFSF CARE scheme.

### **Transferring pension benefits**

The fund can usually accept a transfer of benefits from your previous pension scheme if it is approved by the Her Majesty’s Revenue and Customs (HMRC). The rules of the Fund allow transfers-in of past membership in from Home Office forces. However, such transfers need to be on a basis agreed between the Home Office and BTPA, set out in a ‘bilateral transfer agreement’. There is currently no bilateral transfer agreement in place for the BTPFSF CARE Section, so it is currently not possible for transfers to be processed or for transfer quotations to be provided.

*To discuss this further, please contact the HR Business Centre on 0121 634 5630*



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# Section Five

FAQs

- **Can I apply for this role on promotion?**

This position is currently open only to those who are substantive in the rank of Sergeant. We are not yet offering this role on a promotion basis.

- **I'm an officer in Civil Nuclear Constabulary, am I eligible to apply?**

The BTP do not accept transferee or re-joiner applications from Officers serving in the Civil Nuclear Constabulary. This is due to the differences in training between the CNC and BTP.

This is a force-wide decision that applies to any Officer position in the BTP, and there is no scope for flexibility in this decision.

- **I'm an officer in Ministry of Defence Police, am I eligible to apply?**

As part of a special measure for recruitment into specialist posts, BTP are accepting applications from MDP officers to transfer into BTP's Firearms teams.

- **What will my salary be in BTP?**

BTP operate on the same Windsor Salary Scale as the Home Office forces, therefore your basic salary (minus allowances) and increment date will be maintained on transfer.

- **Requirements around PDR and Sickness Records**

Offers are asked to upload copies of last reporting year's completed PDR and their sickness record from the previous three years. This is so we may assess any recent performance issues, and ensure that attendance is in line with BTP policy.

Officers just out of probation may not have yet been issued with a PDR. In such cases, we will accept performance reviews from their tutor constable as an alternative provided that they are officially documented.

Individuals who have averaged any of the following absence triggers will ordinarily be rejected:

- 2 occasions in 6 months
- 3 occasions in 12 months
- 8 days in 12 months

Consideration will be given to absences resulting from injuries on duty, pregnancy, or other conditions covered by the Equality Act 2010

- **Travel entitlements**

BTP officers receive either free or heavily discounted travel via a Residential Pass for the purpose of travelling to and from work. The exact cost would depend largely on the posting you accept and the distance from your home station.

- **Where is the training based?**

The training course is primarily based in BTP's central-London Specialist Operation Unit, though portions of the training may be out-based in locations across the country. Details will be provided to you once you are confirmed on to a course, and accommodation will be provided where necessary.

*For any further queries, please contact the Recruitment Team on 0121 634 5630*