

Transferee/ Rejoiner Recruitment Pack



**Recruitment
Information Pack**

Protect every journey



**BRITISH
TRANSPORT
POLICE**



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Foreword

Policing is truly a job like no other. I have never had a day where I have questioned my choice of career, in fact the opposite is true in that every day I reflect how fortunate I am to be a police officer and how proud I am of policing. As you read through this information pack, I hope that you can imagine yourself in the shoes of those you read about, and what it might be like to be exposed to the everyday highs and lows that frontline policing brings. Most importantly please reflect on the positive impact and difference you will be able to make to many people, and the fantastic teams you will work with.

BTP is without doubt an incredibly unique police force that faces challenges rarely seen in modern policing. Since joining BTP myself, I have been struck by the specialist nature of our work – including public protection, counter terrorism and responding to incidents so often against a time pressure, where we strive to reduce delays and disruption to the rail network across three countries. I am so proud of the way our people pull together with such professionalism, expertise and compassion. As a force, BTP has a real 'family' feeling to it.

Our policing priorities lay on the forefront of public demand. I have been humbled to see how our people rise to the evolving challenge and the outstanding work our officers and staff carry out every day to prevent crime, protect the public and keep the railway safe.

As the Chief Constable, it is clear to me that BTP is a force that cares about the people it serves and strives to work with its communities, with a greater understanding of what they need from us. Now, more than ever, it is so important that we understand these needs and perspectives, as well as working hard to be a modern and inclusive organisation. We must be representative of the public we service, so I would urge those of you from an underrepresented group who might be reading this to consider joining BTP, as those who share your experiences must see themselves on the other side of the badge to help us build trust and legitimacy with local communities.

A career in BTP will offer you the opportunity to reach your potential through diverse and fulfilling roles, providing the excitement and satisfaction that you've been a part of something that makes a real difference to people's lives.

Throughout my career in policing, I can look back at what I have done to prevent criminality and protect people from harm with great pride and know many others who feel the same – it is a feeling I would love for you to have one day.

I will take this opportunity to thank you for your interest in joining us and to wish you the very best of luck in your application.

Lucy D'Orsi
Chief Constable



About this information pack

We understand transferring forces is a big decision, that's why we have created this information pack, which is designed to help you understand more about the British Transport Police, what it is like to work for us and the specialist opportunities on offer to develop your policing career.

This pack will provide you with a breakdown of the recruitment process, eligibility criteria, and all the information you might need on pay, benefits and pensions, so you can feel confident you are transferring to a force that's right for you.

About British Transport Police

The railways line 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 you are used to in your Home Office Force, from fraud to murder, graffiti to theft. Working with BTP will give you an opportunity like no other, to build specialist skills in a unique environment. You will have the opportunity to broaden your public order experience by ensuring crowds at large events are safely guided through the transport network. You will also experience the importance of stakeholder management and regularly liaise with our rail partners ensuring they receive the best possible service.

You might not know this, but neighbourhood policing is also just as important to BTP as it is to other forces; it's simply that our neighbourhood looks different to what you're familiar with in your local town. Our communities are more transient and this poses unique challenges.

With such a wide remit, experienced officers who thrive on challenges, have a real opportunity with BTP to excel in their career and make a difference to the community we serve.



What's it like to work with BTP?

We often work closely with colleagues in local Home Office forces meaning a lot of serving officers may have already spent a great deal of time working alongside BTP colleagues and have a thorough understanding of what it's like to work for us. Others, however, may have had less involvement or, are just intrigued to find out more! Whichever the case may be, we felt providing an account from one of our transferee PC's on his working week and reasons for transferring, would be a great way to give you an insight of what it's really like working for BTP!



"BTP does have a genuine family feel and although it has a lot of officers – we are thinly spread out so you get to know everyone on your district quickly."

PS Tarrick Patrick

"I transferred into British Transport Police during 2012 from a Home Office force. At the time I had been a response officer taking urgent and immediate calls to service, with around 5 years in. I had to leave my old force opting to moving out of the area.

"In my Home Office role I always noticed BTP officers were often in high spirits and most spoke highly of the force. I was considering my options and asked at my local BTP station what it was like and was met by a friendly Sergeant who invited along to an operation. The operation I shadowed, and first impressions sealed the deal. I applied to BTP.

"The transferee process was slick, including vetting, and I accepted my offer. The first two weeks were a transferee course which pitched at the right level leaving me feeling equipped to use the systems plus a strong working knowledge of the infamous railway byelaws! BTP immediately appealed as there was so much scope to be proactive and self-generate work whilst working closely with railway stakeholders to deliver policing value – one aspect which struck me was you were not as often overwhelmed by unsustainable levels of demand.

"There was plenty of core policing to be done but coupled with 'the job' was the close industry interaction which bolstered my commercial awareness – especially when it come to the fines for late trains! You work incredibly closely with the railway members of staff and more often than not, there's CCTV which can be sourced for you and a key independent witness who is a member of staff, meaning you have a lot more to go on than may investigations within the Home Office.

"I first landed in Kent embedded within an International Policing Unit forming part a small team who fulfilled an enhanced police service agreement. I enjoyed being aligned to the priorities of a train operating company and leading on problem solving to address the issues they raised. The enthusiasm and passion was evident.

"One key difference I noticed in London BTP you had capacity and opportunity to take on board many secondary duties, with readier access to courses, which in turn led strong continued professional development. To name but a few special projects and secondary duties I have had a hand during my decade here – school liaison, safeguarding champion, railway trackside qualifications, tutor constable with teaching and assessing qualifications, proactive tasking teams, disruption tasking, joint operations with security contractors, investigation units, trained in forensic recovery for unexplained fatalities, taser and driving courses. BTP have been supportive in my routes I wanted to take, including a scholarship for a degree, a Detective pathway then promotion and I am currently working towards project management qualifications as I drive transformation within the portfolio I hold. BTP has a strong mentoring and coaching culture so you can get the wrap around support to help you grow into your full potential. BTP does have a genuine family feel and although it has a lot of officers – we are thinly spread out so you get to know everyone on your district quickly. Personally I feel it was the best move I ever made career and the force has been good to me."

PS Tarrick Patrick



How to Transfer / Re-join

For Rejoiners, in line with current College of Policing guidance, there is no time restriction in place for those wishing to re-join the service, and we will consider all ex-officers on application.

A training needs analysis will be conducted as required and, depending on the length of time out of service or any notable skills gaps, training could be anywhere from 2 to 18 weeks and may include a period of Work-Based Assessment. Please be aware that training requirements cannot be assessed on a speculative basis and will be determined by L&D during your induction programme.

To be eligible to re-join/transfer you must:

- Be Transferring from a Home Office Force having completed your probationary period and substantive in the rank you are applying for
- Be Rejoining from a Home Office Force (or BTP) having completed your probationary period and substantive in the rank you are applying for. Rejoining applicants must have resigned or retired from their previous Force
- Must not currently be subject to any unsatisfactory performance reviews, action plans or live warnings
- Meet any other eligibility criteria listed within the job advert or role profile. Rejoiners applying to a role that requires the National Investigators Exam (any Detective role) and whereby their credentials have lapsed may need to re-complete the CID pathway.

You will not be eligible to apply if you have an existing CCJ. If you have a IVA you must present evidence that you have this in place and that you have been making regular payments for a minimum six months

Applicants who have been registered as bankrupt, and whose bankruptcy debts have been discharge must wait at least three years after the discharge of the debt. Debt relief orders (DROs) are treated the same as Bankruptcy. Failure to disclose any of the above will lead to your application being rejected.

Applicants with a criminal record will be reviewed on a case by case basis but can be rejected from the process dependent on the date and nature of the conviction.

Applicants are encouraged to email recruitmentteam@btp.police.uk if they have any queries on previous convictions.



Am I eligible?

Vetting

It is important that our police officers provide the best possible service with the full confidence of the public they serve. BTP conduct their own vetting, so despite being vetted with your previous force, you will still be required to undergo BTP vetting as part of the recruitment process. Please note that some roles do require higher levels of vetting which will be communicated to you at application stage.

Right to work in UK

You must have the permanent right to live and work in the UK without any restrictions. You will automatically have this right if you are a UK, EU or EEA citizen. Commonwealth citizens and foreign nationals may also be eligible but must be able to stay here permanently and work without restriction; British Transport Police are not able to support applications from those who require a Visa.

Residency

In addition to the above, all applicants must have been a resident in the UK for the last 3 -5 years, dependant on the level of vetting required for the role you are applying for. This is required to ensure we can source adequate vetting checks and applies equally to all applicants regardless of nationality. Any breaks in your residency will be reviewed on a case-by-case basis; any holidays or short breaks will be acceptable but extended absences especially where a permanent UK address has not been maintained likely will not be. This does not apply to anyone serving abroad in HM Forces or Government/ Civil Service.

Age

There is no maximum age for applications for any role except for Police Constables. Applicants are considered case by case based on the compulsory retirement age of 60.



Convictions and cautions

You will not be eligible to apply if you have ever received a custodial (prison) sentence.

All other cautions, convictions, and involvement with the police must be declared during the vetting process but will not necessarily form a bar to employment and will be reviewed on a case-by-case basis. This is irrespective of when they occurred, the outcome, your age at the time or whether they are deemed 'spent'.

The information we require in this respect will also extend to your family and close friends or other associates. Applicants are strongly recommended to consult with those who they need to list on their vetting information both to check that the information provided is accurate and to advise them these checks will be carried out.

Where anything is declared or discovered we will consider this information against criteria such as:

- 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. It is important for you to be as honest as possible and to remember that any information you should have known and declared but failed to do so will be taken as an attempt to hide that information from us and you will likely fail vetting for that reason alone.

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Financial position

Police Officers hold a privileged position with regards to their access to a range of sensitive and valuable information and this means Officers are at a heightened risk of being 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 your checks we will verify your financial position. We understand that most applicants will have debts of some sort whether that be a mortgage, student or personal loan or credit/store card debts and we would reassure you that any debts that are within your means and are manageable will not be a bar to appointment.

The results of financial checks will be reviewed on a case-by-case basis but there are certain factors that would make you ineligible to apply.

We will not accept applications from anyone who has the following:

- An existing County Court Judgement (CCJ) – if you previously had a CCJ but no longer do then you must be able to provide documentation to that effect.
- An unmanaged Individual Voluntary Agreement (IVA) – you can have an IVA in place as this often represents a sensible way of managing debts however you cannot apply if you have an IVA which is unmanaged and where payments are not being made.
- Bankruptcy – you cannot apply if you are currently bankrupt or, if you were and no longer are but your bankruptcy has not been discharged for at least five years.

Tattoos

Tattoos are not acceptable if they are on your face, on the front or side of your neck or, regardless of their location, if they could be considered in any way offensive. 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.



Am I eligible?

It is reasonable to expect that any tattoos in other locations or that are not offensive as per the above criteria will be acceptable however you are encouraged to contact the recruitment team if you are at all unsure about your tattoos.

You should be aware that you will be required to declare and detail any tattoos that you do have on your application regardless of their location, size or nature. Your application may still be rejected if these are considered to be in breach of our policies.

Inappropriate associations

If you are currently, or have been, associated with any group, society or individuals that could reasonably represent a conflict of interest with conducting the work and responsibilities of a Police Force effectively and impartially then you will not be eligible to apply.

This could include disruptive or extremist political organisations and social movements or any other individual or group whose actions, practices or objectives are contrary to the Police Code of Ethics.

Any inappropriate associations that you may have will be discovered as part of our vetting process and should be declared at the earliest opportunity in line with our values of honesty and integrity.

Education and skills

Qualifications are not a requirement for appointment but for training and development purposes you may 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.

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 if 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 nor 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.



Health and Medical

Police Officers will encounter situations that can be stressful, traumatic, physically confrontational and often over long hours on shifts. As a result, applicants do need to be resilient enough to cope with the demands and pressures of police work. Applicants must therefore be in good health both mentally and physically in order to safely undertake police duties.

Our health standards require you to show that you can give regular and effective service. In order to do this, we ask you to provide relevant details of your health and medical history in accordance with any questions asked of you during the application and offer process. The health of each candidate is considered individually and no decision to reject a candidate is made without referral to a medical advisor

Applicants requiring reasonable adjustments

British Transport Police is committed to improving inclusivity, accessibility and employment opportunities throughout our organisation. We welcome applicants to share any specific needs or requirements with us throughout both the recruitment process and in the workplace. Please let us know if there are any adjustments you require and we will be able to discuss this with you in further detail.



Eyesight

To work safely as a Police Officer, especially in a railway environment, it is important that all applicants are able to meet the following eyesight requirements:

Am I eligible?

- **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** - Colour Vision Policing Requirement are as followed:
 - Monochromats are not accepted (complete colour deficiency).
 - Mild anomalous trichromats are acceptable in standard policing roles.
 - Severe anomalous trichromats are likely to be appropriate in some standard policing roles but not extended roles such AFO and Taser.
 - The use of colour correcting lenses is not acceptable.
- **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.

Eligibility disclaimer

Throughout your application, assessment and eventual vetting process, honesty is always the best policy. 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.

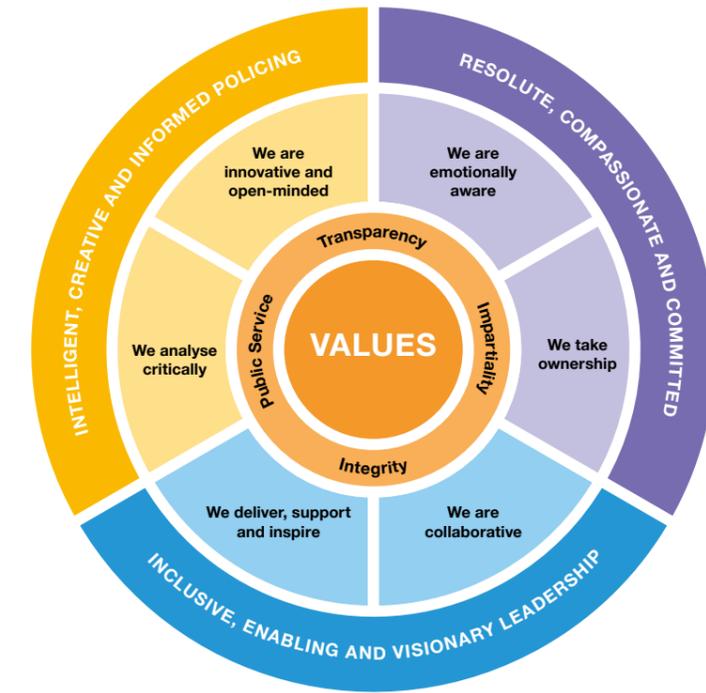
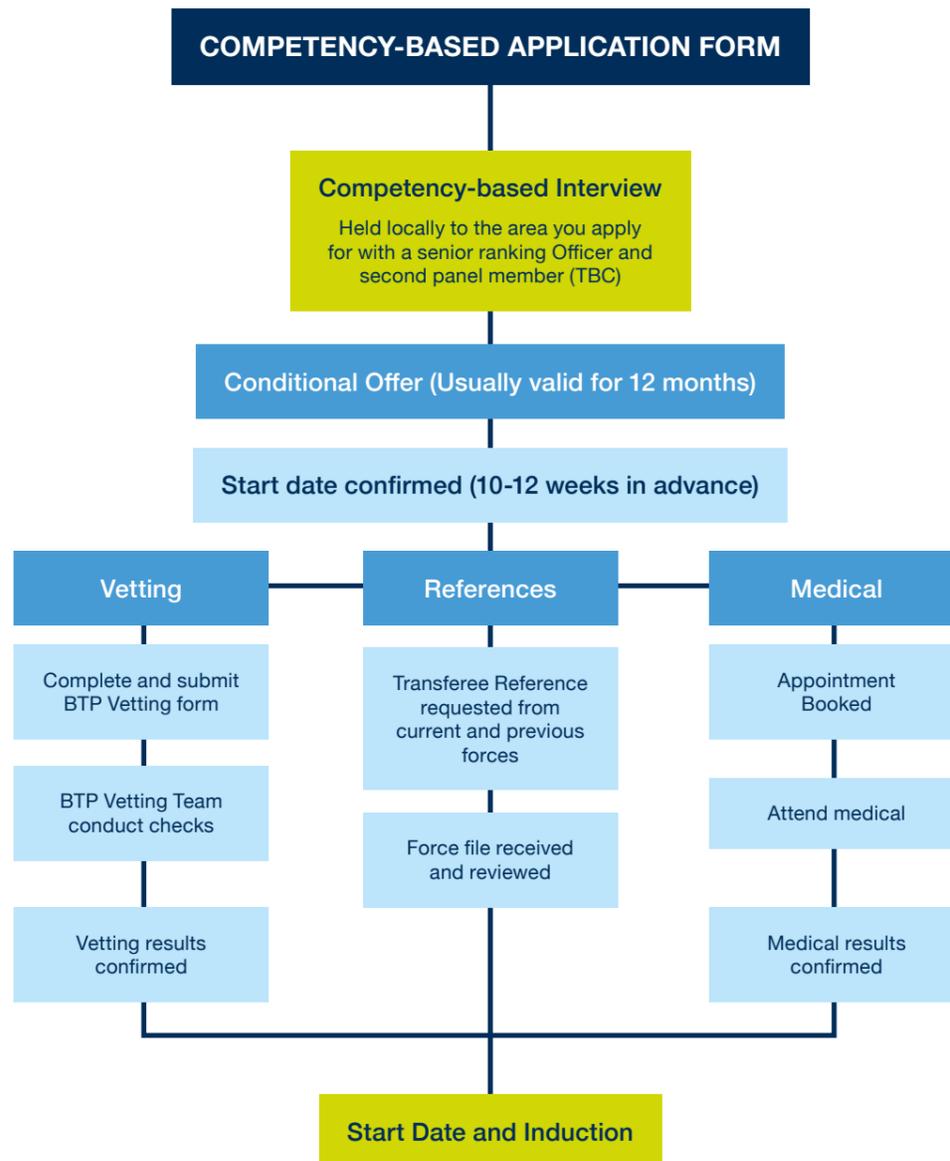


The Recruitment Process

Competency-based Application and Interview

All officer assessments within BTP are conducted against the College of Policing's Competencies and Values Framework (CVF). Further information regarding the CVF can be found on the College of Policing website.

www.college.police.uk/what-we-do/development/competency-and-values-framework/pages/competency-and-values-framework Induction/



Induction/Joining

Your dedicated Resourcing Advisor will start your recruitment checks with you once you have been allocated onto an intake, you are usually given 12 weeks notice to allow enough time for vetting, medical, references and to get your BTP Uniform ordered.

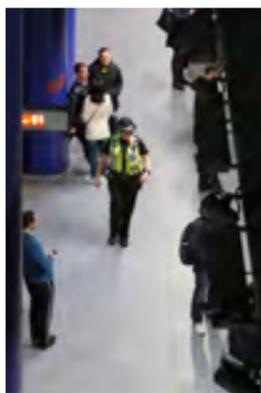
Your intake consists of 2 ½ weeks training at our learning and development centre in central London, run by one of our specialists recruit training team, you will cover Railway Legislation, BTP systems, and track safety to name a few! It's a compact but enjoyable course, giving you all you need to feel confident out on area.

If your role is within a specialist team, then your division will provide any further training needed.

Re joiners may need to complete additional training if after assessment it is decided you have been away from policing for an extended period. This will always be assessed on a case by case basis.

Accommodation

Of course, with our training being held in London, we offer accommodation to all officers with a C Division posting. Officers based in B Division will not automatically be offered accommodation for the duration of the course but you may submit a special request with the relevant recruitment advisor.



Pay and Benefits

Salary & Allowances

BTP operates on the same Windsor Salary Scale as Home Office forces. Basic salary, including increment date, will be maintained on transfer.

A rejoiner member would not be expected to restart the pay scale if re-entering at the same or lower rank as on departure. Instead they will re-enter at the pay point commensurate to length of service previously completed in that rank as per governing regulations for police pay.

Police Constable Pay Scale

Pay Point	Pay
1	£24,780.00
2	£25,902.00
3	£27,030.00
4	£28,158.00
5	£30,411.00
6	£34,950.00
7	£41,130.00

Police Sergeant Pay Scale

Pay Point	Pay
2	£43,965.00
3	£44,901.00
4	£46,227.00

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 will normally be paid at the same time.



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 based in London and the South East will receive 70 miles free mileage owing to the typically greater travelling distances and those based outside London and the South East will receive 8 miles of free travel with anything beyond this typically offered at a heavily reduced rate. Travel concessions are granted at the discretion of Rail Delivery Group and will be withdrawn in the event of their misuse.

Other benefits

Discounts and incentives

For PCs, we offer an internal benefits portal, 'Choices', which will give you access to a selection of discounted products and offers including various salary sacrifice schemes. However, a large number of high street and online retailers also offer unrivalled discounts and incentives to police employees that everyone will be able to benefit from.

Full Occupational Health Service

You will have access to our internal occupational health service covering everything from advice to management through to individual employees on all work-related health matters including physical and psycho-social, and assisting in the prevention of adverse health effects. You will also have free access to external, confidential services for any other issues that you require assistance with.



Pensions

Important update on transferring previous Police pensions into BTP Care Scheme

Transfers from Police Pension Schemes in England, Wales and Scotland can be undertaken on the basis of an agreement between HM Treasury, the Home Office, BTPA, and the Railways Pension Trustee. This type of agreement is referred to as a 'bilateral transfer agreement'. Unfortunately, we do not have such an agreement in place between the Home Office and our CARE funds.

We fully understand that your pension is an important and integral element of your overall remuneration package and that having no bilateral agreement in place will be disappointing for you. Although not as potentially preferential as it would be under a bilateral transfer agreement officers in the CARE scheme of the police officers section can transfer in benefits from other pension arrangements via a CETV transfer (Cash Equivalent Transfer Value). As an organisation we would urge employees thinking of transfers of benefits to get financial advice. Independent advice can be sought via:

www.unbiased.co.uk.

It is important that you understand what options are open to you so we would recommend you contact your previous pension provider about your pension funds. It is important you let them know why you are calling and that you are considering your options in respect of your pension and that you would like to know what options are available regarding your pension funds. It is also important that you ask about the consequences of any of those options, including the possible impact on your future retirement. Please note that pension funds are not all the same and will have different rules so it is important to understand what is applicable to you.

Please be aware that BTP as an employer is not allowed to give pensions or any financial advice.



BTP Pension 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 or transferees who have no protection in a Home Office force pension scheme.

The term CARE stands for 'Career Average Revalued Earnings'. This means that a pension is calculated each year that you are an active member. Each of your annual pensions is then 'revalued' by inflation (currently the Consumer Price Index) plus 1.25% while you are an active member.

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 previous 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 previous force, either in permanent or tapered protection, may retain their protection as per their current arrangement.

To discuss further please contact the Pension Manager via:

pension-queries@btp.police.uk.



Career Path

Transferring to BTP will provide you with a wealth of opportunities for training and development, whether that's learning new skills that can be used in any role such as:

- Response driving
- TASER
- Family Liaison Officer
- Public Order

Or if you are looking to progress into a more specialist role then, there are many on offer! It's important for you to understand that it isn't a case of simply expressing an interest in a role or automatically moving into one, you will have to wait for a vacancy to arise internally and there will normally be a competitive application process. Roles could include:

- Firearms
- Dog Handler
- Disruptive Effects Officers (formerly BDO's)
- Detective
- Attachments to specialist teams

You may also wish to progress through our rank structure, did you know, you can transfer your NPPF step two Legal Exam and complete your promotion board with us, providing your exam result is valid and in date!

There is no right answer as to how your career will develop and everyone follows a different path that best suits their skills, interests and needs. However, you can be assured that at BTP, we pride ourselves in offering access to learning and development opportunities nationally.

FAQs

I am in my probationary period at a Home Office Force, can I apply?

Unfortunately, you must have completed the full 2 year probationary period even if you have successfully completed your probationer portfolio.

I am an MDP or CNC Officer, am I eligible to apply to transfer?

BTP do not currently accept Transferee or Re-joiner applications from CNC or MOD Police. This applies to all Officer roles within BTP including Firearms.

Can I transfer my Pension Across?

BTP do not currently have a Bi-lateral agreement with Home Office Forces regarding pensions. Should you choose to transfer to BTP you will enter our CARE scheme and we are unable to transfer your benefits across like for like. It is important you understand the implications therefore we would suggest you contact your current pension provider and also submit a request to speak to BTP Pensions Team.

I have a live complaint with my current Force, can I apply?

You are not able to be vetted until any live complaints are resolved. We would ask you to wait until the matter is resolved before submitting an application to join BTP.

I resigned whilst under investigation, can I apply?

Unfortunately, we are not able to progress your application if you resigned under investigation.

Can I request to meet the team on division before submitting my application?

Absolutely. Please email the recruitment team who will be more than happy to arrange this.

Will I be subject to a probationary period?

Your contract will specify a probationary period. This will be either 6 or 12 months depending on length of time away from policing

When can I apply for other roles within BTP?

You are subject to 12 months tenure, however, you will be able to apply for internal positions with SUPT support during this time as long as you have full line management support and your understanding and knowledge of BTP is at the required level.



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.police.uk



Protect every journey

