

# Vetting Requirements



## What is vetting?

At BTP, we must all maintain high ethical and professional standards and act with the utmost integrity. Vetting helps reassure the public that appropriate checks are conducted on all those in a position of trust. It also identifies areas of vulnerability which could damage public confidence.

### Vetting is a process:

- ❖ That helps us decide who to recruit and who to allow access to sensitive information, estates, and assets.
- ❖ Required to protect you, the applicant
- ❖ Required to safeguard us, by ensuring we only employ those:
  - With proven integrity.
  - Who are not vulnerable to pressure from others to disclose information.
  - Who are unlikely to bring embarrassment to or discredit the police service.

### Who requires Police vetting?

Anyone who requires access to our information, sites or assets including:

Police officers	Police Staff	Volunteers
Special Constables	Contractors	

### Why do we do vetting?

The public are entitled to a police force that they can trust, where the employees:

- ❖ Are open and honest
- ❖ Are fair and objective
- ❖ Act in the public interest
- ❖ Demonstrate integrity
- ❖ Lead by example
- ❖ Remain accountable

These elements are covered by the Code of Ethics and vetting will only be granted to those who comply with these principles. This is in order to protect:

- ❖ Equipment
- ❖ Assets
- ❖ Police information
- ❖ Estates and infrastructure

### What does vetting entail?

Checks on you, including:

ID verification    Police data    Financial data    Address history    Social media

Checks on your family, co-residents and associates including:

Police data    Address history

#### TOP TIP!

**Always be honest** – If you are not sure if you should disclose something, it's better to do so, rather than have concerns raised over your honesty. Knowingly providing false information or concealing information on a vetting form or during any subsequent conversation or interview could be used as evidence of unreliability or dishonesty. Consequently, your clearance could be refused, even though what you were seeking to conceal may not in itself have caused a problem.

#### TOP TIP!

**Take your time** – Read the questions fully. All the information being asked for is essential for the vetting process. If you cannot provide any details, please use the space provided to explain the reason for not being able to provide these.

### Previous convictions / cautions?

A conviction or caution will not automatically lead to your vetting being refused, unless the offences resulted in:

- ❖ A prison sentence.
- ❖ You becoming a registered sex offender or being subject to a registration requirement.

In all other instances, each offence will be looked at on a case by case basis. Elements taken into consideration include:

- ❖ Type and seriousness of conviction/caution.
- ❖ Age of the applicant at the time of the conviction/caution.
- ❖ Time elapsed since the conviction/caution.
- ❖ Whether the conviction/caution is a standalone incident or whether there is an indication of a pattern of behaviour.

### Family and associates

If you are aware of any family members or associates who have been subject to police activity you must declare these on your vetting form. Any information you declare may be discussed with you, however we cannot disclose 3<sup>rd</sup> party information to you.

In some circumstances, an association may be assessed as a high risk, and even if a disclosure has been made, it may not be appropriate to grant vetting clearance to you.

### Social media

As a BTP employee you are required to use social media responsibly and not publish anything that could be perceived as discriminatory, abusive, oppressing, harassing, bullying, victimising or offensive.

You will be asked to provide your social media URLs so that we can assess risk against the above criteria. We will only view publicly available content.

### Previous police employment

If you have previously worked for another police force, checks will be undertaken to assess any issues in relation to complaints, suitability or other matters of concern. The presence of these will not automatically lead to a vetting refusal, except where the outcome has been successful dismissal from a force.

If you are currently under investigation with your previous force, we will not be able to progress your vetting application until that has been finalised.

If you resigned whilst under investigation and it was not finalised, we will conduct enquiries with your previous force for further context around the allegation.

### Residency criteria

To obtain Recruitment Vetting (RV) you must be able to provide a full 3 years of UK address history.

To obtain Management Vetting (MV) you must be able to provide a full 5 years of UK address history. This is to enable meaningful vetting checks to be carried out in line with national standards.

Exceptions can be made in certain circumstances, such as if you have been serving overseas with HM Government, or has taken a gap year from university.

### Financial situation

Poor financial history could cause you to become vulnerable to corruption. If you have experienced unmanageable debt (i.e. loan agreements have not been maintained), we may ask for evidence of your ability to manage future payments.

Initial clearance will not be granted if you have:

- ❖ A current County Court Judgement (CCJ)
- ❖ Been subjected to bankruptcy or a Debt Relief Order (DRO) which has only been satisfied within the last 3 years

If you are unsure of your current credit situation, you can request your credit report through several websites.

Protect every journey

