



LINCOLNSHIRE POLICE

POLICE HEADQUARTERS
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LINCOLN LN5 7PH

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EMPLOYMENT WITH LINCOLNSHIRE POLICE

Thank you for your interest in applying to Lincolnshire Police.

We suggest that you take some time to read through all the documentation provided before beginning to complete your application.

If you wish to be considered further, please return the completed application forms by the advertised closing date. Regrettably incomplete or late application packs will not be considered.

We would like to draw your attention to some points:

- Please do not submit CV's with your application, as these will not be considered. Only information relevant to the questions asked on the application form will be considered.
- Attendance at work is fundamental to Lincolnshire Police's ability to effectively deliver a high quality of service. To be eligible for the selection process you must meet our attendance criteria.
- Please state clearly on the application form whether you are applying for a full time or a part time vacancy.

Please note that as an applicant for a position with Lincolnshire Police that your conduct towards our employees is assessed at all times in accordance with our Staff Charter. We expect you to show courtesy and respect towards members of staff during the recruitment process. A record will be made of any inappropriate behaviour and this could result in your application being rejected.

If you have not received notification that you have been invited for an interview within 4 weeks of the vacancy closing you should assume, that whilst your interest is acknowledged, your application has not been successful on this occasion.

Lincolnshire Police is committed to fair treatment and providing equality of opportunity. We are committed to representing the community we serve and we welcome applications from sections of our communities who may be under-represented within our organisation. If you would like to speak to somebody representative of yourself, we will willingly make the necessary arrangements.

If you have any queries or you are not sure of any of the above, please do not hesitate to contact us on 01522 558235.

Yours sincerely

David Freeman
Senior Recruitment Officer





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PO Box 999
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Tel: (01522) 558235**

**Director of Human Resources
Sue Scott**

Dear Applicant,

I attach a copy of the Lincolnshire Police Staff Charter. This sets out the values that are important to our organisation and the behaviours we expect from everyone who works for us.

Before you apply for the job we'd like you to ask yourself whether your own personal values correspond with those of Lincolnshire Police, and also whether the behaviours described in the Charter reflect the sort of organisation in which you'd like to work and would fit into well.

I also attach our Leadership Charter. If you have applied for a job which involves managing others, this will be useful to you as it sets out what we expect from our managers at all levels. Again, before applying please be sure that this is the sort of role you want and in which you could meet our expectations.

If the job you're interested in doesn't involve managing staff, the Leadership Charter should still be of interest to you as it will let you know what you can expect from your manager if you join us.

If this is the sort of organisation you'd like to work for, and you feel you meet the other essential requirements of the role, then we look forward to receiving an application from you.

Thank you for your interest in working for Lincolnshire Police.

Sue Scott
Director of Human Resources



Serving with Pride

Staff Charter

At Lincolnshire Police we pride ourselves on recruiting the best staff and then leading, supporting and developing them so they give, or support others in giving, the best possible services to our local communities.

We recognise that it's not enough to train people on **what** to do at work, we also need to be very clear about **how** we expect them to do it.

This Charter sets out the values we expect all our staff to hold and demonstrate. It also describes how we expect everyone to behave at work – whatever their role.

Our values

We will deliver our services with **PRIDE**:

P	Professionalism
R	Respect
I	Integrity
D	Dedication
E	Empathy

What do these words mean to us?

Professionalism:	consistently demonstrating the highest standards of occupational practice and behaviour
Respect:	showing consideration and courtesy to our community and our colleagues and respect for our Force
Integrity:	showing honesty, openness and fairness in the way we behave
Dedication:	being caring and committed to delivering excellent services
Empathy:	being able to see things from another's point of view and show understanding

Our behaviours

We have identified four key areas that describe how we will all work together in Lincolnshire Police. We believe that by concentrating on these four areas we will always be improving how we do things.

Learning from experience

Things won't always go as well as they might. When this happens we need to

- concentrate on solving the problem, rather than blaming others
- take time to think about what went well, what didn't and why
- avoid short term fixes that won't solve the underlying problem and could make things worse in the long term
- think creatively and question current ways of doing things
- consider the benefits and risks of doing things differently

Consistently treating colleagues with honesty and respect

Talking openly and sensitively to our colleagues about our own and their performance and behaviour will help everyone to develop and will build good relationships. To do this effectively we need to

- ask for and act on feedback from managers and colleagues
- offer constructive and genuine feedback to others
- consistently behave in a positive way
- demonstrate a mature approach in our dealings with others
- avoid engaging in rumour and gossip. Ask the appropriate person to provide information or address concerns

Always adopting a team approach and supporting others

Whilst we may identify closely with our own team, department or division we must always put the interests of Lincolnshire Police first. To achieve this we need to

- see the wider picture and consider the effect of our actions on the whole Force
- always act in the best interests of the communities we serve
- support colleagues in delivering their services and achieving their potential
- take personal responsibility for resolving problems and improving services
- find out what other teams do and how our actions affect them so we can improve how we all work together

Improving communication and commitment

Everyone has some responsibility for improving communications. People do a better job when they are well informed and have the opportunity to contribute to the improvement of their services. We need to

- share information when it will help others to do their job better
- tell our managers if we feel uninformed or excluded
- put forward our ideas for improvement
- keep up to date by regularly looking at the Force intranet and by reading Force newsletters
- be aware of Force and service priorities and suggest personal objectives that will contribute to these

The values and behaviours set out in this Staff Charter will form the basis of how we work in Lincolnshire Police. They will enable us to deliver our services with pride and feel proud to work for the Force.



Leading with Pride

Force Leadership Charter

High quality leadership is vital to the success and continuing improvement of the Force. This Leadership Charter sets out the key areas in which managers at all levels should lead.

All managers should model their practice on the Charter, which will help them to review and improve their own performance and motivate and improve the performance of their teams.

They should model their behaviour on the Staff Charter – Serving with Pride.

We expect our managers to: -

Provide vision and direction by:

- promoting and being a role model for the values and behaviours set out in the Staff Charter – Serving with Pride.
- developing and communicating clear objectives for their service that will help to achieve the Force's objectives
- being a champion for improvement and change.

Manage performance by:

- making sure that service performance is continually monitored and improved against key indicators
- setting clear service standards and reviewing these against the changing requirements of the community and service users
- making sure that services are delivered in ways that reflect and support force values and behaviours
- agreeing clear objectives with each employee
- monitoring achievement against objectives and taking appropriate action
- ensuring a safe, clean and healthy working environment
- addressing unsatisfactory performance, behaviour and attendance.

Plan and review activities by:

- looking at the long term development of the service by responding to community needs and aspirations
- constantly reviewing strategies, processes and resources in the light of changing pressures and priorities
- looking at a wide range of alternative approaches to achieve 'best practice'
- constantly ensuring equal access for all
- forming and maintaining effective links with partners in Force and the community.

Develop people by:

- involving them and delegating responsibility appropriately
- giving them constructive and regular feedback on their performance
- assessing them against the values and behaviours in the Staff Charter
- supporting continuous individual development through on and off the job training
- celebrating and recognising achievements
- encouraging creative thinking and exploiting the learning potential in any activity, including mistakes
- valuing and getting benefit from diversity.

Develop themselves by:

- making sure they have the relevant up to date skills and knowledge for their role
- taking responsibility for their own learning and development and setting an example to others
- identifying and exploiting the learning potential in any activity, including mistakes
- asking for and learning from regular feedback
- using personal reflection to learn from experience and improve future actions
- regularly assessing their own values and behaviours against those set out in the Staff Charter.

Communicate effectively by:

- assessing and improving communication processes to meet the needs of all officers and staff
- creating an atmosphere of openness and trust
- seeking and responding to ideas and feedback
- demonstrating genuine interest in others through active listening and being available
- consulting and working with recognised professional associations and trade unions
- using plain language.

Demonstrate integrity and commitment by:

- consistently demonstrating the values and behaviours set out in the Staff Charter and expecting others to follow this example
- making fair, reasonable and consistent decisions within the framework of the Force's policies
- taking responsibility for unpopular decisions, not blaming others
- actively seeking to do things better
- respecting and treating colleagues and members of the community as valued individuals.

Ambition Statement

- Focus on the citizen;
- Achieve the highest standards of professionalism;
- Deliver excellent performance; and so
- Inspire confidence among the people we serve.

Force values

We will deliver our services with PRIDE:

P	Professionalism
R	Respect
I	Integrity
D	Dedication
E	Empathy

The values and behaviours we expect all our staff to continually demonstrate are set out in the Force's Staff Charter – Serving with Pride.