

Lincolnshire Police

Policy Document



Security vetting policy PD 130

Policy document information

Reference number:	PD 130
Policy sponsor:	ACO
Policy owner:	Head of Information Management Unit – Jen Johnson
Author:	Vetting & Security Manager – Layla Hughes
Publication date:	August 2023
Review date:	August 2025

Version history

Version	Date	Reason for issue
12	Sept 2017	Review of Policy
13	Oct 2017	Publication of APP for vetting
14	Aug 2019	Biennial review and introduction of revised APP
15	Aug 2021	Biennial review
16	Aug 2023	Biennial review

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)

- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [UK General Data Protection Regulation \(GDPR\)](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This Policy has been checked against APP and Lincolnshire Police has adopted the provisions of APP as its Vetting Policy.

Those provisions include the Codes of Practice for vetting and Vetting APP and can be accessed via the home page of the APP website:

[Vetting](#)

1. Policy aims (Purpose)

1.1. It is intended that this policy will ensure consistency of approach and demonstrate compliance with the ACPO National Vetting Policy for the Police Community 2012.

1.2. The primary objectives are:

- to safeguard our information, operational and financial assets
- to preserve the safety and welfare of our community and staff
- to maintain the safety and trust of the community we serve and those with whom we work in partnership

2. Policy statement (Key information)

2.1. General Principles

- 2.1.1. Lincolnshire Police is committed to the maintenance of high levels of honesty and integrity and to the prevention and disruption of dishonest, unethical and unprofessional behaviour. A comprehensive and proportionate vetting strategy assists the chief constable to maintain an efficient and effective Force as required by the Police Act 1996. It also assists in compliance with Principle 7 of the Data Protection Act 1998, Section 8 of the Official Secrets Act 1989, Section 115 Crime and Disorder Act 1998 and Section 82 of the Police Reform Act 2002 and the Cabinet Office Security Policy Framework.
- 2.1.2. The Force security vetting policy is designed to provide additional assurances both to persons seeking recruitment to and those already working within the Force. A high level of integrity and honesty ensures that new employees will not be a risk to the organisation or national security and reduces the risk of unauthorised disclosure of information and other assets. The processes involved will take into account the Human Rights Act 1998.
- 2.1.3. It ensures that the Force has a robust and consistent system for vetting all those wishing to work with or for Lincolnshire Police and that the individuals concerned are vetted to a level appropriate to the level of access to sensitive and protectively marked information and assets they enjoy. . It is designed to provide clear guidance to the vetting levels and procedures employed. Additionally, the policy will provide a high level of assurance that the vetting levels held retain their currency by the implementation of a meaningful system of vetting aftercare.

2.2. Scope

- 2.2.1. To achieve the above, the Vetting Unit will carry out checks on all those working with or those wishing to work with or for Lincolnshire Police. The policy applies to all police officers, police staff and all personnel contracted to work for Lincolnshire Police, special constables, volunteers, temporary

personnel and trusted employees from agencies and organisations who by the nature of their role may require unsupervised access to Lincolnshire Police site, assets, systems and information.

2.2.2. All personnel who have unsupervised access to any part of the Lincolnshire Police site, its assets, systems or information will be subject to a vetting procedure commensurate with the risk involved in providing such access.

2.2.3. These vetting checks include searching databases held both within the Force and nationally, financial checks, Security Service checks and enquiries with other forces and organisations where necessary and appropriate. Additionally, the Unit will be responsible for conducting the aftercare process on all those holding designated posts. This policy is designed to provide clear guidance to the vetting levels and procedures employed.

2.3. Vetting Approval

2.3.1. The decision on whether an applicant's vetting is approved, rejected or withdrawn rests entirely with Force Vetting Unit (FVU). This decision, however, is open to review and/or appeal.

2.4. Data Protection

2.4.1. The Force Vetting Unit is to ensure that all information provided by applicants or gathered during the vetting process remains secure and is treated confidentially.

3. Other related documents and appendices

3.1. Appendices.

- Appendix A – APP on Vetting
- Appendix B - Vetting Code of Practice

4. Monitoring and review

- 4.1 The Force Vetting and Security Manager will continually monitor the effectiveness of the policy and review it on a two-yearly basis.
- 4.2. The Force Vetting and Security Manager will submit the review to the Head of IMU.

5. Who to contact about this policy

- 5.1. This policy is owned by the head of the Information Management Unit. Any enquires regarding its content should first be directed to the Force Vetting Unit by email to vetting@lincs.pnn.police.uk or by telephone: 01522 947111/2/3.

Pro-forma for the equality initial assessment

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (where appropriate)
- Equality and Diversity

Department:	Professional Standards	Section:	IMU	Person responsible for initial assessment:	FORCE VETTING OFFICER
Policy being assessed:	Vetting Policy – PD 130	Date of assessment:	August 2019	Is this a new or existing policy?	Existing

Question	Answer
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1. Briefly describe the aims, objectives and purpose of the policy.	To ensure that all those who work with or for Lincolnshire Police are vetted to a level appropriate to the level of risk generated by their access to sensitive and / or protectively marked assets.
2. Are there any associated objectives of the policy? Please explain.	No
3. Who is intended to benefit from the policy and in what way?	The community and those working with and for Lincolnshire Police
4. What outcomes are wanted from this policy?	To have a fully vetted workforce, vetted to the correct levels and to adhere to the policy regarding aftercare to ensure that the inbuilt safeguards operate properly.
5. What factors/forces could contribute/detract from the outcomes?	If the policy is adhered to - none
6. Who are the main stakeholders in relation to the Policy?	
7. Who implements the policy and who is responsible for the activity?	The Force Vetting and Security Manager and head of PSD respectively.
8. Is there any likelihood the policy could have a differential impact on racial groups? (Including Gypsies and Travellers)	No Neither the policy nor the proforma that it generates ask questions that could identify this group.

What existing evidence (either presumed or otherwise) do you have for this?	The Force policy is based very much upon national policy. The national policy authors conducted extensive research on this and related subjects. It is also illegal in many cases to have such a differential impact. Additionally, no adverse comments have been raised by those vetted by the Vetting Unit.
9. Is there any likelihood the policy could have a differential impact due to gender?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above
10. Is there any likelihood the policy could have a differential impact on due disability?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above
11. Is there any likelihood the policy could have a differential impact on people due to sexual orientation?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above
12. Is there any likelihood the policy could have a differential impact on people due to their age?	No

12a. Is there any likelihood the policy could have a differential impact on Young People and Children?	No
What existing evidence (either presumed or otherwise) do you have for this?	This policy is designed to help ensure the safety of this group.
12b. Is there any likelihood the policy could have a differential impact on Older People?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above
13. Is there any likelihood the policy could have a differential impact on people due to their religious belief?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above
14. Is there any likelihood the policy could have a differential impact on people due to them having dependants/caring responsibilities?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above

15. Is there any likelihood the activity could have a differential impact on people due to Marriage or Civil partnership?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above
16. Is there any likelihood the policy could have a differential impact on people due to them being Transgender or Transsexual?	No
What existing evidence (either presumed or otherwise) do you have for this?	As above
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?	No
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	No
19. If Yes, is there enough evidence to proceed to a full EIA?	No
20. Date on which Full impact assessment to be completed by.	

Signed (completing officer): Keith Edwards (Force vetting officer)

Signed (Lead officer):

Groups affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
Disability: Physical, Sensory, Learning Disability, Mental Health, Carers	☒	☐	☐
Gender: Male, Female	☒	☐	☐
Transgender	☒	☐	☐
Race: Traveller and Gypsy etc	☒	☐	☐
Sexual Orientation: Lesbian, Gay, Bisexual	☒	☐	☐
Religion and Belief	☒	☐	☐
Age: Young and Old	☒	☐	☐
Marriage and Civil Partnerships	☒	☐	☐