



Police Officer Recruitment Guidance



LINCOLNSHIRE POLICE

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Introduction

This document sets out to provide you with an understanding of the recruitment process to become a Student Police Officer.

There are set dates and times at each stage of the selection process that you will be required to meet. It is important you understand what the process entails, how long you have to complete each stage and when you will be informed if you have been successful to progress to the next stage.

Primary source of contact will be via your email address, please notify us of any changes in your personal contact details.

If you have a query, before contacting us, please ensure that you have read this document carefully. If you do not find the answer to your question within this document, then you can email our dedicated recruitment team on: pcrecruitment@lincs.pnn.police.uk. We will aim to respond to emails within 3 working days during normal office hours, Monday to Friday 08.30am – 1700pm.

Please read this document carefully and in full, in readiness should you wish to make an application to become a Police Officer.

Becoming a Police Officer – What We Offer

- ❖ Our starting pay for Student Officers will be £22,155.
- ❖ Police Officer pension. For further information see the Q&A Section within this pack.
- ❖ Training and development opportunities.
- ❖ Support and advice from our Occupational Health Support Unit and a range of staff associations and access to a range of services including Charitable Trust and Police Mutual.
- ❖ Childcare Vouchers. You can use the vouchers to pay for registered or approved childcare, this includes nurseries, childminders, breakfast and after school clubs, and can be used for children up to the age of 16.
- ❖ Access to established staff support groups for all members of the policing family.

Eligibility Criteria

As you might imagine, applicant entry requirements are fairly comprehensive. To apply you must:

- ❖ Be aged 18 or over on the date that you apply.
- ❖ There is no upper age limit, though you should bear in mind that the normal retirement age for police constables and sergeants is 60. You should also be aware that all new recruits, whatever their age, are required to undertake a two-year probationary period.
- ❖ Have been a resident in the UK for the last three years.
- ❖ Be a UK, EU or Commonwealth Citizen, with no restrictions on your stay in the UK.
- ❖ Hold a full UK/EU manual valid driving licence at the point of application. You must not have 9 or more endorsable points on your licence at the point of applying or at any point throughout the process.
- ❖ Not be a member of an extreme political organisation such as BNP, National Front or Combat 18.
- ❖ Tattoos are not acceptable if they are particularly prominent, garish, offensive or undermine the dignity and authority of your role and the force. If you have a tattoo you will be asked to provide a brief description and photographs of the tattoo. Your tattoos will be reviewed on an individual basis to determine your eligibility for appointment. Tattoos on your neck and face will not be accepted and tattoos on hands are unlikely to be accepted.
- ❖ Not have any serious convictions or recent cautions, bind-overs or findings of guilt.
- ❖ Not have any current County Court Judgements against you or be the subject of an Individual Voluntary Agreement (IVA). If you have been registered bankrupt you may only apply if it is at least three years since the date your debts were discharged.
- ❖ Must not have been unsuccessful at a Police SEARCH Assessment within six months of applying.
- ❖ Not have an ongoing application with any other force in England and Wales in accordance with national recruitment policy (Please see the notes on transferred scores).

Qualification and Experience Criteria

Please take your time to fully read all of the requirements before you decide to apply.

To be eligible you must meet one of the following:

- Hold a level 3 qualification in any subject or equivalent. (Must be equivalent to A Level qualification)
- Possess a policing qualification approved by the Sector Skills Council for the Justice Sector.
- Undertaken the role of PCSO, who has completed their professional development plan, passed their probationary period at the time of application and are up to date with all mandatory training.
- Undertaken the role of Special Constable/VPCSO who has attained independent patrol status plus a further 6 months of service in this role, and must have consistently completed sixteen hours per month and are up to date with all mandatory training.

Recruitment Process

At the end of each stage of the recruitment process you will be notified by email whether or not you have been successful and therefore eligible to proceed to the next stage.

- ❖ **Stage 1** - Application Form
- ❖ **Stage 2** – SEARCH Assessment Centre
- ❖ **Stage 3** – Force Interview
- ❖ **Stage 4** – Fitness Test
- ❖ **Stage 5** – Pre-employment Checks

Key Dates and Times

Below are some important dates you may wish to make a note of which set out the timeframes for this recruitment process.

- ❖ Application Form: Applications are available to request from **0900 hours on 30th May 2017**. Please be advised that there are a limited number of applications available, and applications will close as soon as sufficient applications have been sent out. Applications will only be available by email request – requests by any other means will not be accepted.
- ❖ Any requests submitted before the time above will not be accepted.
- ❖ Closing Date for receipt of completed applications: **1700 hours on 30th June 2017**.
- ❖ Assessment Centre: Candidates successful at the application stage will be invited to attend an Assessment Centre; these will take place at various dates throughout September and October 2017 and potentially throughout the next year.
- ❖ Force Interviews: Successful candidates at Assessment Centre will be invited to attend an interview at a station in Lincolnshire. An interview will typically last for one hour and will take place in the weeks commencing Monday 6th November 2017 and 13th November 2017.
- ❖ Fitness Tests: In the weeks commencing 20th November 2017 and 27th November 2017.
- ❖ Medical Appointments: In the weeks commencing 8th January, 15th January and 22nd January 2017.

Although the Force will try to keep to the above dates, please note that they may be subject to change at any time should there be a requirement to do so due to unforeseen circumstances.

You must be available to complete all the above stages within these timeframes. If you are not available for any stages of the process for any reason, eg: pre-arranged holidays, we may not be able to process your application as alternative dates may not be available.

Applicants who are successful throughout the recruitment process will be allocated available places as determined by the force.

Transferred Applications

Competency Based Questionnaire (CBQ) / SEARCH Assessment Centre

All applicants need ensure that their documents are sent to HR Resourcing by the application closing date, including the Application Form, CBQ Feedback Report and Assessment Centre Report. These documents **MUST** be sent directly from the force which the applicant applied initially and only when you have spoken to a member of the HR Resourcing team and ensured you are eligible to transfer your application.

We are able to accept transferred scores providing you meet the following requirements:

- ❖ Competency Based Questionnaire (CBQ) – Score a pass mark and still be valid with the original force that the applicant applied to.
- ❖ Assessment Centre – Score a pass with a mark of 50% or above which is still valid with the original force that the applicant applied to. This must be dated within 12 months at point of application.
- ❖ Any other local requirements as set out in the eligibility criteria

The transfer of scores can still apply if your application is in process with another force, however, in order to transfer your score to this process you **must** withdraw your application from the previous force.

Your previous force will need to provide proof of your score and copy of feedback forms and submit to us with your application form by the closing date. It is the candidate's responsibility to ensure that this is completed. Transferred applications received after 1700 hours on 30th June 2017 will not be accepted.

Important: If you have been declined at any other stage of the national process for example: National Criteria, Competency Based Questionnaire (CBQ), Assessment Centre, Medical, Fitness, Vetting, you will not be able to transfer your application. You will however be able to submit a new application if you have not been unsuccessful at Assessment centre within 6 months of submitting a completed application.

Applicants transferring scores should be aware of the following:

- ❖ Your Competency Based Questionnaire (CBQ) and assessment centre score will be added to the pool of any new/existing applicants in Lincolnshire.
- ❖ We are not able to guarantee that transferring your score would automatically secure you a place on the next stages of the recruitment process.
- ❖ Whether you are transferring your CBQ or assessment centre score you will required to attend and pass a force interview.
- ❖ The national recruitment process does not allow applicants to take more than one SEARCH Assessment Centre in any 6 month period.

Stage 1 – Application Form

The application form will be made available to candidates from **0900 hours 30th May 2017**. The closing date for applications is **1700 hours 30th June 2017**. There are a limited number of applications and once they have been released no further applications will be sent out. They will be released in order of email requests received. **Any requests submitted before the campaign opens at 0900 hours on 30th May will be disregarded.**

This document must be completed online and submitted to pcrecruitment@lincs.pnn.police.uk prior to the application closing date. This must be completed honestly and accurately and must be all your own work.

There are four competency based questions and the spelling, grammar and punctuation throughout the application must be excellent as this is marked as part of the paper sift process. The competencies tested are:

- Professionalism
- Working with others
- Decision making
- Service delivery

Applications are assessed under national guidelines and will be shortlisted across a period of several months. Therefore candidates will be notified of the results as soon as these are known.

You must submit your application form and any other requirements listed on the checklist at the back of the application form

Any incomplete applications /documents may lead to a delay in processing your application.

Application forms must be submitted via email. Hard copies will not be accepted.

Stage 2 – SEARCH Assessment Centre

If successful at the paper sift, you will be invited to attend a National SEARCH Assessment Centre. These are held at the National College of Policing at Ryton, near Coventry. The assessment lasts for half a day. Candidates are required to undertake a variety of exercises see below, which will be based on the Policing Professional Framework.

- Competency based structured interview
- 2 x written tests
- 4 x interactive exercises
- Police Initial Recruitment Test (Verbal Logical Reasoning and Numerical Reasoning)

You will have between one and two weeks to prepare and full details will be sent to you about what will happen on the day if you are invited to attend.

You will be provided with your result approximately 3 weeks after your attendance.

The current national pass mark for applicants attending the assessment centre is 50%. All passes remain valid with all forces for 12 months.

You cannot attend an assessment centre more than once in a six month period.

Stage 3 – In Force Interview

If successful at assessment centre you will be invited to attend an interview with Lincolnshire Police. This interview will focus on your motivation for becoming a police officer, your knowledge about the role and the forces priorities and values and will also be based around the competencies set out in the Policing Professional Framework. (PPF)

Further details will be provided prior to attending an interview.

You will be provided with your result between one and two weeks after your attendance.

Stage 4 – Fitness Test

If successful at the interview you will be invited to attend a fitness test. You will be required to complete a beep test whereby you will run between 2 markers, 15m apart to a pace set by a beep sound which increases in speed. (The aim is to cover the 15m in time with the beep until you can no longer keep up.

The level that you will need to reach is 5.4. You will be notified on the day whether you have passed or not.

Stage 5 – Pre-employment Checks

The role of a police officer is demanding. During the application and selection process we will be assessing your mental and physical fitness to undertake the role.

Medical Assessment

A medical assessment will generally be carried out by our Occupational Health team. They will check the following:

- ❖ BMI
- ❖ Eye sight test
- ❖ Colour vision
- ❖ Lung function
- ❖ Hearing

You will be asked to complete a confidential medical history questionnaire. Depending upon your medical history, we may have to contact your GP/ specialist for further information.

References

We send reference requests to all your previous employers/educational establishments in the last ten years. We will also request two character references.

Vetting Checks

The vetting process is entirely confidential and the outcomes (other than pass/fail) are not shared with anyone else in the organisation (including trainers, future line managers or fellow trainees) or anyone outside of the organisation (including family).

We will carry out security checks on you and your:

- ❖ Spouse/Partner
- ❖ Father
- ❖ Step father/mother's partner
- ❖ Mother
- ❖ Stepmother / father's partner
- ❖ Brothers / sisters (full/half/step)
- ❖ Children / Children of your partner (only those aged 10 years and over)
- ❖ Any other adult living at your address

Financial circumstances – applicants will have their financial status checked.

These checks are carried out because police officers have access to privileged information, which may make them vulnerable to corruption.

Applicants with outstanding County Court Judgements (CCJs), Individual Voluntary Agreements (IVAs) or who have been registered bankrupt with outstanding debts, will be rejected. If you have discharged bankruptcy debts then you will need to provide a Certificate of Satisfaction with your application. At least three years will need to have passed since the date of discharge.

Applicants with cautions/convictions/reprimands, other than some motoring offences, may not be accepted.

Drugs Testing

As part of the process you may be subject to random drug testing. All drug testing processes are entirely confidential and only the presence of illegal substances will be disclosed to those directly involved in the process. Prescribed medication, including that for individuals with certain disabilities or individuals that may be transitioning, is not tested for in the process.

Biometric Vetting

We will need to take your fingerprints and DNA samples to carry out some final vetting checks against the national police database.

Important Note

Attitude and behavior of candidates will be assessed throughout the recruitment process.

As an applicant for a position of police constable, your conduct throughout the process is assessed at all times in accordance with the Staff Charter and Code of Ethics (available on the website).

Courtesy and respect should be shown to all members of staff in various departments involved with the recruitment process. A record will be made of any inappropriate behavior and this could lead to your application being withdrawn at any stage of the process.

FAQ's – Frequently asked Questions

1. How do I contact HR Resourcing Team about my application?

All the answers that you need to know about your stage of the recruitment process are contained within this booklet. If you have a query, before contacting us, please ensure that you have read this document carefully.

If you do not find the answer to your question within this document, then you can email our dedicated resourcing team on: pcrecruitment@lincs.pnn.police.uk. Our normal office hours are Monday to Friday 8.30am – 5pm. Due to the level of emails we receive during a police officer recruitment campaign we may not be able to respond to your email on the day it is submitted so please be patient and do not chase for a reply unnecessarily.

2. I will be 18 on the date the Assessment Centre start. Can I still apply?

No. To be eligible to apply, you must be age 18 years at the point of application.

3. I have not received an email confirming if I have passed or failed?

At the end of each element of the process you will receive an email. If you have not received an email in the timeframe stated within this guide you should check your junk mail / filter settings in case the email/s get filtered by your spam software.

4. I have a medical condition but does that prevent me from joining?

It will depend upon the nature of the medical condition. We require that all our new officers undergo a medical assessment with our Occupational Health Support Unit. You will need to pass the medical assessment to be eligible to join.

5. I have tattoos. Will this stop me becoming a Police Officer

Not necessarily. Our officers are representative of the communities that we serve and a lot of people have tattoos, but it will depend on what the tattoo shows and how visible it is. If you have tattoos you will need to make a declaration at the time of application and will be required to provide full descriptions and submit two digital pictures of each tattoo.

(One distance photograph clearly showing where on the above body area the tattoo is

located and a second close up photograph that we can use to assess this against our standards)

6. I am not a British citizen. Can I still apply to join as an officer?

Yes. If you are a Foreign National or Commonwealth Citizen you must have leave to enter or leave to remain in the UK for an indefinite period. Most EEA and Swiss Nationals have the right to reside in the UK and so will not need to demonstrate this.

7. Do I need a driving licence to apply?

Yes. You will require a full manual UK/EU driving licence prior to applying. If you have a Full EU Driving licence, this must be converted to a Full UK driving licence before any offer of employment can be made.

8. I have a motoring offence(s). Can I still apply to become an officer?

We will need to assess the motoring offences. However, if you have nine or more penalty points on your driving licence you will not be eligible to apply to join as a Police Officer. Applications from candidates which show drink driving offences within the past 10 years will not be progressed and will not be eligible.

9. I have a criminal record. Can I still apply to become an officer?

Eligibility will depend on the nature and circumstances of the offence. It is not possible to set out a full list of convictions that will preclude a person from becoming a police officer. Each case will be considered on its own merits, and if the offence is deemed sufficiently serious a person will be rejected irrespective of age at time of offending. There may be circumstances where an individual does not fall within the criteria, but whose suspected involvement in crime, or criminal associations make an offer of employment inappropriate.

10. If I am successful in my application to become a PCSO or Special Constable, can I transfer to become a Police Officer?

No, you would have to go through the official recruitment process like all other applicants in order to qualify as a police officer.

11. I am a serving PCSO or Special Constable, can I transfer to become a Police Officer?

No, you would have to go through the official recruitment process like all other applicants in order to qualify as a police officer.

12. I would like to become a Firearms Officer/Dog Handler/Detective/Air Observer etc – if my application is successful can I join the unit straight away?

No. All newly recruited police officers must undergo a two year probationary period, so you could not apply for any specialist posts until you have completed at least two years' service.

13. Can you become a Police Officer if you wear glasses or contact lenses?

As part of the recruitment process you will need to undergo an eye test. New recruits must have at least 6/12 vision in the right or left eye, or at least 6/6 vision in both eyes.

Those who wear glasses or contact lenses must have at least 6/36 unaided vision in both eyes. For further information please refer to the eligibility criteria.

14. Can you become a Police Officer if you are colour blind?

Those with colour blindness are eligible to become police officers, but would be restricted from fulfilling certain posts, such as Traffic Officer or Firearms Officer. If your colour blindness is monochrome, you would be unable to apply.

15. If I have a disability can I apply to become a Police Officer?

We welcome applications from people with disabilities as defined by the Equality Act 2010 i.e. a person is disabled under this Act if they have a physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on their ability to carry out normal day to day tasks.

If you consider yourself to have a disability, please inform us of the type of reasonable adjustments you might need to assist you in participating in the recruitment and selection process. We will try to make reasonable adjustments required where practicable. If you require reasonable adjustments or disclose that you have a disability this will be shared with the Forces Training Team to assist you during your probationary period.

Please contact the resourcing team to advise what adjustments you require.

16. I have epilepsy. Can I still apply?

You can still apply to become a police officer. We will look at each case on its merits and take guidance from our Occupational Health Support Unit.

17. I have diabetes. Can I still apply?

You can still apply to become a police officer. We will look at each case on its merits and take guidance from our Occupational Health Support Unit.

18. Is there a height restriction for Police Officers?

No. There is no minimum or maximum height restriction

19. If my BMI reading is outside of the guidelines, will that prevent me from progressing through the application process?

The College of Policing guidelines suggest that a reading between 18 and 30 is the ideal, however the BMI aspect is only one element of our health and fitness requirements, this may not prevent an applicant from getting further on in the process if they are otherwise fit and healthy and able to complete our fitness test.

20. How much will I be paid?

On appointment, the standard starting pay will be **£22,155**.

Candidates with specific experience in certain roles (e.g Special Constables and PCSOs, who meet certain requirements and evidence can be provided of these requirements by their existing force), may start on pay point 1.

The pay scales for Police Officers are:

Pay Point	With effect from 1 September 2016	Notes
0	£22,155	SCP 1
1	£22,896	SCP 2
2	£23,931	SCP 3
3	£24,975	SCP 4
4	£26,016	SCP 5
5	£28,098	SCP 6
6	£32,292	SCP 7
7	£38,001	SCP 8

21. Would a Business Interests stop me from becoming a Police Officer?

Unless the chief officer decides otherwise, you will not normally be eligible for appointment as a police officer if you have any of the following business interests:

- You hold any office or employment for hire or gain (other than as a police officer) or you carry on any business.
- Your spouse or partner or any other relative living with you keeps a shop or similar in the area of the police force in question.
- You, your spouse or partner or any relative living with you holds or has 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 in the area of the police force in question.

- However, the chief officer may decide to allow the business interest, if he/she thinks it is compatible with being a member of the force.

22. A Level 3 qualification or equivalent.

The link below shows how the most common qualifications compare.

<https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels>

23. What will be my pension entitlement be?

- Since 6 April 2006, all new entrants to the Police Service automatically join the new Police Pension Scheme - CARE 2015 Scheme (Career Average Revalued Earnings). Although membership of the scheme is automatic it is not compulsory, you can elect to opt out at any time. The amount of contribution you pay depends upon the level of your Pensionable Earnings. The employee and employer contributions are set out below:

Annualised Rate of Pensionable Earnings	Member Contribution Rates 2015/16	Employer Contribution Rates 2015/2016
£27,000 or less	12.44%	21.3%
More than £27,000 but less than £60,000	13.44%	21.3%
£60,000	13.78%	21.3%

- ❖ For those officers who are part-time, the contribution is determined by their whole time equivalent salary. Under the CARE Scheme you will have access to your pension at any time after the age of 55 years and to take immediate payment of your pension; if you decide to retire with immediate payment of your pension after age 55 and before age 60, your 2015 Scheme benefits will have an early retirement reduction.
- ❖ Pension contributions made during previous employment may be transferred to the Police Pension Scheme. However, due to the relatively high contributions made to the Police Pension Scheme, payments to other schemes may not equate to the same period in Police Service terms.
- ❖ Compulsory Retirement ages for police officers are specified in Police Pensions Regulations. The ranks of Constable to Chief Inspector are required to retire on

reaching the age of 60 and for Superintendents and above, the age of 65 years. These compulsory retirement ages can be extended at the discretion of the Chief Constable on an annual basis. Extensions of service beyond these ages can also be applied for following the local procedure.

Pensions: The HMRC have produced full guidance on the changes to pension allowances. These guides can be found on the HMRC website:

www.hmrc.gov.uk/pensionschemes/index.htm

Thank you for your interest in joining with Lincolnshire Police and we wish you every success.

HR Resourcing Team