

POLICE OFFICER TRANSFEREE PROCEDURE



**Heddlu
Gwent
Police**

SUMMARY

'STAFF ARE REMINDED THAT THIS SUMMARY IS STRICTLY AN OVERVIEW OF THE KEY ELEMENTS OF THE DOCUMENT AND FOR A MORE COMPREHENSIVE EXPLANATION THE WHOLE OF THE DOCUMENT SHOULD BE READ'

On occasions Gwent Police may decide to recruit for Police Officer transferee's due to a shortage of officers in a certain rank or department. This procedure sets out a clear process to be followed for officers who transfer to Gwent Police.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE

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1.0 Guidance, Procedures, Tactics

1.1 Risk Assessments and Health and Safety Considerations

The Gwent Police Service Dynamic Risk Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if required or requested.

1.2 Specific Instructions, practices and procedures

POLICE OFFICER TRANSFEEE PROCEDURE

1.2.1 Definition of a Police Officer Transferee

A transferee is a Police Officer from a Home Office force who wishes to transfer to another Home Office force..

Officers may decide to transfer to another force due to domestic circumstances i.e. working closer to home/family/friends.

1.2.2 Eligibility to transfer

Officers from non Home Office Police forces will not be eligible to join Gwent as a transferee. Officers from non Home Office Police forces (**Appendix A**) will need to go through the National SEARCH Police Officer Recruitment process in order to join Gwent Police.

Gwent Police will not accept a transferee from another police force if the officer has not completed his/her probationary period.

Any officer who transfers directly from another police force having completed his/her training and probation may be required to undergo further training.

Each applicant will be judged on an individual basis in relation to the skills required by the particular post.

1.2.3 Process of transferring

On occasions the force may decide to advertise for transferees of a specific rank or skills.

If Gwent Police decides to recruit Police Officer transferees then an advertisement will be placed on the Gwent Police internet site. An advertisement

may also appear in Police Review; however this will be dependent on funding at the time.

Gwent Police no longer operates an expression of interest list for transferees. Transferees will be required to check the Gwent Police internet site for any vacancies within Gwent Police.

1.2.4 Recruitment and Selection process

The Central Recruitment Team will be responsible for the recruitment and selection process of all transferees.

Applicants will be required to download an Application Pack from the Gwent Police website. The application pack will include the Transferee application form, the Role Profile, Financial Information form, Local Security Form and Equal Opportunities Monitoring Form.

After the closing date of the advertisement, the recruitment department will follow the criteria set out in **Appendix B**. This sets out the various stages to be completed before an officer can transfer to Gwent.

If an individual fails any of the criteria specified in **Appendix B**, then the individual will be withdrawn from the process.

Once the individual has passed the interview stage set out in **Appendix B**, the Resource Officer with the portfolio for Recruitment will liaise with the HR Advisor to ascertain where the individual will be posted in force. It is essential that officers produce their driving licence during application as this may be dependent on which areas they may serve. These discussions will take place at the Resource Management Board meeting.

HRAs will be responsible for informing the Resource Officer of the officer's shift pattern, relief, line manager and post number. The Resource Officer will endeavour to inform all officers of their postings and shift patterns prior to their start date.

1.2.5 Induction / Training

The Central Recruitment Team will be responsible for ensuring that an induction course has been booked with the Learning and Development department prior to the advertisement being placed. All transferees will be required to attend induction training on the first week of joining Gwent Police.

The induction course will include a number of guest speakers i.e. the Chief Constable, Police Federation, Payroll as well as familiarisation sessions regarding Gwent Police's policies and procedures i.e. PDR, file vetting and

reporting procedures. As part of the induction process officers will also be required to undergo Operational Safety refresher training and Airwave Training. Officers will also receive training on various IT systems i.e. Command and Control. A driving assessment to ascertain an officer's competency may also be required dependent on the areas they are recruited into.

During the induction process the training department will also give officers an opportunity to visit their station before they start the following week. Attestation for all Transferees will be arranged during their induction week by the Learning and Development department.

If the force decides to run an on going recruitment campaign for specific posts or rank then officers may be recruited on an ad hoc basis. If this situation occurs then the Central Recruitment Team will liaise with HR Advisors in order to ensure that officers receive some form of induction training when they join the organisation. The Central Recruitment Team will be responsible for collating pen pictures of transferees for the Chief Constable prior to attestation.

1.2.6 Previous training

All training and driving records from the officers previous force will be copied to the training department.

1.2.7 Salary, holidays and entitlements

Officers will be paid at the same salary as their previous force and will receive their next increment at the date specified by the payroll department in their previous force.

Officers' holiday entitlement will be the same as their previous force. Officers who transfer part way through the holiday year will receive their entitlement on a pro-rata basis for each complete month of service with a fraction of a day being reckoned as a day.

If an officer receives additional allowances e.g. London weighting allowance then the officer will not receive this allowance from Gwent unless it is specified in the advertisement that the officer will retain this allowance. Gwent Police may decide to pay this allowance if the force has difficulties in recruiting officers from a specific rank or department. However this must be approved by the finance department before the advertisement is placed.

1.2.8 Postings

Officers will not be able to specify where they would like to be posted in force.

1.2.9 Officers who transfer at a lower rank

Officers may decide to transfer to Gwent at a lower rank i.e. a Sergeant joining Gwent Police as a Constable. This will be accepted; however the officer will not be paid a Sergeant's salary. The officer will be paid at a Constable's salary according to their length of service.

1.2.10 Promotion

Officers who have passed the Sergeant and Inspector OSPRE process in their previous force will be allowed to transfer their qualifications to Gwent. Officers who wish to go for promotion will be eligible to apply, providing they can comply with Gwent Police Officer promotion procedure.

1.2.11 Internal transfers and specialist posts

Officers who have transferred to Gwent will not be eligible to apply for an internal transfer or specialist post until they have served 6 months in force. It will only be in exceptional circumstances that internal transfers will be considered within the 6-month time frame.

1.2.12 Financial Implications

The cost of Police Officer transferees will be greater than the initial costs for a probationer, both salary and on costs will need to be considered by the force, so it is necessary to get ACPO approval prior to advertising for Transferees.

1.2.13 Pension

If the officer is a member of either the Police Pension Scheme or New Police Pension Scheme then they will automatically remain a member, unless they elect not to.

Officers who transfer from British Transport Police are only able to join the new Police Pension Scheme. Any previous pension the officer may have accrued in the British Transport Police Pension Scheme can be used to buy additional service in the new Police Pension Scheme. How much additional service will be dependent upon the Cash Equivalent Transfer Value.

2.0 Procedure Statement & Intentions

2.1 Aims of Procedure

This procedure sets out a clear process to be followed for officers who transfer to Gwent Police from another Home Office Police Force.

3.0 Introduction

3.1 Origins/Background Information

It is recognised that transferees can bring valuable skills and experience to the Force, particularly to front line policing where most officers are initially posted. The purpose of the procedure is to ensure that transferees of the right calibre are attracted to, and join, the Force and ultimately that their experience and skills are used to the maximum benefit of the Force and the individual.

3.2 The Legal Basis and Legitimate Aims

Police officers can take action under the following statutes:

- Equality Act 2010
- Maternity and Parental Leave Regulations 1999
- Public Interest Disclosure Act 1998
- Working Time Regulations 1998
- Health and Safety at Work Act 1974

Codes of Practice

The Equal Opportunities Commission (EOC) and Commission for Racial Equality (CRE), the Disability Rights Commission (DRC) and ACAS have produced Codes of Practice, giving guidance on good practice in respect of discrimination in the workplace. Infringements of the Codes are not in themselves unlawful; however they can be given as evidence to support claims of unlawful discrimination.

4.0 Implications of the Procedure

4.1 Financial Implications

The cost of Police Officer transferees will be greater than the initial costs for a probationer. However transferees are able to provide the force with experience and expertise that is needed in the policing environment.

4.2 Human Resources/Training

The Central Recruitment Team will be responsible for the recruitment and selection process and the Learning and Development Department will be responsible for induction training.

5.0 Human Rights Consideration Certification

5.1 Auditing for potential interference and discrimination

Q1. What articles of the Human Rights Act 1998 may be engaged?

Article 3
Article 6
Article 8
Article 9
Article 10
Article 11
Article 14

Q2. Where individual rights are engaged what is the potential to discriminate against the parties involved?

" In the application of this procedure the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights ".

5.2 Key Human Rights Principles

Q1. What is the legal basis for your procedure?

Section 3.3 refers

Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure?

Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National Security
2. Public Safety
3. The protection of health or morals
4. The prevention of disorder or crime; and The protection of the rights of others.

Q3. How are staff made aware of the clearly defined decision making processes?

Section 1.2 refers

Q4. What are the minimum standards of documentation in relation to decision making?

Section 1.2 refers

Q5. How does your procedure provide guidance on the justification for assessment and actions as to whether the action is the least intrusive?

Section 1.2 refers

5.3 Rights, Publication, Audit and Inspection

Q1. Are there any sections of the document which should not be disclosed to the public on the Force Publication Scheme; because they consist of tactical or operational procedures, that would inhibit the apprehension or prosecution of offenders if publicly known, or would compromise the ability of the force to carry out its duties? Please outline the relevant sections that cannot be disclosed.

This procedure can be disclosed

Q2. What rights to make representation and appeal process are available?

Persons who wish to make representations regarding the operation of this procedure will have recourse to civil law. There is also the right to use formal, informal and organisational complaints procedures in respect to the operation of this procedure. Where dismissal is contemplated an individual has a statutory right to attend a hearing to discuss the matter. This includes a statutory right to be accompanied to the meeting by a trade union representative or a work colleague. There is also a statutory right to appeal.

Q3. What internal review and audit process is in place or is proposed?

This procedure has been drafted in accordance with the principles and rights contained within the Human Rights Act 1998. It will be reviewed and continuously assessed in the light of any relevant changes and developments in the application of the Act.

Q4. What external independent scrutiny is recommended?

This procedure document can be scrutinised during Inspection undertaken by the Police Authority and HMIC.

5.4 Certification of Compliance

Consideration has been given to the compatibility of this procedure and related policies and procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

5.5 Legal Vetting

There are no issues in this procedure under ECHR which cannot be resolved.

This procedure has been vetted.

6.0 Promotion and Distribution

In order to highlight the existence of this procedure to staff there will be the following :

- GO entry following ratification
 - Publication on the Force Intranet and internet

7.0 Monitoring / Review

The recruitment and selection process for Police Officer transferees will be monitored by the Central Recruitment Team.

8.0 Procedure Identification Page

Procedure Title: Police Officer Transferee Procedure

Reference: 111/4 b issue 1

Procedure Ownership: Head of People Services

Portfolio/Business Area Owner: ACPO Operational Support

Procedure Written By: Resource Officer

Department Responsible: Human Resources

Procedure Lead: HR Manager

Links to other Policies/Procedures: Equal Opportunities Policy, Vetting Policy, Information Security and Data Protection, Personal Records Procedure, Police Regulations 2003, Police Promotion procedure,

Procedure Implementation Date: 7th July 2011

Procedure Review Date: Jul7 2013

APPENDIX A

There are 3 main non home office Police Forces these are:

- Civil Nuclear Constabulary
- Ministry of Defence
- British Transport Police

There are other smaller ones such as the Ports of Dover, Liverpool, Tilbury etc full consultation with NPIA will need to be discussed prior to any transferee transferring from these smaller forces to ascertain that they would be eligible.

APPENDIX B

Criteria	Central Recruitment to action	
PRIOR INTERVIEW		
Application Form	Yes	Check and forward to Lead Verifier & Assessor for comment on their qualifications – forward to HRAs to ascertain vacancies
Security vetting	Yes	Forward information to PSD
Financial vetting	Yes	Forward information to PSD
Business interests	Yes	Forward information to PSD
Once PSD clear...		
Competency Based interview	Yes	Central recruitment to arrange
POST INTERVIEW		
Counter Terrorist Check	Yes	Forward to PSD for vetting
Fitness Test	Yes	
Request references and HR information	Yes	
Drugs Test	Yes	
Conditional Offer Letter	Yes	
Health check appointment with FMA	Yes	
Formal Offer letter	Yes	
Transferees to make Tailor Appointment	No	Transferees to make individual appointments directly with Tailor. Central Recruitment to chase up two weeks prior to starting to ensure they have attended their appointment.
Request posting details from HRAs	Yes	Essential as these are required for the Rota Team and for Resource Officer to notify Transferee asap
Training	Yes	L&D Induction training course to take place during the first week

File classification: OFFICIAL

Photograph & Warrant Cards	Yes	Photograph to be taken and Warrant cards to be given to L&D for issue.
DNA and fingerprints	No	These are forwarded to Gwent from Transferees' previous force
Personal file to be set up	Yes	Pass to HR Admin