

Policy Document: 592/2017

Title: Force Vetting Policy (Sussex and Surrey)

Abstract: This policy provides comprehensive details on all vetting procedures for Sussex and Surrey Police that could undermine the security of individuals and the integrity of both Forces.

The appendices available under Freedom of Information can be requested by emailing SurreyandSussexPolicyandProcedures@surrey.pnn.police.uk
Quoting the Policy name and appendix letter

Links/Appendices:

[Appendix A: Clearance, Weeding and Destruction Dates](#)

Policy

1 Introduction

1.1 Everyone in the police service must maintain high ethical and professional standards and act with the utmost integrity. They must be seen to maintain and promote such standards. A thorough and effective vetting regime is a key component in assessing an individual's integrity. It helps to reassure the public that appropriate checks are conducted on individuals in positions of trust. Vetting also identifies areas of vulnerability which could damage public confidence in a force or the wider police service.

Surrey and Sussex Police will comply with principles of the College of Policing Vetting Code of Practice 2017 and associated Authorised Professional Practice Vetting (APP), which replaces all guidance previously issued in relation to police vetting, in order to achieve this.

<https://www.app.college.police.uk/app-content/professional-standards/vetting/>

1.2 The Code applies to all those engaged on a permanent, temporary, full-time, part-time, casual, consultancy, contracted or voluntary basis with the police, as well as any individuals who apply to join the service. It also applies to those in partner agencies who have unrestricted access to any police premises or police information that is not publicly available.

2 Scope

2.1 This policy and associated procedures/links provide:

- Comprehensive details on ALL vetting processes for Surrey and Sussex Police in line with the NPCC Vetting Codes of practice 2017
- Retention, disposals and renewals of vetting applications

3 Policy Statement

3.1 Members of the public are entitled to expect that police forces will recruit people who demonstrate the highest standards of professional conduct. Sussex and Surrey Police are committed to reinforcing this message through a fair vetting process which provides a large degree of assurance as to the honesty, integrity, reliability and trustworthiness of our staff whilst meeting our diversity and equality responsibilities and instilling a

culture that is fair and free from discrimination in line with the standards set out in the Code of Ethics. http://www.college.police.uk/What-we-do/Ethics/Documents/Code_of_Ethics.pdf . We expect that everyone involved in policing has a personal responsibility to ensure they comply with vetting requirements and that they report any material change in circumstances as soon as possible.

Procedure

1 **The New Vetting Code of Practice 2017**

1.1 The new Vetting Code of Practice 2017 is supported by Authorised Professional Practice (APP) on vetting which has been developed to support the consistent application of the minimum national standards relating to vetting across the police service and describes the technical processes and detail needed to implement vetting.

1.2 The purpose of the Vetting Code of Practice and APP Vetting is to:

- Set out the key principles of vetting in the police service
- Set out how those principles are to be implemented in the police service
- Support the consistent application of vetting standards across the police service
- Support the overarching **Code of Ethics**
- Support the **standards of professional behaviour**, and police staff code of conduct.

1.3 The Vetting Code of Practice applies to:

- All police forces in England and Wales
- Vetting units outside the above which conduct police vetting
- The College of Policing and its personnel
- Applicants to the police service
- Individuals appointed to or employed by police forces, ie, police officers, members of police staff and members of the Special Constabulary ('police personnel')
- Individuals and organisations working under contract to, in partnership with or on a voluntary basis with police forces in England and Wales
- The staff of local policing bodies who have unrestricted access to any police premises or police information that is not publicly available

The term 'local policing bodies' refers to the offices of the 41 police and crime commissioners, the Mayor's Office for Policing and Crime in London, and the Court of Common Council in the City of London.

Although the Code of Practice applies to the offices of police and crime commissioners, commissioners and their statutory deputies do not, by law,

have to be vetted.

2 **Joint Force Vetting Unit**

- 2.1 One of the fundamental roles of the Joint Force Vetting Unit (JFVU) is to provide a structured process for vetting all employees and officers who have access to Surrey and Sussex premises, assets and information to ensure they have current and role appropriate vetting. This assists in protecting both forces and its organisational assets from potential risks and harm.
- 2.2 The JFVU may be contacted on the following;

General Enquiries:

force.vetting@sussex.pnn.police.uk

Contractor Vetting:

contractor.vetting@sussex.pnn.police.uk

Business Interests and Gifts & Hospitality Disclosures:

business interests.vetting@sussex.pnn.police.uk

3 **Vetting Types**

- 3.1 There are two types of vetting procedures in operation within the police:

(1) Force Vetting – Includes Recruitment Vetting (RV), Management Vetting (MV), and Non-Police Personnel Vetting (NPPV).

Force vetting procedures must be underpinned by the completion of the police **Authentication** (APP paragraph 6.10)

(2) National Security Vetting (NSV) - Includes Counter Terrorist Check (CTC), Security Check (SC), and Developed Vetting (DV).

Authentication and the relevant level of Force Vetting must be completed prior to any level of NSV being commenced.

- 3.2 Force Vetting and NSV are separate processes, designed to counter specific threats. The purpose of Force Vetting is to specifically provide a level of assurance, which NSV cannot provide, as to the integrity of individuals who have access to sensitive criminal intelligence, financial, or operational police assets or premises. The purpose of NSV is to protect sensitive government national security assets, by providing an acceptable level of assurance as to the integrity of individuals who have access to protectively marked government assets and/or who require access to persons, sites and materials, at risk of terrorist attack.

4 **Supporting Vetting Forms**

- 4.1 There are a number of Surrey/ Sussex vetting forms to support the vetting process which must be completed by the relevant person when requested. These can be found within templates on the Sussex Force Intranet site or the Surrey Information Hub.

- Vetting NPPV1 - Non Police Personnel Vetting (NPPV Level 1)

- Vetting NPPV2 -Non Police Personnel Vetting (NPPV Level 2)
- Vetting NPPV3 - Non Police Personnel Vetting (NPPV Level 3)
- Vetting NPPV Proof of Identity Form
- Vetting Appraisal Form
- Vetting Financial Information Form

5 Retention and Disposal

5.1 A personal record for all vetting applicants is created on the JFVU computer system Core-Vet and any supporting documentation is stored on a secure server within the Professional Standards Department (PSD). Access to both systems is controlled by the JFVU and is on a strict need to know basis.

5.2 Information is subject of Management of Police Information (MoPI) guidelines and is retained or disposed of in accordance with departmental weed dates (please refer to the retention chart at **Appendix A**).

5.3 Individuals must report to the JFVU any relevant changes to their personal circumstances immediately the changes take place. This requirement is in addition to updating SAP (Sussex)/ HRMS Oracle (Surrey). Relevant changes may include, but are not limited to:

- Home address
- Spouse or partner, co-habitants
- Involvement in a criminal investigation as a suspect or arrest for criminal offence
- Conviction for a criminal offence, cautions, warnings or reprimands or receipt of a fixed penalty notice or other judicial findings
- Defaulted accounts, entry into an Individual Voluntary Arrangement, adverse County Court or Sheriff Court (Scotland) Judgement or bankruptcy
- Known or suspected criminal associates

5.4 Although individuals holding a vetting clearance are required to notify relevant changes immediately they occur, those holding Management Vetting (MV), Security Check (SC) or Developed Vetting (DV) clearances are also subject to an annual assessment procedure, that requires individuals to discuss with their line supervisor any relevant changes that have not already been made, or to confirm that no changes have taken place.

6 Renewals

6.1 Vetting clearances are subject to renewal. The table below shows which levels require renewal and the relevant timescales:

Clearance Level	Renewal Period
CTC	10 Years
RV	10 years
MV	7 Years
SC	7 years
DV	7years

	NPPV	5 years
7	Associated Documents	
7.1	<p>The policy has been drafted in compliance with the guidance and requirements outlined in the following documents:</p> <ul style="list-style-type: none">• NPCC National Vetting Policy for the Police Community• Management of Police Information (MoPI)• Government Security Policy Framework (SPF)• Home Office Circular 06/2003• College of Policing Circular 01/2010• Home Office 'Prevention of Illegal Working - Guidance to Employers'• Home Office 'Comprehensive Guidance for UK Employers on Changes to the Law on Preventing Illegal Working'• NPCC Equality Impact Assessment• NPCC Freedom of Information Assessment	