



Derbyshire Constabulary

**RECRUITMENT & SELECTION POLICY
Including Police Officer Specialist Posts**

POLICY REFERENCE ADA

This policy is suitable for Public Disclosure

Owner of Doc: Head of Department, Human Resources.

Date Approved: March 2010

Review Date: December 2012

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1. Policy Identification Page

Policy title:	Recruitment and Selection Policy
Registry Reference number:	05/010

Policy implementation date:	March 2010
Policy review date:	December 2012

Department / Division responsible:	Human Resources		
Policy owner:	Head of Department		
Last reviewed by:	Denise Hill	Date last reviewed:	December 2011
Impacts on other policies / guidance / documents (<i>list</i>):			
Attendance Management Flexible Working Policy Part-Time and Job Share Policy Promotion Guidance – Policy Officer			

Security Classification: NOT PROTECTIVELY MARKED
Disclosable under FOI Act: YES
Policy to be published on Intranet: YES
Policy to be published on Force Website: YES
Policy disclosable to public via FOI request: YES

2. 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 individual 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.

3. Introduction

Application: This policy applies to the recruitment and selection of all police staff posts as well as divisional and Force police officer specialist posts. The only exclusions will be posts which are part of a formal Career Progression Scheme, where higher graded posts are ring-fenced to those staff eligible for progression under the scheme.

Recruitment is undertaken in line with the Integrated Competency Framework (ICF). This sets out the competencies required for effective performance in each role within our Force.

4. Policy Statement

Derbyshire Constabulary is committed to applying the principles of diversity, the provisions of equality legislation and best practice in all HR procedures. We will conduct all recruitment and selection in a transparent, fair and consistent manner, in line with detailed procedures set out in this document. To ensure fairness and consistency, we will monitor recruitment processes and ensure regular monitoring of the outcomes of recruitment and selection is conducted.

Recruitment and Selection activities will be designed and managed in an equitable way to ensure that the most suitable candidate is appointed.

5. Procedures

Set out below are the procedures relating to Recruitment and Selection, specific processes are shown on the appended flow charts. However, if further guidance is required contact the Human Resources Department, Force Headquarters.

Competency-Based Selection

The force uses a competency-based recruitment and selection process, in accordance with the requirements of the Integrated Competency Framework (ICF). All candidates will be assessed against the behaviours and activities identified in the role profile created for the role using the ICF.

Managers are encouraged to use work related or skills based selection methods in addition to the ICF where appropriate. Advice on the use of other selection methods can be sought from your HR Manager.

Forward Planning

Recruitment campaigns will be managed as a project-based process and forward-planned with the HR Service Centre recruiting team to agree timescales for short listing and interviews. Where similar vacancies occur the posts will be advertised together and managed by one selection panel. Any manager with a post to advertise must first forward a completed form 42 to the HR Service Centre. Job overviews and role requirements must be endorsed by a HR Manager or delegated authority.

In the event that a vacancy control system is in operation, Divisional Commanders/Heads of Departments should submit a business case to HR Service Centre for approval to advertise via force form 42A.

Pre-advertisement

On receipt of the completed form 42 (request to advertise vacancy) the HR Service Centre will firstly give consideration to the staff on the redeployment register.

If a suitable candidate is not appointed following the above process, the HR Service Centre may choose to consult candidates from a previous selection process. If the candidate has remained on the select list more than six months the manager should consider meeting with the candidate again to ascertain whether their skills and experience meet the current role requirements.

Candidates will be held on a select list for a discretionary period of time, the length of which will be decided by the vacancy manager, in liaison with HR Service Centre (taking into consideration the prevailing financial and job market climate). If in the interests of the force, the manager deems it desirable in the interest of the Force to select from a new pool of candidates they reserve the right to advertise the vacancy without consulting the select list.

Eligibility

The force can only consider applications from people who are eligible to work in the UK without restriction.

Advertising

In accordance with the force Job Share Policy all roles will be advertised as being suitable for job-share or part-time working. Where, for operational reasons this is considered impractical, a business case outlining the reasons should be submitted to the Head of HR Service Centre for a decision.

If the manager of the vacancy believes that wider advertising is necessary to generate sufficient candidates, advice should be sought from the Head of the HR Service Centre regarding the process and costs of external advertising.

Screening Criteria

All applicants will be measured against the essential and desirable criteria on the job overview and where necessary, due to the high number of applicants, the desirable criteria can be applied on the job overview.

Officers who are recommended for specialist posts must be competent in their current rank/post. In addition, they will be required to provide details of their most recent PDR, together with details of all relevant misconduct findings or court orders disclosable under Criminal Procedure and Investigations Act 1996 and Chapter 18 of the Disclosure Manual (Revelation and Disclosure of Police Misconduct) should have satisfactory discipline records and no relevant convictions or court orders.

Pre-employment and Vetting Checks

After interview successful candidates will be required to undergo force vetting and security checks appropriate to the role. Applicants must be able to provide information in accordance to the role. Applicants must be able to provide information in accordance with the ACPO Vetting Policy (this is currently three years checkable history) and applicants that cannot be vetted cannot be employed by the force.

References will be sought for all police staff candidates to include attendance, conduct and disciplinary. References for internal candidates will be sought from the current line manager; references for external candidates will be sought for a minimum period of 12 months.

Attendance levels will be measured against standard attendance criteria (as outlined in the Attendance Management Policy) at the reference stage of the process. Pregnancy related absences will be disregarded and it is normal practice to also disregard disability related sickness.

All successful police staff candidates will be required to undergo a pre-employment medical and submit themselves for drug/substance testing in line with the force's substance misuse policy.

Selection Panels

The interview panel must comprise at least two people. A suitably skilled person or someone who has attended the full recruitment and selection training course should take the role of the Chair. The second interviewer may be of any rank or grade. Efforts should be made to achieve a both trained and representative selection panel, with appropriate knowledge of the role.

In exceptional circumstances it may be appropriate for Unison, Federation and representatives of recognised staff associations and networks to be involved in the recruitment process in the role of observer.

The Head of HR may require a HR representative to attend as part of a monitoring process.

Selection Process

At interview, candidates will undergo a panel interview and be assessed against a marking guide. Questions and marking guides should be prepared by the selection panel if further guidance is required this can be sought from Divisional/Departmental HR Manager.

NOT PROTECTIVELY MARKED

Notes of interview content made will be retained and appropriately stored by HR Service Centre for monitoring purposes. Candidates have the right to request access to the interview marking feedback (form 515). Marking will be carried out in accordance with the Bramshill Scheme (1-7) with the full range of scores to be used and a standard pass mark of 57%. In addition, any candidate scoring below a 3 in any area will automatically fail the interview.

Reasonable adjustments will be made to enable all candidates with disabilities to be considered for vacancies.

Use of Assessment Tests

Tests are used to assess candidates on elements within the role profile, they should only be used in consultation with a HR Manager. The use of tests should be decided upon prior to advertisement in order that candidates can receive prior notification.

Individual Roles and Responsibilities

The departmental line manager has overall responsibility for filling the vacancy. The Manager will work with a designated member of the HR Service Centre Team, who will give procedural advice.

Line Managers must be aware that they may need to consider reasonable adjustments, further information and advice can be sought from HR Managers/Caseworkers, Confidence and Equality or HR Occupational Health.

Partnership Working

Where Derbyshire Constabulary is not the employing authority our representative should discuss the employment arrangements with their HR Manager or Caseworker. Where a partner does not have clearly defined employment policies consideration should be given for one of the larger partners who have these facilities to adopt the role of the employer. Each case should be decided on its own merits where the employment sits best.

Police Officer Specialist Posts

Specialist posts will be advertised as such. Due to specific criteria, the process may need to be custom-made and agreed between the Line Manager and HR Manager to reflect local needs, with due regard to the principles of this policy.

Such posts will be advertised internally by the HR Service Centre. Applications must be endorsed by the applicant's line manager, second line manager and head of department/division. Applications without the necessary signatures will not be accepted. It is the applicant's responsibility to ensure that endorsed forms are submitted by the closing date. The process is shown on the appended flow chart.

All applicants are expected to declare any current disciplinary warnings issued to them. Such a warning will not automatically preclude the applicant for consideration of the post.

Exceptions to the Policy

The Chief Constable reserves the right to transfer or promote police officers to any post without advertising, if it is in the interests of the operational requirements of the Force. In the interest of operational efficiency officers on restricted duties may be placed in specialist posts in accordance with the provisions of the Disability Discrimination Act.

Any other exceptions to the application of the policy, or variations to the recruitment process, must be agreed by the Head of the HR Service Centre. In such cases, due account will be taken of any representations from Unison, Police Federation and Superintendent's Association and an audit trail of the rationale will be maintained.

Information Management

Derbyshire Constabulary recognises the sensitivity of personal information and is committed to ensuring that all data is handled, processed and stored in line with data protection principles, therefore information collected from candidates will only be used solely for the purpose of recruitment and selection and will be commensurate with the post applied for. The information provided by candidates will be stored appropriately and not disclosed to third parties without the individuals consent. All information will be dealt with in accordance with Data Protection.

6. Monitoring and Review

The Head of HR Service Centre is responsible for monitoring the implementation and impact of this policy.

The outcomes of recruitment and selection procedures are monitored on a quarterly basis, including monitoring for adverse effects on minority groups. Monitoring of processes and managers views currently takes place and steps will be put in place to monitor the views of candidates as service users.

7. Appeals Process

Any applicant may seek feedback as to the reason why they are not selected for interview or following interview for appointment, within 4 weeks after the closing date. Requests for feedback should be addressed to the HR Service Centre Team at Force Headquarters who will arrange for the Chair of the selection panel to provide feedback.

Any applicant who considers that the policy has not been applied correctly or that the recruitment process has not been conducted fairly may appeal in writing to the Head of the HR Service Centre. Where medical information has informed a decision the Force Occupational Health Physician can be consulted by the candidate.

8. Appendices

VACANT POST IDENTIFIED FOR POLICE OFFICER SPECIALIST POST





