



## Why Transfer to Thames Valley Police?

Thames Valley is the largest non-metropolitan police force in the country, covering 2,200 square miles of rural and urban areas across Berkshire, Buckinghamshire and Oxfordshire. Serving a diverse population of over 2.1 million and having 6 million visitors each year Thames Valley Police offers an exciting opportunity for both policing and career development.

A diverse and well supported organisation policing diverse and vibrant communities, we are committed to supporting our staff, eliminating all forms of discrimination and promoting equality. We welcome transferees from all backgrounds and experiences who meet our eligibility criteria, recognising that a diverse organisation is what helps to make us part of the communities we serve.

Over 4,100 officers serve the people of the Thames Valley, supported by over 700 Special Constables (Volunteer Police Officers), 500 Police Community Support Officers (PCSOs), 2,500 Police Staff and 600 Police Support Volunteers. They all work together to keep the Thames Valley safe.

## Career Development

Thames Valley Police relies on the leadership skills of its staff at all levels. The Force is committed to supporting the leadership and career development of all staff and to developing their skills in line with organisational objectives and their personal career goals (whether promotion or lateral development).

Although our transfer applications are open only to PC level applicants, we actively run promotion boards throughout the year for serving officers. We currently run one promotion board for PC to Sergeant and one board for Sergeant to Inspector, allowing your career to further develop.

## Pay and Allowances

Thames Valley Police adheres to the **national pay scales** and as such you will transfer on the same pay increment you currently receive.

All Thames Valley Police officers currently receive **South East Housing Allowance** on top of national pay scales. This currently stands at £2000 per annum and we also offer a compensatory tax grant. It is available to all officers who have been serving since 1994 with no break in service. A scheme is also available for long serving officers who joined before this date.

Whether you are a member of The New Police Pension Scheme (NPPS) or the Police Pension Scheme (PPS) you automatically transfer to Thames Valley Police on the same pension scheme as you are on in your existing force (as long as you don't have a break in service). Please note that the British Transport Police pension scheme is a different scheme from the PPS. Anyone transferring to TVP from the

BTP since April 2006 cannot join the PPS. Please contact Mouchel Business Services on 01642 727333 for further information and specific advice.

## Benefits

Thames Valley Police officers qualify for various concessions and services, such as reduced gym membership, travel concessions and technology savings.

We promote sustainable travel choices such as walking, cycling and public transport. We operate various schemes to support this, including the Cycle to Work scheme, TVP Liftshare scheme and various concessions on selected Thames Valley buses and trains.

To help promote a healthy work/life balance Thames Valley Police offers some fantastic discounts on days out, leisure travel, theatre shows, theme parks and many more!

## Personal support and advice

Thames Valley Police is a caring employer and provide a whole range of support initiatives to help with both you and your family's welfare. These include:

- **Flexible Working** - Thames Valley Police is committed to a policy of equality of opportunity and recognises that flexible working practices offer benefits both for the organisation and for all members of staff. Any officer can apply for flexible working due to demands of parental care, caring for an adult or for other specified needs.
- **Occupational health and welfare** counselling
- **Employee Assistance Programme** to help you with practical information resources and counselling on emotional, work/life or financial issues. It is a 24 hour, 365 days a year service
- A range of **development and mentoring schemes**
- Membership of the **Police Federation**
- Various **Staff Associations** and **Support Networks** which you are able to join, including the following:-
  - The Police Federation
  - Unison
  - Support Association for Minority Ethnic Groups (SAME)
  - The Gay Police Association
  - British Association of Women in Policing
  - The Christian Police Association
  - The Muslim Police Association
  - Thames Valley Women's Network.

## Shift Pattern

Thames Valley Police Patrol officers work a generic force wide shift pattern. You may view this shift pattern [here](#).

## Leave

You can expect to have 25-30 days paid **annual holiday**, depending on your length of service. This is on top of public holidays and rest days.

In addition, we also make provision for a number of other forms of leave, including:

- Maternity, paternity and adoption leave
- Special leave with pay
- Special leave without pay
- Carers leave
- Parental leave
- Career breaks of up to five years.

Please note that we are unable to honour any pre-booked annual leave. Annual leave can only be requested when you join us.

## Accommodation

There are a number of accommodation options open to you when joining Thames Valley Police. These include renting force single accommodation or other key worker accommodation which you can usually apply for before you start with us. Other options include renting and purchasing a property through the Government's HomeBuy Scheme. Please note that it is your responsibility to find suitable accommodation prior to your start date.

Accommodation Advice and Assistance Leaflet

## Our Aims and Objectives

To view Thames Valley Police's aims and objectives [click here](#).

## Eligibility Criteria

- To be eligible to transfer to Thames Valley Police, you must:
- Be a substantive police constable and not subject to a probationary period
- Be a current serving police officer in a Home Office or other suitable force\*
- Pass the necessary vetting and occupational health checks. Such checks will not be made until a provisional offer of employment has been made (following a successful interview)
- Have no outstanding discipline or integrity issues
- Be able to show commitment to achieving high levels of attendance – attendance will be viewed against absence records for three years, this will be taken into account once a provisional offer of employment has been made
- Be able to show commitment to achieving high levels of performance – performance will be viewed against Performance Development Reviews/ Personal Development Portfolios covering the last two years
- Be able to provide evidence of core operational policing, including arrests made, interviewing and investigations. This will be tested at papersift and interview stage
- Not have made an application to join any other force at the same time
- Have resided in the UK for three years immediately prior to submitting your application, or be able to provide a Certificate of Good Conduct from the relevant country
- Not be a member of the British National Party (BNP) or similar organisation
- Declare any business interest

- Declare any membership or involvement with the Reserve Forces
- Be able to satisfy tattoo guidelines
- Applicants who have existing County Court judgements outstanding against them or who are registered bankrupt and their bankruptcy debts have not been discharged for at least three years will not be considered for appointment. Applicants with Individual Voluntary Agreements (IVA) will also be looked at on an individual basis.
- You must have a valid UK Driving License.

\*Home Office forces

You must have been confirmed in rank with two years service and seeking a transfer from any Home Office Force or the Police Service of Scotland, the Police Service of Northern Ireland, British Transport Police. Please note that different pay, conditions; pension and training arrangements may apply depending on which force you are transferring from.

## The Process

1. Your application is **papersifted** to ensure you meet eligibility criteria as above
2. If you are currently serving in the Police Service of Scotland you will be required to pass an **English Law conversion exam** prior to being invited in for an interview
3. You will be invited in for a **competency based interview**, Thames Valley Police assesses officers against the Police Professional Framework (PPF) Please note that following your interview you may be subject to an **honesty and integrity interview**.
4. Following a successful interview **vetting** and **medical** checks will be initiated
5. We will contact your line manager at this stage for a **reference** (please note we will ask your permission before we do this but we cannot give a formal offer without it).
6. You will be required to attend a **medical appointment** which will be arranged by Occupational Health
7. Following vetting and medical clearances you will be **posted\*\*** onto the next available intake
8. We will write to your current Force's HR department for a **final reference** confirming your service dates, vetting and PSD checks and salary details
9. Upon starting with Thames Valley Police you will attend a **2 week induction** course at Sulhamstead training centre nr Reading after which you will start on shift

\*\* Postings are determined taking into account both individual preferences and the resourcing needs of the organisation. Whilst every effort will be made to meet individual preferences this, regrettably, cannot always be guaranteed. There will be an opportunity to discuss posting preferences in detail at the interview stage of your application. On occasion, if resourcing requirements do not align with your stated preferences / or where you can travel to, we may put your application on hold until a suitable vacancy arises.

## Your Fitness

Your **Body Mass Index (BMI)** is assessed at medical and must be between the range of **18 and 30**. You are advised to make adequate preparations.

Thames Valley Police will be introducing an annual fitness test for police officers (October 2014). As such you will be required to maintain your fitness levels throughout your service.

## How long does the process take?

The transfer process takes approximately four to six months from the date your application is received. However this is subject to organisational requirement, satisfactory vetting, occupational health clearance and the date of planned intakes.

There are several things that can delay the process, such as;

- Failure to complete all parts of the application or to include copies of all the documents requested
- The vetting process can be long and protracted, if you have family members living out of our force area and if your current force is slow to provide information requested
- If you have an outstanding complaint or vetting issue
- A medical query being raised by the occupational health doctor which may need reference to your doctor or specialist or if your current force is slow to provide your medical health notes.

## Intakes

We have planned intakes throughout 2013 and 2014. Upcoming intakes are 28 October 2013, 20 January 2014, 24 February 2014.

## Training

It may be possible to accredit some training courses but this depends on the content, training location and timing of each training course. Once you have been posted and an intake date has been identified you will be asked to keep copies of your training record, including your driving certificates from your previous force. Upon starting with Thames Valley Police you are then responsible for contacting each training delivery manager to discuss the training courses you wish to be considered for accreditation.

Thames Valley Police has a public order training department. Officers can apply to be placed in a pool on their Local Policing Area to become public order trained. This will depend on operational needs of the area at that time.

The Initial Crime Investigators Development Programme (ICIDP) qualification is recognised by Thames Valley Police.

As driving courses are nationally-recognised, these can be transferred to Thames Valley Police. Depending on your pass date of the driving course(s), you may be required to do an update course. You are required to provide evidence of driving records (certificate) from your previous police force.

Two week induction courses are held at Sulhamstead training centre nr Reading.

## **Induction**

When you transfer to Thames Valley Police you will join a 2 week induction course at Sulhamstead Force Training Centre. All officers will receive the following mandatory training:

- Force induction
- Officer safety training or refresher course - Force incident management system
- Command and Control course or update - Force crime recording system.
- Crime recording system workbook
- Mandatory e-learning - no witness no justice, missing persons, domestic abuse, vulnerable witnesses, codes of practice - victims of crime, stopstick