



## APPLICATION ADVICE – TRANSFEREE POLICE OFFICER

### Eligibility Criteria

To be eligible to transfer to Thames Valley Police, you must:

- Be a substantive police constable or Fit for Independent Patrol.
- Be a current serving police officer in a Home Office or other suitable force\*
- Pass the necessary vetting, occupational health and fitness 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 who are the subject of a current Individual Voluntary Arrangement will not be considered.

You must be 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.

If you live **outside of 20 crow miles** from one of our main stations then please give us a call to discuss your options prior to submitting an application.

### The Process

1. Your application is **paper sifted** 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)
4. Following a successful interview **vetting, medical** and **fitness** 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. In addition, you will also be required to attend and pass a **fitness test**
8. Following vetting, medical and fitness clearances, you will be **posted\*\*** onto the next available intake
9. 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
10. 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**

Prior to appointment, successful applicants will have to undertake medical screening and an examination with our Occupational Health Unit. At this examination, your **Body Mass Index (BMI)** is also assessed and must be between the range of **18 and 30**. You will also be required to undertake a fitness test and as such you are advised to make adequate preparations.

Thames Valley Police have introduced an annual fitness test for police officers. 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.

### **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.

### **Driving Qualifications**

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.

Prior to your start date with Thames Valley Police you would be required to contact your current force driving school (or whoever holds your records) for a copy of your electronic driving record. You should send this to the People Resourcing Department who will forward it on to the driving school within Thames Valley Police who will review and issue an appropriate permit or schedule any required assessment where there has been no refresher.

### **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

For any further information about the transfer process, or to speak to a member of the People Resourcing team please call 0845 266677 (option 5) or email [peopleresourcing@thamesvalley.pnn.police.uk](mailto:peopleresourcing@thamesvalley.pnn.police.uk)