# Southeast Regional Vetting

## Candidate Information Form

**For recruitment and HR enquiries contact the South East regional HR team by email or phone:**
✉: RecruitmentSE@Thamesvalley.police.uk

**For Vetting enquiries contact the South East regional Vetting team**
✉: SouthEastRegionalVetting@Thamesvalley.police.uk

### WHAT IS VETTING?

Everyone in the police service must maintain high ethical and professional standards and act with the utmost integrity. This is crucial in ensuring that public confidence in the service is maintained.

Vetting is -

- A process that helps the police to decide who to recruit and who to give access to sensitive information, estates and assets;
- A process to safeguard the police, by ensuring we only employ those:
  - ✓ With proven integrity;
  - ✓ Who are not vulnerable to pressure from others to disclose information;
  - ✓ Who are unlikely to bring embarrassment or discredit the police service;
- A process to protect the individual who is being vetted.

### VETTING LEVELS

There are two different vetting regimes that operate within the police service:

**National Police vetting (NPV)** – Levels are applied to all individuals who require access to police assets, designed to protect police assets. Vetting is carried out within local police forces.

**National Security Vetting (NSV)** – Levels are applied to all individuals who require access to government protectively marked information, designed to protect government assets. A third party government body, UKSV, are responsible for carrying out a function of the NSV. This vetting supports/enhances the NPV.

### DETERMINING THE VETTING LEVEL FOR A ROLE

The factors considered to determine the level of clearance required for a role include:

- Level of access to intelligence or information concerning covert or sensitive operations;
- Level of access to material classified SECRET or above;
- Level of access to sensitive material concerning people and police operations.

All roles within either CTPSE or SEROCU will require Management Vetting (MV) and (SC) security check, with some roles requiring a higher level of vetting in addition to this (Developed Vetting, DV). The vetting level required for a role is enclosed in any job advert but is also subject to change.

### NATIONALITY CHECKS

Due to the nature and sensitivity of the work that is carried out within CTPSE we require that applicants not only hold enhanced vetting clearance but that they also undertake additional security clearances. Part of this requires a full nationality check of both the successful candidate and any foreign connections and close associates. This is line with government requirements and is for the purpose of safeguarding national security, to ensure that any potential vulnerabilities are identified and managed. SE HR will commence this process. This process is separate to NPV and NSV.

## VETTING TIMEFRAMES

The following timescales are effective from submission of completed forms so we ask candidates for prompt submission.

Some clearances are carried out by third parties, so whilst we will endeavor to provide clearances as soon as possible some delays may be out of our control.

| Vetting level | Timeframe * |
|---|---|
| **MV** | 60 working days |
| **SC** | 60 calendar days |
| **DV** | 175 calendar days |
| **DV Priority** | 30 calendar days |
| **DV Renewal** | 175 calendar days |

Vetting cannot be risk assessed within CTPSE hence all clearances must be completed before a start date can be confirmed.

## WHAT DOES VETTING ENTAIL?

- ✓ Checks on applicants:
  a) Identity verification
  b) Police data
  c) Financial data
  d) Address checks
  e) Open source/social media
  f) Character references
- ✓ Checks on family
- ✓ Checks on co-residents
- ✓ Checks on associates

## MAINTAINING VALID CLEARANCE

Vetting clearance is only as good as the day it is granted due to changes in circumstances.

Aftercare is required to ensure the clearance can be maintained, vetting information is accurate and up-to-date, and to ensure that any risks present or identified can be managed appropriately (thereby safeguarding both the individual and the unit).

To maintain clearances it is also essential that staff update the South East vetting team of changes in circumstances by contacting the mailbox.

## VETTING TOP TIPS

**ALWAYS BE HONEST –** If you are not sure whether to share something with vetting, share it anyway. It is better to be transparent rather than risk concerns over your honesty.

Knowingly providing false information or concealing information from vetting could be regarded as evidence of unreliability and/or dishonesty. This could mean you're your clearance could be refused or revoked, even though what you were seeking to conceal would not itself have caused a problem.

**DECLARE ALL OF YOUR POLICE CONTACTS –** Your vetting could be refused or revoked if you do not declare any previous convictions, police contacts, or criminal associates. This is also a risk if you provide false or misleading information or omit any significant information from the vetting forms.

You may be contacted directly by the vetting department to discuss your declarations; this is standard procedure and not something to worry about. Speak openly to your case officer, or request for them to call you back at a more convenient time

**TAKE YOUR TIME –** Read the questions fully and think about your answers. All the information being asked is essential for the vetting process. If you cannot provide the correct details, you must explain the reason for not being able to provide these. Make sure you double-check your forms before sending.

## FAILED VETTING

If you fail national police vetting then you can appeal the decision.

To appeal a decision you will need to submit any further information you wish to be considered. The vetting management team will do an independent review of the whole vetting.

Should the need for an appeal arise you will be given further information about what this entails.