

The Met Enhanced Police Check Process

Introduction

1.1 As well as having to undergo a CRB check all criminal justice drugs workers whose roles involve working in police custody suites must be cleared to an enhanced vetting level by their local police force. Clearance of a candidate who is to be employed in this role is required for them being allowed to carry out their duties. Given that the vetting process can take up to 8 weeks, getting it right is key to a efficient and timely recruitment process.

1.2 Currently the Metropolitan Police suggest that 65% of enhanced vetting forms they receive cannot be processed as they are missing information or have been completed incorrectly. Completing the forms correctly greatly speeds up vetting and, therefore the overall recruitment process. This guide aims to provide:

- a) Direction to the successful completion of enhanced vetting forms
- b) Information on the standards required to obtain clearance through this process.
- c) Next steps if a candidate fails the vetting procedure

1.3 It is also worth considering, that if a candidate is likely to fail a Met Enhanced Police Check, whether it is worth putting them forward for a role which does not include work in custody suites.

1.4 In addition this guide specifically refers to The Met Enhanced Police Check Process. Further work is currently being undertaken looking at the national picture across police forces in England and Wales with an aim of producing a national protocol.

2. Information Requirement

2.1 The following checklist should be used by employers when overseeing the completion of Enhanced Police Check forms and by potential employees to ensure correct completion.

- Form 2108, the Official Secrets act, must be signed/countersigned and dated within the last 6 months.
- Security Clearance Consent Form must be signed and dated within the last 6 months.
- Certified copy of a proof of identification, such as a passport or a new style photo driving licence must be provided. If a driving licence is provided as proof of identification, it must be accompanied by the counter part signatory page.
- Certified copy of a proof of residence, such as a utility bill or bank statement, dated within the last 6 months must be provided.
- Certified copy of leave to remain, Visa or work permit. (where necessary – i.e. non European Union citizens)

- Details of Nationality, former Nationality, and/or naturalisation details.
- Criminal Convictions Declaration must be signed and dated within the last 6 months.
- Security information and declaration must be completed.
- Security Questionnaire must be signed and dated within the last 6 months.
- Addresses to cover the last five years must be provided for all individuals on the Security Questionnaire. All addresses given must include “to” and “from” dates, in the format of MM/YYYY.
- Full details of natural, adoptive or step parents must be provided.
- Full explanations must be provided as to why “Not Known” responses have been given.

3. General refusal criteria – Non Police Personnel Vetting (NPPV)

3.1 A Non Police Personnel Vetting (NPPV) Candidate will be refused clearance if s/he has

- Any conviction for a “serious” arrestable offence or
- Any conviction for an offence that has resulted in a period of imprisonment (including suspended sentences)

regardless of the timescales of when convictions occurred.

3.2 Unless there are exceptional compelling circumstances the following should not be granted vetting clearance

- Any candidate with one or more conviction when aged 18 or over within the **last 10 years** involving dishonesty, deceit or violence for which any punishment other than an absolute discharge was awarded will be refused.
- Any candidate who has a caution for any offence in the last 3 years (Minor drugs offences 2 years).

4. How The Metropolitan Police Carries Out Recruitment Process Checks

4.1 Before recruiting anyone to work in the Metropolitan Police Service, thorough checks must be undertaken to ascertain whether anything is known to the detriment of the candidate, his/her spouse or partner, or close relatives such as parents, in-laws, siblings or others residing with the candidate which could heighten vulnerability, bring discredit upon, or otherwise cause embarrassment to the Police Service.

4.2 Checks on the Police National Computer, Force Crime Information System and Special Branch Systems will be made on the candidate. Police National Computer checks are made on the candidate’s spouse or partner, or others residing with the candidate.

4.3 It will be necessary on occasions (where an applicant resides outside the area of the force to which he/she is applying) for one force to ask another to

conduct checks on the Force Crime Information System, Local Intelligence and Special Branch Systems on their behalf.

4.4 Candidates must declare on the application form whether or not they have any convictions, cautions, involvement with police or other statutory prosecuting agency or whether they have been subject to armed forces discipline. This relates to matters in the United Kingdom and abroad.

4.5 If an employer wishes to make an offer of employment to a candidate who has yet to pass vetting procedures they should not inform the Candidates that they have been “successful pending the satisfactory completion of security checks”. They should be informed that any offer of employment is made pending the satisfactory completion of all medical, reference and vetting procedures.

5. The role of employers and how complete Met Enhanced Police Check forms.

5.1 If an employer does not already have arrangements in place with a local police force in respect of a vetting sponsor they will need to put them in place. The sponsor could be a central vetting contact in the police force or a local borough commander for example. Employers will need to have an agreed sponsor from the start of the vetting process.

Action:

- Employers should consider the general refusal criteria for non police personnel, given at paragraph 3 before submitting an application. The appeals process can alter a failed decision if compelling evidence is put forward to explain why this should be done. If this compelling evidence is known when the enhanced police check form is being initially completed it should be given at that stage. Doing this will speed up the process and may lead to a positive decision. An employer may, for example, write a letter on behalf of the individual to explain why exceptional consideration should be given to an applicant.
- Including this evidence at this early stage is a worthwhile exercise, as a police force will consider it as part of the initial vetting procedure, saving time for all concerned.
- If a candidate does fail the vetting procedure, the employer should consider whether there are other roles s/he could carry out, which do not include work in custody suites, and do not require enhanced police checks to have been passed. It also worthwhile for employers to consider a candidates likelihood to pass vetting in terms of the potential de-motivating effect of a failure such as this.

6. The Process When A Clearance Is Given

6.1 Individuals will receive a letter of confirmation once their forms have been processed and they have been cleared. The sponsor, generally a designated

person within a police force who has agreed with an employer to be a sponsor, will also be informed of the individual's success.

6.2 Once a person has been successfully vetted the employer will arrange for the candidate to get a contractor pass to enable them to get into police stations. The employer will need to liaise with the relevant department in the local police force to obtain such a pass. In respect of the Metropolitan police the sponsor can arrange for an appointment for a photo pass by calling 020 7230 6666.

7. The Process When A Candidate Fails Clearance

7.1 Individuals who have failed the vetting process will receive a letter confirming that this is the case. The letter will include reasons for failure and an appeal form (Not a high percentage of appeals are successful – only in exceptional circumstances are decisions overturned). The sponsor, who in turn should inform the employer, will be informed only that a person has failed the vetting process. The sponsor will not be told the reasons for the failure.

Associated Documents and Policies

MPS Vetting Policy (<http://www.met.police.uk/>)

ACPO National Vetting Policy for the Police Community

Manual of Protective Security (<http://www.acpo.police.uk/>)

Home Office Circular 54/2003 (www.circulars.homeoffice.gov.uk)

Metropolitan Police Vetting Procedures - 020 7230 6666.