

## Vetting

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## Policy Statement

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### Summary

Members of the public expect that West Yorkshire Police (WYP) will recruit people who demonstrate the highest standards of professional conduct, honesty and integrity.

Vetting provides a degree of assurance as to the integrity, reliability and trustworthiness of those who have wider access to West Yorkshire Police premises or other assets including criminal intelligence, financial and operational assets. This includes information held on computer databases and in any other form.

All officers and staff, as well as those working on or visiting Force premises, will be subject to police vetting checks at the appropriate level for the role they will be performing.

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### Scope

This policy applies to all those engaged on a permanent, temporary, full-time, part-time, casual, consultancy, contracted or voluntary basis with the police, as well as any individuals who apply to join the service. It also applies to those in partner agencies who have unrestricted access to any police premises or police information that is not publicly available.

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## Principles

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### Overview

West Yorkshire Police will:

- Adopt the Code in support of the Code of Ethics and the Standards of Professional Behaviour.
- Ensure staff are aware that it is now a statutory requirement to report any material changes in circumstances as soon as practicable.
- Carry out periodic re-vetting in accordance with the APP Vetting.
- Require individuals to successfully pass vetting at the required level before they are offered a position and ensure appointed and serving police personnel hold a valid vetting clearance.
- Inform the Force Vetting Officer of any information which comes to its attention that might question the suitability of an individual to hold a particular level of clearance.
- Review a clearance at any stage during its lifespan if adverse information relating to the applicant comes to light, or there is a material change in an individual's personal circumstances.
- When misconduct proceedings have concluded and the officer/special constable or member of staff is not dismissed but is issued with a written warning or a final written warning, or reduction in rank, carry out a review of their vetting clearance. The review includes a consideration of the

applicant's suitability to maintain the level of clearance held and to continue in the post they occupy. Reflective practice (RP) or practice requiring improvement (PRI) in lieu of misconduct would not trigger a review of vetting as this sits outside of the disciplinary framework.

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- Appeals process**
- An appeal may be made by the applicant in writing stating their grounds of appeal when one or more of the following factors apply:
    - Further information is available that was not considered by the decision-maker;
    - The vetting rejection was disproportionate considering the circumstances or details of the case;
    - The decision was perverse or unreasonable; or
    - No explanation has been given for the decision.
  - The applicant must explain why the grounds apply in their particular case.
  - Appeals will be conducted by a senior officer in the Professional Standards Directorate (PSD), provided that they:
    - Are independent of the original decision making process;
    - Have not been previously involved in any aspect of the case; and
    - Have a working knowledge of vetting.
  - This will ensure that the transparency and integrity of the appeals process is maintained.
  - Decisions that are made on appeal are final.
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## Internal Moves, Transfers, Promotions, Firearms & Taser

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- Principles**
- Individuals moving from one post to another, either through transfer or promotion, or those who are being considered as potential Firearms/Taser officers will be subject to a risk assessment to ensure:
    - They hold the correct level of vetting clearance for that role;
    - There are no identified risks associated with the move/application;
    - Any live complaints or misconduct investigations are considered; and
    - Previous complaints and misconduct histories are considered.
  - These arrangements will provide a degree of assurance as to the integrity and trustworthiness of officers seeking particular employment in the Force.
  - These arrangements relate to police officers applying for:
    - Advertised vacancies;
    - Promotion;
    - Acting up/temporary promotion;
    - Firearms/Taser courses;
    - Secondment to external organisations;
    - Development Programmes and the Re-Joiner Scheme; or
    - Career breaks.

- An officer who is the subject of an investigation, discipline sanction or has breached the Code of Ethics will not be automatically disqualified from applying for promotions, secondments etc.
  - Each case will be fully considered and determined on its own merits.
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**People Directorate**

When arranging postings, promotions, acting up, temporary promotions and dealing with applications for external secondments or other selection processes, the People Directorate Resourcing or People Services are responsible for:

- Submitting details of the officer to the Force Vetting Officer, Professional Standards for a decision; and
  - Acting on the information received by:
    - Proceeding with the appointment; or
    - Taking whatever other action is necessary; and
    - Informing the applicant and relevant Employee Relations team, in order for them to brief the Senior Leadership Team (SLT), of any decision to restrict or withhold the officer's appointment or application.
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**Force Vetting Unit (FVU)**

The Force Vetting Unit are responsible for:

- Conducting appropriate checks on the individual, on receipt of an enquiry;
  - Ascertaining if the officer is currently under investigation or subject of a discipline finding;
  - Referring the case to the Head of PSD, in cases where a risk has been identified, who will consider the facts of the case; and
  - Making a recommendation to the ACC People within 10 working days of the receipt of the request.
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**ACC People**

The ACC People is responsible for:

- Considering the recommendation of the Head of PSD and determining whether or not the officer's appointment or application can progress.
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## Responsibilities

### All Individuals

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**Compliance**

All individuals are responsible for:

- Complying with the APP on Vetting and the College of Policing's Vetting Code of Practice.
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**Notification of a change in circumstances**

- Changes in an individual's circumstances must be reported to the Force Vetting Unit as soon as possible after the change has occurred.
  - Information provided will be treated in confidence, and may include:
    - Change in marital status or civil partnership;
    - Change of name or address;
    - Change of co-residents over the age of 10;
    - Significant changes affecting an individual's financial status, such as a county court judgement, participation in a debt management plan or windfall; and/or
    - Being the subject of, or a person of interest in, a criminal investigation.
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**Designated posts**

- It must be ensured that individuals have Management Vetting (MV) if working in a designated post.
  - Individuals who are in a designated post on attachment for less than six months do not need the enhanced level of MV vetting, however if the posting exceeds six months, then MV vetting must be undertaken.
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## Additional Information

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### Compliance

This policy complies with the following guidance:

- APP Vetting
  - College of Policing Vetting Code of Practice
  - Vetting Level Decision – Quick Guide
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### Further Information

Further guidance in relation to this policy can be sought from the Force Vetting Manager.

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