



## Guidance Notes for the completion of this Vetting Form

The Scottish Police Service is committed to the maintenance of the highest levels of honesty and integrity and to the prevention of corrupt, dishonest, unethical or unprofessional behaviour.

Checking or vetting is carried out on all applicants to the Scottish Police Service to ensure the reputations of the Service and individual Forces are maintained and their assets safeguarded.

To help ensure that those with access to personal data are trustworthy, and unlikely to breach confidences, vetting of candidates and relatives/known associates must be undertaken. It is therefore important that the vetting form is completed fully and correctly; failure to do so will result in your application being terminated.

Any potential infringement of an individual's right to respect for private and family life, home and correspondence – European Convention on Human Rights (ECHR) – Article 8, and discrimination on any grounds – ECHR Article 14, will only be that which is necessary and proportionate. The legitimate aims of such action will include the protection of the rights and freedoms of others, safeguarding public safety, the prevention of disorder and crime, and in some cases national security.

Use additional sheets of paper, if required, for any additional details and attach after section 4c. Remember to complete the declaration on the final page.

The vetting form and information gained from it will be held securely and will only be accessed by those with a legitimate reason to do so. The decision on whether or not to progress your application will be based on this information and will be made by taking into account the circumstances and any other relevant information.

### Residency Criterion/Checkable History

The residency criterion applies equally to all applicants. Where an applicant has resided abroad due to the fact that they have been serving in the British Armed Forces or on UK Government Service, they are considered to have been resident in the UK. For such individuals, additional enquiries will be made with the Ministry of Defence (MOD) or relevant Departmental Security Officer.

The purpose of the residency rule arises from the requirement to vet all applicants in an equitable manner. This is due to the fact that the UK Police Service does not currently have any means of facilitating vetting enquiries overseas to the extent required for those who have been resident in the UK.

The purpose of the residency criterion is to ensure that applicants have a checkable history in the UK to assist Chief Constables in discharging their obligation to run an efficient and effective Force.

Additionally, the criterion provides some reassurance when considering national security and the health and safety of their staff and the public. Neither duty can be fulfilled if the Chief Constable is incapable of assessing the honesty, integrity and reliability of their employees against the information, or lack of information, available.

For Recruitment Vetting, a period of 3 years UK residency applies. The calculation of this period refers to the period immediately before an application is made, and not

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any other 3 year period, or any other accumulation of time spent in the UK.

In certain circumstances, it is possible for the minimum residency period for Force Vetting levels to be removed. This can only be done where it is possible to make checks in the relevant jurisdictions with local Law Enforcement and National Security bodies, which are equivalent to the enquiries which would be made in the UK, on both the applicant and all family members and associates. In cases where it is not possible to make the equivalent checks, the residency criterion will be stringently enforced.

### 1.a Personal details

The information you provide in relation to this section should be self-explanatory. If however you are in any doubt, please contact a member of the Recruitment Team.

### 1.b HM Forces

Due to the nature of employment with HM Forces it must be emphasised that security checks will be made with the appropriate military authority at an early stage in the selection process.

### 2.a – 2.g Family and Co-resident Details

You must, where at all possible, inform the persons whose information you have provided that their details have been submitted as part of the vetting process and that they may be subject to a criminal history check. (Any objections to this, or inability to contact any individual should be notified to the Force to which you are applying).

We will search for any criminal convictions, warnings or cautions recorded against your family, or anyone not related who lives with you. These convictions will not automatically exclude you but a judgement will be made based on all the relevant information. The Police Service cannot disclose the results of these enquiries to you.

## 2.h Business Interests

### Police Officer

In order to comply with the appropriate regulations a person applying for appointment to a police force must give written notice to the Chief Constable of any business interest. The completion of the Business Interest section of the application form suffices for this purpose.

A person shall be regarded as having a business interest if:-

- (a) that person carries on any business or holds any office of employment for hire or gain (otherwise than as a constable); or
- (b) that person resides at any premises where any member of that person's family keeps a shop or carries on any like business; or
- (c) that person holds, or any member of that person's family living with that person holds, any licence, certificate or permit granted in pursuance of the laws relating to liquor licensing or betting and gaming or regulating places of public entertainment in the police area of the force of which that person is a constable to which that person is applying for appointment or has any pecuniary interest in such licence, certificate or permit; or
- (d) that person's spouse (not being separated from that person) keeps a shop or carries on any like business in the police area of the force of which that person is a constable or to which that person is applying for appointment.

For the purposes of this regulation, the expression "member of that person's family" shall include parent, son, daughter, brother, sister or spouse (not being separated from that person).

### Special Constable

A special constable must not have a business interest without the consent of the chief constable. A person applying for appointment to the office of special constable must give written notice to the chief constable of any business interest.

A person shall be regarded as having a business interest for the purpose of this regulation if:-

- (a) that person, or any member of that person's family living with that person, holds any licence, certificate or permit granted in pursuance of the laws relating to liquor licensing, betting and gaming or regulating places of public entertainment in the police area of the force to which that person is applying for appointment to the office of special constable or has any pecuniary interest in such licence, certificate or permit; or
- (b) that person is employed in any occupation or holds any appointment which, in the opinion of the chief constable, may cause a conflict of interest with that person's appointment to the office of special constable.

For the purpose of this regulation, the expression "member of that person's family" shall include a parent, son, daughter, brother, sister, spouse (not being separated from that person), civil partner (not being separated from that person) or a cohabitant (not being separated from that person).

For the purpose of this regulation "cohabitant" means a member of a couple consisting of:-

- (a) a man and a woman who are living together as if they were husband and wife; or
- (b) two persons of the same sex who are living together as if they were civil partners.

### 3. Convictions, Warnings and Cautions: You and Your Family

The public is entitled to expect that Police Forces will recruit people who demonstrate the highest standards of professional conduct, honesty and integrity. Those who work for and with Police Forces may be vulnerable to pressure from criminals and others to disclose information.

Police Forces should not recruit people with convictions, cautions and judicial or other formal disposals, which may call in to question the integrity of the applicant or the Service. Each case must be dealt with on its individual merits.

Convictions, warnings or cautions will not in every case prevent appointment. The decision will depend on the nature and circumstances of the offence(s). **Failure to disclose convictions or cautions will however, result in a application being terminated.**

Applicants must declare if they have ever been investigated, arrested, summonsed, charged, cautioned or convicted for any offence by any UK or non-UK Police Force, Law Enforcement Agency or any other statutory prosecuting authority or agency – this includes, but is not limited to:-

- Traffic offences (including fixed penalty notices)
- Receipt of an absolute/conditional discharge or bindover
- Receipt of a reprimand, warning, final warning or caution as an adult or juvenile
- Being the subject of an Anti-Social Behaviour Order, Football Spectator Banning Order, Risk of Sexual Harm Order, Harassment Order
- Being issued with a Penalty Notice for Disorder or other Fixed Penalty Notice (other than for parking)

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In addition, the following must also be declared;

- Any involvement with the military authorities on disciplinary matters (whether involving court martial or not)
- Involvement in a criminal investigation (whether or not this has led to a prosecution) or
- Known association with criminals.
- Any other matters which might be relevant.

If you believe you may have been involved in the kind of incident we need to know about, please let us know. Some applicants do not declare information which they believe is no longer held on record. However, our enquiries will reveal incidents from long ago and failure to disclose these will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant. You should also advise us if you are aware of any of your immediate family or friends having any criminal convictions.

Do not, however, under any circumstances carry out any database checks, or cause any checks to be carried out to obtain this information.

### 4.a Financial Position

Police officers are in a privileged position with regard to access to information and they are potentially vulnerable to corruption. Applicants to the Police Service should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts.

Police Regulations also state that a member of a Police Force shall not wilfully refuse or neglect to discharge any lawful debt. Your application may be checked to determine and verify your financial position.

Many applicants have debts, such as mortgages, undischarged student or other loans, and credit/store card debts. Debts which are within your means are not a bar to appointment.

- Applicants who have existing Sheriff Court (County Court in England and Wales) Judgements outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered.
- Applicants who have discharged Sheriff Court (County Court in England and Wales) Judgements may be considered.
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt.
- Applicants who have an Individual Voluntary Arrangement or Trust Deed will not be considered until these are discharged.

Assessment of suitability with regard to vetting will be done on a case by case basis taking into account all relevant information. The purpose of vetting is not to exclude suitable applicants but to ensure every reasonable action is taken to make sure that the successful candidates will maintain the high level of honesty and integrity required for the role.

If you wish to discuss any aspect of the vetting form, or any issues it may have raised, you should in the first instance contact the Recruitment Team.