



OFFICIAL

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| Policy Title: | Recruitment |
| Date Published: | August 25 |
| Business Lead: | Head of Workforce Planning |
| CCMT sponsor: | Director of People |

Thames Valley Police ensures that all policies have been assessed and comply with MoPI Guidance, and the Data Protection Act 2018. In addition, this Policy has been reviewed by the Health and Safety Governance Board and has undergone an Equality Impact Assessment.

1.0 About this Policy

1.1 Rationale

Thames Valley Police (TVP) is committed to treating all recruits fairly and in accordance with their needs, and to selecting the best person for each role.

1.2 Legislation/National Standards

The following are relevant sources: -

- Equality Act 2010
- Part time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed term Employees (Prevention of less Favourable Treatment) Regulations 2002
- Borders, Citizenship and Immigration Act 2009
- UK Borders Act 2007
- Trade Union and Labour Relations (Consolidation) Act 1992

- The Asylum and Immigration Act 2006
- The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975 and Amendment Orders 1986)
- Home Office circulars

1.3 Intention

The intention is to set out the Force's policy on recruitment and selection by ensuring that procedures are consistent, effective, ethical, fair, and lawful and that no individual or group are discriminated against or receives less favourable treatment or consideration.

1.4 General Principles

1.4.1 To enable effective attraction and recruitment of police officers, staff, volunteers and special constables with the necessary knowledge skills and attributes to deliver TVP's aims, values and objectives. This policy is applicable to all police officers, including student police officers, transferees, re-joiners, specialist/internal police posts, special constables, and police staff, including Police Community Support Officers (PCSOs). The general principles of the policy shall also apply to temporary staff, persons employed on fixed term contracts, volunteer police cadets and police support volunteers (see Volunteers Policy).

2.0 Statement of Policy

- 2.1 TVP is committed to delivering a fair, impartial and high-quality service, promoting equality, diversity, and inclusion within our workforce.
- 2.2 All recruitment is managed and administered by Workforce Planning. Where a role is determined to be recruited into (some officer roles will be filled via postings under the Police Officer Posting Procedure) roles shall be advertised on the intranet Job Shop page and TVP website. Where appropriate TVP shall provide full details of the role, and the experience and qualifications required. Each candidate shall be reviewed and assessed on the extent to which they meet the requirements stated in the role.

- 2.3 All applicants to TVP must be willing to sign up to The Code of Ethics and be able to demonstrate their integrity.
- 2.4 TVP shall adhere to the Equality Act 2010 and apply Police regulations and College of Policing rules to Police Officers and Special Constables.
- 2.5 All candidates applying for roles at TVP must have a legal right to work in the UK, in compliance with the UK Border Force and UK Visas and Immigration requirements and national Home Office guidance.
- 2.6 Successful applicants must go through and pass the TVP vetting process and an occupational health assessment; this includes internal police officers and police staff moving roles within the Force.
- 2.7 The information provided by applicants shall be stored and handled in line with the Data Protection Act 2018. Successful applicants' details shall be retained as part of their employment record. Details of unsuccessful applicants shall not be used for any purposes other than monitoring

3.0 Human Rights Articles Engaged

Article 8: Right to Respect for Private and Family Life

Article 14: Protection from discrimination

4.0 Health and Safety at Work

In the event that an individual advises that they need additional support due to a disability or long-term health condition, as defined by the Equality Act 2010, an individual risk assessment shall be requested via the Occupational Health Unit (OHU), to help identify any necessary adjustments.

5.0 Communications, Challenges and Representations

5.1 Communication

This policy document shall be made available electronically via the Policy & Procedures section of the TVP intranet. The policy shall be published on the TVP public website and in alternative formats upon request.

5.2 Challenges and representation

All challenges and representations should be made in writing to:

Head of Workforce Planning
Thames Valley Police
Langford Lane
Kidlington
Oxfordshire OX5 1NZ

6.0 Review Date

01/08/2027

7.0 Related Guidance

Recruitment Guidance TVP Careers
Police Staff Recruitment (including Temporary Staff)
Police Community Support Officer (PCSO) Recruitment
Special Constable Recruitment
Police Officer Recruitment
Police Officer Transferees
Police Officer Re-Joiners
Police Officer Internal Recruitment
Police Officer Detective Recruitment
Police Officer Promotion
Police Officer Posting Procedure

8.0 Freedom of information

Suitable for publication.

9.0 Government Security Classification Policy

Official

10.0 Relevant Supporting information

Police Regulations to Police Officers & Special Constables

National Home Office Guidance

UK Borders Agency legislative requirements

College of Policing rules

Volunteers Guidance