

# **APPLYING TO BECOME A CLEVELAND POLICE OFFICER**

## **Guidance Document**



**CLEVELAND  
POLICE**



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# Guide Outline

The guide sets out to provide you with an understanding of the force, area, role and recruitment process to assist you in applying for the role of Police Officer with Cleveland Police.

The guide should also give you an understanding of what is needed prior to applying and what is important throughout the process.

Rather than make the document extensive we have developed an excellent selection of frequently asked questions (FAQs) for you to view. Please view these alongside the guide to help gain an understanding of the full process.

The guide has been developed by Cleveland Police who are committed to fairness towards all members of the community. We need people from diverse backgrounds with skills and experiences to help us deliver excellence in local policing across Cleveland and we look forward to welcoming new recruits.



# An Introduction

The Cleveland Police area covers approximately 230 square miles and has a population of over 560,000. The area's landscape combines industrial sites alongside sites of outstanding beauty and those of special scientific interest.

The Force has around 1300 police officers, 130 Police Community Support Officers and 340 members of police staff. Providing a wide range of operational policing services to the local community.

Response, Crime and Justice and Neighbourhood Policing units are supported by Cleveland and Durham's Specialist Operations teams, which include the Dog Section, Firearms, Road Policing and Emergency Planning.

We work closely with partner agencies to deliver a quality service to our local community, and we continue to achieve high levels of public confidence and satisfaction whilst reducing crime and anti-social behaviour and maintaining a high detection rate.





# Working Together

## Partnership Working

Keeping Cleveland safe is not the sole responsibility of Cleveland Police, we all have a responsibility to proactively maintain our personal safety and that of our property.

We will only deliver our vision by working in partnership with our local communities and other partners.

As part of community safety and the wider community justice service, we work in partnership with a number of agencies such as our four local authorities, the crown prosecution service, courts and the probation services.

The activities of these are coordinated through a number of statutory and non statutory partnerships including:


- Community Safety Partnerships (CSPs)
- Local Safeguarding Children Boards
- the Local Criminal Justice Board (LCJB)
- Community Safety Partnerships (CSPs)

CSPs comprise representatives from:

- Local Authorities
- Office of the Police and Crime Commissioner
- Children's Trusts
- Drug Action Teams (DATs)
- Fire Services
- NHS Tees
- Probation Services
- Youth Offending Services

## Collaboration

Cleveland Police will collaborate with any other force, public or private sector organisation in any area of business if this proves to deliver better services to the public and/or better value for money.



## Our Mission

Cleveland Police will work with others to deliver high quality, professional policing services that focus on keeping people safe and protecting our Communities.

## Our Values

### Our Mission and Values

*Keeping people safe and protecting our communities*





## Our Values: Integrity

# Our values

## *Integrity*



## Our Values: Impartiality

# Our values

## *Impartiality*





## Our Values: Public Service

# Our values

## *Public Service*



## Our Values: Transparency

# Our values

## *Transparency*



# The Recruitment Process

At the end of each stage of the recruitment process you will be notified whether or not you have been successful and therefore eligible to proceed to the next stage.

## The Recruitment Stages

<b>Stage 1</b>	Application Form
<b>Stage 2</b>	Police SEARCH Assessment Centre
<b>Stage 3</b>	Final Interview
<b>Stage 4</b>	Pre-employment checks

Further information in respect of the Police SEARCH Assessment Centre process and preparation material can be found on [the College of Policing website](#) under the Police Recruitment Standards section.

## The Recruitment Stages

### Stage 1 – Application Form

The Cleveland Police application form will be hosted on our e-recruitment system. Please ensure you complete the application form fully. It is very important that you follow the instructions and submit the form within the required timescales, please note that incomplete forms will not be accepted.

You will receive a notification regarding the outcome of your application and if you are successful you will be invited to attend an Assessment Centre.

### Stage 2– Police SEARCH Assessment Centre

We sometimes run the Assessment Centres over a weekend and you will be required to attend on only one of the days. Please note that you will be responsible for making your own travel arrangements.

It is important when deciding to apply for the role of a Police Officer that you can attend one of the Assessment Centre dates, as no dates outside of these will be available at this time.

# The Recruitment Process cont...

**The Police SEARCH Assessment Centre consists of:**

- 20 minute competency based interview
- Two written exercises
- Four interactive role play exercises
- Numerical reasoning questionnaire and a verbal logical reasoning test

These exercises are designed to test your ability to think on your feet, make quick decisions based on sound judgement and also measure your basic numeracy and literacy standards.

You will be required to provide identification documents following the guidelines in Appendix 1.

**NB: If you do not bring these with you, you will not be allowed to progress any further with the application process.**

If you are successful at this stage, you will then be invited to attend an interview with members of Cleveland Police.

## **Stage 3 – Final Interview**

The Final Interview will be hosted by a group of internal stakeholders that will include serving police officers.

The interview process will be values based and the questions focussed on the four Cleveland Police Values:

- Integrity
- Impartiality
- Public Service
- Transparency

All of the above values directly link to the **Code of Ethics**.

Candidates who pass the interview will proceed to the “On-Boarding” phase of the Recruitment and Selection process.

# The Recruitment Process cont...

## **Stage 4 – Pre-employment checks**

Pre-employment checks will be undertaken for those candidates who have been successful at interview and will consist of:

- A Fitness Test
- Medical Assessment
- Vetting Checks
- Substance Misuse Testing
- References

## **Final Advice**

It is important to note that the application form is competency based and through this we are looking for qualities you have or may develop to carry out the role.

Your answers will decide whether your application progresses to the next stage.

Please give specific examples of what you SAID or DID on a given occasion so we can see exactly how you behaved.

Remember to:

- Read the question fully
- Take your time
- Avoid jargon, abbreviations
- Be honest
- Check spelling and grammar
- Proof read all

**Our suggestion is to research the STAR approach to recruitment which covers a situation, task, action and result approach.**

**The FAQs are an extremely important part of this guide so please fully read through prior to starting the application process**

# Training: IPLDP

## Initial Police Learning and Development Programme (IPLDP)

Although there are new entry routes on the horizon for the police service, it is the intention of Cleveland Police that everyone applying in this campaign will join us on the IPLDP training route.

The IPLDP leads to the following:

- Recognised Level 3 qualification in Policing;
- Starting salary of £23,586;
- Two year probation.

## Police Constable Degree Apprenticeship (PCDA)

Cleveland Police are currently continuing to run the Initial Police Learning and Development Programme for this campaign and will move to the PCDA in future. By applying for this campaign, you understand that the offer we make to you will likely be IPLDP unless you are informed otherwise at the time of offer.

**The FAQs are an extremely important part of this guide so please fully read through prior to starting the application process**



# Appendices

Appendix 1
<b>Guide to Identification Documents</b>

In order to comply with our requirements you need to provide **one** of the original documents listed below from **List A** or a **combination** of documents listed below in **List B** for us to see and copy prior to your interview.

## LIST A

- A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as a family member of a national from a European Economic country or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay
- A passport or other travel documents endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work offered if they do not have a work permit
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

## LIST B

- A document giving a permanent National Insurance Number and name. This could be a P45, P60, National Insurance card or a letter from a Government Agency

**Guide to Identification Documents****Together with one of the following:**

- A full birth certificate issued in the United Kingdom, which includes the names of the holders parents **OR**
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland **OR**
- A full adoption certificate issued in the UK stating the name(s) of at least one of your parents **OR**
- A full adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **OR**
- A certificate of registration or naturalization stating the holder is a British citizen **OR**
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay **OR**
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay **OR**
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom **AND** this allows them to do the type of work offered to them **OR**
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom **AND** this allows them to do the type of work offered to them

## Appendix 2

### **Policing Professional Framework (PPF): Personal Qualities and Behavioural Indicators**

#### **Serving the public**

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

#### **Openness to change**

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

#### **Service delivery**

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

#### **Professionalism**

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour.

## Appendix 2

### **Policing Professional Framework (PPF): Personal Qualities and Behavioural Indicators**

#### **Professionalism cont...**

Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

#### **Decision making**

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

#### **Working with others**

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand.

Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively.

Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion.

Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

**Character References – Professions**

- |  |   |
|--|---|
| ♦ Accountant   | ♦ Member of Parliament  |
| ♦ Airline pilot  | ♦ Merchant Navy officer   |
| ♦ Articled clerk of a limited company  | ♦ Minister of a recognised religion (including Christian Science)   |
| ♦ Assurance agent of a recognised company  | ♦ Nurse (RGN and RMN)   |
| ♦ Bank/building society official   | ♦ Officer of the armed services (active or retired)   |
| ♦ Barrister  | ♦ Optician  |
| ♦ Chairman/director of a limited company   | ♦ Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals) |
| ♦ Chiroprapist   | ♦ Person with honours (an OBE or MBE, for example)  |
| ♦ Commissioner of oaths  | ♦ Pharmacist  |
| ♦ Councilor (local or county)  | ♦ Photographer (professional)   |
| ♦ Civil servant (permanent), but not someone who works for IPS                               | ♦ Police officer  |
| ♦ Dentist  | ♦ Post Office official  |
| ♦ Director/manager of a VAT-registered charity   | ♦ President/secretary of a recognised organisation  |
| ♦ Director/manager/personnel officer of a VAT-registered company                             | ♦ Salvation Army officer  |
| ♦ Engineer (with professional qualifications)  | ♦ Social worker   |
| ♦ Financial services intermediary (eg a stockbroker or insurance broker)                     | ♦ Solicitor   |
| ♦ Fire service official  | ♦ Surveyor  |
| ♦ Funeral director   | ♦ Teacher, lecturer   |
| ♦ Insurance agent (full time) of a recognised company  | ♦ Trade union officer   |
| ♦ Journalist   | ♦ Travel agent (qualified)  |
| ♦ Justice of the Peace   | ♦ Local government officer/manager/personnel officer (of a limited company)                               |
| ♦ Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs) | ♦ Valuer or auctioneer (fellows and associate members of the incorporated society)                        |
| ♦ Licensee of a public house   | ♦ Warrant Officers and Chief Petty Officers   |
| ♦ Member, associate or fellow of a professional body   |   |

**Good luck in completing  
your application**



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