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Welcome to our selection of frequently asked questions in relation to **transferring** to Cleveland Police. Click on the below questions to view the relevant answers within the document:

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**Section 1 - Helping to understand the role and recruitment process**

**If I am a probationer can I still transfer?**

* No, unfortunately you are not eligible to transfer until you have been confirmed in your appointment.

**Can any rank transfer?**

* Details of the recruitment campaign/advert will advise what ranks the Force is accepting linking to the current campaign.

**What is the process for transferring?**

* You are required to log onto Cleveland Police e/recruitment website and complete an application form
Should you be successful at shortlisting you will then be invited for an interview
If you are successful at interview a quality assurance process will be undertaken with your current Force (professional standards checks plus appropriate Occupational Health information)
We will then undertake fitness checks, vetting checks, a financial check, references and receipt of a valid PDR/PDP
Once all the pre-transfer checks are complete an offer of transfer will be made.

**How soon would I be able to start?**

* The date will be agreed by the Force in line with a suitable date for all transferees to start on the same date to allow an Induction process to be undertaken. This is currently the middle of September 2018 (precise date will be confirmed).

**Where will I be posted?**

* Officers transferring will be posted dependant on business needs taking into account your skills, knowledge, and experience.

**What training will I receive to help settle in?**

* You will join a structured 3 week Induction process which will also include the ‘Attestation’ and specific training to ensure you are operationally and personally able to fulfil your role with us.

**Are there any restrictions in the length of service I need before transferring?**

* You must have completed your probationary period. However there is no restriction in a maximum length of service as long as you are able to achieve the recruitment criteria.

**I currently receive a housing allowance will this still be applicable?**

* You may still be entitled to a housing allowance but it may not necessarily be the same amount due to the regional variations. Allowance is only applicable to those officers who joined the service prior to Sep 1994.

**Can I claim removal expenses?**

* Yes, however there is a strict process. You must submit an expenses form, accompanying report and receipts;
* The officer must initially reside 50 miles or more outside the Cleveland boundary and must be moving a minimum of 30 miles. The move must take the officer closer to the Cleveland boundary;
* If you meet the above criteria, you will be reimbursed for associated expenditure, provided it is necessary, reasonable and accompanied by receipts, Cleveland deems claims up to a maximum of £3,000 as a reasonable amount;
* The officer will be required to sign a form agreeing to repay the monies should they cease employment with the Force within 2 years of their date of appointment. Repayment will be by way of deduction from final salary;
* There is strict guidance in relation to removal expenses, use the table below as a guide:

|  |
| --- |
| The legal and conveyancing fees associated with selling the individuals existing property |
| The legal and conveyancing fees (including survey, Land Registry, search and mortgage arrangement fees) associated with the purchase of a new property |
| Any charges for disconnection of public utilities and white goods (such as washing machines) serving the individuals existing property |
| Any charges for connection of public utilities and white goods serving the new property |
| The costs of moving the individual's furniture, domestic goods and personal possessions from his/her existing property to the new property, including insurance taken out to cover goods in transit. Three quotations should be obtained from removal companies and the cheapest used, unless there is a valid reason not to do so |
| A contribution towards temporary storage and insurance of the individual's furniture, domestic goods and personal possessions if not moving directly from the existing property to the new property |
| A contribution towards the cost of carpets and curtains required for the new property |

**What salary scale will I start on?**

* Cleveland Police adheres to the national pay scales and as such you will transfer on the same pay increment you currently receive.

**How and when will I be paid?**

* You will be paid by Bank Credit every 28 days - two weeks in advance and two weeks in arrears.

**What shifts would I be working?**

* This will be decided following your transfer dependant on the area you are in and the business need.

**Can I carry annual leave over from my current force?**

* No, you will be expected to have taken all of your annual leave owing prior to starting with us. Your annual leave will then be calculated according to the length of time you have been in the Police service, pro-rata from your start date with us for the remainder of the year.

**Will I be issued with new Conditions of Service?**

* You will be issued with Conditions of Service in accordance with Regulation 10 (2) of the Police Regulations 2003 (as amended).

**I currently work for the Civil Nuclear Constabulary and/or British Transport Police, can I transfer?**

* For this campaign we are only accepting applications to transfer from Police Service for Northern Ireland (PSNI) and any of the 43 Home Office Forces. Cleveland Police is not accepting applications from Police Scotland officers.

**If I was a School Governor, could I continue to be so?**

* You may serve as a member of the schools main Governing Body, in your official or private capacity, however you must advise the force via a Business Interest form for this to be recorded and approved
* You could not continue in the role of Treasurer or be responsible for the dismissal of staff.

**What if I have a relative who is a magistrate?**

* You need to report the circumstances to the Force.

**What if I was a member of the British National Party, could I still transfer?**

* No, as Police Regulations 2003 prohibit any officers or staff from becoming members of organisations whose aims and objectives may contradict the duty to promote race equality.

**Can I transfer if I hold political office or take an active part in politics?**

* The position regarding transferees is that they should not take an active part in politics.

**Do I need to sign the Official Secrets Act again?**

* Yes, you are subject to the Official Secrets Act for life and any infringement may make you liable for prosecution and we would require it to be re-signed.

**What is the Code of Ethics and how does it fit into the recruitment process?**

* The Code of Ethics is the written guide from the College of Policing (CoP) to the principles that every member of the policing profession of England and Wales is expected to uphold and the standards of behaviour they are expected to meet
* The Code of Ethics is intended to be used on a day-to-day basis to guide behaviour and decision-making and has been written "by" policing "for" policing
* The Code of Ethics will play a practical role in guiding the behaviour of everyone in policing, rather than being something that is only turned to later if unprofessional behaviour crosses the threshold into misconduct
* The emphasis is on what good policing looks like and how ethical police officers and staff behave, rather than on managing misconduct
* Everyone in policing is expected to take ownership of the Code of Ethics. Individual chief constables will decide how they will embed the Code of Ethics in their forces

Please note that an element of the interview may be around the Code of Ethics for transferees

**Do you allow for any reasonable adjustments linked to the recruitment process?**

* The police service is an equal’ opportunities employer and ensures that no applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.
* It is important to be truthful within your application form particularly around disabilities where we can agree to reasonable adjustments so as not to unreasonably disadvantage disabled people.
* All information provided will be treated in the strictest confidence and will not affect your job application.

**Section 2 - Helping to understand current eligibility**

**What medical assessments are undertaken in relation to the transfer?**

* A medical assessment will generally be carried out by our Occupational Health team. We will check:
	+ BMI
	+ Eye sight test
	+ Colour vision
	+ Lung function
	+ Hearing
* You will be asked to complete a confidential medical history questionnaire, which needs to be validated by your GP. If a cost is incurred for this service this will be at your own expense
* Once you have been declared medically fit we will then progress your application to the next stage

**How physically fit do I need to be to undertake the transfer?**

* Applicants will normally have to take a fitness test and those who are required to complete Officer Safety Training (OST) must attain a level of 5:4 on the multi-stage fitness test

**What fitness level is necessary linking to transfer?**

* We test endurance through a fitness shuttle run, commonly known as the Bleep test. A good indicator of the fitness level needed for this test is to be able to run at a good pace for around four minutes over a distance of about 700 metres

|  |
| --- |
| **Bleep Test (Shuttle Run) Explained** |
| Required Level is 5.4 = 5 Levels and 4 Shuttles |
| **Total Time** | **Distance Covered** | **Shuttles Completed** |
| 3 min 35 seconds | 525 metres | 35 |
| **Levels** | **Shuttles per level** | **Seconds per shuttle** |
| 1 | 7 | 7 |
| 2 | 8 | 7 |
| 3 | 8 | 6 |
| 4 | 8 | 6 |
| 5 | 4 | 6 |

**What are the eyesight/vision requirements for a transfer?**

* You may have seen a chart like the diagrams below at your opticians. The actual chart is much larger and is read from a distance of six metres. Each line equates to a standard. Without spectacles or contact lenses for distance vision you need to reach 6/12 or better with either your right or left eye 6/6 with both eyes together

 

* If you need to wear spectacles or contact lenses you also need to reach 6/36 without your spectacles or lenses. If you have near vision then you need to reach 6/9 with both eyes together (aided)
* In relation to colour vision, the use of colour-correcting lenses is not acceptable. Severe colour vision deficiencies (monochromacy) are not acceptable. Mild anomalous trichromacy is acceptable. Severe anomalous dichromacy or trichomacy is also acceptable but you will need to be aware of the deficiency and make appropriate adjustments
* In relation to eye surgery, radial keratotomy, arcuate keratotomy or corneal grafts are not acceptable
* Other forms of refractive surgery such as LASIK, LASEK, PRK, ICRS and epiflap are all acceptable provided that six weeks have elapsed since surgery, there are no residual side effects, and the other eyesight standards are met

**What if I have any facial piercings, can I still transfer?**

* Facial piercings are not an automatic bar from application to transfer. However the prominence and location of facial piercings will be considered as to whether they undermine the dignity and authority of the transferee and whether there may be implications for an officer’s safety. As part of your application you will be asked if you have any facial piercings and if the answer is yes, you will be required to upload a photograph. The photograph should not be more than 1MB in size
* If not acceptable you will not be able to continue with your application

**What if I have a tattoo or multiple tattoos, can I still transfer?**

* Tattoos are not acceptable if they are particularly prominent, garish, and offensive, or if they undermine the dignity and authority of the role
* You may be asked as part of your application if you have a tattoo on your face, neck, forearmsorhands and if you answer yes, you will be asked to provide a brief description and attach two digital photographs of each visible tattoo:

1. A distance photograph to clearly identify where on the body the tattoo is

2. A close up photograph to clearly identify the image(s)

* Each photograph should not be more than 1MB in size
* If not acceptable you will not be able to continue with your application

**How do you check if applicants have substance misuse issues?**

* We will collect a sample of hair approximately 50 to 100 strands from the crown of the transferees head to test for substance misuse

**What other vetting checks will be made linking to the transfer?**

* We will carry out security checks on you and you will be required to provide details to enable us to do so on the application form
* We will need to take your fingerprints and DNA samples to carry out some final vetting checks against our databases

**Are the vetting checks just about the applicant?**

* No. Following the shortlisting process we will be asking questions about your wider family members and what their relationship is to the applicant along with their addresses. This could include spouse or partner, parents, step parents and partners, children and siblings. The details will be viewed by the Force Vetting Officer

**What are the general conviction rules?**

* Any offences committed as an adult or juvenile which resulted in a prison sentence (including custodial, suspended or deferred sentence and sentences served at a Young Offenders institutional or community home) would impact on the recruitment process
* Cautions including reprimands and final warning, for recordable offences or Juvenile convictions within the last 5 years may also impact
* Please view the further information below as a guide regarding Criminal Convictions:
	+ Applications will not be accepted if an applicant of any age has been convicted or cautioned for an offence such as murder, manslaughter, rape, kidnapping/abduction, treason, involvement in espionage, terrorism or sabotage, hostage taking, hi-jacking or torture, any offence involving ‘causing death by’, firearms offences, incest, sexual activity with a child or domestic violence offences and monitored hate crime
	+ In general, applications will also be rejected if an applicant has committed any offence (as an adult or juvenile) which resulted in a prison sentence, including custodial, suspended or deferred sentence and sentences served at a young offender’s institution or community home
	+ Your application is likely to be rejected if you have been involved in any of the following (unless there are exceptional and compelling circumstances):
	+ Offences involving serious violence or injury (including Grievous Bodily Harm (GBH) and Actual Bodily Harm (ABH)
	+ Offences involving unsolicited violence towards others
	+ Unlawful possession of weapons, firearms or going equipped to steal
	+ Gross indecency and acts of indecency
	+ Abuse or neglect of children
	+ Public Order offences such as involvement in riot, violent disorder, affray, causing intentional harassment, alarm or distress
	+ Racially motivated or homophobic offences
	+ Burglary and offences which involve elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone including theft, fraud and deception
	+ Serious involvement in drugs including possession of a Class A drug (heroin, morphine) or more than one Class B drug (amphetamines) and/or supplying drugs of any kind
	+ Reckless or dangerous driving or one offence of drink driving, drunk in charge, or drugs driving, within the last ten years
	+ Other serious motoring offences such as convictions within the last five years, driving without insurance, failing to stop after an accident or driving whilst disqualified
	+ More than three endorseable traffic convictions (including fixed penalties) and/or two or more convictions for regulatory offences such as failure to renew vehicle excise licence within the last five years
	+ Criminal damage

**What financial circumstances could affect my application?**

* Applicants will have their financial status checked. These checks are carried out because police officers/staff have access to privileged information, which may make them vulnerable to corruption. Applicants with outstanding County Court Judgements (CCJs), Individual Voluntary Agreements (IVAs) or who have been registered bankrupt with outstanding debts will be rejected
* Applicants who have discharged County Court Judgements may be considered. Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered three years from the discharge of the debt and will need to provide a Certificate of Satisfaction

**Are there any driving requirements linking to the transfer?**

* You may be required through your career to drive a vehicle with more than 8 passengers for which you would need a D1 entitlement. You should have this if you passed your driving test prior to 1st January 1997. If you do not have a D1 on your licence then you must apply for one

Some of the information has been gained from the College of Police website – all details are correct at time of publication (November 2016)