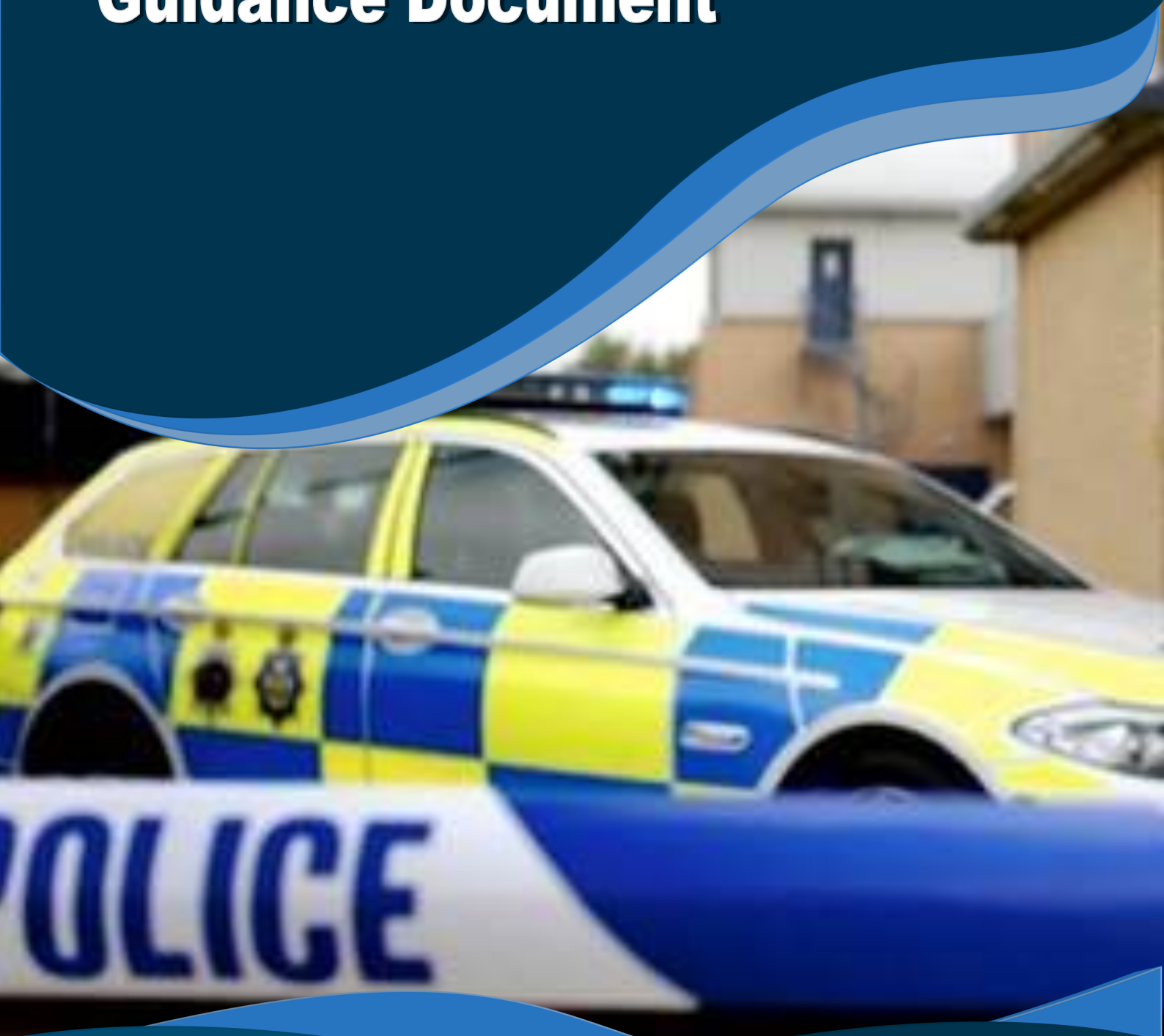


APPLYING TO BECOME A CLEVELAND POLICE OFFICER

Guidance Document



**CLEVELAND
POLICE**



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.



**CLEVELAND
POLICE**



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 1400 police officers, 100 Police Community Support Officers and 800 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


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:

- The Crown Prosecution Service (CPS)
- The Courts
- Probation Services
- 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



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

Stage 1	Expression of Interest
Stage 2	Application Form
Stage 3	Online Assessment Centre
Stage 4	Final Interview
Stage 5	Pre-employment Checks

The Recruitment Stages

Stage 1—Expression of Interest

Interested candidates must register an expression of interest in order to then apply. Expressions of interest open on the recruitment section of the Cleveland Police website and the people who have expressed an interest will be sent a link for the full application.

Stage 2—Application form

You will receive an email with a link to the application form to complete.

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.

Number of applications will be limited.

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

The Recruitment Process cont...

Stage 3—The Online Assessment Centre

The online assessment process consists of different stages designed for the efficient assessment and recruitment of police constables.

Competency-based interview

You will be asked a series of questions about how you have dealt with specific situations in the past. This is your opportunity to provide some examples of the key competencies and values that are important for police constables. You can use examples from both your work and your personal life.

Written assessment

In this exercise, you will assume the role of a police constable and will have to complete an urgent written task for your line manager. You will receive four items of information to help you with this task.

Briefing exercise

In this exercise, you will assume the role of a police constable and will have responsibility for dealing with some issues presented to you. You will be tasked with providing a response to a number of questions in relation to this issue. You will be provided with preparation materials to consider your answer.

Required Technology:

You can complete the exercises on any internet-enabled device with a camera (laptop, tablet or phone), but to ensure full compatibility with the online platform, the following should be set up.

Your operating system should be Windows 7 (or higher) or Mac OS 10.11 (or higher). Your browser should be the latest version of Microsoft Edge, Mozilla Firefox, Google Chrome or Safari (Apple products only).

You should have the latest version of Adobe Flash installed, and you require a webcam and microphone to record responses.

The Recruitment Process cont...

Stage 4—The Final Interview

The final interview will be a series of competency based style of questions focussing upon:

- Key aspects of the CVF at Practitioner Level (please see Appendix 2 for more information)
- Ethics and Integrity (Code of Ethics)

At this stage you will be required to prove your right to work in in the UK (A full list suitable documents shown in appendix 1)

Stage 5—Pre-employment Checks

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

- Fitness Test
- Medical Questionnaire/Assessment
- Biometric Vetting and Security Clearance (Vetting) Checks
- Substance Misuse Testing
- References (List of acceptable referees listed in Appendix 3)
- Eligibility meeting with the university

Final Advice

It is It 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 and take your time
- Avoid jargon, abbreviations
- Be honest
- Check spelling and grammar
- Proof read everything



Training

During your training as an officer you will also earn a BSc Degree in Professional Policing Practice, which will be recognised internationally. Your formal training will take place alongside your practical work in one of our many policing teams across Cleveland.

Lots of your learning will be completed 'on the job' and face-to-face classroom style learning which will be based from Teesside University.

Am I eligible?


The people of Cleveland deserve an excellent service so we are looking for the best people to join us and demonstrate our values. But there's some formal stuff you'll need to have too, and **it's really important** to make sure you meet the eligibility criteria.

Academic Qualifications

To be eligible for this route you will have achieved:

- Level 2 qualifications in both English and Maths for example a GCSE or iGCSE at grade C (level 4) or above, Functional Skills Level 2, Key Skills Level 2 (Communication and / or Literacy) or Adult Numeracy / Literacy **PLUS**
- Level 3 qualification(s) in any subject(s) that equate to **80 UCAS points** (or a full level 4 or 5 qualification can also be taken into consideration) – these points could be from your A Levels, Level 3 Diplomas, NVQs and an International Baccalaureate to name a few. Please check your UCAS points [here](#) **OR**
- Be in the final year of your Level 3 qualification and be predicted to achieve a minimum of **80 UCAS points**, unfortunately if you do not achieve the 80 points required we will be required to decline your interest.

If you meet the Level 2 requirements but do not have the level 3 requirements listed above, we may be able to accept significant and equivalent work experience in its place. More details will be provided regarding eligibility to those who express an interest. You will also be asked to complete an admissions test for the university.





Useful Links....

The following URLs are provided to help you research key topics contained within this guide and direct you to the best sources of Information:

Cleveland Police Home-Page:

<https://www.cleveland.police.uk/police-forces/cleveland-police/areas/cleveland-police/careers/careers>

College of Policing Home-Page:

<https://www.college.police.uk/>

Code of Ethics Information:

http://www.college.police.uk/What-we-do/Ethics/Pages/archive_DO_NOT_DELETE/Code-of-Ethics.aspx



Appendices

Appendix 1— Right to Work Checklist

Guide to Identification Documents

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

LIST A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth (short or long) or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



Appendix 1

List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

If you have any questions regarding right to work documentation please contact the Recruitment Team.



Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing's Competency and Values Framework for Policing (2017). A candidate's behaviours/values will be measured at interview.

Competency:

Emotionally aware

- I treat others with respect, tolerance and compassion.
- I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.
- I remain calm and think about how to best manage the situation when faced with provocation.
- I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.
- I ask for help and support when I need it.
- I understand the value that diversity offers.
- I communicate in clear and simple language so that I can be easily understood by others.
- I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

Taking ownership

- I actively identify and respond to problems.
- I approach tasks with enthusiasm, focusing on public service excellence.
- I regularly seek feedback to understand the quality of my work and the impact of my behaviour.
- I recognise where I can help others and willingly take on additional tasks to support them, where appropriate.
- I give feedback to others that I make sure is understandable and constructive.
- I take responsibility for my own actions, I fulfil my promises and do what I say I will.
- I will admit if I have made a mistake and take action to rectify this.
- I demonstrate pride in representing the police service.
- I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

Collaborative

- I work cooperatively with others to get things done, willingly giving help and support to colleagues.
- I am approachable, and explain things well so that I generate a common understanding.
- I take the time to get to know others and their perspective in order to build rapport.
- I treat people with respect as individuals and address their specific needs and concerns.
- I am open and transparent in my relationships with others.
- I ensure I am clear and appropriate in my communications.

Deliver, support and inspire

- I take on challenging tasks to help to improve the service continuously and support my colleagues.
- I understand how my work contributes to the wider police service.
- I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others.
- I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.
- I support the efficient use of resources to create the most value and to deliver the right impact.
- I keep up to date with changes in internal and external environments.
- I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

Analyse critically

- I recognise the need to think critically about issues. I value the use of analysis and testing in policing.
- I take in information quickly and accurately.
- I am able to separate information and decide whether it is irrelevant or relevant and its importance.

- I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.
- I refer to procedures and precedents as necessary before making decisions.
- I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.
- I recognise gaps and inconsistencies in information and think about the potential implications.
- I make decisions in alignment with our mission, values and the Code of Ethics.

Innovative and open-minded

- I demonstrate an open-ness to changing ideas, perceptions and ways of working.
- I share suggestions with colleagues, speaking up to help improve existing working methods and practices.
- I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.
- I adapt to change and am flexible as the need arises while encouraging others to do the same.
- I learn from my experiences and do not let myself be unduly influenced by preconceptions.

Values:**Integrity**

- I always act in line with the values of the police service and the Code of Ethics for the benefit of the public.
- I demonstrate courage in doing the right thing, even in challenging situations.
- I enhance the reputation of my organisation and the wider police service through my actions and behaviours.
- I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations.
- I am open and responsive to challenge about my actions and words.
- I declare any conflicts of interest at the earliest opportunity.
- I am respectful of the authority and influence my position gives me.
- I use resources effectively and efficiently and not for personal benefit.

Impartiality

- I take into account individual needs and requirements in all of my action.
- I understand that treating everyone fairly does not mean everyone is treated the same.
- I always give people an equal opportunity to express their views.
- I communicate with everyone, making sure the most relevant message is provided to all.
- I value everyone's views and opinions by actively listening to understand their perspective.
- I make fair and objective decisions using the best available evidence.
- I enable everyone to have equal access to services and information, where appropriate.

Public Service

- I act in the interest of the public, first and foremost.
- I am motivated by serving the public, ensuring that I provide the best service possible at all times.
- I seek to understand the needs of others to act in their best interests.
- I adapt to address the needs and concerns of different communities.
- I tailor my communication to be appropriate and respectful to my audience.
- I take into consideration how others want to be treated when interacting with them.
- I treat people respectfully regardless of the circumstances.
- I share credit with everyone involved in delivering services.

Transparency

- I ensure that my decision-making rationale is clear and considered so that it is easily understood by others.
- I am clear and comprehensive when communicating with others.
- I am open and honest about my areas for development and I strive to improve.
- I give an accurate representation of my actions and records.
- I recognise the value of feedback and act on it.
- I give constructive and accurate feedback.
- I represent the opinions of others accurately and consistently.
- I am consistent and truthful in my communication.
- I maintain confidentiality appropriately.

Appendix 3

References – Professions

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

**Good luck in completing
your application**



**CLEVELAND
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