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<b>Title</b>	Recruitment and Selection Policy
<b>Version</b>	Version 2
<b>Summary</b>	This Policy sets out procedures for recruiting new members to the MPS & includes all ranks of Police Officer, Metropolitan Special Constables (MSC), Transfers/Rejoiners and Police Staff & the Extended Police Family. It also provides guidance on internal selection for Police Officers and Police Staff.
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**Recruitment and Selection Policy**  
**(excluding police officer promotion and internal selection to detective roles)**

**Introduction**

This Policy sets out the procedure for recruiting new members to the Metropolitan Police Service (MPS) and includes all ranks of Police Officers, Metropolitan Special Constables (MSC), Transfers / Rejoiners and Police Staff including the Extended Police Family. It also provides guidance on internal selection for all Police Officers and Police Staff.

It is complemented by the Standard Operating Procedures that describe the procedures to be followed for each stage of the selection / recruitment process.

This is a revised policy and replaces HR Recruitment Policy 1/2007 – Regular Police Officers, Metropolitan Special Constables and Transfers and Rejoiners (Item 3, Notices 16/08 of 16 April 2008).

The above listed Notice is hereby cancelled.

**Application**

This Policy takes immediate effect.

All Police Officers and Police Staff, including the extended police family, and those working voluntarily or under contract to the Mayor's Office for Policing and Crime (MOPC) or the Commissioner, must be aware of and are required to comply with all relevant MPS Policy and associated procedures. However, this Policy applies in particular to those involved in recruitment and selection processes, and those wishing to join the MPS.

This Policy and the associated Standard Operating Procedures replace all previous guidance / instructions in respect of selection / recruitment processes.

**Purpose**

The public is entitled to expect that the MPS will recruit staff with the highest integrity, honesty and respect for diversity. This Policy and the supporting Standard Operating Procedures associated with it will ensure all new MPS staff meet the highest standards of integrity, honesty and respect for diversity thereby providing an efficient, effective and committed Police Service to the people of London.

This Policy provides clear guidance and corporate standards for dealing with all recruitment and selection processes. The key aims are:

- To recruit / select the candidates on merit who will perform well in the target role
- To create assurance that every applicant will be assessed objectively and fairly against clear professional standards (as per the MPS Performance Framework (MPF))
- To match the right people to the right jobs in order to maintain an effective workforce (as per the Metropolitan Police Service People Strategy)
- To ensure that the overall diversity of London's communities is reflected in the recruitment/selection of all candidates
- To ensure that the Metropolitan Police Service complies with employment law and Police Regulations

## **Scope**

This Policy and its associated Standard Operating Procedures provide guidance on:

- the recruitment of new members of the MPS from a candidate's application to selection for the post applied for and subsequent entry into the Service.
- internal selection for all Police Officers and Police Staff.

**It is does not cover Police Officer promotion or internal selection to detective roles. It also excludes those recruited under the Volunteers Programme.**

Guidance issued by the Home Office, is reflected in a number of the Standard Operating Procedures that support this Policy, which is mandatory and not open to interpretation. It covers the following:

- Age criteria
- Convictions criteria
- Employment queries
- HM Forces character assessment on discharge
- Medical standards
- Nationality requirements
- Previous applications
- Qualifications and educational commitment
- References
- Tattoos and body piercing
- Assessment of police officers is conducted in line with the National Recruitment Standards (NRS).

## Policy Statement

This Policy requires that corporate standards be applied and adhered to for **all** selection and recruitment processes for Police Officers, Metropolitan Special Constables (MSC), Transfers / Rejoiners and Police Staff including the Extended Police Family (EPF) for posts within the MPS.

- All internal posts must be advertised in accordance with this Policy.
- Recruiters must ensure that all recruitment and selection is in accordance with this Policy.
- Recruiters will monitor local compliance with the Policy.
- Recruiters will ensure that an evaluation is carried out on every recruitment and selection process to ensure that there is no adverse impact on any protected characteristic, i.e. a difference in success rate, in accordance with The Equalities Act 2010.
- No Police Officer, MSC, member of Police Staff or EPF, or candidate for appointment may be a member of an organisation whose constitution, aims, objectives or pronouncements contradict the General Duties.
- OCU Commanders / Heads of Units must implement the Policy within their command and all line managers have a specific responsibility to ensure that their decisions are proportionate by reference to the Policy.
- All candidates seeking selection to the Metropolitan Police Service must be of the highest integrity, honesty and have respect for diversity.
- All candidates must not have **any** convictions that contravene our convictions criteria. The circumstances surrounding minor convictions will be considered before a decision is made whether to proceed with the application.
- All candidates must successfully pass all elements of the selection process relevant to the post they are applying for. Any applicant who has declared a disability, will, providing that they meet the minimum criteria at the initial sift stage, be progressed to the next stage of the recruitment process, which could be either the CBQ (competency based questions) or the interview. Reasonable adjustments to particular elements must be considered for disabled candidates.
- All candidates must be cleared in respect of the security and counter terrorism checks and failure to gain a clearance will result in their applications being terminated.
- No undue influence on recruitment or selection processes will be tolerated. Any attempt to do so will be dealt with robustly.

Information supplied by candidates is collected, processed and stored in information systems and documents in connection with the primary purpose of MPS recruitment / selection processes. It will be protected, held confidentially and will not be routinely shared with third parties. Any personal data will be held and processed in accordance with the Data Protection Act 1998. MPS personnel with access to this data will be limited to those persons connected with the process and allowed on a need to know basis. Recruitment and selection

records of unsuccessful candidates will be retained for a maximum period of two years.

It is the responsibility of all members of the MPS involved in recruitment processes, to ensure that all candidates meet the highest standards of integrity, honesty and respect for diversity. It is imperative that the MPS is not brought into disrepute by the acts, omissions or unwitting behaviour of any member of the Service.

It is the responsibility of all members of the MPS involved in both external recruitment and internal selection processes, to ensure that the standards set out within this Policy and its associated Standard Operating Procedures are adhered to.

## **Benefits**

Adherence to this Policy and its associated SOPs will mean that all attempts are made to ensure every new member of the Service meets the highest standards of integrity, honesty, respect for diversity and provide a commitment to policing London at the highest level of efficiency and effectiveness.

The benefits of this Policy will be that:

- It will provide a transparent, consistent and fair corporate process for all selection and recruitment processes
- It will establish a mechanism for objective assessment against nationally set standards, specifically for Police Officer and Police Community Support Officer (PCSO), and for all MPS staff against those from the MPS Performance Framework (MPF)
- It will ensure a competitive process, that maintains fairness and equity throughout.

## **Responsibilities**

The ownership of this Policy resides with Resources Board.

Responsibility for implementing and reviewing this policy rests with **PeopleSupport** Recruitment, and any OCU commanders and Heads of Units that conduct recruitment activities.

The monitoring of this policy is the responsibility of the **PeopleSupport** Recruitment.

## **Associated Documents and Policies**

Eligibility Criteria for Employment in the MPS SOP  
Pre-Assessment Activity SOP  
Assessment Process SOP  
Medical Standards and Screening SOP  
Post Selection Activity SOP  
Recruitment Candidates with Dyslexia SOP  
Recruitment Appeals SOP  
Vetting Policy