



Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Y
Title	Recruitment and Selection Policy
Version	1.1
Summary	This Policy sets out procedures for recruiting new members to the MPS and includes all ranks of Police Officer, Metropolitan Special Constables (MSC), Transfers / Rejoiners and Police Staff and the Extended Police Family. It also provides guidance on internal selection for Police Officers and Police Staff.
Branch / OCU	HR Recruitment Directorate
Date created	April 2008
Review date	April 2011

Policy 1/2007 – Recruitment and Selection (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 1/2004 – Regular Police Officers, Metropolitan Special Constables and Transfers and Rejoiners (*item 1, Notices 12/05 of 30 March 2005 refers*) and HR Recruitment Policy 2/2004 – Police Staff Recruitment and Internal Selection Processes for Police Officers and Police Staff (*item 1, Notices 18/2005 of 11 May 2005 refers*).

The above listed Notices are 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 Metropolitan Police Authority, 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 Integrated Competency Framework)
- 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 has been issued by the Home Office, 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 particular group, i.e. a difference in success rate for different groups (across all six Strands, as a minimum)
- No Police Officer, MSC, member of Police Staff or prospective member of Police Staff including EPF, 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 to proceed with the application or not.
- All candidates without exception must successfully pass all elements of the selection process relevant to the post that they are applying for.
- 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.

It is the responsibility of all members of the HR Recruitment Directorate involved with the recruitment of new members of the Service 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 HR Recruitment Directorate involved with the recruitment of new members of the Service, 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 process
- It will establish a mechanism for objective assessment against nationally set standards from the Integrated Competency Framework
- It will ensure a competitive process that maintains fairness and equity throughout and no adverse impact on any particular group

Responsibilities

The ownership of this Policy resides with the HR Board.

This Policy was developed by HR Recruitment Directorate.

Responsibility for implementing and reviewing this Policy rests with HR Recruitment Directorate, and any OCU commanders and Heads of Units that conduct recruitment activities.

The monitoring of this policy is the responsibility of the HR Recruitment Directorate

Associated Documents and Policies

- Pre-Assessment Activity SOP
- Eligibility Criteria for Employment in the MPS SOP
- Assessment Process SOP
- Medical Standards and Screening SOP
- Post Selection Activity SOP
- Recruitment Candidates with Dyslexia SOP
- Data Management During Recruitment SOP
- Recruitment Appeals SOP
- Police Staff Temporary Promotion SOP
- Work Experience SOP
- Vetting Policy

If you have any further enquiries please in the first instance read the relevant associated standard operating procedure, as listed above, which can be found on the corporate policy database. If still unsure please contact the relevant department within HR Recruitment Directorate. An up-to-date telephone list can be found on their intranet site.