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Title	Vetting Policy
Version	1
Summary	The aim of this policy is to define the purpose of vetting within the Metropolitan Police Service, to set guidelines and ensure a consistent approach in line with the ACPO vetting policy for the police community.
Branch / OCU	Professional Standards Strategic Committee
Review date	November 2007

Introduction

The Metropolitan Police Service (MPS) is committed to the maintenance of the highest levels of honesty and integrity, and to the prevention and disruption of dishonest, unethical and unprofessional behaviour.

Vetting exists to protect the service from persons and organisations, both internal and external, who may seek to harm the MPS or make it vulnerable to harm through their own vulnerabilities.

Vetting assists in providing a safe working environment for our people, protect the people of London, to protect our information, safeguard national security and play a fundamental part in the achievement of an ethical, honest and corrupt free service.

This is a new policy.

Application

This policy takes effect as of 1st June 2004.

All police officers and police staff, including the extended police family, and those working voluntarily or under contract to the MPA must be aware of and are required to comply with all relevant MPS policy. However, this policy applies in particular to officers and/or police staff in the following roles: Vetting Officers, Senior Vetting Officers, Personnel Security Managers, and Head of Personnel Security. Local Personnel Managers and Recruiting Managers.

This policy will apply to all members of the Metropolitan Police Service (police officers, police staff and members of the special constabulary) Non police personnel including contractors, contractors representatives, consultants, volunteers, and any person who requires unescorted access to MPS premises or uncontrolled access to police information.

Purpose

The aim of this policy is to define the purpose of vetting within the Metropolitan police service, to set guidelines and ensure a consistent approach in line with the ACPO vetting policy for the police community.

Scope

This policy will apply to all vetting cases conducted by the Personnel Security Group, (PSG) Directorate of Professional Standards (DPS).

There are currently two types of vetting procedures in operation within the police community, National Security Vetting and MPS Vetting. National Security Vetting and MPS Vetting are separate procedures, designed to counter specific threats. The purpose of National Security Vetting is to protect sensitive government national security assets, by providing an acceptable level of assurance as to the integrity of individuals who have access to protectively marked government assets and/or who require access to persons, sites and materials, at risk of terrorist attack. The purpose of MPS Vetting is to provide a similar level of assurance as to the integrity, honesty, vulnerabilities and ethical standards of individuals who have access to sensitive criminal intelligence, financial, or operational police assets.

Policy Statement

- This policy supports the principles outlined in the ACPO National Vetting Policy for the Police Community, Manual of Protective Security and the Home Office circular 54/2003. Due to the unique nature of the MPS, Personnel Security Group may make slight departure in procedure. Such departure will be clearly documented within the relevant standard operation procedure.
- All members of the Metropolitan Police Service, (Police Officers, Police Staff and Special Constables), non-police staff (contractors, consultants and members of partner agencies) or any person having unescorted access to MPS buildings or uncontrolled access to police information MUST be vetted to the appropriate vetting level.
- The Metropolitan Police Service performs two types of vetting; National Security vetting and MPS vetting. Vetting levels are categorised as follows;
 - Basic Check (BC)
 - Initial Vetting Clearance (IVC)
 - Management Vetting (MV)
 - Counter Terrorist Check (CTC)
 - Security Check (SC)
 - Developed vetting (DV)
- Changes in the personal circumstances of individuals holding either MPS Vetting or National Security Vetting clearance, may impact upon their continued suitability to hold that clearance. They must therefore report any relevant changes to PSG. Failure to notify relevant changes could result in the withdrawal of their vetting clearance.
- If a post requires vetting beyond CTC level, this must be clearly stated within the job advert, published within notices.

Benefits

This policy will ensure common standards and understanding of vetting. It will enable a consistent approach to decision-making and continuing to maintain high professional standards.

Responsibilities

This policy is owned by the Directorate of Professional Standards Strategic Committee and is to be implemented and reviewed by the Personnel Security Group.

Associated documents and policies

- National Vetting Policy for the Police Community
- Home Office Circular 54 / 2003
- Manual of Protective Security
- SOP – 1 Case acceptance & Processing Procedure.
- SOP – 2 Basis Check (BC).
- SOP – 3 Initial Vetting Clearance (IVC).
- SOP – 4 Counter Terrorist Check (CTC).
- SOP – 5 Security Check (SC).
- SOP – 6 Management Vetting (MV).
- SOP – 7 Candidates with Cautions and Convictions.
- SOP – 8 Aftercare.

- SOP – 9 Appeals Process.
- SOP – 10 Vetting Levels within the MPS.
- SOP – 11 Interviewing Candidates.
- SOP – 12 Transfer of National Security Clearances.