

Procedure



Police Officer Rejoiners			
J-Pr-058			
Version	1.0	Host Force	Dorset
Effective Date	07/12/2022	Host Policy Unit	Dorset Legitimacy Team
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Review Date	07/12/2023	Policy Author	Resourcing Manager
Associated Policies	Alliance Resourcing Policy		
Procedure Summary			
<p>The purpose of this procedure is to provide guidance in relation to police officer rejoiners.</p> <p>Alliance Resourcing will ensure that all individuals involved in administering or managing the recruitment and selection process are given access to this procedure and understand their legal obligations. This includes external consultants, recruitment agencies, partner agencies or external experts who assist in the recruitment process.</p> <p>This procedure applies to police officers engaged by either the Chief Constable or the Police and Crime Commissioner for either Devon & Cornwall or Dorset Police. Therefore, there may be occasions when the Offices of the Police and Crime Commissioner (OPCC) require access to specialist HR resources/skills employed by the Chief Constables to support the agreed processes.</p>			
<p>We welcome any comments or suggestions you wish to share about the content or implementation of this procedure. If you would like to make contact to discuss further, please email: .Policies@dorset.PNN.police.uk</p>			

Introduction

Introduction to procedural guidance (that does not form a procedural step by step). Please click to view the HR Privacy Notice ([D&C](#)) / ([Dorset](#)).

The purpose of this procedure is to provide guidance in relation police officer rejoiners and does not apply to student officer recruitment, the recruitment of Special Constables, police staff (including those engaged through skills bank), volunteers or Police Community Support Officers (PCSO's).

This procedure supplements national guidance for rejoiners as published by the College of Policing. It is further supported with guidance and step by step documents as outlined at the end of this procedure or as published by the College of Policing.

It aligns to the principles of the Alliance Resourcing Policy and the Code of Ethics.

Devon & Cornwall and Dorset Police operate in a Strategic Alliance. The Chief Constables agree to operate an aligned recruitment and selection process. Some departments are hosted by Devon & Cornwall Police and others by Dorset Police however each Force will conduct their own workforce planning and police officers are posted according to operational need.

If an individual involved in the recruitment process has a close personal or family relationship with an applicant, to protect the integrity of the process, they must declare this to Alliance Resourcing or the hiring line manger as soon as they are aware of the applicant's application. It will be necessary for the individual to avoid any involvement in the recruitment and selection process.

In the application of this procedure, the Force and OPCC will not discriminate against any person based on age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, unless objectively justified and supported by legislation.

1.0 Procedure

1.1 Identifying the Requirement

The Forces welcome police officer rejoiners, at all ranks, to support the retention of critical skills and experience. The rejoiner scheme is therefore discretionary based on the identification of a business need and will be introduced and paused according to operational need. This operational need case will be assessed by the Executive through the Joint Workforce Demand Group based a number of criteria including but not limited to:

- The establishment number of police officers against organisational design
- Levels of experience across the Force and risks to operational policing
- Specific operational skills gaps

1.2 Advertising

Once the need has been established, opportunities will be advertised on the Force websites and internally on Sharepoint.

1.3 Eligibility

The Forces consider the following categories of rejoiner:

- Type 1 – those who have satisfactorily completed probation at the rank of constable and left the police service before retirement but wish to return
- Type 2 – those who have retired and have taken retirement benefits and wish to return. These officers should provide a minimum of three months notice prior to the intended retirement date and will be required to be out of Force for a period of one month before re-joining.*

* There may be financial and pension implications for these officers (paragraph 2.10 refers).

Although the College of Policing does not put a limit on the amount of time an officer can be out of Force prior to rejoining, the Forces recognise that a re-joiner scheme brings additional complexity to the bespoke training needs for each re-joiner and in some cases, consideration is required as to whether the organisational benefits in terms of acquiring long unpractised skills and experience, outweigh the additional costs and resource capacity required to adequately retrain the individual. Therefore all applications will be carefully considered on a case-by-case basis with a general principle being that two years out of Force is the maximum period considered but this will be reviewed at Chief Officer discretion based on operational business need at the time.

Rejoiners would need to be successful through the selection process outlined below and meet the pre-requisite requirements.

A rejoiner can be considered to rejoin to a higher rank than the one at which they previously served. However this would be subject to them meeting the standards set down for recruitment and they would be required to undertake any legislative exam (e.g. NIE, NPPF) or work-based assessment required at that rank as part of probation requirements in addition to any other identified requirements deemed necessary from the Training Needs Analysis. Rejoiners who return at a higher rank serve at that rank from the point they are appointed and will be required to complete the requirements for that rank while on probation.

1.4 Selection

Selection decisions are based solely on the criteria of merit and every effort is made to ensure assessment techniques are free from any bias. Scoring of selection processes will be in line with the marking guidance.

Applicants will be required to evidence their suitability for appointment through the in-house selection process which will include:

1.4.1 Expression of Interest and/or Application Form

All applicants will be required to complete either an on-line Expression of Interest and/or application form. Applicants with a disability, or where there is no access to online facilities, will be offered alternative ways of applying commensurate with their own specific requirements.

1.4.2 Shortlisting

If required, a shortlisting panel will be established which will consist of a minimum of two individuals of which at least one, but preferably all, are suitably Devon & Cornwall Police or Dorset Police shortlisting and interview trained.

Applicants who have applied under the Disability Confident Scheme and who meet the minimum standard at shortlisting (score of 3 for each of the essential criteria) will always be invited to interview, irrespective of how many successful applicants there are. All applications submitted under the Disability Confident Scheme that fail shortlisting will be quality assured by a member of Alliance Resourcing before the shortlisting results are sent to the applicants.

Applicants will be advised whether they have been successful or unsuccessful at shortlisting. Those who had registered for support through the Positive Action Portal, or are considering registering, will have an opportunity to request further support from the Positive Action team.

1.4.3 Interview

Applicants will be required to meet the required standard against a structured interview using the Competency and Values Framework at the appropriate level for the rank and role in which they are applying to re-join at.

For officers who were serving police officers with either Devon and Cornwall or Dorset police and who wish to rejoin that same Force, up to 12 months following resignation or retirement, the interview stage can be waived at the discretion of a Chief Officer. This will be considered where the Head of Department/Chief Superintendent endorses their application confirming they met all expectations of performance and conduct whilst in service. For officers being considered for roles with different requirements the interview process may be retained.

Where required, a structured interview guide should be completed by each panel member for each candidate with assessment of performance graded independently, as detailed within the guide. Following the interview, panel members then discuss their individual scores and agree unanimously on a final score for each criterion being assessed for each candidate. The minimum standard required to pass interview will have been discussed and agreed before the interviews had commenced.

Applicants called for assessment / interview will, where possible, be given at least seven days' notice, unless the specific interview date had been given previously in the vacancy advert. They will be advised what the selection process will consist of, and it will be made clear what each part of the selection process will be assessed against; for example, the specific CVF at the level of the rank/role. Candidates will also be advised of the likely duration of the entire selection process and reminded to submit any requests for reasonable adjustments, if required.

Consideration should be given to having a diverse selection panel, particularly in respect of gender, to minimise the potential of unconscious bias*. It is important for the assessment / interview panel to be the same for all candidates, unless there are exceptional circumstances, such as illness. Where there is a need for more than one panel, where there is a significant number of candidates, for example, a standardisation

exercise should take place before the selection process commences to ensure there is a consistent approach to the assessment of all candidates.

1.4.4 Reasonable Adjustments

Candidates who consider themselves to have a disability, as defined under the Equality Act, and those who have any specific needs that may impact on their ability to complete either the application form or undertake the structured interview and any related assessments/tests, should contact Alliance Resourcing who will consider appropriate reasonable adjustments. Candidates will be given the opportunity to request reasonable adjustments through all the stages of the selection process via the e-recruitment portal or via Alliance Resourcing, if a reasonable adjustment has been agreed outside of the portal. Any adjustments agreed will aim to put the candidate on a 'level playing field' with other candidates. Reasonable adjustments should not give candidates any advantage. Alliance Resourcing will support hiring managers with requests for reasonable adjustments on an individual basis.

Once the selection process has concluded, any hard copies of selection material, such as interview notes, application forms, questions, selection test results etc, for all candidates should be forwarded to Alliance Resourcing. Any relevant emails, including attachments, should also be forwarded to Alliance Resourcing. Hiring line managers and panel members should then delete their copies. All information relating to the selection process is disclosable and in line with GDPR guidelines will be kept for a 12-month period from the advert 'go live' date after which time it will be destroyed as detailed in the Alliance Resourcing Privacy Notice.

*The chair of the assessment / interview panel should ensure that all panel members are reminded to be mindful of their unconscious bias and are referred to the Unconscious Bias Aide Memoire.

1.5 Conditional Offer

Following the selection process, the successful candidate(s) will be advised by the hiring line manager or Resourcing. It should be made clear that the offer is "conditional" and subject to prerequisite checks

1.6 Pre-Requisites

1.6.1 Fitness Test

Applicants will be required to meet the College of Policing standard for Police Officer fitness testing (including any specific enhanced requirements associated for the specific role being applied for). The core rationale for the test is to ensure that officers have a minimum level of fitness to be able to go on to undertake Personal Safety Training (PST), once appointed. The fitness test is benchmarked against the aerobic demands of PST and comprises of an aerobic shuttle run test (15m Multistage Fitness Test (MSFT) at level 5:4). Reasonable adjustments are considered for tests and the specific reasonable adjustments can be found in the appropriate section of the Fitness Testing Procedure.

1.6.2 Fingerprints/DNA

Every prospective police officer is required to have their fingerprints and DNA sample taken in accordance with Regulation 1ZA. The purpose of obtaining fingerprints and DNA

samples is to allow for a speculative search to be made against the local and national databases prior to appointment to the police force.

Should an appointment be progressed, fingerprints and DNA profile will be taken and kept separately on the respective Police Elimination Database (PEDb). This will be used for the purposes of elimination only and allow the force to identify fingerprints and DNA which may be left unwittingly at scenes of crime by police officers.

1.6.3 Training Needs Analysis

A comprehensive evaluation of a rejoiner's professional development needs against the role profile will be completed by the recruiting force ahead of attestation which takes place on appointment. These development needs will be assessed through the probationary period. If the training need is assessed to be too significant based on operational necessity, the conditional offer may be withdrawn.

1.6.4 Vetting clearance

All appointments are subject to satisfactory vetting clearance. No candidate will commence with either Force until the necessary vetting clearance is received.

Although this list is not exhaustive, vetting will ensure the applicant:

- Has not been dismissed from previous Force, or would have been required to resign
- Did not have outstanding discipline when they retired?
- Has not been convicted of a criminal act since leaving?
- Is not currently serving in another force?

1.6.5 Right to Work in the UK

Section 8 of the Asylum and Immigration Act requires all employers in the United Kingdom to make basic document checks on persons they intend to employ to prevent illegal working.

Applicants not already employed by either Force/OPCC must be a British citizen, including those residing under the British Oversea Territories and British Islands, an Irish citizen, or a Commonwealth citizen with the 'Right to abode' in the UK. Foreign nationals, including those within the EU/EEA and Switzerland, must provide evidence of having no restrictions on their stay in the United Kingdom.

Successful candidates will be asked to provide original identification documents as outlined in the Home Office's 'An Employer's Guide to Acceptable Right to Work Documents' to prove they have the right to work within the United Kingdom prior to commencing their employment. Alternatively, checks can be made through the eVisa portal. Hiring line managers and Alliance Resourcing are responsible for checking and copying the documents, or checking the e-Visa portal, in-line with the 'Employers' Guide to Right to Work Checks' and completing the 'Right to Work Checklist'.

Existing employees permanently transferring to the other Force / OPCC (interforce transfers) i.e., Dorset Police to Devon & Cornwall Police, and vice versa, are not required

to undergo a right to work check as we, the 'Alliance', will still hold the employment records which contain the original evidence of right to work checks.

1.6.6 Verification of Qualification Certificates, if applicable

Where there is a requirement for additional qualifications, the certificates that had been uploaded to the e-recruitment portal as part of the eligibility check will be verified with the qualification body or Force at which the qualification was gained.

1.6.7 Disciplinary Check

A disciplinary check will be carried out on successful candidates. This might include circumstances where they have disciplinary sanctions which have not yet been withdrawn from their service record or are facing conduct proceedings for services breaches. This will also include where they are subject to Unsatisfactory Performance or Attendance Procedures. This may result in the conditional offer being reviewed and the individual being withdrawn from the appointment process.

1.6.8 Medical/Occupational Health

All candidates must be medically cleared by Occupational Health prior being issued a formal offer of appointment.

As part of our duty of care, and in line with the Equality Act 2010, we need to establish whether the successful candidate will be able to carry out functions that are intrinsic to the role for which they have applied, with reasonable adjustments where appropriate. Any medical information provided will be treated in confidence and will only be seen and used by Occupational Health. The aims of the medical questionnaire are to:

- determine whether there is a medical condition which is likely to impact on the individual's ability to do the job and whether it would place them or others at risk of harm,
- assess what reasonable adjustments may be necessary to assist the individual with a disability in carrying out the role and to ensure the safety of both them and others.
- to advise whether the rejoiner is likely to give regular and efficient service. Additional information may be required to assist this assessment such as the sickness absence record prior to leaving the police or whether the rejoiner was involved in an application for ill health albeit unsuccessfully

All assessments are carried out on a case-by-case basis taking account of available and relevant workforce data. If it is not possible to mitigate risks with reasonable adjustments, or the successful candidate is unable to satisfy any legal requirements which apply to the role, it may be necessary to review the conditional offer and withdraw the candidate from the appointment process.

1.7 Start Date

Alliance Resourcing will advise the candidate once all prerequisites have been satisfactorily completed and discuss a start date.

1.8 Posting

Officers rejoining the Forces will have no entitlement to return to their previous role and will be posted based on operational need according to the posting principles. Decisions on postings are made through the Workforce Demand Subgroup.

1.9 Starting Salary

Regulation 24 of The Police Regulations 2003 provides for the pay of police officers. Regulation 24 states that reckonable service for the purposes of pay considers all service in that rank and/or at a higher rank (on temporary promotion or otherwise). A rejoiner member would not be expected to restart the pay scale if re-entering at the same or lower rank as on departure. Instead they will re-enter at the pay point commensurate to length of service previously completed in that rank as per governing regulations for police pay. A rejoiner will be treated as a new starter in terms of any allowances.

1.10 Pension Entitlement

When an officer leaves the police (rather than retiring) their pension becomes deferred, in some cases not payable until state pension age. Since 2015, those returning within five years of leaving have enjoyed protection of certain pension rights, such as the ability to have the previously earned pension at the scheme's pension age rather than the deferred pension age.

When an officer retires from the police and takes their lump sum and are in receipt of an immediate pension their pension would be abated should they choose to rejoin. This means that their new pay plus pension cannot be more than their pensionable pay before they retired. In most instances this means that the pension would be fully abated. On rejoining officers join the 2015 pension scheme.

How an individual rejoiner is treated for pensions purposes and whether they choose to opt-out of joining the pension scheme when they rejoin will depend on individual circumstances including which police pension the rejoiner was formerly a part of, the length of time away from the police service, and if any of the time away has been spent in public service. We recommend that rejoiners (and prospective rejoiners) seek their own financial advice to understand their own personal financial and taxation situation according to their own circumstances. The Forces will not be liable for any individual tax implications if an individual re-joins.

A member who retires with a police pension and is re-employed by a police force will need to declare their new employment to their former force or pension provider if this is different

1.11 Probationary Period

Rejoiners are subject to higher probationary periods depending on the time out of force. Those who left policing less than one year before their reappointment as a police officer are subject to a six-month probationary period. Those who left policing more than one year before their reappointment, or who rejoin at a different rank to that which they previously served at are subject to a 12-month probationary period. In all instances, chief officers have the discretion to extend probation as they see fit.

Based on the identified training needs, officers will be required to evidence their competence in rank/role during their probationary period. **Regulation 13 of the Police**

Regulations 2003 states that during the period of probation in the force, the services of a constable may be dispensed with at any time if the chief officer considers that he is not fitted, physically or mentally, to perform the duties of his office, or that he is not likely to become an efficient or well conducted constable. Dismissal through Regulation 13 would also be the preferred course of action if a rejoiner member's performance during their probationary period does not meet the required standard, according to Police Regulations.

1.12 Promotion

Officers will continue to be eligible for promotion provided they meet the in-force eligibility criteria. Therefore if they are promoted they will be eligible for the salary for the rank to which they are promoted, taking account of previous reckonable service. It should be noted that their abated legacy pension will not be increased with any such promotion as the final salary link to their former service no longer applies after the initial retirement. Any salary increase will be reflected in accrual in the 2015 scheme entitlement.

1.13 Flexible Working

If an individual wishes to re-join on a part-time basis, this should be agreed in advance in accordance with the force's Flexible Working Policy

2.14 Appeals Process

Every attempt should be made to informally resolve any disagreement relating to a recruitment and selection process before the applicant/candidate submits a written appeal to Alliance Resourcing Manager against the decision on the grounds that:

- a. a perverse decision has been made,
- b. an abuse of the process has occurred.

These are the only grounds upon which an appeal will be considered and then only once an applicant/candidate has received feedback on their application and/or performance at the selection process. This should be provided in a timely manner to ensure the appeals process timeline can be met.

The principles underpinning all appeals are:

- fair and transparent decision making,
- evidenced criteria,
- an objective and independent appeal authority*.

The candidate should submit a report to Alliance Resourcing within 14 days from the date of notification that they had not been successful through selection on no more than two sides of A4, making clear the grounds for the appeal, as outlined above. The report should be accompanied by any supporting documentation or evidence. Once received, Alliance Resourcing will record and acknowledge the appeal. The appeal authority will then investigate with all parties involved in the recruitment and selection process for the vacancy. There may be a need for the appeal authority to obtain additional information from the individual or others to provide a fair and comprehensive response.

The appeal authority will aim to inform the applicant/candidate of the appeal decision in writing, in normal circumstances, within 28 days of receipt of the appeal by Alliance Resourcing. However, in some instances, it may be appropriate for an extension to be

agreed with the applicant/candidate. If the appeal is rejected, the applicant/candidate will be notified of the grounds on which the appeal was rejected. There is no further recourse to an appeal of the decision made by the appeal authority.

*In most cases, the appeal authority will be the Alliance Resourcing Manager. In the case where the Alliance Resourcing Manager acted as the hiring line manager, and to ensure independence, the appeal authority will be a representative from the wider People Department.

2.0 Equality and Diversity

Both Forces and OPCCs are committed to attracting a diverse workforce which represents the communities we serve. To encourage applications from diverse communities' the organisations are committed to a programme of positive action, which will include, but is not limited to, the following:

- encouraging applications from under-represented groups through targeted marketing and access to positive action support,
- being accredited under the Disability Confident Scheme. Applicants who consider themselves to have a disability as defined under the Equality Act* and are suitably qualified i.e., who meet the essential criteria of the job description / role profile at shortlisting, will be interviewed regardless of the total number of applications received and reasonable adjustments will be considered for the interview process. The minimum standard will be a score of 3 for each of the essential criteria at shortlisting,
- ensuring all job advertisements clearly state that Devon & Cornwall and Dorset Police and the OPCCs are committed to equality, diversity, and inclusion,
- ensuring all advertisements, unless otherwise stated, are eligible for part-time working
- supporting reasonable adjustments. Prior to any part of the selection process, applicants who consider themselves to have a disability as defined under the Equality Act, should be advised to contact Alliance Resourcing if they require any reasonable adjustments,
- ensuring disability is not part of the decision-making process and concerns relating to disability should only be addressed once a conditional offer of appointment has been made,
- Ensuring those who are pregnant and/or on maternity leave are afforded the opportunity to apply,

*The Equality Act defines a person as having a disability if they have a physical or mental impairment' which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. However, it is recognised that some individuals may not perceive themselves to be disabled but may have a condition which meets the above definition. In this situation they would not be precluded from accessing the Disability Confident Scheme and / or requesting reasonable adjustments.

3.0 Equal Opportunities Monitoring

Both Devon & Cornwall Police and Dorset Police, and the Offices of the Police and Crime Commissioners, are committed to being equal opportunity employers. In accordance with advice received from the Equality and Human Rights Commission, each organisation monitors all the applications it receives for the posts which it advertises. The equality

information provided by applicants is for monitoring purposes only and is not considered in the selection process. Applicants have an opportunity to provide this information when applying for advertised vacancies through the e-recruitment portal.

Devon & Cornwall Police and Dorset Police, and the Offices of the Police and Crime Commissioners, are also committed to promoting genuine equality of opportunity in line with our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty. To do this, we need an overview of our applicants. Request for personal information from applicants will be limited to that which is necessary and proportionate. All personal information is handled and stored securely in line with the requirements of Data Protection legislation and only accessible to authorised members of the People, Legitimacy and Equality, Diversity, and Inclusion departments. The information provided by applicants who go on to be successful at selection, will be transferred to their Agresso personnel record on appointment. This information is used to help us understand the make-up of our workforce and inform our positive action activity to help us achieve a more representative workforce. Equal opportunities data is also provided to the Home Office as statutory reporting.

4.0 Associated Documents

Supporting Information, Guidance, Procedural and Step by Step Documents

College of Policing – Police Rejoiners Guidance on Changes to Police Regulations Feb 2019

College of Policing – Police Rejoiners Updated Guidance in response to COVID-19 – May 2020

Rejoiner Process Map

[Equality Act – Your Essential Guide](#)

[Right to Work Checklist](#)

Marking Guidance (in development)

[‘How to Shortlist’ – A Quick Guide](#) (for review)

[Shortlisting Standardisation Form](#)

[Disability Confident Scheme](#) (for review)

Structured Interview Guide Template (in development)

[‘How to Run a Structured Interview’ – A Quick Guide](#) (for review)

[Unconscious Bias Aide Memoire](#) - [LINK](#)

[The Police Job-Related Fitness Test \(JRFT\)](#)

[Reasonable Adjustments in Recruitment Procedure](#) (for review)

[‘How to Give Feedback’ - A Quick Guide](#) (for review)

[DNA and Fingerprints Procedure](#) (for review)

Document History	
Present portfolio holder	Lucy Murray
Present document owner	Lucy Murray
Present owning department	Alliance Resourcing
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Version History			
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1.0	07.12.22	Initial document	Resourcing Manager, Strategy & Policy Leads.