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## **Transferee Guidance Note**



### Constable, Sergeant & Inspectors from other Police Forces

We would welcome applications for level transfer from currently serving officers in all Home Office Forces for appointment to the rank of constable, sergeant or inspector. Constables must have completed their 2-year probationary period, and sergeants must have completed their 1-year probationary period.

Applications from Officers above the rank of Inspector will only be accepted following specific advertisement and assessment in accordance with our published selection process.

### Detectives

We are particularly interested in hearing from officers who have completed the Initial Crime Investigators Development Programme (ICIDP) or equivalent and are PIP Level 2 qualified. There are significant opportunities within Humberside Police for officers who feel that the direction of their career lies within the Investigation field.

### Specialisms

We are also particularly interested in officers seeking to transfer who have other specialist skills such as Firearms, advanced driving etc.

### Transferees - Forces Accepted

Transfer requests from the following are assessed on a case by case basis:

- British Transport Police (BTP)
- Police Service Northern Ireland (PSNI)
- Ministry of Defence (MoD)

Transfer requests from Civil Nuclear Constabulary (CNC) are not accepted

### Transfer Process

Any officer interested in transferring to Humberside Police should contact our Recruitment Team on 01482 578051 or by emailing [recruiting@humberside.pnn.police.uk](mailto:recruiting@humberside.pnn.police.uk). Following this initial expression of interest we will contact you for a discussion and explain the process and what support we can offer throughout.

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You will be sent a link to complete a short application form on line. Applicants must attach their most recent PDR and a photo of any tattoos (if applicable). Applications are screened and those that meet the standard will be invited to an interview.

The interview process is designed to test your competence in line with the Competency value Framework (CVF) for your rank and role. However, it is also an opportunity for us to discuss with you your expectations, career aspirations and relevant experience so that we can ensure that we maximise this and offer you a role that supports your ongoing development and progression.

The interview panel will include a senior police officer and a senior member of HR. You will be informed of the outcome of the interview by telephone call and every effort will be made to provide all applicants with feedback. Unsuccessful applicants will be able to re-apply after 6 months unless advised otherwise.

Successful Transferee Applicants

The Recruitment Team will contact your current Force to obtain a copy of your Training record and a print out of any complaints and misconduct records. Officers will normally be required to have any outstanding misconduct matters and/or complaints resolved before transferring to Humberside Police. However, each case will be considered on its merit and the nature and seriousness of the outstanding complaint/conduct matter will be considered carefully and in certain circumstance the officer may be accepted to transfer at the discretion of the Chief Constable.

Successful applicants will also be required to undergo the following checks before appointment:

- Vetting
- Medical Assessment & Fitness Test
- Sickness Criteria
- Drugs & Bio-metrics
- References
- Misconduct
- Tattoos

The offer of a position will be conditional upon the Recruitment Team remaining satisfied with its assessment of the transferee's character, integrity and personal circumstances, including health, and upon the transferee continuing to fulfil the attendance criteria prior to the date of appointment.

### Posting

Discussion around posting preferences is an important part of the interview process in Humberside. The interview provides an opportunity for us to discuss both location and type of role that you are seeking along with future career aspirations. Where an officer has up to date specialist skills we will make every effort to offer a post that recognises and utilises their skills and experience.

Officers will not normally be required to serve a period of probation. Exceptions to this will be transferees from non-Home Office Police Forces such as British Transport Police (BTP) and Ministry of Defence (MOD). Further information can be obtained from the Recruitment Team.

### Housing/Rent Allowances

Transferring officers will continue to receive Humberside Police equivalent of any 'Housing' or 'Rent Allowance' they may be in receipt of.

Exceptions to this will be transferees from non-Home Office Police Forces such as British Transport Police (BTP) and Ministry of Defence (MOD).

### Relocation

In order to support the financial costs associated with transferring the Chief Constable has agreed to offer relocation/removal expenses to transferring officers who at the time of their offer of employment live outside of the Force area and at least 50 miles from their permanent place of work. (This does not include any furniture, household items, and solely relates to Estate Agent/Solicitors fees etc). There is a force relocation policy, summarised below.

An officer is able to claim the costs associated with buying and selling a property and removal costs within 12 months of their appointment up to a maximum of £8,000.

Where 2 officers transfer who live in joint household only one officer will be eligible to claim the relocation allowance.

If an officer in receipt of relocation expenses were to leave within 3 years of joining he/she would be required to repay the expenses paid under this provision in the following proportions:

During year 1 – 100% of the relocation costs paid

During Year 2 and 3 – 100% less 1/24<sup>th</sup> for each completed month served.

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If an officer does not transfer, then he/she would be required to repay 100% of any advanced payments made.

### **Induction and Support**

Officers transferring to Humberside will attend an induction course that covers local procedures and systems. Where this is not possible an individual induction plan will be developed and delivered locally within the Command including a point of contact within the Senior Leadership Team who will be responsible for overseeing the delivery of the plan.

We look forward to welcoming you into Team Humberside!