

Note on Transferees to Forces in England and Wales

These notes have been produced to help force recruitment offices process transferees.

Any queries about the terms and conditions for police officers such as pay or annual leave entitlement should be directed towards the Police Productivity Unit in the Home Office.

Police Service of Northern Ireland (PSNI)

Periods of service with the PSNI in any rank will be treated (for pay purposes) as if it were service in the corresponding rank of the force applied to. Service with the PSNI is reckonable for annual leave entitlement. Qualifying officers will retain entitlement to rent and housing allowance*. (This may not apply to transferees above the rank of Chief Inspector). Transferring officers will not be required to complete a probationary period**. Some adaptation training may be required. This will be a matter for the Chief Officer.

Scottish Police Forces

Service in any rank in one of the eight Scottish forces is reckonable as service on joining a Home Office force. Service in Scottish forces is reckonable for pay purposes and annual leave entitlement. Qualifying officers will retain entitlement to rent and housing allowance*. Transferring officers will not be required to complete another probationary period**. Some adaptation training may be required. This will be a matter for the Chief Officer.

British Transport Police (BTP)

Periods of service with the BTP in any rank will be treated (for pay purposes) as if it were service in the corresponding rank of the force applied to. Service with the BTP is reckonable for annual leave entitlement. Qualifying officers will retain entitlement to rent and housing allowance*. (This may not apply to transferees above the rank of Chief Inspector). Transferring officers will be required to complete a probationary period. Some adaptation training may be required. These will be matters for the Chief Officer. Forces should confirm that transferring officers have completed their National Policing Improvement Agency (NPIA) foundation training.

Ministry of Defence (MoD) Police and Port of Tilbury Constabulary

Periods of service in the rank of Constable with the MoD Police and Port of Tilbury Constabulary is reckonable for pay purposes. Service with the MoD Police and Port of Tilbury Constabulary is reckonable for annual leave entitlement. Entitlement to rent and housing allowances will not be retained. Transferring officers will be expected to complete a probationary period with the new force. Some adaptation training may be required. These will be matters for the Chief Officer. Forces should confirm that transferring officers have completed their NPIA foundation training.

Channel Isles, Isle of Man Police

Periods of service in the rank of Constable with the Channel Isles or Isle of Man police is reckonable for pay purposes but not for annual entitlement. Entitlement to rent and housing allowances will not be retained. Transferring officers will be expected to complete a probationary period with the new force. Some adaptation training may be required. These will be matters for the Chief Officer. Forces should confirm that transferring officers have completed their NPJA foundation training.

Serious and Organised Crime Agency (SOCA)

Policy queries on transferees from SOCA should be directed to the Police Productivity Unit at the Home Office.

Other non Home Office forces not listed above including the Civil Nuclear Constabulary (CNC)

Other bodies of people attested as constables are not classed as police forces under the Police Act 1996. Acceptance of transferees from these forces is the decision of the receiving force. If accepted they should be classed as new recruits for terms and conditions purposes. Transferees will be required to undergo a two year probationary period and forces will need to conduct a training skills analysis in order to ascertain if the correct foundation training has been completed and if any adaptation training if necessary. Service in these forces is not reckonable for pay purposes or annual leave entitlement. Entitlement to rent and housing allowances will not be retained.

Notes

- * Officers qualify if they were serving on or before 31 August 1994 with said force.
- ** Unless officers are transferring within their probationary period. If they have served less than one year's probation they will need to start again on transfer. Over one year and they continue where they left off with their previous force.

**Workforce Strategy Unit
College of Policing**

November 2008

Guidance notes for completion of the Transferee Application Form

- This form is for use by Constables on level transfer from all England and Wales police forces, from the Police Service of Northern Ireland, Scottish Police Forces, British Transport Police, Ministry of Defence Police, Port of Tilbury Constabulary, Channel Isles Police, Isle of Man Police and Royal Parks Constabulary. Sergeants and ranks up to and including superintendent from said forces seeking level transfers and all ranks seeking transfer on promotion may be required by the receiving force to provide additional information. Applicants from any other police force should complete the standard application form for new recruits.
- You should read these notes thoroughly before completing the form. You might also find it helpful to retain a copy of your completed application to refer to later.
- Before submitting your form you must attach to it:
 - Copies of your last 2 PDRs
 - A print out of your sickness record covering at least the last 3 years from your personnel record
 - Print outs of your complaints and misconduct record and of any awards and commendations from your personnel record
- Your application will not be processed until these have been received. You may also need to notify the receiving force if you need any special arrangements, e.g. dyslexia, for interview process

NOTE 1. ATTENDANCE RECORD/HEALTH & EYESIGHT

Successful applicants will have to undertake a medical examination prior to appointment. You will be sent a medical questionnaire after successfully passing the transferee interview. There is no need to have your eyesight tested prior to application.

NOTE 2. BUSINESS INTERESTS

You need to declare your business interests. Any business interest will need to be approved by the chief officer in order for you to continue with it.

NOTE 3. FINANCIAL POSITION/VETTING PROCESS

Police officers are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. They should not therefore be under pressure from undischarged debts or liabilities and should be able to manage loans and debts sensibly. Schedule 1 of Police Regulations 2003 states that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

All officers who apply to transfer are required to go through the full force vetting process.

A FINAL WORD

What can hold up the process?

=Failure to complete all parts of the application form or to include copies of all the documents requested or to sign the declaration.

=A medical query raised by the Force Medical Adviser. This may need reference to your doctor, and your consent will need to be obtained before your doctor is approached.

YOUR CO-OPERATION CAN HELP AVOID DELAYS. IF IN DOUBT REGARDING THE COMPLETION OF THIS APPLICATION FORM, PLEASE CONTACT THE RECRUITMENT OFFICER OF THE FORCE TO WHICH YOU ARE APPLYING.