

Vetting guidance for applicants

Human Resources

July 2023



What is Vetting?

Vetting is an integral part of a police force's framework of ethics and professional standards. It assists with identifying individuals who are unsuitable to work within the police service, or to have access to police assets. This includes people who are unsuitable through criminal activity or association, those who have a demonstrable lack of honesty or whose previous behaviour has been inconsistent with the Code of Ethics, and those who are financially vulnerable. The vetting process requires checks to be carried out on the applicant and close family members.

The Vetting form asks questions about you and your family, and it is important that the information that you provide is complete, accurate and current to the best of your knowledge and belief. The Vetting Code states that applicants who deliberately fail to declare a relevant matter should be refused clearance at this stage on the grounds of integrity.

Vetting within the West Yorkshire Combined Authority

The West Yorkshire Mayor is responsible for the totality of Policing across the West Yorkshire Region and has been duly elected to hold the Chief Constable and the Police Force to account for the provision of an effective and efficient police service. In order for the Mayor to carry out all their duties, some of their policing responsibilities, which will require access to Police sensitive information, may be delegated to other individuals working within West Yorkshire Combined Authority, and to a Deputy Mayor for Policing and Crime.

Members of the public expect the police and those that govern them to demonstrate the highest standards of professional conduct, honesty, and integrity and this is extended to those people who work alongside them. It is a requirement of the police rules that their service providers be appropriately vetted before they are granted access to Police restricted information or data.

Vetting provides a degree of assurance as to the integrity, reliability, and trustworthiness of those who provide support to the Mayor and the Deputy Mayor for Policing and Crime.

Individuals working in the identified roles will be subject to non-police personal vetting (NPPV) checks at the appropriate level for the role.

There are four levels of Non-Police vetting, these are:

1. NPPV Level 1 - Personnel who do not require access to classified materials, for example Volunteers
2. NPPV Level 2 (abbreviated) - Access to police material (OFFICIAL – SENSITIVE) but no systems Access
NPPV Level 2 (full) - Access to police material (OFFICIAL – SENSITIVE WITH OCCASIONAL ACCESS TO SECRET) and police systems/premises
3. NPPV Level 3 - Access to classified police material or information up to SECRET with occasional access to TOP SECRET

4. National Security Levels SC and DV -Security Clearance and Developed Vetting will allow access to TOP SECRET

The vetting process will be carried out by West Yorkshire Police (Force Vetting Unit) in line with the College of Policing's Association of Professional Practice (APP) on Vetting.

The Force Vetting Unit will carry out the appropriate checks as outlined in Appendix 1 - Levels and Checking Criteria. They will then return the outcome to the HR Department at West Yorkshire Combined Authority.

Verification of applicant's identity

A vital part of the vetting process is that the identity of the person undergoing vetting is verified. If you are successful in being invited for interview, you will be required to bring the original versions of the following ID:

Means of establishing IDENTITY

- A full 10-year current British (or EEA) Passport and a British Driving licence must be produced, if held. The paper copy of the Driving licence, showing the 'endorsements section' must also be produced.

Where a passport is not held, at least two of the following must be produced:

- British driving licence.
- Full birth certificate (issued within 6 weeks of birth).
- P45.
- Cheque book and bank card with three statements and proof of signature.
- Credit card with three statements and proof of signature.

Means of establishing RESIDENCE

- Proof of residence will be by way of two current utility bills.

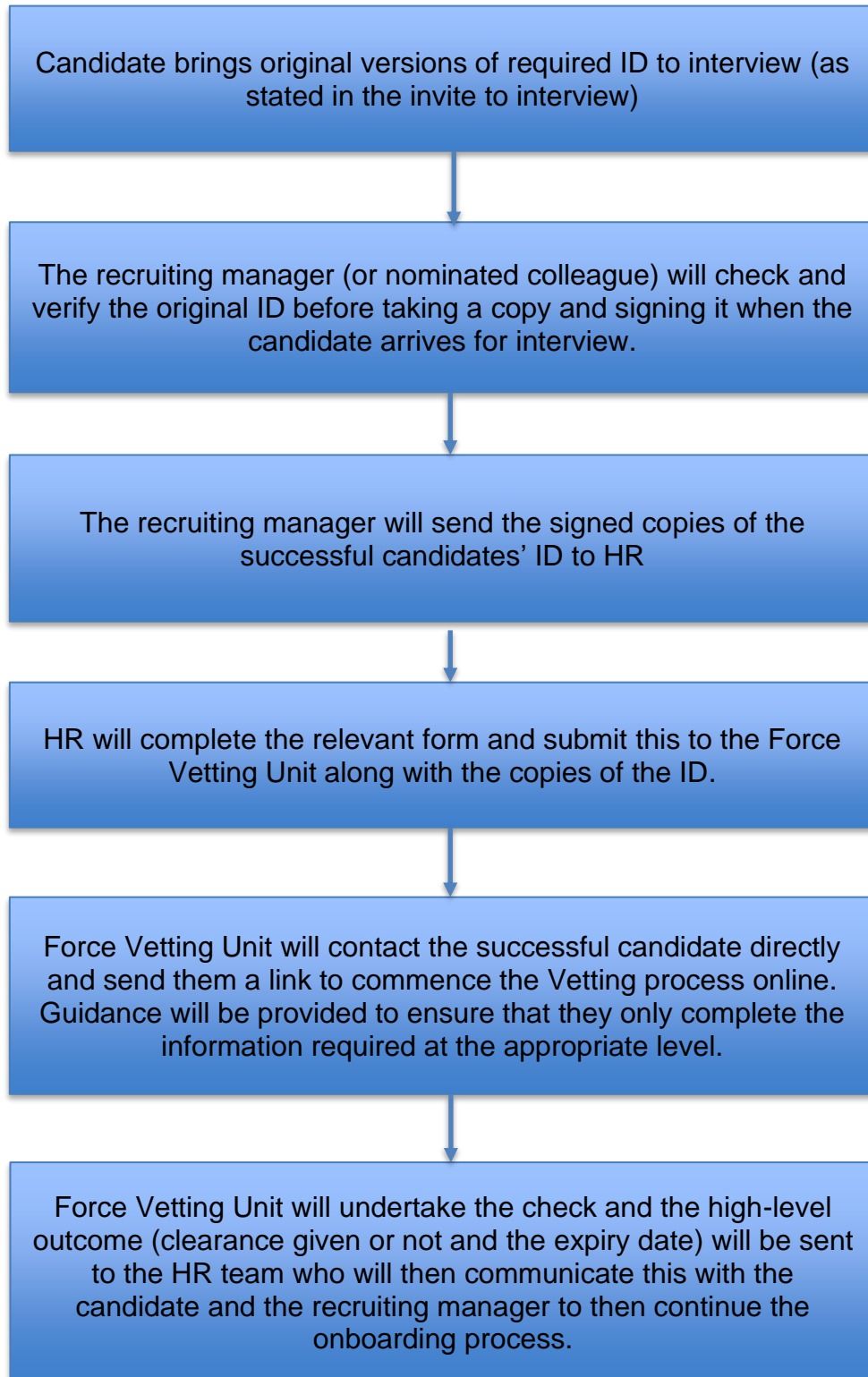
Should the original ID not be produced at interview this will lead to delays in the appointment process.

Checkable history

Applicants should be aware that it is not possible to make meaningful vetting enquiries in many jurisdictions outside the UK. Vetting clearance cannot therefore be granted if the applicant has not been resident in the UK for the relevant minimum period and comparable vetting enquiries cannot be made in jurisdictions where the individual has been residing.

The relevant periods are three years for NPPV 1&2 and five years for NPPV3.

Applicant Process for Vetting



Appendix 1
Levels and Checking
Criteria

NPPV level 1
 (Volunteers)

Checks Required	Access Level
On applicant Only <ul style="list-style-type: none"> • Police National Computer (PNC) • Local intelligence and other non- conviction databases including counter terrorism • Police National Database (PND) and other Force checks • Ministry of Defence (MOD) checks where relevant • A Criminal Records Office (ACRO) where appropriate 	NPPV Level 1 does not allow access to classified material

NPPV Level 2 (abbreviated)

Non-police personnel with no systems access

Checks Required	Access Level
On applicant, partner and co-residents (aged 10 years and over) <ul style="list-style-type: none"> • Police National Computer (PNC) • Local intelligence • Police National Database (PND) and other Force checks including Counter Terrorism Unit Plus applicant only: <ul style="list-style-type: none"> • Ministry of Defence (MOD) checks where relevant • Professional Standards checks (as required) • Counter Terrorists Checks (CTC) may be applied where appropriate • A Criminal Records Office (ACRO) where appropriate 	NPPV Level 2 (abbreviated) allows access to police material up to OFFICIAL – SENSITIVE either on police premises or by remote access No systems access

NPPV Level 2 (full)

Non police personnel with unsupervised access to police systems and premises

Checks Required	Access Level
<p>On applicant, partner, all family members, and co- residents (aged 10 years and over)</p> <ul style="list-style-type: none"> • Police National Computer (PNC) • Local intelligence Checks • Police National Database (PND) and other Force checks • Counter Terrorism Unit 	<p>NPPV Level 2 (full) allows access to classified police material and information up to OFFICIAL – SENSITIVE and occasional access to SECRET</p>
<p>Plus applicant only:</p> <ul style="list-style-type: none"> • Voters’ Records • Ministry of Defence (MOD) checks where relevant • Professional Standards checks (as required) • Credit Reference check • Counter Terrorists Checks (CTC) may be applied where appropriate • A Criminal Records Office (ACRO) where appropriate 	

NPPV Level 3

Non police personnel with unsupervised access to police systems and premises including those working in areas where the police roles have been identified as Management Vetted posts

Checks Required	Access Level
<p>On applicant, partner, all family members, and co- residents (aged 10 years and over)</p> <ul style="list-style-type: none"> • Police National Computer (PNC) • Local intelligence • Police National Database (PND) and other Force checks including Counter Terrorism Unit • Voters’ Records • Ministry of Defence (MOD) checks where relevant • Professional Standards checks (as required) • Full financial checks on applicant • Counter Terrorists Checks (CTC) may be applied where appropriate • A Criminal Records Office (ACRO) where appropriate • Security Check (SC) and Developed Vetting (DV) may be applied where appropriate 	<p>NPPV Level 2 (full) allows access to classified police material and information up to OFFICIAL – SENSITIVE and occasional access to SECRET</p>