



Police Headquarters
London Road
DEVIZES
Wiltshire
SN10 2DN
disclosure@wiltshire.police.uk

Date: July 7, 2023

Our ref: FOI 2023/381

Reply contact name:

Dear,

I write in connection with your request for information dated 2nd April 2023 concerning vetting.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, research was conducted by the Vetting and Recruitment Departments at Wiltshire Police.

Your request for information has now been considered and I am able to respond as follows.

You Wrote:

1 What is the vetting process for people when initially joining your force? Please provide documentation.

2 What is your process for checking the identity of people applying to join the force? Please provide documentation.

3 Please confirm whether applicants are subjected to biometric vetting (fingerprints and DNA).

4 The College of Policing APP on Vetting refers to 'checkable history': please specify the history of an applicant that is checked in vetting by your force.

5 What is the vetting process that you operate for officers and staff transferring to your force from another police force? Please provide copy of documentation setting out the process.

6 What is the vetting process for officers and staff transferring within your force to a different role? Please provide copy of documentation setting out the process.

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7 What is your process or procedure for vetting of transgender people? Please provide documentation setting out the process/procedure.

8 How often is vetting clearance reviewed/renewed in your force?

9 What is the process for reviewing/renewing vetting for officers and staff. Please provide copy of documentation setting out the process.

I am asking for a review because my request is for local vetting procedures and documentation and your response is incomplete. The Vetting Code of Practice and APP (both of which I have) provide guidance, but local constabularies are free to operate (and indeed need to operate) more detailed local procedures in accordance with the high-level guidance provided by the documents you reference (the Vetting Code of Practice and APP).

Therefore, if it was not previously clear in my request, please understand that this is what I am asking for: your local procedures and documents, and each of my earlier questions 1-9 should be interpreted in this way.

Response:

On reviewing your Freedom of Information request, the response provided to you and your request for an Internal Review, I can respond as follows.

Question One

When Subjects initially join our Force, they complete an Application Form from Recruitment. One of the functions that Recruitment then undertakes, is to complete a Vetting Baseline, with basic details, which will allow the Personnel Security Vetting Unit (PSVU) to contact the Subject automatically online, requesting the Subject to complete a Web Application form (WebApp). I append herewith a blank Vetting Baseline form. Once a properly completed WebApp is received, it is allocated to an Analyst, who imports the WebApp into the CoreVet record of the Subject, and commences the required historical checks as outlined in the APP.

Question Two

This function is carried out by the Sponsor requesting a WebApp to be sent to an Applicant, where the Baseline is completed and certified as correct. For a directly employed Subject (Police Officer/Police Staff), this will be completed by Recruitment. For non-Police Personnel, this is carried out by an authorised Sponsor from the employing Organisation.

Question Three

Police Officers, Police Community Support Officer, Transferees and Re-joiners are all subject to the above.

Question Four

This is specifically outlined within the APP.

Question Five

The transfer of Officers/Staff from another force is managed by Recruitment. The Vetting process is the same as for new recruits, except with the addition of checks obtained from the originating Force Professional Standards Department, Counter Corruption Unit and PSVU. There is no pro forma for this. It is normally done by way of email to the originating force.

Question Six

This has been previously answered and a document was sent in our original reply outlining Internal Moves. A Baseline (as Appended above) or Health Check (as in the Internal Moves Document) would be completed by Recruitment and submitted to the PSVU. Depending on what is required, either an Application or Review is then sent out automatically to the Subject as a WebApp.

Question Seven

This is outlined in the APP (Sec. 4.2 Gender Recognition Act).

Question Eight

This is determined by the APP.

Question Nine

The timescales are outlined within the APP, and automatically determined by CoreVet. On a weekly basis, an Analyst checks the automated Reviews/Renewals on CoreVet, and sends out the necessary WebApp. There is no documentation necessary for this role.

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Wiltshire Police offers a re-examination of your case under its review procedure.

Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN
Telephone 101 ext 62005

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original Fol request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office

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Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk

Please note that the ICO's offices will be closed for the foreseeable future and are therefore unable to receive correspondence via post.

If you should wish you contact them, please visit <https://ico.org.uk/global/contact-us/>