



WILTSHIRE POLICE

Force Disclosure Unit

Police Headquarters
London Road
DEVIZES
Wiltshire
SN10 2DN

Date: 17th July 2023

Ref: FOI 2023/639

I write in connection with your request for information dated 17th June 2023 concerning Police Officer Recruitment.

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.

Your request for information has now been considered and after having consulted the Recruitment Team – I am now able to respond as follows.

You wrote:

I would like to request the structure of your current police officer recruitment process, and the order in which the stages progress.

Could you also please include whether the stages are being run inside of force, or outsourced to other organisations (which organisation is not important).

Could you also include if those stages are designed internally, or if you have used external consultants or agencies to assist with their design (again, which companies are not important).

Our response:

Step 1: Application – run by Recruitment

Step 2: Eligibility – Run by Recruitment

Step 3: Mandatory Awareness Event- Event created by Recruitment- using Eventbrite, Teams Call and links sent by Recruitment- Event run by Positive Action, Recruitment, HR Lead, and Communication and Engagement- University speaker also attends.

Step 4- Pre-Sift- Arranged by Recruitment, run by College of Policing

Step 5- Online Assessment Centre- Arranged by Recruitment- run by College of Policing

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Step 6- In- House-Interview- Run by Recruitment/HR

Step 7- Recruitment Checks- as follows:

- Vetting- set up by Recruitment- Processed by Vetting Team
- Fitness- Arranged by Recruitment- run on the day by Training Officers
- Medical- Recruitment/OHU Department
- Uniform Fitting- Scheduled and Arranged by Recruitment- Appointment carried out by Stores Department
- Biometrics- Arranged by Recruitment- run by Recruitment and Detention Officer
- Substance Misuse Testing- Arranged by Recruitment- run by Recruitment and outside source- Abbott Toxicology.
- References- Run by Recruitment
- University Clearance- Run by University of Wales
- Sign Off- Recruitment and HR Business Partner
- Appointment Letter- Recruitment
- Add to ERP- Recruitment
- Uniform Collection- Arranged by Recruitment- Appointment run by Stores Department
- Lists completed to send to payroll, learning and development, university, IT, PSD, RMU, EDI, Federation, Posting Preferences- all separate lists to include details of the candidates required for that department- Actioned by Recruitment

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,
Force Disclosure Decision Maker

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

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 FOI 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.

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