

Applicant Guidance and Frequently Asked Questions



Cleveland Police Special Constabulary

Applicant Guidance and Frequently Asked Questions

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This Guidance and Frequently Asked Questions are designed to provide applicants with an insight into Cleveland Police and its Special Constabulary. It is hoped that the information will assist applicants in preparation and application to the role of Special Constable.

This Guidance has been developed by Cleveland Police, who are committed to fairness to all members of society. Cleveland Police recognises that its service needs to be reflective of the communities it serves and therefore welcomes applications from amongst the wide range of backgrounds which enrich local communities.



Cleveland Police Special Constabulary

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Introductory Words



David Robinson
Special Constabulary Chief Officer

Thank you for your interest in applying to be a Special Constable with Cleveland Police. I must say at the outset how much of a genuine privilege it is to be able to work with and for the communities of Cleveland. It is important that in applying you are under no illusion; public service is extremely challenging at times, entering people's lives at some of the most difficult times they have ever faced. However, it is as equally rewarding as it is challenging, enabling real problems to be tackled and directly making a positive impact to lives and communities.

As with any role, not everyone will be suited to it. Before applying I would encourage any potential candidate to gather as much information as to what life is really like policing the streets of Cleveland. That said, just because it is something new, the level of training which is provided will equip all candidates with the skills to be able to meet the demands of the roles. These skills alone are not enough, though - there must be a desire and enthusiasm to volunteer in this way. This is a level of professional volunteering which is a vocation.

"This is a level of professional volunteering which is a vocation"

David Robinson
Special Constabulary Chief Officer

Cleveland Police Special Constabulary is an integral part of the policing family, and as such it expects the highest standards (both on and off duty). If you are looking for a volunteer role which will develop you as a person, enable you to give something back and which will be incredibly demanding, then the role of a Special Constable could be right up your street. I wish you the best of luck.

Police and Crime Commissioner of Cleveland Police, Barry Coppinger

As Police and Crime Commissioner, I am committed to protecting local communities and making Cleveland feel like a safe place to live, work and visit.

The entire community has a role to play in tackling crime and the Special Constabulary are central to bridging the gap between the police and the people they serve.



"We want individuals who are looking for a challenge."

Barry Coppinger
Police and Crime Commissioner

We want individuals who are looking for a challenge and who will relish the opportunity to find out what they are really capable of. You will have a commitment – like me – to serving the people of Cleveland and doing your most to keep them safe.

Dedicating your spare time to policing is likely to have an impact on your home and social life, but the opportunity to develop your skills and build your confidence are second to none.

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Structured Supervision and Support

Cleveland Police Special Constabulary has its own structure of supervision and support. Currently there is a Chief Officer who is supported by an Assistant Chief Officer. These individuals are responsible for the strategic direction of the Special Constabulary and work as part of the Force's Chief Officer Team.

For each half of the Force (North and South) there is a Chief Inspector, who is assisted by an Inspector. It is their responsibility to manage the teams of Special Constables and to ensure that Special Constables are deployed in line with the strategic objectives set to best support our communities. Each local policing area (Middlesbrough, Stockton, Redcar & Cleveland and Hartlepool) is then supported by a Sergeant who has responsibility for day-to-day support and management.

In addition, there are other specific projects whereby Special Constables have management responsibilities.

All promotions are progressed openly and transparently. The expectations of each rank are set nationally by the College of Policing.

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The Local Area

The Cleveland Police area covers approximately 230 square miles and has a population of over 560,000. The area's landscape combines industrial sites alongside sites of outstanding beauty and those of special scientific interest.

The Force has around 1,300 Police Officers, 130 Police Community Support Officers and 250 members of Police Staff. Providing a wide range of operational policing services to the local community.

Response, Crime and Justice and Neighbourhood Policing units are supported by shared specialist operations, including a Dog Section, Firearms, Road Policing and Emergency Planning.

We work closely with partner agencies to deliver a quality service to our local communities, and we continue to achieve high levels of public confidence and satisfaction whilst reducing crime and anti-social behaviour and maintaining a high detection rate.



What might a shift as a Special Constable involve ..?

Hartlepool: *"Night time economy involves lots of challenges in respect of public order ... anti-social behaviour and sometimes engaging with large groups of young people ... assisting roads policing units with drink driving ... Football matches ... the Marina and events held here always present something new ..."*

Redcar & Cleveland: *"Rural crime is something I had never heard about, but it is something that has a significant impact on individuals and communities - it is a real positive feeling to be able to make a difference ... I never thought I would be running along the beach in full Police uniform ... The distance covered in a shift can be huge, with such a variety of different jobs ..."*

Stockton: *"Even within this one local policing area there is so much diversity - ranging from the cobbles of Yarm, industry on the road to Port Clarence and suburbia in Ingleby Barwick ... The International Riverside Festival and bonfire night are great experiences to Police ..."*

Middlesbrough: *"Standing on the edge of the pitch at the Riverside Stadium to responding to a busy night time economy, I didn't realise how busy policing was ... Attending schools and explaining about our work, and seeking to inspire young people ..."*

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Competencies and Values

Cleveland Police is committed to the highest levels of professionalism and ethics. Everything done is underpinned by the Code of Ethics, further details of which can be found from the College of Policing website. It is recommended that applicants consider the Code of Ethics before applying.

Cleveland Police adopt the College of Policing's framework for competencies and values for policing, enshrining principles of:

- . **Integrity**
- . **Impartiality**
- . **Public Service**
- . **Transparency**

There are key behaviours expected within each of these foundation principles, some of which are included below. When applying, and indeed if successful, applicants should have these principles and behaviours in mind.

"I demonstrate courage in doing the right thing, even in challenging situations".

"I am open and responsive to challenge about my actions and words".

"I always give people an equal opportunity to express their views".

"I understand that treating everyone fairly does not mean everyone is treated the same".

"I share credit with everyone involved in delivering services".

"I adapt to address the needs and concerns of different communities".

"I am clear and comprehensive when communicating with others".

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My Other Life

Being a Special Constable becomes a big part of who a person is. It is more than just a volunteer role, it becomes a facet of a person's character. But how difficult is it to manage and balance work, life and this new role? Read some of the examples below to give you an insight as to how it could work and to see if it is for you ...

The Shop Assistant: Retail work can be brutally difficult at times, particularly around Christmas. My Manager will often ask me to do additional shifts, and often at short notice. I often feel obliged to take these additional shifts, but it does mean I then have less time for 'my other life', that as a Special Constable. However, policing is 24/7. Sometimes I will crew with a member of a neighbourhood team and police a few hours on a morning before I have to go to my 'day job' for an afternoon shift, other times I will go out with response officers once I've cashed up in retail on a night. Policing is so flexible. Even on cold and dark winter nights I absolutely love doing it, and so it isn't a chore.

The Nurse: The NHS is a wonderful place to work, but it is so demanding. Some days I am rushed off my feet that I forget to have lunch! Why then, as my friends ask, would I choose to go and do an equally demanding role as a Special Constable? For me, it is a completely different environment. I get to help people in a completely different way, but the skills from my day job are a real asset. I work shifts as a nurse so I am used to chopping and changing, and so I can easily fit in hours to volunteer to police around it.

The Teacher: The pupils at school all know that I am a Police Officer, and none of them make fun of it because I think ultimately they are scared I will arrest them! I use my day job as a teacher to try and break down the misconception that the police are about locking people up, and instead that they are there to help and support people and communities. In the lead up to exams when workloads are higher, or when there is an inspection expected, I can find it difficult to find as much time as I would like to police; however, being able to go out and police, which is completely different from my day job, even just for a few hours, often helps to reset me and makes me more focussed in my day job. Both roles complement each other.

The HR Officer: I work in an office, typically 9-5, 5 days a week. I deal with people day in, day out. When I became a Special Constable I remember colleagues asking me why I had applied. Whilst there are some transferable skills, it is completely different. I love the variety, no one job is the same. No shift is the same. Policing has also developed my inter-personal skills and I have brought them to my day job, and I think it has actually help me to progress in my career.

The Student: I think students often are misunderstood! I work very hard and between lectures I am often writing essays, researching in the library and undertaking part time work to help fund my studies. My parents were worried about me applying, but they shouldn't have been. Whilst being a Special Constable does put me into difficult situations, the support from colleagues is unbelievable. Plus, the training which I received was first class and I didn't realise how it made me so much more confident.

The Retiree: Being retired is great, but I found myself looking for a new challenge. When I saw the role of Special Constable I thought I would apply. I met a great bunch of diverse people in my training cohort, and when I first put on my uniform I knew it was right for me. Being retired doesn't mean I police all the time - in fact, I am still really busy with other commitments. But I am able to fit in policing around those commitments and find that I am able to undertake more than the minimum 16 hours per month, and this has really help to develop my skills.

Cleveland Police Special Constabulary

Applicant Guidance and Frequently Asked Questions

Recruitment Process

There are 4 main stages of the recruitment process (see below). Applicants will be informed after each stage whether or not they have been successful. However, owing to robust processes involved, which includes vetting at certain stages, there may be some delays in the process.

Stage 1: The Application Form

The application form is a foundation of the recruitment process, and time should be taken to ensure it is completed accurately and with sufficient detail. The application form will be hosted on our e-recruitment system. It is very important that applicants follow the instructions and submit the application form within the required timescales, as incomplete forms will not be accepted. Details as to who might be appropriate referees are included in Appendix 1. Applicants will receive a notification regarding the outcome of an application form and if applicants are successful at this stage they will be invited to attend an Assessment Centre.

Stage 2: The Orientation Event

Candidates will be invited to a Specials Orientation Event to determine whether they wish to continue with their application. The event will cover topics such as:

- View from the Specials Chief Officer Team as to importance of the Specials in Cleveland Police;
- View from Neighbourhood Policing in how the Specials interact with serving officers and staff;
- View from HR on the remaining aspects of the Specials Recruitment and Selection process;
- View from Training to fully outline the training programme – so you can understand the level of commitment and investment we place on Specials in Cleveland;
- Opportunity for a Question and Answer session with the above to cover any points/questions a candidate may have.

After the event candidates will be asked whether they wish to continue with their application to become a Special Constable.

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Recruitment Process

Stage 3: Assessment Centre

We usually run the Assessment Process over a weekend and you will be required to attend on only one of the days. Please note that you will be responsible for making your own travel arrangements.

Once the Assessment Process is booked and organised, we will contact you to inform you of the dates. It is important, once the date has been provided, that every effort is made to attend the Assessment Process as there is no guarantee of any further dates available.

However, if you cannot attend, it is important you inform the Recruitment Team at your earliest opportunity as once you are booked on your Assessment Process with the College of Policing, your space cannot be transferred to another candidate.

The Special Constable Assessment Process consists of:

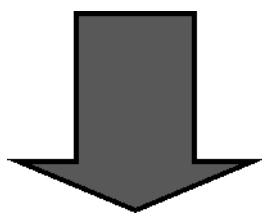
20 minute competency based interview

One written exercise

A situational judgement test

You will be required to provide identification documents as explained in this Guidance Document.

If you do not bring these with you, you will not be allowed to progress any further with the application process. If you are successful at this stage, you will then be invited to attend an interview with members of Cleveland Police.



Stage 4: Pre-Employment Checks

There are some final checks which need to be completed to ensure that applicants are suitable for the role of Special Constable. These checks include: (a) a fitness test, (b) medical assessment, (c) vetting checks, (d) substance misuse testing, and (e) references.

The fitness test consists of reaching level 5.4 on the bleep test. This involves running along a 15 metre space within a series of audio bleeps. At the end of each level the time interval between each bleep will decrease, meaning that applicants will need to run slightly faster. Level 5.4 is to run to a steady level and requires an average level of fitness. The bleep test is often available for purchase or downloadable on apps to assist applicants to ensure they are prepared.

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Failing to Prepare is Preparing to Fail

Reading this Guidance and Frequently Asked Questions is the first part of preparation for the process. There is also further information available through, for example, the College of Policing.

Whilst it may seem that the recruitment process is very detailed and expects a lot from applicants, this is because the ultimate role is a very important one and one which carries significant powers and responsibilities. Although the role of a Special Constable is a volunteer position, members of the public do not normally distinguish between a Special Constable and a regular Police Officer – both have the same powers and both are Police Officers.

In preparing for the different stages candidates should adopt the STAR method when answering questions:

SITUATION: Describe a situation.

TASK: What was YOUR specific task as part of that situation?

ACTION: What action did YOU take? (focus on “I did” rather than “we did”).

RESULT: What was the outcome following YOUR action?

It is also important that applicants ensure that they read any instructions and questions carefully, answering appropriately, as well as ensuring spelling and grammar is checked. Applicants should be honest and should not embellish facts, as it runs contrary to the values which underpin public service.

Applicants who have fully understood the role of Special Constable, and have prepared, are more likely to be successful and remain serving long after they are attested. As well as the guidance provided above, other information is available on the Cleveland Police Special Constabulary Facebook page, providing an insight into the daily work of Special Constables in Cleveland. Attendance at recruitment events, engaging in online events or simply speaking with Special Constables and regular Police Officers will also provide invaluable information.

Good Luck

Cleveland Police Special Constabulary

Applicant Guidance and Frequently Asked Questions

The Training

In order to properly equip successful candidates with the skills and knowledge required to police, which on their first shift could range from lost property to a murder, there needs to be an effective training programme.

Conscious that successful applicants are volunteers, we have taken the decision to enable a significant amount of pre-learning. This means that successful candidates will be able to engage in e-learning and directed reading before commencing classroom based learning. Such pre-learning is an essential requirement and successful applicants will be expected to attend classroom based learning ready to discuss the material which they have studied independently. As well as providing material ahead of the classroom based learning, pre-learning will continue throughout the duration of the training programme.

A key benefit of pre-learning is to ensure classroom based learning can focus upon application of knowledge. In addition, and perhaps key to volunteers, it reduces the overall length of the training programme. It is anticipated classroom based training will last between 4 and 5 months. The classroom based learning will take place on evenings and over weekends. It is expected successful candidates will attend all training; however, it is appreciated that there may be prearranged holidays or commitments which can't be changed. In such situations it is the responsibility of the successful candidates to liaise with the training department to promptly arrange to 'catch up'. Successful candidates who have not completed all of the training are unlikely to be attested.

The attestation will take place before a magistrate. Family and friends will be welcome to attend the ceremony and there will be an opportunity for photographs, as after all it is a significant achievement to have reached this stage.

Following the attestation the new recruits will attend their assigned local policing area and will begin working as a Special Constable with the support of a Tutor Constable as well as the structured Special Supervision discussed earlier in this Guidance. Such new recruits will then be required to engage in a structured programme, "Independent Learning for Special Constables" (IL4SC), whereby they will evidence competencies from their experiences of policing, reflecting upon those competencies and experiences.

Applicants should appreciate from the outset that the training is demanding, both in terms of content and volume. However, successful candidates will be supported by a dedicated training team as well as involvement from existing Special Constables.

We are providing this information now so you are applying with full knowledge as to what to expect. Although it is challenging, the friendships that will be made through the training programme, and the experiences gained, will be incredibly rewarding and far outweigh the personal sacrifices of time and energy needed.

Cleveland Police Special Constabulary FREQUENTLY ASKED QUESTIONS

Life as a Special Constable

The purpose of this document is to answer some of the questions which you may have about both the process of applying to be a Special Constable, and the nature of the role itself. You are encouraged to read this document before applying as it includes important and relevant information.

What is a Special Constable?

A Special Constable, sometimes abbreviated to “SC” or “Special”, is a fully warranted Police Officer. A Special Constable is a volunteer Police Officer, and has the same powers as a regular Police Officer. These powers include the power of arrest. The powers can be exercised across England and Wales and are not limited to Cleveland.

What type of work does a Special Constable do?

Policing is one of the most diverse occupations; each shift is different. A Special Constable will work in local communities and will undertake a range of duties from dealing with victims of crime, tackling anti-social behaviour, processing traffic offences and responding to public order incidents. Special Constables deal with the same nature of work as regular Police Officers. Much of the work of Special Constables are detailed in real-time through social media (notably “Cleveland Police Special Constabulary” Facebook page); candidates wanting to know more about some of the recent work undertaken should view the posts on here. Even if candidates are not members of Facebook themselves the page is still viewable.

How many hours per month do Special Constables work?

A Special Constable is expected to undertake 16 hours of service a month. As policing takes place 24 hours a day, 7 days a week, there is immense flexibility as to how this expectation can be met. For example, it can be undertaken in a few short shifts or a couple of full shifts. If Special Constables are able to complete more than the minimum hours they will gain greater experience and knowledge. There are no set start and finish times for Special Constables and Supervisors will assist in Special Constables arranging duties to fit in with civilian employment and domestic life.

Will I be working by myself or with someone?

A Special Constable will always be crewed with either an experienced Special Constable or a regular Police Officer, unless he or she has attained “Independent Patrol” status and chooses to work independently. However, even if a Special Constable has attained such status he or she will never be compelled to work alone.

What happens if something happens when I am off-duty?

A Special Constable, just like a regular Police Officer, can put himself or herself on duty at any time. However, to do so when not in uniform requires a dynamic risk assessment. Training is provided to assist with this.

Cleveland Police Special Constabulary FREQUENTLY ASKED QUESTIONS

Life as a Special Constable

What equipment do Special Constables carry?

Special Constables carry Captor (a canister which sprays out a substance to temporarily incapacitate suspects), a friction lock baton, leg restraints and hand cuffs. Full training and personal safety training is provided and repeated annually.

Can Special Constables use Tasers?

In theory, Special Constables can use Tasers as fully warranted Police Officers, subject to internal training requirements. However, in practice to date Special Constables do not deploy with training. There are currently discussions taking place as to whether Special Constables should deploy with Tasers, and indeed whether all Police Officers should. It is likely to be a developing area in the coming years.

Can Special Constables drive Police vehicles?

Within Cleveland Police we have our own procedures regarding driver training. Special Constables are able to drive Police vehicles and regularly do so. However, additional training is required to be able to drive Police vehicles using blue lights and sirens, and such additional training is not routinely available to Special Constables.

Performance and Conduct

Special Constables are subject to the Police (Performance) Regulations, the Police (Conduct) Regulations and the Special Constables Regulations.

Cleveland Police Special Constabulary FREQUENTLY ASKED QUESTIONS

Eligibility and Related Matters

Am I eligible to be a Special Constable?

To be a Special Constable a person must:

- ☐ either be a national of a country within the European Economic Area or, if not, have leave to remain in the UK free of restrictions;
- ☐ be at least aged 18 at the point of application;
- ☐ be of good character;
- ☐ be able to complete the fitness requirement and pass a medical examination;
- ☐ be able to speak and write English competently.

Do applicants need any specific qualifications?

No.

Are there any age limits on being a Special Constable?

Applicants must be aged 18 or more at the point of application. There is no upper age limit but Special Constables are expected to complete the fitness requirement.

Are there any eyesight requirements?

Home Office Guidance on eyesight standards can be found at: www.gov.uk/government/uploads/system/uploads/attachment_data/file/607874/20170405AnnexAReg10.pdf.

Do you cater for any reasonable adjustments in the recruitment process?

Cleveland Police is an equal opportunities employer and ensures that no applicant or employee is treated less favourably on any of the protected characteristics within the Equality Act 2010. It is important that applicants are honest in their application forms particularly around disabilities where we can discuss and agree reasonable adjustments so not to disadvantage such applicants.

What health checks are undertaken?

As part of the medical assessment Cleveland Police Occupational Health Team will check: BMI, eyesight, colour vision, lung function and hearing. Applicants who reach this stage of the process will be asked to submit a confidential medical history questionnaire which will require GP validation.

I have a family member who is a magistrate, can I still apply?

You must declare any family member who is a magistrate.

Cleveland Police Special Constabulary
FREQUENTLY ASKED QUESTIONS

Eligibility and Related Matters

What is Cleveland Police's policy on piercings and tattoos?

Facial piercings are not an automatic bar for the role of a Special Constable, and applications will be asked to upload a photograph (not exceeding 1MB). The prominence and location will then be considered.

Tattoos are not acceptable if they are particularly prominent or are offensive. As part of the application, applicants will be asked to declare whether they have any tattoos on their face, neck, forearms or hands, and if so applicants will then be asked to upload a photograph of a close up of any such tattoos as well as a photograph at distance showing the location of the tattoo on the body (each photograph should not exceed 1MB).

Ultimately assessment of facial piercings and tattoos are to determine whether they undermine the dignity and authority of the role.

Will I have to agree to substance misuse testing?

Applicants will be required to have a sample of hair from their crown taken to test for substance misuse.

I have a criminal conviction, can I still apply?

Please read Appendix 3 for full details.

Cleveland Police Special Constabulary
FREQUENTLY ASKED QUESTIONS

Application Process: Preliminary Matters

I've been unsuccessful in the past, can I apply again?

We appreciate that many factors can impact on a candidate's application, including simply being the wrong time. We therefore encourage anyone who has been unsuccessful previously to learn from that experience and to apply again. However, if you have been notified of being unsuccessful at any stage of the recruitment for Special Constable in any force within the last 6 calendar months, then you are not able to apply. The reason for this is that you have been exposed to the same process within a short space of time and this may give you an unfair advantage.

Can I apply to be a Special Constable at the same time as applying to be a Police Officer?

A candidate is currently permitted to have one live application for Special Constable and one live application for Police Officer (including direct entry). However, as soon as a candidate has been notified of success in either application, he or she must withdraw from the remaining application.

Can I apply to be a Special Constable in different forces at the same time?

You are not permitted to apply to be a Special Constable to another force at the same time as applying to be a Special Constable for Cleveland. This is because it would potentially provide you with an unfair advantage at the Assessment Centre if successful to that stage.

I have been successful in the recruitment process in another force for Special Constable - am I able to transfer to Cleveland Police?

Cleveland Police accepts transfers of Special Constables, but candidates must have been attested first. Cleveland Police does not allow a transfer of applications from another force.

Can a Special Constable apply to be a regular Police Officer or a PCSO?

Volunteering as a Special Constable provides invaluable insight into policing and working with communities, and therefore Special Constables can apply to become both a Police Officer and a Police Community Support Officer (PCSO). However, as soon as a Special Constable is appointed to such roles he or she must resign from the Special Constabulary. This is because a person cannot hold a warrant as both a regular Police Officer and a Special Constable, and the role of PCSO is an incompatible occupation as this role does not have a power of arrest whereas as Special Constable does.

Cleveland Police Special Constabulary
FREQUENTLY ASKED QUESTIONS

Application Process: Preliminary Matters

What vetting checks are carried out?

Security checks will be carried out on applicants and their families. Applicants will need to provide fingerprints and DNA samples. The reason for security checks is to ensure the suitability of applicants to gain access to police computer systems and police buildings. All information obtained as part of the security checks is confidential. Personal data is retained and disposed of in accordance with statutory provisions in force at any current time.

What references will be sought?

Upon successful completion of all other elements of the recruitment process, references will be sought from employers in the preceding 3 years (where there are multiple employers for this period references from only 2 employers will be sought) and 1 character reference.

I have been living abroad within the last 3 years, can I still apply?

Satisfactory information needs to be obtained in relation to applicants, and therefore if applicants have been living abroad during the last 3 years and satisfactory information cannot be obtained such applicants may not be eligible to join at that time.

Are there any occupations which prevent me from applying to be a Special Constable?

There are certain occupations and business interests which are deemed incompatible with the role of a Special Constable. These are contained in Appendix 4.

Cleveland Police Special Constabulary
FREQUENTLY ASKED QUESTIONS

Administrative Matters

Do Special Constables get paid?

Special Constables are unpaid, save for expenses (see below). Applicants may see previous reference to “a bounty” being paid to Special Constables, but this is not applied in Cleveland Police (and it is understood that there may be very few, if any, forces who do provide financial incentive to Special Constables).

Can Special Constables claim expenses?

Special Constables can claim travel expenses when attending duties. Such travel expenses are either the cost of public transport, or a set mileage allowance from their home (if they live in the Cleveland Police force area) to the police station they are working from. If Special Constables live outside the force area travel expenses can be claimed to and from the force border to the police station they are working from. Another expense which can be claimed is a boot allowance (all other equipment is provided).

Can an employer be compelled to release a Special Constable?

Employers cannot be compelled to release a Special Constable. However, many employers recognise the advantage of their employees receiving training and skills from policing and may agree for them to be released in certain situations. Some employers actively encourage volunteering and will support their employees in doing so. The only mandatory requirement for releasing a Special Constable from civilian employment is if that Special Constable is required to give evidence in Court, as failure to attend would amount to Contempt of Court. This is the same for civilians who may witness incidents and may be summoned to attend Court. An employer does not have to pay an employee in these situations and instead loss of earnings can be claimed subject to proof.

How often will I be expected to give evidence in Court?

Giving evidence in Court is actually rare. Some Special Constables may give evidence a couple of times year, some Special Constables may never be required to give evidence. It very much depends on which incidents are attended and whether there is a need for oral evidence of the Special Constable.

Is time spent working as a Special Constable subject to the Working Time Directive?

Yes.

Cleveland Police Special Constabulary
FREQUENTLY ASKED QUESTIONS

Appendix 1: Character References - Professions

- Accountant
- Airline pilot
- Articled clerk of a limited company
- Assurance agent of a recognised company
- Bank/building society official
- Barrister
- Chairman/director of a limited company
- Chiropodist
- Commissioner of Oaths
- Councillor (local or county)
- Civil servant (permanent)
- Dentist
- Director/manager of a VAT registered charity
- Director/manager/personnel officer of a VAT-registered company
- Engineer (with professional qualifications)
- Financial services intermediary (eg a stockbroker or insurance broker)
- Fire service official
- Funeral director
- Insurance agent (permanent) of a recognised company
- Journalist
- Justice of the Peace
- Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- Licensee of a public house
- Member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy Officer
- Minister of a recognised religion (including Christian Science)
- Nurse (RGN and RMN)
- Officer of the armed services (active or retired)
- Optician
- Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- Person with honours (an OBE or MBE, for example)
- Pharmacist
- Photographer (professional)
- Police Officer
- Post Office official
- President/Secretary of a recognised organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher or Lecturer
- Trade union officer
- Travel Agent (qualified)
- Local government officer/manager/ personnel officer (of a limited company)
- Valuer or auctioneer (fellows and associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers

Cleveland Police Special Constabulary
FREQUENTLY ASKED QUESTIONS

Appendix 2: Identification Documentation

In order to comply with our requirements you need to provide **one** of the original documents listed below from List A **or** a **combination** of documents listed below in List B for us to see and copy prior to your interview.

LIST A

- ☐ A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom
- ☐ A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card
- ☐ A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- ☐ A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as a family member of a national from a European Economic country or Switzerland who is resident in the United Kingdom
- ☐ A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay
- ☐ A passport or other travel documents endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work offered if they do not have a work permit
- ☐ An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

LIST B

- ☐ A document giving a permanent National Insurance Number and name (this could be a P45, P60, National Insurance card or a letter from a Government Agency) together with:
 - ☐ A full birth certificate issued in the United Kingdom, which includes the names of the holders parents OR
 - ☐ A birth certificate issued in the Channel Islands, the Isle of Man or Ireland OR
 - ☐ A full adoption certificate issued in the UK stating the name(s) of at least one of your parents OR
 - ☐ A full adoption certificate issued in the Channel Islands, the Isle of Man or Ireland OR
 - ☐ A certificate of registration or naturalization stating the holder is a British citizen OR
 - ☐ A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay OR
 - ☐ An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay OR
 - ☐ A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom AND this allows them to do the type of work offered to them OR
 - ☐ An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom AND this allows them to do the type of work offered to them

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Appendix 3: Criminal Convictions

Any offences committed as an adult or juvenile which resulted in a prison sentence (including custodial, suspended or deferred sentence and sentences served at a Young Offenders institutional or community home) would impact on the recruitment process.

Cautions, including reprimands and final warnings, for recordable offences or Juvenile convictions within the last 5 years may also impact.

Applications will not be accepted if an applicant of any age has been convicted or cautioned for an offence such as murder, manslaughter, rape, kidnapping/abduction, treason, involvement in espionage, terrorism or sabotage, hostage taking, hijacking or torture, any offence involving 'causing death by', firearms offences, incest, sexual activity with a child or domestic violence offences and monitored hate crime.

In general, applications will also be rejected if an applicant has committed any offence (as an adult or juvenile) which resulted in a prison sentence, including custodial, suspended or deferred sentence and sentences served at a young offenders' institution or community home.

Applications are likely to be rejected if an applicant has been involved in any of the following (unless there are exceptional and compelling circumstances):

- Offences involving serious violence or injury (including Grievous Bodily Harm (GBH) and Actual Bodily Harm (ABH))
- Offences involving unsolicited violence towards others
- Unlawful possession of weapons, firearms or going equipped to steal
- Gross indecency and acts of indecency
- Abuse or neglect of children
- Public Order offences such as involvement in riot, violent disorder, affray, causing intentional harassment, alarm or distress
- Racially motivated or homophobic offences
- Burglary and offences which involve elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone including theft, fraud and deception
- Serious involvement in drugs including possession of a Class A drug (heroin, morphine) or more than one Class B drug (amphetamines) and/or supplying drugs of any kind
- Reckless or dangerous driving or one offence of drink driving, drunk in charge, or drug driving, within the last 10 years
- Other serious motoring offences such as convictions within the last 5 years, driving without insurance, failing to stop after an accident or driving whilst disqualified
- More than 3 endorseable traffic convictions (including fixed penalties) and/or 2 or more convictions for regulatory offences such as failure to renew vehicle excise licence within the last 5 years
- Criminal damage.

When an outstanding charge or summons is disclosed the application will be placed on hold until the outcome is known, at which point it may be considered.

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Appendix 4: Restricted Occupations and Related Matters

1. Service Personnel in the Armed Forces
2. Traffic Wardens
3. Police Community Support Officers (PCSOs)
4. School Crossing Patrols
5. Parking Attendants
6. Neighbourhood and Street Wardens (or those in similar roles)
7. Highways Agency Traffic Officers
8. Private Police Forces
9. Serious Organised Crime Agency (SOCA) Staff who are designated with warranted powers
10. Police and Crime Commissioner Staff (subject only to appointment with consent of the Police and Crime Commissioner and Chief Constable).

The following occupations require the consent of applicants' employers and the Chief Constable:

- (a) Armed Forces Reserve Forces
- (b) Fire Service
- (c) Occupations with Client Privilege
- (d) Medical Roles
- (e) Prison Workers

Any person who is a member of the British National Party is prohibited from becoming a Special Constable.

Further guidance can be found at <http://recruit.college.police.uk/Special/Documents/npia-01-20112835.pdf>