



GENERAL SUPPLEMENTARY INFORMATION SHEET FOR TRANSFEREES/REJOINERS

[REVISED JANUARY 2010]

SECTION A FREQUENTLY ASKED QUESTIONS

●●● I am a Sergeant/Inspector, can I transfer to you?

Yes, but you will be required to transfer at the rank of Constable unless we are specifically recruiting supervisory officers. Suitably qualified constables who are accepted on transfer may, after serving an appropriate period, make a normal application to appear before an internal promotion selection board. In this respect, you may wish to separately contact our Learning and Development Unit who can give you more specialist advice on our internal police selection and promotion procedures [a full internal list of useful names and contact telephone numbers is detailed on page 5].

●●● Can I join as a part-timer?

Yes, however a request to work part-time will not affect or influence your application in any way, as a decision on your suitability will be solely based on your evidenced application and subsequent performance over various assessments. Specific advice on part-time working is available from our Policy Officer [again, please see our contact list on page 5].

●●● Has Dorset Police any service or pension restrictions?

Yes, Dorset Police will currently only consider an application to transfer after two years service and after confirmation of appointment.

●●● What happens if I have a driving conviction?

You must have a current full valid driving licence to drive manual vehicles and have no more than three endorseable traffic convictions [including fixed penalty] within the previous five years [for offences on different dates]. Equally, you must not have received a driving conviction in the last ten years for drink/drugs driving or reckless/dangerous driving. Additionally, you will be rejected if you have convictions for driving without insurance, failing to stop after an accident or driving whilst disqualified within the last five years. Two or more convictions for regulatory offences such as failure to renew vehicle excise licence in the last five years will also lead to rejection.

●●● What pay scale will I start on and on what day would I be paid?

Any current or previous police service (as approved by the Home Office) is reckonable for pay purposes in accordance with police regulations. All staff's salary is retrospectively paid by direct debit on the last working day of each calendar month. Entitlements to receive CRTP, SPP etc are assessed on an individual basis.


●●● Are removal expenses payable?

No removal expenses are not normally paid to either transferees or rejoiners.

●●● Will I receive a monthly accommodation allowance and am I entitled to police accommodation?

If you joined the service before 1 September 1994 and have continuous service, you will be entitled to a monthly accommodation allowance, although regionally/nationally these rates will vary.

If you have previously or are currently on a career break, as long as you meet these



requirements [particularly continuous service] your entitlement will be protected.

For rejoiners to the Police Service, irrespective of when you initially joined you will not be entitled to an accommodation allowance or police housing.

Irrespective of an officer's service start date, police accommodation is no longer available.

The Finance Department at our Force Headquarters will be able to discuss any individual financial issues with you.

●●● What is the cost of rented or privately owned accommodation in Dorset? Where can I live and what checks are necessary?

It is vitally important that you fully consider and research any variations to your current cost of living and crucially *before* submitting an application. Naturally, rental and housing prices vary considerably across the Force area and certainly when compared nationally. If you require details of rentable and privately available properties in Dorset you will need to make your own enquiries. You may also wish to visit a specific police website. www.accommodation.police.uk which offers some very practical advice and useful links to other relevant websites.

You will be required to reside within a reasonable travelling distance of any posting and ideally an officer's single journey time to work should not be excessive. It would also be advisable, if you are looking to secure accommodation in the Force area, that you locate yourself in a central position to allow for convenient travelling.

All accommodation must be assessed for its suitability and confirmation of your accommodation will be required during your induction training. If you require an assessment of a potential property before joining it will be necessary to contact the Establishment Control Section. Whilst a request to live in a particular location cannot ultimately be refused, the assessment is to ensure that any potential and avoidable problems are made known to you.

Once appointed, permission must also be sought to move to any new/alternative accommodation, as it is imperative that all future accommodation is equally assessed for its suitability. All current Dorset policy advice including housing is held electronically under +PPG (Policy & Procedure Guidelines System).

●●● If successful, where am I likely to be stationed in Dorset?

You must fully appreciate that you may be posted anywhere in the county in accordance with current policy. However, every effort will be made to arrange a posting, which meets Force needs as well as your own.

●●● What shift patterns do you operate?

Dorset Police operates a number of different shifts designed to meet force and divisional requirements. If successful through the recruitment process, you will in your 'Offer of Appointment' letter be allocated a divisional posting and details of your exact station/shift pattern will normally be notified to you during your first week of service.


●●● My partner and I are both serving officers, can we transfer together?

Yes, on the basis that both of you satisfactorily complete the full selection process. If successful, domestic arrangements will also be taken into consideration when deciding upon postings/shift patterns. Every effort will be made to arrange compatible shifts, however, as referred earlier you must fully appreciate that you may be posted anywhere in the county in accordance with force policy.

●●● Is my current annual leave entitlement protected?

Again, any current or previous service is recognised for annual leave purposes.

If successful through the recruitment process, all applicants will receive a pro rata entitlement upon transfer. However, you will be required to take all of your current



entitlement as it will not be possible to transfer outstanding leave not taken.

Every effort will be made to honour any pre-booked holiday/time-off arrangements although this ultimately will be at the discretion of your future supervisor.

●●● I have passed my OSPRE promotion examinations, will these be recognised?

Yes, as these are nationally recognised and therefore are a transferable qualification.

●●● Will the specialist skills that I have obtained and the training that I have completed in my current force be recognised by Dorset Police?

The skills you have acquired are important and these will be assessed during the paper sift and also your initial training.

All we expect is that either you or your current/previous force provides supporting evidence of the skills or qualifications. In the cases where special requirements may exist, for example driver training, our instructors will carry out an assessment to see if you meet our high standards. What else is covered in the initial training? On appointment transferees will undertake a 7-day course covering key areas such as attestation, uniform fitting, IT/personal safety training etc in addition to a driver assessment. Rejoiner training will be specifically tailored to suit individual needs.

●●● Is it correct that I have to provide a DNA sample?

Yes you will be required 'upon transfer' [not before] to provide a sample of DNA on a mouth swab to ensure that your DNA can be eliminated at the scene of a crime in the same way as fingerprints which will also be taken.

●●● I have children of school age and need to consider schooling arrangements?

If you are considering schooling in the west of the county, you may wish to contact the Education Office, Dorchester – 01305 224405

Website www.dorset-cc.gov.uk/sis for full details of all schools in that area, alternatively Poole area – 01202 261936 Website www.boroughofpoole.com or Bournemouth area – 01202 456198 Website www.bournemouth.gov.uk.

●●● As a Rejoiner, will it be necessary for me to undertake basic training again?

Generally speaking, if officers are considering rejoining the service after a break of up to 5 years, then it is likely that you would be required to undertake at least a 6/12-month probation. Rejoiners returning after 5 years would be treated as a new recruit. In some cases, particularly after a 5-year break, it may be necessary to undertake some basic training again, although this will be held locally, and serve a 2-year probation. More specifically, you are likely to be attached to a Professional Development Unit where you will receive the appropriate level of training to bring you up to speed on any issues since you were previously a police officer. However, each case is carefully considered on its own merits.

●●● What is the recruitment process for transferees/rejoiners?

The first stage will be a critical assessment of your application to ensure that you satisfy all basic pre-employment and selection criteria in line with both local and national policy/guidance. Importantly this will include an objective assessment of your responses in the competency section. If successful at the paper sift stage you will be required to satisfactorily complete a formal structured interview followed by a fitness test and finally a full pre-employment medical examination. Prior to the interview stage we will need to obtain full details of your personal record, including appraisals/PDR's, sickness, current and historical misconduct/complaint issues, courses, qualifications/skills etc. The process for rejoiners will be considered on their individual merits and may therefore vary from above.

In line with Home Office advice you are reminded that the Chief Constable retains the right to reject an application without giving a specific reason.



Am I required to take a fitness test and what happens if I fail at the first attempt?

Yes, all transferees/rejoiners must pass the Home Office Job Related Fitness Test (JRFT) full details of which are held on their website under www.policecouldyou.co.uk (including current test levels, preparation advice, etc). Specialist advice on the fitness-testing element can also be sought from our Physical Education Officer at Force Headquarters [contact number on page 5].

The overall assessment of a transferee's physical fitness is established by way of a two component testing procedure.

1. Test of Cardiovascular and Respirator (Endurance)
2. Test of Dynamic Strength (Upper Body)

If you are unsuccessful at the first attempt, fitness must be retaken within six months of the initial test date.

Fresh applications from individuals who do not achieve the appropriate fitness levels, at the third attempt, will be considered on their individual merits.

Am I able to practice the fitness element?

As either a transferee or rejoiner to the service, you are invited to contact the Physical Education Officer for advice. Alternatively, you should be able to practice the JRFT with your current Force.

What are the current medical requirements?

You must meet current medical and eyesight requirements, as recommended by the Home Office. If an applicant is medically rejected, clarification of the reason[s] will be provided in writing from our Occupational Health Department.

However, the pre-employment medical will importantly only take place after the successful completion of the paper sift, interview and fitness elements. Therefore this will mean two separate visits.

Why? The Disability Discrimination Act (DDA) was extended to police officer recruitment in October 2004 and makes it unlawful to automatically exclude any applicant with a disability. Therefore, it is only possible to assess your medical suitability/possible reasonable adjustments etc after it has been decided you meet the basic requirements of the role.

Please do not forget to keep a copy of your completed medical history questionnaire.

What should I consider if invited to a Force Selection Board?

Selection Boards are always a Structured Interview with the Board looking for you to provide evidence against the core competencies as detailed in the Integrated Competency Framework and your application form.

A decision at this stage will be based on evidence supplied by you at the selection board. Advice on this stage can again be obtained from our Learning and Development Unit. For unsuccessful applications, each case will be considered on its individual merits. However, it is not Force Policy to provide either an extensive or verbal feedback and the Chief Constable retains the right not to consider further applications. Unsuccessful applicants at interview will simply be advised of the competency area[s] where their performance could have been enhanced.

What do I wear to the Selection Board?

Smart civilian clothing should be worn for all parts of the recruitment process.

Is food and accommodation provided throughout the recruitment process?

Refreshments will only be provided should you progress to the selection board stage and are required to attend for a full day.

All travel and overnight accommodation will be at your own expense.



●●● How long is the process and if successful, when am I likely to start?

The full recruitment process takes an average of 3-6 months and as referred earlier, will normally involve two separate visits.

●●● Where can I find other useful details relating to Dorset Police?

The Dorset Police website can be found at www.dorset.police.uk.

Please note carefully that all recruitment and selection processes for Transferees and Rejoiners are constantly under review and subject to possible changes.

●●● Useful Names and Contact Telephone Numbers:

Recruitment Section – 01305 223794

Advice on all elements of the recruiting process.

Establishment Control – 01305 223922

Any issues appertaining to accommodation checks, reporting personal changes (ie marital, NOK etc).

Learning and Development Unit (including Training) – 01305 223632

Advice on selection boards, internal promotion selection procedures, appraisal systems, career opportunities etc and general training issues.

Federation – 01305 223732

Staff association advice on all issues, the Federation negotiates on all aspects of pay, allowances, hours of duty, annual leave and pensions. It is also a professional body able to influence not only living standards through pay and benefits but also the development of professional standards in the Police Service.

Welfare – 01305 223748

A comprehensive and professional service is provided not only for acute crisis and urgent problems, but also prevention of personal and work-related difficulties at an early stage.

Finance – 01305 223773

Advice on all pay, pensions, allowances and other financial services both divisionally and Force wide.

Physical Education Officer – 01305 223825

For advice on the fitness test and preparation.

Policy Officer – 01305 223875

All queries relating to part-time working, extended leave breaks, maternity etc.