



Force Policy and Procedure 23722

Police Officer Transferee

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1 About this policy and procedure

- 1.1 Hampshire and Isle of Wight Constabulary provides for equality of opportunity between people who share a protected characteristic and those who do not. The Constabulary's focus embeds an inclusive and motivational environment where our workforce can thrive.
- 1.2 Everyone should have an equal chance of success within the Constabulary. By becoming ever more ethical and inclusive we will provide a working environment that supports our people to be at their best, builds confidence in communities and delivers an even better service to the public.
- 1.3 The Constabulary continues to work towards a representative workforce that is reflective of our local community.
- 1.4 This procedure applies to the recruitment of Police Officer transferees. A transferee is a person who:
 - is a serving Police Officer wishing to transfer to Hampshire and Isle of Wight Constabulary from any Home Office* Force,
 - has satisfactorily completed the period of probationary service in the rank of constable required under Regulation 12,
 - * one of the 43 Home Office forces in England and Wales, excluding Police Service of Northern Ireland and Police Scotland.
- 1.5 This procedure does not apply to persons currently participating in a Direct Entry Inspector, Direct Entry Superintendent or Police Now programme; a Re-joiner to the Police Service; an officer on secondment or an officer on a career break.
- 1.6 Officers serving in non-Home Office forces may apply through the new recruit entry routes.
- 1.7 This procedure may not apply to officers who have previously transferred to TVP / region and retained rights under the previous Section 22a notice.
- 1.8 This procedure is inclusive of all and where required and reasonable, will take into account any protected characteristics and individual workplace adjustments.

1.9 Key Definitions

- Disability - a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- Rejoiner Retention Scheme - designed to assist the Constabulary in the retention of officers eligible to retire.
- Rejoiner – is a person who is to be appointed as an officer of a police force and who satisfactorily completed the period of probationary service in the rank of constable required under Regulation 12 and who resigned or retired from a force and immediately prior to the re-appointment was not an officer in a police force.
- Onboarding – hire of the individual into the organisation

2 General principles

2.1 The aims of this procedure are to ensure:

- applicants are treated fairly and lawfully at all stages of the recruitment and selection process,
- compliance with the requirements of relevant Police Regulations and employment law,
- the Recruitment team and a transferring officer work together to identify and put in place reasonable adjustments to address any disadvantage.

2.2 Positive Action

- 2.2.1 The Constabulary is committed to creating and sustaining a positive and supportive working environment for everyone. The Constabulary has a programme of positive action to encourage applicants from a diverse range of backgrounds to apply for roles within the Constabulary.
- 2.2.2 The Constabulary may carry out pre advertisement activities to attract officers from a diverse range of backgrounds and to provide more information about Police officer opportunities available in the Constabulary.
- 2.2.3 This commitment is reflected in the Constabulary's full and unequivocal adoption of the Code of Ethics and values of Courage, Respect & Empathy and Public Service.

2.3 Recruitment Authorisation

- 2.3.1 All recruitment campaigns will be agreed via Strategic Resource Management Board (SRMB) in line with the Constabulary's priorities.
- 2.3.2 There is no right to apply to transfer force, and a suitable vacancy must exist with clear eligibility criteria to guide the appointment of the most suitable officers.

2.4 Advertisement

- 2.4.1 The eligibility criteria and any specific qualifications or experience required will be made clear in the advertisement. This may include determined specialisms / specific roles / ranks from which the Constabulary will be inviting transferees to apply.
- 2.4.2 Frontline officers and those in the management chain of these teams are expected to work from their designated workplace in order to ensure public service delivery. Other support roles will have some flexibility to work in an agile way.
- 2.4.3 Consideration should be given to whether the role can be worked in an agile way. This will be dependent on the organisational requirements and can vary from team to team however, where appropriate, this should be included in the advertisement.

2.5 Applicants

- 2.5.1 Applications from transferring officers will usually be for a lateral move at their substantive rank. If the Constabulary has identified an insufficient number of officers eligible for promotion to a rank, or into a specialist area, or the Chief Constable wishes to widen the talent pool or create a more inclusive workforce, an advert will be placed externally.
- 2.5.2 Transferring officers will not be able to transfer on an ad-hoc basis unless approved by Head of People Services.
- 2.5.3 The Chief Constable retains ultimate responsibility for who should be appointed, subject to suitability.

2.6 Submitting Applications

2.6.1 All transferees should apply using the online application wherever possible.

2.6.2 The last 2 Performance Development Reviews (PDR)/Appraisal and evidence of any promotion qualifications (OSPPE or NPPF) must be submitted with the application.

2.6.3 The email address supplied when applying will be used for contact throughout the full lifecycle of the application.

2.6.4 To be eligible to apply to transfer, officers must hold the appropriate qualification, experience, competencies, values, and behaviours.

2.6.5 Officers will need to:

- be a serving police officer in a Home Office* force and have completed their probationary period and attained any associated qualification and confirmed in the rank of constable before applying to transfer
- hold a full manual driving licence
- pass the necessary vetting and occupational health checks
- pass the basic fitness test, which is a shuttle run (bleep test) to the required level *to be confirmed with the candidate prior to the test. and a push / pull test
- have no outstanding disciplinary or integrity issues
- be able to show commitment to achieving high levels of attendance, judged against absence records for the last three years
- have resided in the UK for three years immediately prior to submitting their application
- not be a member of the British National Party (BNP) or similar organisation
- declare any business interest**
- be able to satisfy tattoo guidelines***

2.6.5.1 * Officers serving with non-Home Office forces e.g. MOD, British Transport Police etc. will need to apply through the new recruit entry route and must have completed the required probationary period.

- 2.6.5.2 Any officer moving from a non-Home Office police force (other than the Police Service of Northern Ireland (PSNI) and Police Scotland) should not be considered as a 'transfer' as these individuals are not 'transferring from one force to another' as provided in Regulation 2(1) and defined in Regulations 3(2). Such individuals would be considered as new recruits and would need to attend relevant assessment centres / selection and meet the entry requirements as outlined in Regulation 10.
- 2.6.5.3 ** All business interests must be declared. Any person who has a 'business interest' within the meaning of the Police Regulations, or who has a close relative with a business interest, is not eligible for appointment to a police force, unless the Chief Constable decides that the nature or extent of the business would be compatible with membership of the Force. In this context, 'close relative' means a spouse, parent, son, daughter, brother, or sister.
- 2.6.5.4 *** Each tattoo is judged on its own merits, and the Constabulary will consider the context in which the tattoo is displayed. An officer's appearance must avoid offence at all times, however, some tattoos whether visible or not may be in breach of this requirement.
- 2.6.6 Public confidence in the police depends on police officers demonstrating the highest level of personal and professional standards of behaviour, both on and off duty.
- 2.6.7 The Standards of Professional Behaviour reflect the expectations that the police service and the public have of how police officers should behave.
- 2.6.8 Officers must at all times avoid behaviour likely to discredit the police service or interfere with the impartial discharge of their duties. Officers must not take any active part in politics.
- 2.6.9 Officers must settle all debts promptly and honour their financial commitments. Failure to discharge debts must be reported to the Chief Constable.

2.7 The Transferee Selection Process

2.7.1 The transferee process will include a comprehensive evaluation of the transferee officer's suitability for the role / rank being applied for.

2.7.2 The Competency Values Framework is used to assess a transferee officer at shortlist and interview. Details of the CVF can be found on The College of Policing CVF guidance.

2.7.3 All Uniform and Detective applications will be required to demonstrate competence of the following CVF areas:

2.7.4 Constable:

- We are Emotionally Aware
- We Collaborate
- We Take Ownership
- We Analyse Critically

2.7.5 Sergeant and above will cover the same competencies as a Constable but will also include:

- We Support and Inspire.

2.7.6 The application form will address specific questions in relation to an officer's substantive rank including:

- Promotion date
- Qualification status (OSPPE / NPPF)
- If on NPPF WBA – date commenced WBA and
- Force contact details.

2.7.7 The stages of the process include:

- **Stage 1.** Online competency-based application form.
- **Stage 2.** Short listing.
- **Stage 3.** Competency based interview* / presentation dependant on rank**
- **Stage 4.** Conditional offer
- **Stage 5.** Pre-employment checks including Vetting/References, Professional Standards checks, Fitness test, medical checks, including BMI, and any other occupational tests as specified in the advertisement.
- **Stage 6.** Formal offer of transfer

2.8 Interviews

- 2.8.1 Interview panels should evidence a transferee officer's suitability for transfer against the Competency Values Framework at the appropriate level for the rank or role.
- 2.8.2 Interview panels will consist of a minimum of 2 operational officers from the Constabulary who are able to evidence they have appropriate interview training or interview experience. Panel members must be able to retain objectivity throughout the selection process.
- 2.8.3 Members of the interviewing panel must review all recruitment decisions for bias, consider how bias can affect an individual with any protected characteristic, and take steps to mitigate the impact of bias.
- 2.8.4 Workplace adjustments must be considered where a transferee officer has shared they have a disability, a health condition or impairment.
- 2.8.5 The interview panel will record their final assessment of each individual interview and will provide feedback to the transferee officer if requested.
- 2.8.6 The interview will cover all aspects of the application from.
- 2.8.7 *Officers who have previously served with Hampshire and Isle of Wight Constabulary within the last 12 months, after passing the application stage, may not require an interview and may proceed to pre-employment checks.

** may include stakeholder peer panel

2.9 Conditional Offer

- 2.9.1 The Recruitment team will send a conditional offer to the selected officer. Any initial offer confirms the officer will be moved into the next stage of the recruitment process i.e. pre-employment checks, and is conditional upon satisfactory completion of all pre-employment checks before a formal offer of employment can be made. The Constabulary reserves the right to withdraw an offer where the transferee officer does not meet these conditions.

2.10 Evidence of Training / Competence

- 2.10.1 Once the conditional offer is made the transferring officer will be required provide a copy of any certificates for qualification and a record of training history.

2.11 Service History

2.11.1 Transferring officers will need to provide the Recruitment team with confirmation of service dates, career breaks or unpaid leave (if taken) and details of any previous pensionable service. This information is necessary to correctly apply the officers pay and pension information to the SAP system, if a formal offer is made.

2.12 Pre-employment Checks

2.12.1 All officers' applying to transfer to the Constabulary are required to successfully pass the following pre-employment checks:

2.12.2 **Police Vetting** – to pass the level of vetting required for the role including but not limited to a check against the barred list.

2.12.3 Where a transferee officer fails vetting their application will be terminated and they will not be eligible to reapply to the Constabulary.

2.12.4 **References** – references will be requested following the conditional offer and will ask the transferee officer's current force questions about service, performance, attendance and conduct as outlined in the eligibility criteria.

2.12.5 Where a transferee officer fails references their application will be terminated at this stage.

2.12.6 **Medical screening** – transferee officers are required to undertake medical screening by Occupational Health. This is initially by way of a confidential medical questionnaire but may require the individual to give consent to medical records being obtained, or to attend an appointment in person. Medical records are held confidentially within Occupational Health and are not accessible to other parts of the organisation.

2.12.7 **Job Related Fitness Test (JRFT)** – the JRFT (beep test/ shuttle run) is designed to match the aerobic demands of personal safety training. The JRFT involves running back and forth along a 15-meter track in time to a series of beeps to be completed to an endurance level of 5:4.

2.12.8 Transferee Officers who fail their medical or fitness tests may be deferred, depending on the reason for failure. If deferred, specified timescales will be provided to retake the tests. If the reason for failure is not suitable for deferral, i.e., the applicant is unlikely to be able to meet the required standard in a reasonable timeframe, the application will be terminated.

2.12.9 If the application is terminated because it is not possible to put a timescale on the improvement or recovery, the transferee officer may reapply at a later date (when the Constabulary is advertising) when the condition/ issue is improved or resolved.

2.12.10 **Psychological Screening** - this is dependent on the role being applied for.

2.12.11 **Biometric Vetting checks** - transferring officers will have their fingerprints and DNA sample retained on databases for elimination purposes.

2.12.12 **Drugs Testing** – as part of the pre-employment screening process.

2.13 Formal Job Offer

2.13.1 The transferee process takes approximately four to six months from the date the application is received. This is subject to organisational requirement, satisfactory vetting, occupational health clearance and the date of planned intakes..

2.13.2 Final offers are only issued once all pre-employment checks are cleared and a start date has been identified.

2.14 Work Based Assessment (WBA)

2.14.1 If an officer transfers during a period of Work Based Assessment, they will need to bring their evidence to date, as well as confirmation of their NPPF legal exam pass and promotion board pass from their current force.

2.15 Training and Support

2.15.1 To provide for a smooth transition, transferring officers are required to attend a 1–2-week transferee course, dependant on skills transfer.

2.15.2 Officers who have previously served with the Constabulary will have a Training Needs Analysis conducted to identify training already completed and additional training required for the role. The officer will also be supporting by Mentoring on shift.

2.16 Terms and Conditions

2.16.1 Police terms and conditions are set out in the relevant police legislation and regulations, including but not limited to The Police Act 1996, The Police Regulations 2003, and determinations thereunder, The Police (Performance) Regulations 2020 and The Police (Conduct) Regulations 2020.

2.16.2 There is no requirement for transferring officers to complete a formal probationary period.

2.16.3 Provided transferring officers do not have a break in service between transferring from their current force to the Constabulary, the officer will retain continuous service.

2.16.4 Annual leave entitlement will be consistent with the rank on transfer and reckonable service.

2.17 Pay

2.17.1 Officers are paid in accordance with national pay scales.

2.17.2 Regulation 24 of The Police Regulations 2003 provides for the pay of police officers. Regulation 24 states that reckonable service for the purposes of pay takes into account all relevant service in that rank and/or at a higher rank (on temporary promotion or otherwise).

2.18 Housing Allowance / South East Allowance

2.18.1 Only officers who are in receipt of a housing allowance at the point of transfer will receive a housing allowance, and this will be paid at the Hampshire and Isle of Wight rate.

2.18.2 On transfer to Hampshire and Isle of Wight Constabulary, officers not in receipt of housing allowances are entitled to South East Allowance.

2.19 Pensions

2.19.1 Provided transferring officers do not have a break in service between transferring from their current force, their pension will transfer without penalty.

2.19.2 If a transferring officer is not a member of the pension scheme, they will be contractually enrolled in to the 2015 Police Pension scheme and will remain so unless they actively choose to opt out.

2.19.3 More information is available from Pensions Team, see [Information Sources](#) below.

2.20 Expectations on Postings

2.20.1 Transferring officers may be expected to work anywhere within the counties of Hampshire and the Isle of Wight during their service. Officers should bear this expectation in mind when considering their relocation.

- 2.20.2 Whilst officers have the freedom to live in an area of their choice, it is on the proviso that any travelling to/ from work does not adversely impact on their welfare or operational effectiveness.
- 2.20.3 Transferring officers will generally be posted to a core policing post, typically a response role, unless selected for a Specialist role.
- 2.20.4 There is an expectation that officers will remain in each post for a minimum of two years, including non-voluntary moves and postings to custody. During this time, officers will not be able to self-initiate another posting.
- 2.20.5 The purpose of this requirement is to ensure that officers are retained in roles long enough to develop the required level of skills and expertise to maximise their work performance and that of their team.
- 2.20.6 This expectation will only be waived if exceptional circumstances apply. This does not affect the officers' ability to apply for promotion.

2.21 General Data Protection Regulation (GDPR)

- 2.21.1 The Constabulary will ensure that any personal or sensitive information given to them will be treated in the strictest confidence and will abide by the current legislative requirements.

2.22 Inclusion and Diversity Data

- 2.22.1 Where individuals provide personal information relating to protected characteristics this data will be collated to help inform the Constabulary's approach to inclusion and diversity. Details of individuals from underrepresented groups may be passed to the positive action team in order that they can offer support through the process.

2.23 Appeals and Complaints

- 2.23.1 There is no right of appeal within the selection process for Transferee officers. However, if there is evidence of alleged discrimination during the process it should be submitted in writing via police.recruitment@hampshire.police.uk within 21 days and it will be reviewed, and a response provided in writing.

2.24 Interview Expenses

- 2.24.1 It is not the Constabulary's policy to reimburse costs of travel, parking, or refreshments for any aspect of the recruitment or pre-employment processes.

3 Roles and Responsibilities

3.1 The Officer is responsible for:

- applying only for transfer vacancies which they are eligible to apply for, and where they hold the appropriate qualification, experience, competencies, values, and behaviours.
- promptly advising the recruitment team if they are unable to attend assessments or interviews, or if they wish to withdraw their application at any stage.
- sharing any disability with the Recruitment team and request any reasonable adjustment or special requirements at the earliest opportunity prior to assessment or interview.
- responding to emails or calls in relation to the progress of their application in a timely manner.
- advising the Recruitment team immediately if there is any significant change to their circumstances that may impact on a live application.
- completing the onboarding process electronically to complete their request to transfer unless a reasonable adjustment to allow an alternative method has been agreed.
- advising the Recruitment team of any known conditions or allergies which may impact on their ability to perform the role. This is to allow consideration of any reasonable adjustments or risk assessments.

3.2 Recruitment Team are responsible for:

- Publishing the advert on the recruitment system and in the other agreed locations,
- Ensuring eligibility criteria is met for officers applying,
- Sending shortlisting to Recruiting Managers,
- Inviting officers to interview,
- Issuing conditional offers,
- Ensuring pre-employment checks are carried out by the Onboarding Team,
- Liaise with Local Policing/Investigations team/Strategic Area Policing Hub for officer postings,

- Sending of Firm offers,
- Updating the recruitment system and engaging with officers when required,
- Sending joining lists to the relevant departments,
- Forwarding any welfare etc considerations to WP&ST to support decision making of posting,
- Advise WP&ST and Accreditations Team of transferring officers on Work Based Assessment.

3.3 Workforce Postings and Structures Team are responsible for:

3.3.1 Inspector rank and above

- Identifying suitable postings for transferees depending upon organisational requirements,
- Liaising with area/command line management to identify suitable postings if required,
- Factoring in any potential welfare etc considerations to support posting decision,
- Management of officers transferring on Work Based Assessment (WBA),
- Allocation of position and collar numbers.

4 Other related policies, procedures, guidance and sources

4.1 Related policies and procedures

- Reasonable Adjustments Procedure 24053
- Relocation / Regulation 35 Procedure 24013
- Isle of Wight travel for Police Officers – FPP 23901
- Job related fitness test (JRFT)
- Promotion Framework Guidance

4.2 Related guidance

- College of Policing – Code of Ethics
- Our Vision and Priorities

4.3 Information sources

- Advice on the steps in a transferee process can be directed to police recruitment via email at police.recruitment@hampshire.police.uk
- Specific advice on a health condition can be obtained from Occupational Health via email at OccupationalHealth@hampshire.police.uk
- Pensions information is available via <https://www.hants.gov.uk/hampshire-services/pensions/police>

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