

SI1717

Service Vetting

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Governing Service Policy Professional Standards

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This service instruction outlines the various forms of Vetting which apply to Police Officers, Police Staff and Non Police Personnel.

Table of Contents

1. Aim	3
2. Service Vetting Procedures	3
3. National Security Vetting (NSV)	4
4. Vetting Levels	4
5. Transferees	5
6. Break in Service / Employment	5
7. Career Break	6
8. Risk Management Agreements	6
Appendix A Contact Us	7

1. Aim

The Police Service of Northern Ireland (PSNI) overarching policing aim is to 'Keep People Safe'. It is essential that all individuals, regardless of their role, understand and contribute to the shared purpose and show that we care, we listen and we act. PSNI Vetting Procedures are designed to support and embed this and gain the confidence of the whole community.

A thorough and effective vetting regime is a key component in assessing an individual's integrity. It helps to reassure the public that appropriate checks are conducted on individuals in positions of trust.

Vetting exists to protect the Police Service's integrity, reputation, assets and data from persons and organisations intent on or capable of disrupting, the integrity, security or values of the PSNI. It is the aim of the Police Service, via the Service Vetting Unit (SVU), to provide an appropriate level of assurance as to the trustworthiness, integrity and reliability of all Police Officers, Police Staff and Non-Police Personnel (NPP) working for or on behalf of the Service.

2. Service Vetting Procedures

There are two distinct types of vetting within the police community:

- I. **Police Vetting** and
- II. **National Security Vetting (NSV)** -

which has 3 levels:

- Counter Terrorist Check (CTC),
- Security Checked, (SC) and
- Developed Vetting (DV).

Police Vetting and National Security Vetting are separate processes, designed to counter specific threats.

The Purpose of:	
Police Vetting	To provide a level of assurance, which National Security Vetting (NSV) cannot provide, as to the integrity of individuals who have access to the police estate, its assets and or infrastructure.
National Security Vetting (NSV)	To protect sensitive government national security assets by providing an acceptable level of assurance as to the integrity of individuals who have access

	to protectively marked government assets and/or who require access to persons, sites and materials at risk of terrorist attack.
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3. National Security Vetting (NSV)

National Security Vetting (NSV) sits outside the PSNI police vetting process. Therefore an individual with NSV clearance which has not been granted by PSNI will not automatically be entitled to view or to be entrusted with protectively marked police assets. NSV clearance granted by another organisation may be accepted by PSNI following additional checks.

4. Vetting Levels

Recruit Vetting + CTC

Is the standard level required for all potential new Police Officers and Police Staff and will permit unsupervised access to police premises and infrastructure. Clearance remains valid for 10 years.

In respect of Recruit Vetting there is a separate review process and potential new

Police Officers and Police Staff are made aware of this as part of the recruitment process.

Guidance on recruit vetting requirements are available to prospective candidates on the PSNI external webpages [JOINPSNI](#).

Police Vetting + CTC

Is the minimum level required for all Police Officers, Police Staff already in post and will permit unsupervised access to police premises and infrastructure. Clearance remains valid for 10 years.

Additional information on the decision-making and the Review and Appeal processes can be found on Professional Standards Department (PSD) pages.

NPP Police Vetting + CTC

Is the minimum level required for all Non-Police Personnel (NPP) and will permit unsupervised access to police premises and infrastructure. Clearance remains valid for 5 years.

In respect of Non-Police Personnel, information on the vetting appeals process can be provided on request from the Sponsor.

Police Vetting & Security Check (SC) To maintain the integrity of the separate National Security Vetting process:

All Police Vetting must be completed, and Police Vetting clearance granted, prior to Security Check.

This will apply to all Police Officers, Police Staff and NPP where there is a requirement for long-term, frequent and uncontrolled access to **SECRET** and occasional and controlled access to **TOP SECRET** assets and information.

Where clearance is required for access to sensitive information, a review of personal finances must be carried out. This is referred to as SC Enhanced Clearance (SCE) and includes additional financial information to be provided.

Police Vetting & Developed Vetting (DV) To maintain the integrity of the separate National Security Vetting process:

All Police Vetting must be completed, and Police Vetting clearance granted, prior to Developed Vetting.

This is the highest level of clearance and is only needed for the most sensitive roles and tasks involving long-term and uncontrolled access to TOP SECRET.

Police Officers, Police Staff and NPP who require to be Developed Vetted will only have their application progressed after Police Vetting clearance has been granted.

Additional information on the decision-making and the Review and Appeal processes can be found on PSD pages.

5. Transferees

All transferees from other forces will be subject to Recruit Vetting as a minimum.

6. Break in Service / Employment

If there is a break in employment/service for a period of more than 3 months, there will be a requirement for a change of circumstances form to be completed. If the break of service or employment is more than 12 months, there will be a requirement to be re-vetted.

7. Career Break

Police Officers and Police Staff that avail of a career break of more than 12 months will be required to be re-vetted.

8. Risk Management

Agreements

As part of the vetting process there may be occasion when Police Officers or Police Staff and NPP are asked to enter into a Risk Management Agreement (RMA).

Appendix A Contact Us

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Professional Standards

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