

Police Service of Northern Ireland

ABSTRACT – This Policy and associated procedure details how the Internal Verification (IV) process will work for Sergeant Promotions and Professionalising Investigation Programme (PIP)

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POLICY DIRECTIVE

INTERNAL VERIFICATION POLICY

1. POLICY IDENTIFICATION

POLICY TITLE: Internal Verification Policy

POLICY OWNERSHIP:

DEPARTMENT	Human Resources
BRANCH	Training
AUTHOR	Learning Support

POLICY APPROVED BY:

CCF REF/OTHER	Chief Constable's Forum - Ref: 63/07
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2. POLICY STATEMENTS

- (1) The Internal Verification Policy will support the Chief Constable's stated purpose for the PSNI 'To work with communities and partners to make Northern Ireland safe, confident and peaceful'.
- (2) This Policy will ensure that the performance culture required to provide effective policing is reflected in the management tenets that are used by the PSNI in the promotion, development and management of police officers.

3. INTRODUCTION

This Policy and associated procedure details how the Internal Verification (IV) process will work for Sgt Promotions and Professionalising Investigation Programme (PIP).

The IV process **will not** assess or confirm competence for either promotions or PIP Level 2 portfolio for trainee investigators and the PIP elements of the probationary constables PDP's (Personal Development Plan) Level 1, as this is the role of line management.

(1) Legal Basis/Drivers for Change

(a) Promotion

The introduction of the work based assessment for probationary sergeants will support Her Majesty Inspectorate of Constabulary (HMIC) review of promotion processes within PSNI and the Police Service of Northern Ireland (Promotion) Regulations (2008).

(b) PIP

The aim of the PIP is to support officers in meeting the requirements of Section 32, paragraph (1) of the Police (Northern Ireland) Act 2000, which states that "it shall be the general duty of police officers... where an offence has been committed to take measures to bring the offender to justice." PIP IV process applies to trainee investigators portfolios Level 2 and the PIP elements of the probationary constables PDP's Level 1.

(2) Aim

The aim of the IV Policy seeks to establish a consistent approach to the application of the work-based assessment process for newly promoted sergeants and probationary constables PIP element within their PDP, and trainee investigators Level 2 portfolio.

(3) Objectives

- (a) To actively contribute to the development of a fair and consistent approach to the application of the workplace assessment process;
- (b) To provide a standardised approach to the verification process;
- (c) To contribute to the development of workplace assessment process;
- (d) To carry out a process of review to ensure that workplace assessment of competence is undertaken by line management.

(4) Application

- (a) This Policy and associated procedure will apply to the verification of:
 - (i) Portfolios submitted under the Sergeants Promotion Policy;

- (ii) Trainee Investigators portfolios Level 2;
 - (iii) PIP elements of the probationary constables PDP's Level 1.
- (b) Each district and equivalent department **must** identify individual(s) to undertake the role of IV. Failure to do this will have an impact on the organisational capacity to effectively implement the IV process and may result in workplace assessments for that particular district/department not being internally verified.

4. IMPLICATIONS OF THE POLICY

(1) Financial Implications

- (a) The establishment of an assessment, IV and registration structure within the organisation may lead to financial costs linked to the creation or re-allocation of staff posts to support these structures. For example:
- (i) ranging from set-up costs;
 - (ii) time spent on assessment and verification;
 - (iii) write-up time;
 - (iv) time taken from normal day-to-day activities;
 - (v) time taken to complete review, the design and delivery of the training;
 - (vi) to the costs arising from the operational planning required to allow officers to attend the courses.

(2) Efficiency

- (a) The introduction of IV will seek to create greater standardisation of the application of the work-based assessment process, reduce potential litigation and professionalise the process.
- (b) It is anticipated that the introduction of PIP in PSNI will improve the effectiveness and efficiency of investigators within the organisation.

(3) Training

The training products required to support assessors and IV will require an allocation of resources by the Police College.

(4) Human Resources

The implementation of the IV role will result in additional responsibilities for the Human Resources Department, both locally and centrally, in the establishment and maintenance of the verification structures within the organisation.

(5) Bureaucracy

The assessment and IV processes will result in increased but limited administration for line managers.

(6) Risks

- (a) The aim of the IV Policy seeks to establish a consistent approach to the application of the work-based assessment process for newly promoted sergeants and probationary constables PIP element within their PDP, and trainee investigators Level 2 portfolio. This should contribute to maintaining public confidence in PSNI's ability to deliver an effective policing service.
- (b) It is important to stress that the IV process depends on the co-operation from districts and departments. This includes the provision of the required documents for verification and the release of IV staff when required.

(7) Consultation

Internal and external consultation has taken place with the following:

- (a) ACC Crime Operations;
- (b) Director of Human Resources;
- (c) Deputy Director of Human Resources;
- (d) Head of Training and Development;
- (e) Head of Operational Development Programmes;
- (f) Head of Leadership Development Programmes;
- (g) Head of People Development;
- (h) Appointments, Promotions and Transfer Working Group;
- (i) Police Promotions Examinations Board;
- (j) Police Federation of Northern Ireland;
- (k) Superintendents Association;
- (l) Core Team;
- (m) Links Team;
- (n) Northern Ireland Policing Board;
- (o) Northern Ireland Office;
- (p) Her Majesty Inspectorate (Personnel, Training and Diversity);
- (q) District Commanders;
- (r) Equality and Diversity Unit;
- (s) Legal Services Unit (Human Rights);
- (t) Continuous Improvement Unit
- (u) Trainer Development Unit;
- (v) District Training Liaison;

(w) Local HR.

5. HUMAN RIGHTS/UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)/EQUALITY/CODE OF ETHICS/FREEDOM OF INFORMATION

- (1) This Policy is deemed to be Human Rights compliant and has no United Nations Convention on the Rights of the Child (UNCRC) issues.
- (2) This Policy has been screened for Section 75 considerations and complies with the PSNI Code of Ethics.
- (3) This Policy is suitable for disclosure in accordance with the Freedom of Information Act 2000 as part of the Police Service's Publication Scheme.

6. REVIEW

- (1) The owner of the Policy will review this document in 3 years time by way of consultation.
- (2) Interim reviews may also be prompted by feedback, challenge or change in legislation.
- (3) Feedback or queries relating to this Policy should be addressed to Learning Support.

SECTION 7

PROCEDURES AND GUIDANCE

All probationary sergeants will be required to successfully complete a work-based assessment portfolio before being signed out of their probationary period.

All Probationary Constables will need to provide evidence of competence in the PIP element within their PDP.

All Trainee Investigators will be required to successfully complete a work-based assessment Level 2 portfolio within one year of their appointment.

1. ROLES AND RESPONSIBILITIES

(1) (a) **The Lead Internal Verifier**

The Lead Internal Verifier will seek to establish a consistent approach to the verification of work-based assessments for:

- (i) Newly promoted sergeants;
- (ii) The PIP element of the probationary constables PDP;
- (iii) Trainee investigators Level 2 portfolio.

(b) **The Lead Internal Verifier will:**

- (i) Co-ordinate and manage the Internal Verifiers centrally:
 - (aa) Ensuring records retained regarding attendance at central verification days;
 - (bb) Ensure the nominated pool is rotated, identifying participants;
 - (cc) Providing advice and guidance on the day;
 - (dd) Identify additional training requirements.
- (ii) To raise any concerns regarding the consistency of the assessment, via the local head of HR and/or to the Countersigning Officer to deal with as appropriate.
- (iii) To provide feedback on the IV process to PIP lead/co-ordinator when required.
- (iv) Ensure that there is a clear sampling strategy for IV.
- (v) Officers whose performance as Internal Verifier is deemed to be unsatisfactory may be removed from the scheme, at any time by the Lead Internal Verifier.
- (vi) The Police College, Human Resources, will manage the Lead Internal Verifier role. Where appropriate the Lead IV may call on individuals with relevant knowledge and expertise to support the Lead IV function ie in the event of an appeal or training.

(2) (a) **The Internal Verifier will:**

- (i) Through the IV process, will seek to establish a consistent approach to the application of work based assessment.
- (ii) When called upon, participate in 'Verification Days' for the organisation. As a minimum, Internal Verifiers will be expected to attend at least one 'verification day' per year.
- (iii) To provide ad-hoc guidance for line managers on the assessment process where applicable.
- (iv) Meet with other Internal Verifiers as required in order to share knowledge and best practice.

(b) **The Internal Verifier must:**

- (i) Have undertaken appropriate training in respect of assessment and briefing on the National Occupational Standards (NOS).
- (ii) Internal Verifiers will be responsible for keeping themselves updated with developments in work-based assessment, IV and the NOS they are verifying.
- (iii) Where possible, Internal Verifiers should be of the rank of Inspector or above.
- (iv) Due to conflict of interest that may arise, if the Internal Verifier is a PDO steps should be taken where possible to ensure they do not verify work-based assessments from their own districts.

(3) **Line Manager**

(a) As part of your role as line manager, you will assess portfolios and evidence from:

- (i) Newly promoted sergeants;
- (ii) The PIP element of the probationary constables PDP;
- (iii) Trainee investigators Level 2 portfolio.

(b) To play an active part in encouraging/facilitating the development of the officers undertaking the development programmes outlined above.

(c) To provide feedback on the evidence provided by the individual officer.

(d) Agree the probationary sergeants Annual Performance Review (APR);

(e) Monitor the probationary sergeants/constables/TI progress on completion of the work-based assessment processes.

(f) Organise, conduct and record formal reviews.

(g) Ensure that the evidence is being gathered and if applicable that action plans have been developed and followed through;

(h) Deal with any performance issues.

(i) To give due consideration to any feedback from the IV process when appropriate.

2. VERIFICATION PROCESS

- (1) The Lead Internal Verifier should ensure that sufficient sampling of work-based assessment work is undertaken by the organisation. The Internal Verifiers will meet centrally as required to review work-based assessments outlined in this Policy. Internal Verifiers must make themselves available for attendance at these 'verification days' when called upon by the Lead Internal Verifier.
- (2) The verification of work-based assessments will be by way of a dip sample. The Lead Internal Verifier will vary the sample size dependant on the number of Internal Verifiers available and evidence submitted for each verification day.
- (3) The Lead Internal Verifier will choose from where the portfolios/evidence are drawn, through assistance provided by local HR. Local HR will need to review SAP records for their area of responsibility to identify the pool of appropriate individuals, from which a dip sample will be chosen by the Lead Internal Verifier. Once requested by the Lead Internal Verifier, the local PDU/HR Unit will gather all the evidence as requested for onward transmission to central HR for the verification process.
- (4) Failure to provide the requested documentation will result in that particular district/department not being verified. Notification of this will be sent to the relevant Head of HR and District Commander/Head of Department.
- (5) Any concerns regarding the quality of the assessment will be raised by the Lead Internal Verifier, via the local Head of HR, to the Countersigning Officer, to deal with as appropriate.
- (6) The IV process **will not** assess or confirm competence for either promotions or PIP, Level 2 portfolio for trainee investigators and the PIP elements of the probationary constables PDPs Level 1, as this is the role of Line Management. IV process will not be part of the sign out/confirmation process for SDP or Probationer constable's PDP. Although not a requirement for the sign out of TI's, IV's will sign the recommendation for registration document for portfolios which have been dip sampled and where consistent application of work based assessment has been deemed to have taken place.

3. APPEALS MECHANISM

- (1) For appeals regarding the assessment process by the Line Manger of Sergeants Development Portfolio (SDP) please see Police Officers APR Service Procedure.
- (2) For appeals regarding the assessment process by line manager of probationary constables PDP PIP elements please see Policy Directive No 06/07 - Probationer Management Policy.
- (3) For appeals regarding the assessment process by the line managers for Trainee Investigators please see PIP Policy Directive. It should be noted that the role of the Lead Internal Verifier in any PIP appeal process will be to co-ordinate the process only. The senior operational manager with the PIP policy brief will remain responsible for nominating personnel for the appeals process and for adjudicating appeal decisions.

4. INTERNAL POLICY LINKS

- (1) Policy Directive No 10/09 – Management of Sick Absence;
- (2) Policy Directive No 08/08 – PSNI Performance Management and Development System Annual Performance Review (APR) (Police Officers and Police Staff);
- (3) Policy Directive No 05/08 - Police Officer Promotion Policy;
- (4) Policy Directive No 02/08 -The Professionalising Investigation Programme (PIP).