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Service Vetting

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



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1. Aim

The Police Service of Northern Ireland (PSNI) overarching policing aim is to 'Keep People Safe'. It is essential that all individuals, whatever their role, understand and contribute to the shared purpose of 'Keeping People Safe' 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 integrity of the PSNI, its assets and data from persons and organisations, both internal and external. It is our aim 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 within the police estate.

2. 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 Check (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 specifically provide a level of assurance, which 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.

3. National Security Vetting (NSV)

National Security Vetting (NSV) sits outside the police vetting process and does not incorporate some aspects of Police Vetting. Therefore an individual with National Security Vetting clearance which has not been carried out by PSNI should not automatically be entitled to view or to be entrusted with protectively marked police assets.

4. Vetting Levels

Recruit Vetting

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.

Police Vetting + CTC

Is the standard level required for all police officers, police staff and non-police personnel (NPP) and will permit unsupervised access to police premises and infrastructure. Clearance remains valid for 10 years.

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 SC.

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 particular information, a review of personal finances must be carried out - This is referred to as an *SC Enhanced Clearance (SCE)*. There is a review process available to individuals who are unsuccessful during the vetting process.

Police Vetting & Developed Vetting (DV)

To maintain the integrity of the separate National Security Vetting process:

All Police Vetting enquiries must be completed, and PV clearance granted, prior to DV.

This is the highest level of clearance and only needed for the most sensitive roles and tasks involving long term and uncontrolled access to **TOP SECRET** information. Police officers, police staff and NPP requiring to be Developed Vetted will

only have their details progressed after **Police Vetting** clearance has been granted.

Review and Appeal Process

Additional information is available on the decision making and the Review and Appeal processes.

In respect of Recruit Vetting a separate process exists and potential recruits are made aware of this as part of the recruitment process.

Everyone in the police service must:

- Maintain high ethical and professional standards;
- Act with the utmost integrity; and
- Be seen to maintain and promote such standards.

5. Transferees

All transferees will be subject to **Police Vetting + CTC** 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 are asked to enter into a Risk Management Agreement (RMA). These agreements are designed to help mitigate against the identified risk created by the individual's personal circumstances. Failure to agree to an RMA may result in an individual's vetting being discontinued/rejected or revoked.

Appendix A Contact Us

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