

POLICE SERVICE OF NORTHERN IRELAND

DISCLOSURE OF CONVICTIONS

It is suggested that the procedure should only be entered into with companies on the List of Compliant Security System Installers of Police Service of Northern Ireland or a company making a bona fide application for admittance to the List.

It is emphasised the Rehabilitation of Offenders (NI) Order 1978 applies, and “spent” convictions are not a consideration in the procedure.

The intention is to curtail those with criminal convictions having access to premises and information relating to the security of premises. The offences should therefore be relevant, including (but not limited to) offences involving violence, theft, dishonestly, serious assault, drugs and offences of indecency.

PROPOSED PROCEDURE

- (i) Police checks must not take the place of normal recruitment procedures. References should be required and taken up in the case of all new appointments, with unexplained gaps in employment being satisfactorily accounted for.
- (ii) Each applicant seeking employment where their duties will include surveying, sales, installation, maintenance, monitoring and administration of security systems (in accordance with BS7858) with a company on the Police Service’s list of Compliant Security Systems Installers, or a prospective company wishing to go on the list, will be required to complete a form. The form will be consistent with the model layout as shown at **Form A**. This will be done after selection, **but preferably before appointment**.
- (iii) Employers may wish to make a statement available to people who may be subject to a criminal records check under these arrangements, to reassure them that ex-offenders will not automatically be rejected. A model statement is offered at **Form B**.
- (iv) The police should not be asked to confirm criminal records where the person concerned has admitted a conviction, which would clearly render him or her unsuitable for employment in the surveying, sales, installation, maintenance and administration of security systems.
- (v) If a police check is considered necessary, the employer should then pass the request on to Alarms Administration, PSNI Castlereagh.
- (vi) Employers should make every effort to confirm the identity of the applicant before the police are required to process the check. Verification of identity, correct spelling of full name, current address, date of birth, and any change of name should be obtained.

- (vii) Failure to submit criminal records check forms/employee cancellations when requested (currently every 5 years) will lead to the security company being refused URNs until 28 days after the employee has been checked as suitable or the employee cancellation has been received. The security company may also be reported to their inspectorate body and/or removed from the list of compliant companies.
- (viii) Existing employees who have cases which are pending at the time of initial criminal record check and have been found suitable, but who have received a criminal conviction in the interim 5 year period, must resubmit their criminal record check forms upon receipt of their conviction.
- (ix) All applicants must give written permission for the police to instigate checks and also advise employers where they consider an applicant has not met the criteria within the terms of the policy.
- (x) Police will reply stating that the applicant has been found to have either ‘met the criteria’ or ‘has not met the criteria’. Details of convictions will not be passed onto the employer.
- (xi) The Police will write directly to the applicant if they do not meet the criteria.
- (xii) In the event of a pending prosecution where the offence is relevant, a decision on suitability may be delayed subject to the outcome of the case. In accordance with policy guidelines, if there is going to be an obvious lengthy delay due to a pending prosecution or investigation because of a relevant offence, they will be deemed not to have met the criteria.
- (xiii) Where a person wishes to appeal the decision this should be done in writing and forwarded to the Police within 15 days of receipt of letter confirming that they do not meet the criteria.
- (xiv) This procedure applies to all employees of existing companies on the compliant list and to any prospective company wishing to go on the list.
- (xv) Employers must ensure that they comply with the requirement to regularly have existing employees police checked. Police Check forms for existing employees are to be resubmitted every five years. If someone who is working for a company on the Police Compliant List is subsequently identified as having not met the criteria through his/her convictions, police may notify the relevant employer. The subject of the report will be informed. Employers must inform PSNI Alarms Administration promptly about any staff leaving their employment. Non-compliance is a breach of Police Policy.
- (xvi) In the event of a request for a police check from a foreign national who has not been in continuous residence in the United Kingdom or the Republic of Ireland for the past 5 years the application will also require an attachment of the relevant Overseas Criminal Certificate/record check (OCC); this will need a form of authentication and be translated into English by a translation service that is a member of the Institute of Translation & Interpreting Companies or the Association of Translation Companies.
- (xvii) In the event of a British Citizen, or a Republic of Ireland citizen resident in the United Kingdom or Republic of Ireland, having worked outside the UK for over a period of six continuous months in the last 5 years, they will be required to provide an overseas criminal record check.

Please fill in Appendix C – Form A and return to Alarms Administration, PSNI
Castlereagh, Form B should be retained by the applicant.

Useful Links:

www.sia.homeoffice.gov.uk

Click on – Individual Licenses>Will I Pass the Criminality Check>Overseas Criminal
Records Checks.

www.commissionerofoaths.co.uk