

PSNI Study Guides

Please find below links to the PSNI Study Guides and a list of the associated documents, Service Instructions and Service Procedures, which forms the syllabus for the upcoming promotion exams.

We have listened to your feedback on the previous process and endeavoured to put in place the suggested improvements. We have had the PSNI Study Guides reviewed by subject matter experts and reduced them by 30%. To improve accessibility, PSNI Study Guides will be placed on Box, which means that they are accessible from any device. All eligible candidates will be sent a link and password for Box along with their invitation to attend the exam.

Further detail on what steps have been taken to improve the process are attached in the 'You said, we did' document.

*** Link to 'You said, we did' document

All questions within the exam have been cross referenced to the PSNI Study Guides and associated documents, Service Instructions and Service Procedures. We would encourage you to use these materials to prepare for your exam.

Although extensive checks have been put in place, we welcome any feedback on the Study Guides and suggestions on how they could be improved. You can contact us on [REDACTED], please note this is for internal emails only and will not accept external emails.

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*** Links to Study Guides

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Documents

Police and Criminal Evidence (Northern Ireland) Order 1989 – Codes of Practice A-H (2015)

Police Service of Northern Ireland Code of Ethics (2008)

PSNI Manual of Policy, Procedure and Guidance on Conflict Management

Grievance Policy – 'Dignity at Work' – [REDACTED]

Bullying and Harassment 'Dignity at Work' – [REDACTED]

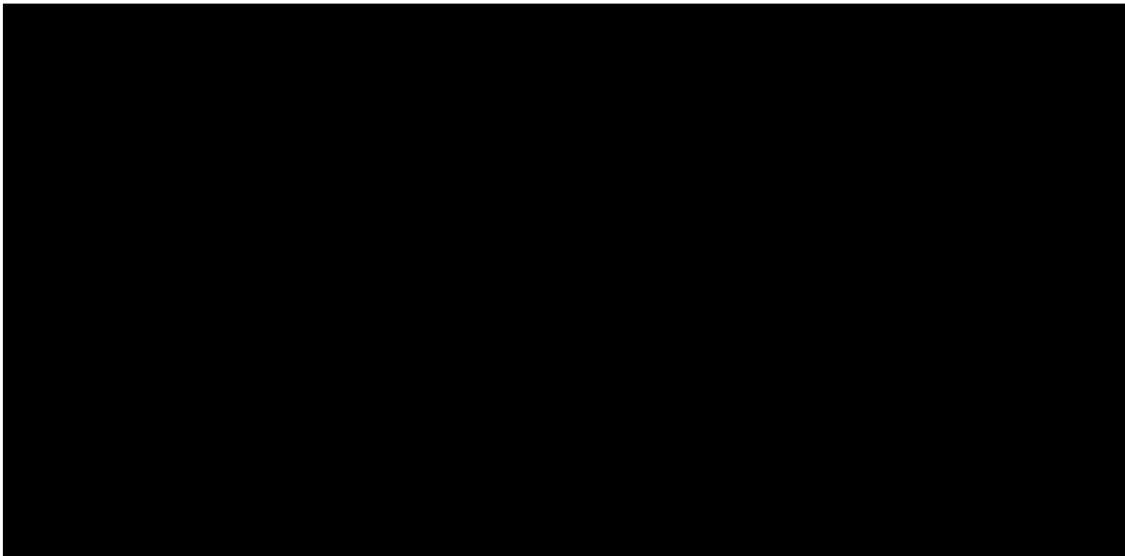
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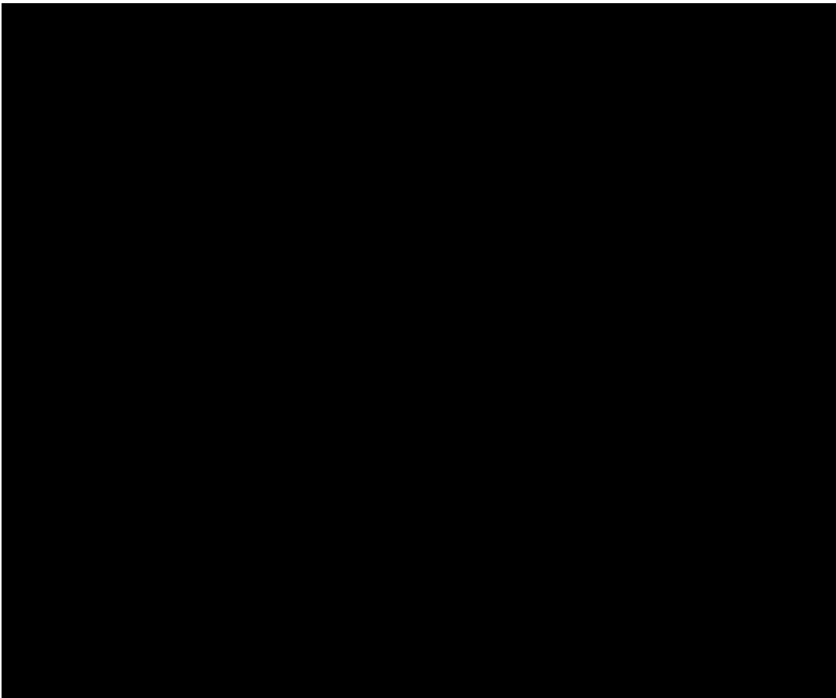
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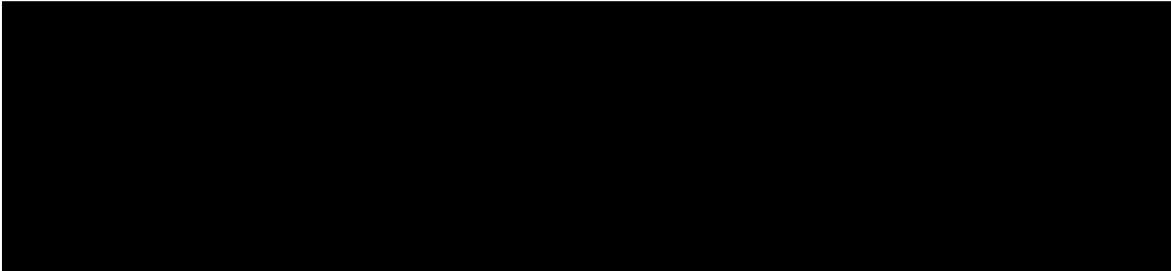
Service Instructions





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Service Procedures



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Police Service of Northern Ireland (PSNI)

Sergeants' Promotion Process (2020)

Application Form (v1.0)

Police Service of Northern Ireland (PSNI) Sergeants' Promotion Process (2020)

This application form is for those wishing to apply for the position of Sergeant within the Police Service of Northern Ireland (PSNI).

Please read the Police Service of Northern Ireland (PSNI) Sergeants' Promotion Process (2020) 'Applicant Information Pack' before completing this form.

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This Application Form should be completed electronically. Completed Application Forms must be submitted to the [REDACTED] inbox by **12:00pm Monday 23rd March 2020**. Late Application Forms will not be accepted.

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Please ensure that your Application Form is sent to your Line Manager for them to complete Sections Three and Four in sufficient time to meet the closing date deadline. It is your responsibility to ensure that Line Managers have sufficient time for them to complete these sections in advance of the deadline.

Section One: Personal and Contact Details

First Name(s):	Last name:
Title (Mr, Mrs, Miss, Ms, Dr, other):	Preferred name:
Service/Force/Agency/Organisation:	Substantive Rank:
District/Department/BCU/Unit/ Division/Directorate:	Temporary/Acting Rank (if applicable):
Current Job Title:	
Work Address:	Correspondence Address (if different):
Postcode:	Postcode:
Work Telephone:	Mobile Telephone:
Work Email Address:	
Police Service Number:	

NB. Please note that all communication will be sent via your work email address.

Do you have a disability (as defined in the Disability Discrimination (Northern Ireland) Order 2006) for which you require reasonable adjustments to the assessment process?

PLEASE STATE (YES/NO)

(If 'Yes' you will need to apply for reasonable adjustment, information about how to do this is provided below)

Notification of intention to apply for reasonable adjustment

If you are considering applying for reasonable adjustment please refer to the *Accommodations and Reasonable Adjustment Process Document* which can be found on the PoInt alongside the Application Form.

If you intend to apply for reasonable adjustment or wish to discuss it further with a member of the promotions team, please email [REDACTED] as soon as possible.

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Please note that a reasonable adjustment can only be agreed upon production of a report containing a diagnosis of your disability and recommendation of reasonable adjustment from an appropriate specialist in the area of your disability. An occupational psychologist will consider the diagnosis and recommendations within the report and following a discussion with you and where appropriate, the report's author will agree a reasonable adjustment specific to the assessment process to be undertaken.

Section Two: Applicant Declaration

By signing in the box below, I declare that the information contained in this application is correct to the best of my knowledge and belief. I understand that providing false or misleading information may be considered grounds for refusing my application.

Date:

Signature:

It is the applicant's responsibility to ensure the completed Application Form is submitted by 12:00pm on Monday 23rd March 2020. Late Application Forms will not be accepted.

Section Three: Eligibility for Promotion

This section of the application form is to be completed by the applicants' line manager.

The aim of this section is to identify and confirm eligibility for promotion to the rank of Sergeant in line with the advertised eligibility criteria. Line managers are required to review the following criteria and provide confirmation of whether or not the applicant meets these criteria.

Please consider the following questions and tick the 'Yes' or 'No' boxes as appropriate in relation to the applicant's eligibility for promotion. In completing this section you are assisting by providing information about eligibility; **completion does not amount to an endorsement of the applicant.**

1. (a) Is the applicant currently a substantive Constable who has satisfactorily completed their 2 year probationary period, been confirmed in rank and signed by the local Chief Superintendent?
Yes No (If **NO** please answer (b) below)

(b) Is the applicant due to be signed out of probation by the local Chief Superintendent before the date of the Legal Exam on 13th June 2020?
Yes No
2. Is the applicant presently absent from duty through sickness? If yes, the applicant must attach documentation from their GP confirming they are medically fit to participate in this process.
Yes No
3. Is the applicant subject to a 'live' Stage 2 Warning in relation to sickness?
Yes No
4. Is the applicant currently the subject of investigation by Professional Standards Department or the Police Ombudsman Office for Northern Ireland for alleged misconduct or criminal offences or are to be the subject of misconduct proceedings?
Yes No
5. Has the applicant received a misconduct sanction (2000 Conduct Regulations) or a misconduct outcome (2016 Conduct Regulations) other than a Caution or Management Advice during the past two years (calculating period two years prior to the closing date of this Vacancy bulletin)? 24th March 2018 – 23rd March 2020.
Yes No
6. Has the applicant achieved a rating of 'meets the standard' in their most recent IPR (PDR)?
Yes No

Section Four: Line Manager Declaration

By signing in the box below, I declare that I have taken reasonable steps to verify that the responses provided in Section Three of this Application Form are correct to the best of my knowledge and belief.

Print name:	
Date:	
Signature:	

It is the applicant's responsibility to ensure the completed Application Form is submitted by 12:00pm on Monday 23rd March 2020. Late Application Forms will not be accepted.



Police Service of Northern Ireland (PSNI)

Sergeants' Promotion Process (2020)

Applicant Information and Guidance

Police Service of Northern Ireland (PSNI) Sergeants' Promotion Process (2020)

This information pack has been developed for officers who have applied for the position of Sergeant within the Police Service of Northern Ireland (PSNI) in the forthcoming promotion process.

This Pack has been designed to assist you in understanding what the promotion process will involve and help you to perform at your best.

Section One: Criteria

The criteria on which the promotion process is based is the Competency and Values Framework for Policing (CVF). A copy of this document is accessible via the College of Policing website or the internal PSNI intranet:

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You are encouraged to become familiar with the content of this document and the values and competencies it describes. When reading the CVF document you will notice that for both the competencies and values it provides both a written 'narrative' and a number of 'behavioural descriptors'.

The written narrative outlines what the competency area or value is intended to cover and the behavioural descriptors provide some specific examples of this (across 3 levels). Please ensure that you consider **both elements** when developing your understanding of the framework.

Each competency is split into three levels which can be matched to different broad levels (Level 1 – Practitioner / Level 2 - Supervisor/Middle Manager / Level 3 - Senior Manager/Executive). The levels are designed to be cumulative, so those working at higher levels should also demonstrate each preceding level's behaviours. For clarity the Professional profile sets the CVF levels for the rank of Sergeant at **Level 2 (Supervisor/Middle Manager)**.

To help your preparation, candidates are advised to become familiar with both the narrative and behavioural descriptor elements of the competency and values framework and develop an understanding of what each competency and value means to you as an officer within the PSNI. This will help you to articulate how you demonstrate these areas within the assessment stage of this process.

Section Two: Overview of the promotion process

Following eligibility checks, the promotion process will involve two main stages;

Stage 1: Legal Examination

Stage 2: Structured interview using the Competency and Values Framework

Reasonable Adjustments and Accommodations

If you are considering applying for a reasonable adjustment, please refer to pages 6-7 in this document and also the *Accommodations and Reasonable Adjustment Process Document* which can be found on the Police Service of Northern Ireland Website alongside the Application and Eligibility Form.

Section Three: Legal Examination – Stage One

The Stage One Legal Examination is a single **100** Multiple Choice Question (MCQ) examination of two and a half hours duration. **Please note that candidates who were successful in the exam in the 2018/19 Promotion Process will have to re-sit the exam as there is no provision for carry over.** The examination will test candidate's knowledge and application of the law, evidence and procedure relevant to the rank of Sergeant in the PSNI. All examination questions are cross referenced to the PSNI study guide and Pace Codes of Practice.

The Stage One Legal Examination will be held on **Saturday 13th June 2020** and is anticipated to take place at several locations throughout Northern Ireland. *There are no alternative dates for the Legal Examination.*

Candidates should NOT wear their uniforms to the examination. Candidates are advised to wear layers of clothing to take into account the temperature of the examination facilities.

Marking of the Examination

Once candidates have left the examination site on the day of the Stage One Legal Examination, all the question booklets and answer sheets are collected and returned to PSNI College.

An Optical Mark Reader is used to mark the answer sheets. This is a very sensitive machine which will stop the marking process if a mark is too faint or more than one answer is marked for each question. Subsequently, in this event, the answer sheet is checked by hand to ensure that the correct information is inputted. Therefore, the total examination score is true and accurate.

The scoring of the examination follows a standardised procedure for each examination and is carried out by the PSNI College.

Following the examination marking process, the examination Debrief Panel will consider any issues which may have arisen through the administration of the examination. Once the Debrief Panel has endorsed the examination, candidate results will be released.

For the Stage One Legal Examination, there is no negative marking (i.e. subtracting points for incorrect answers) and there is no weighting of scores (i.e. no scores for particular questions being deemed 'more important' than others).

The top performing candidates will progress to interview stage and the number to be progressed will be subject to due governance via the Strategic Promotion and Examination Board. This will be set and communicated to those who have applied prior to the date of the Stage One exam.

The number to be progressed will be based upon:

- Projected organisational vacancies in the rank of Sergeant
- Ensuring that a sufficient number of officers progress to the interview stage to meet the projected organisational need

In the event there are tied scores at the agreed limit to progress, the overall number to be progressed will be flexed, therefore ensuring no candidates in this position are disadvantaged.

The Legal Exam Study Guides have been uploaded onto Point .

Examination Rules

1. Candidates should arrive at the examination room no later than 30 minutes prior to the start of the examination. Candidates must be seated at their allocated desk in the examination room no later than 15 minutes prior to the start of the examination.
2. The doors to the examination room will close 15 minutes prior to the start of the examination in readiness for the briefing and distribution of questions booklets. Candidates who arrive after the doors to the examination room have closed will not be admitted into the examination under any circumstance.
3. Any candidate who enters the examination after being refused permission to do so will not receive a question booklet and will be reported to the Professional Standards Department.

4. There is no provision for appeal against being refused entry due to extenuating circumstances. It is the candidate's responsibility to arrive at the examination room 30 minutes prior to the start of the examination.
5. On entering the examination room candidates will be seated alphabetically by surname. Candidates must occupy the place assigned to them by the invigilator.
6. Strict silence must be maintained throughout the examination. Candidates must not communicate with others during the examination.
7. If candidates wish to seek the attention of an invigilator they should do so by raising their hand.
8. Throughout the examination candidates will be able to take visits to the lavatory. However, candidates must not permanently leave the examination room during the first or last 30 minutes of the examination.
9. Candidates must not leave the examination room during the examination unless accompanied by an invigilator.
10. Candidates must not remove the questions booklet, or any part thereof, the answer sheet or the examination notice from the examination room. These items must be left in the examination room upon leaving.
11. Candidates must not gain or attempt to gain any unfair advantage during the examination. Candidates must not obtain or attempt to obtain assistance from another candidate.
12. Candidates must not introduce into the examination any unauthorised book, manuscript or other material, or use any electronic copying or audio/recording equipment during the examination.
13. To avoid any misunderstanding candidates are required to leave all books, notes, and other relevant material at the front/back of the examination room before the start of the examination.
14. All alarmed wristwatches, pagers and mobile phones must be switched off and placed at the front/back of the examination room.
15. Candidates may not use iPods or MP3 players or Smartwatches during the examination. Any candidate seen to be wearing these devices will be asked to remove them by an invigilator.
16. Candidates found to be in breach of the examination rules will be reported to Professional Standards Department. Their results may also be nullified notwithstanding any disqualification decision by the PSNI.

17. Candidates who are absent from the examination will be reported to the PSNI on the day of the examination. This is to ensure that absentees are identified to the PSNI on the day of the examination, thus fulfilling a duty of care to the candidates.

18. Candidates must bring their examination notice and warrant card to the examination.

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19. Candidates who wish to withdraw from the examination should email [REDACTED] as soon as the decision to withdraw from the process has been made. Candidates must copy in their line manager for their information.

20. Candidates who are suspended from duty will have to be escorted to and from the site by officers of at least the rank of Inspector. Candidates must also be in possession of their driving licence in order to attend.

Disabilities

21. Candidates who can demonstrate that they have any form of disability may apply for reasonable adjustments. This includes candidates with a Specific Learning Difficulty (SpLD) such as dyslexia.

22. Candidates are advised to notify HR in the first instance of the disability and their intention to request reasonable adjustment. The candidate should provide a report containing a diagnosis of their disability and recommendations for reasonable adjustments from an appropriate specialist in the area of their disability. The candidate may wish to discuss options with their Occupational Health department prior to sourcing a specialist. In making their recommendations, the specialist should have a clear understanding of the format of assessment the candidate will be undertaking.

23. It should be noted that the assessment should have been completed since the candidate reached the age of 16 years. For SpLD Reports, the specialist completing the report would normally be a Chartered Occupational Psychologist, a Chartered Educational Psychologist or a specialist teacher with a Practising Certificate in SpLD Assessment.

24. Further details on the requirements of reasonable adjustment reports can be found in the relevant Reasonable Adjustment Policy, available on the Point intranet. Candidates should refer to this document before obtaining a report.

25. The report must be submitted to HR, no later than the closing date for reasonable adjustments, which is **12 noon on Monday 23rd March 2020**.

26. Applications for reasonable adjustments received after the notified closing date will not be accepted unless extenuating circumstances can be proved in writing.

27. The PSNI Occupational Psychologist will then consider the diagnosis and recommendations within the report. Where a candidate has a disability, and this is evidenced by their report, the Psychologist will confirm what would constitute

reasonable adjustment for the specified assessment process. Candidates will be advised in good time, prior to their attendance, of any adjustment which is being offered.

28. Any adjustments offered will be applicable to the examination applied for only and may not be transferable to other examinations or assessments, which a candidate may go on to take in the future. It is recognised that to fully and effectively meet the needs of candidates with disabilities it is necessary to consider their disability in the context of the examination they are due to undertake. Therefore, to ensure the appropriate reasonable adjustment is provided according to the specific requirements of different examinations and assessments it would not be appropriate to assume adjustments previously agreed for another purpose automatically apply. For this reason, candidates are required to apply for reasonable adjustment for each individual examination or assessment undertaken.
29. The candidate is required to provide written confirmation to HR of their acceptance of the reasonable adjustment offered prior to undertaking the examination process. The reasonable adjustment will then be arranged and provided during the candidate's examination.
30. Candidates who believe they may be eligible for adjustments in the examination are encouraged to act early to ensure the above requirements and deadlines are met. Obtaining an appropriate specialist report can take some time, and it is the candidate's responsibility to plan ahead to ensure that the closing date for reasonable adjustment applications is met.

Pregnant Officers

31. An officer may, if they so wish, attend the examination if it falls within a period of pregnancy. It may be possible to provide 'reasonable facilities' to assist with an officer's attendance at the examination whilst pregnant, however, any application for reasonable facilities should be made no later than the closing date for application. Reasonable facilities may include provisions such as candidates requesting to sit in a specific area of the examination hall, or provisions with regards to individual personal requirements of officers.

Results

32. The Debrief Panel will consider the administration of the examination following the delivery and prior to the results being issued. The Debrief Panel consist of the Chief Moderator, SPEB Strategic Lead, and an HR representative.
33. Before issuing results, the Debrief Panel will:

- Consider the impact of any unscheduled events which occurred during the administration of the examination,
- Inform any candidate who is suspected of irregular behaviour that their result will be withheld until the Panel has considered the circumstances,
- Ratify the results prior to their release
- A list of results and individual results notifications will be sent to HR for onward distribution to candidates by email.

Disqualification procedure

34. Any candidate found to be in breach of the rules will be liable to disqualification.
35. If a candidate's behaviour reduces the reliability of their examination OR assessment scores, their result may be nullified by the marker notwithstanding any disqualification decision.
36. Any disqualification issues will be referred to the Debrief Panel in the first instance. The Debrief Panel may then escalate the issue to the Reports and Disqualifications Panel.
37. In cases of irregularity and misbehaviour the panel can:
 - fail the candidate
 - disqualify the candidate from the current process
 - refer the candidate to their Chief Officer

Professional Conduct

Candidates are expected to conduct themselves in a professional manner throughout the promotion process. Any integrity issues will be reported to Professional Standards for further action

Appeal - Legal Examination - Stage One

Candidates have **7 days**, from the date of the Legal Examination, to submit an appeal; however, candidates must notify their intention to appeal **within 2 days** of their assessment by email to: [REDACTED]

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An examination appeal may only be made where there is clear supporting evidence to demonstrate;

Procedural irregularity in exam content, or with the delivery of the exam.

An appeal cannot be made against an exam score. All exam papers are marked by an optical mark reader, therefore the scores are true and accurate. An appeal cannot be made to consider individual circumstances or events.

Section Four: Competency Based Interview – Stage Two

The guidance and advice provided under this selection relates to the interview assessment stage of the PSNI Sergeants' Promotion Process (2020).

It is anticipated that the interview will be conducted by a Chief Inspector an Inspector and a Staff Officer grade.

The Interview will consist of questions based on the Competency and Values Framework. You will be asked a combination of past behavioural and future focused questions designed to test your experience against the demands and expectations of the Sergeant rank. The panel will ask you probing questions to help assess the breadth and depth of your thinking and experience and will manage the timing of the interview.

The competencies/values to be assessed are subject to confirmation and will be communicated in due course.

Assessment Stage

The assessors will observe candidates' performance and make a record of what they said; they then classify this evidence against the competency and value related criteria. Once assessors have done this they evaluate candidates' performance in each competency and value.

Candidates must meet the requisite standard to be successful in the promotion process. The scoring matrix, requisite standard and overall score is subject to confirmation and will be communicated in due course.

Feedback will be available when the process has concluded, and all candidates have received their scores. The feedback is designed to assist you in understanding your personal strengths and areas for development regardless of whether you are successful or not.

Logistics

It is *anticipated* that interviews will be held during September into October 2020. Further details will be issued in due course.

Appeal - Interview – Stage Two

s.F31 Candidates have **7 days**, from the date of the assessment process, to submit an appeal;
s.F31(1) however, candidates must notify their intention to appeal **within 2 days** of their assessment
s.F31(1)(a) by email to: [REDACTED]

s.F31(1)(b) The grounds for appeal are as follows:

Unfair Treatment - where a candidate believes they have been treated unfairly

Procedural flaw - where a candidate believes the correct procedure has not been followed, such as flawed assessment material and/or the execution of the process.

Applicants cannot appeal on the grounds that they disagree with the Assessor Panel outcome.

Requests for appeal submitted after results are communicated will not be considered.

s.F31 Appeals are to be submitted in the first instance, with **supporting evidence** to:
s.F31(1) [REDACTED] inbox.
s.F31(1)(a)

s.F31(1)(b) The designated appeals panel decision is final and there is no further right of appeal.

Performing at your best

The tips and guidance outlined below are provided to help you perform at your best.

- Be yourself – don't try to act in the way you think assessors will want you to be. Focus on what 'you' would do in the scenarios/questions presented.
- Remember this is about 'potential' for the Sergeant rank – so think about the demands and expectations of someone operating at that level.
- Take your time when responding to questions – it can feel pressurised in the assessment context so feel confident to take a moment or two before responding.
- Focus on actually demonstrating the competencies and values from the framework – don't just repeat the definitions.
- Be flexible – you will need to adapt if the exercise is not as you expected.

Rating Scale

1	Significant weakness in this criterion
2	Some areas of weakness in this criterion
3	Generally acceptable – occasional shortcomings in evidence
4	Acceptable performance – the standard expected to meet this criterion
5	Exceeds the requirement of the criterion
6	Markedly exceeds the requirement of the criterion
7	Demonstrates an exceptionally strong level of skills in this area