



Special Constabulary – Re-joiner, Transferees and Former Police Officer Procedural Guidance

ASC Procedure Owner: Director of People and Organisational Development

Department: People and Organisational Development

1. Introduction

- 1.1 Re-joiners are defined as Special Constables who have resigned from a police force and are seeking to return either to their previous force or another in England and Wales after a break in service of less than five years (subject to 1.4 below).
- 1.2 For the purposes of this guidance, former Police Officers who have resigned or retired from the police service but wish to volunteer as a Special Constable are also considered to be re-joiners. They must have successfully completed a probationary period and deemed suitable for independent patrol. If the probationary period was not successfully completed then individuals will not be processed as a re-joiner and applicants will need to complete the full specials recruitment process relevant at the time of application.
- 1.3 Transferees are Special Constables who wish to transfer from one force to another without a break in service.
- 1.4 Applicants who are seeking to re-join the special constabulary after a break of five years' service will be required to complete the full special's recruitment process relevant at the time of application. In exceptional circumstances this period can be extended at the discretion of the Chief Constable.
- 1.5 The eligibility process for residency for any re-joiner/transferee is a minimum of 3 years in the UK prior to application and the applicant must be resident in the UK at the time of application.

2. Process

- 2.1 All individuals seeking to re-join or transfer must successfully complete the following stages of the recruitment process:
 - 2.1.1 Application form – via the Oleo candidate portal and the relevant eligibility criteria met.

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2.1.2 Interviews will be arranged as and when they are required. Reasons for applying will be discussed during interview. A member of the Special Constabulary or the Specials Coordinator will form part of the interview panel.

2.1.3 Previous service records will be requested and may be discussed at interview. As part of the selection process a member of the learning department may conduct a learning needs analysis with the individual.

Transferees only - As part of the transferee process the following copies will be requested from the current force:

- HR information
- Confirmation of service dates
- In-service report
- Sickness history
- Business interests report
- Training history

- Complaint and misconduct history
- CCU intelligence

2.1.4 Individuals will then need to complete all other recruitment processes:

- Vetting
- Professional Standards check
- Physical
- Medical
- Drugs Testing
- Biometric Vetting

2.2 Once all recruitment checks are complete and satisfied, a suitable course start date and training programme will be confirmed. Training needs will be assessed on a case by case basis and in most cases it is unlikely that the full initial learning programme will be necessary.

3. Attestation

3.1 All re-joiners and transferees must be attested as a Special Constable and issued with a new collar number. Transferees must resign from their previous force before joining Avon and Somerset Constabulary.

4. Postings

4.1 Individuals will be posted based on previous skills and experience and home location to reduce commuting distance for an individual. Where possible those requesting a specific posting will be allocated that patrol base in the absence of any reasonable reason why that posting is not appropriate. The rationale behind this is to ensure that

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individuals giving up their own time are given every opportunity to remain with the constabulary with minimal disruption. This will hopefully maximise the time they are able to offer the role and will reflect the value we place on their support.

5. General

- 5.1 It is important that each application to join the police service as a Special Constable is considered on its individual merits, weighing up the respective benefits and drawbacks involved. Ultimately the decision on whether to appoint an individual to the Special Constabulary will be for the Chief Officer.
- 5.2 It should be borne in mind that Special Constables are a support to regular police officers and as such are not a replacement for a regular police officer.

6. Related Documentation e.g. APP and national guidance, other legislation

Circular 02/2012 – Fast-tracking former police officers into the Special Constabulary

| Procedure Information | Reviewed by: (Name, Area/Dept) | Date: |
|---|--------------------------------|-------|
| Reviewed against APP/Other National Guidance: | | |
| Reviewed against related ASC Procedures, Forms: | | |
| Reviewed for Code of Ethics Compliance: | | |
| Approved Equality Analysis: | | |
| Approved for Environmental Impact: | | |
| Approved for publication on internet: | | |
| Approved by CIM (Data protection and records management): | | |
| Approved by Legal Services: | | |
| Approved by Fed/Unison | | |
| Procedure Start Date | | |

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