

WARWICKSHIRE POLICE AUTHORITY

VETTING POLICY

1. INTRODUCTION

Warwickshire Police Authority is conscious that it is provided with strategic and operationally sensitive information which impacts on the resource decisions of the Police Force. In addition, for the Authority to effectively discharge its scrutiny functions, it must be in a position to understand and, where appropriate, to challenge the Force. As part of this and the Authority's duty to secure effective and efficient policing for the County, the Warwickshire Police Authority recognises it has a public interest duty to ensure the security of police and government assets and information which, if disclosed, could further criminal activities.

The principles set out below are compatible with the Force's Non Police Personnel Vetting Procedure (NPPV).

2. APPLICATION

This policy in conjunction with the Authority's Management of Information Policy, will apply from June 2010.

3. PURPOSE

3.1 The purpose of NPPV is to provide a means of ensuring that any persons other than police officers, police staff, including PCSO'S and members of the Special Constabulary, having physical or remote access to police premises, information, intelligence, financial or operational assets, have been assessed as to their reliability and integrity and thus suitability for clearance. The procedure serves to reduce the risks of unauthorized disclosure or loss of sensitive police assets.

4. PROCESS

4.1 Two levels of clearance will be applied within the Authority – NPPV2 and NPPV3.

4.2 NPPV relies on the provision of personal information and, where relevant, financial details, and written information for the appropriate checks and associated enquiries to be carried out. The purpose of financial checks is to assess whether applicants are, or have been, in serious financial difficulty or show signs of financial irresponsibility to the extent they could become vulnerable to financial inducements.

5. NPPV2

5.1 All members of the Authority, its employees (including agency staff) and custody visitors, should be cleared to this level prior to confirmation of their appointment.

- 5.2 This level is required for individuals who may have frequent and regular unsupervised access to police premises and/or access to police information, and/or hard copy material or protectively marked material, either on police premises or by remote access. NPPV2, supported by authentication, allows regular access to protectively marked assets up to CONFIDENTIAL.
- 5.3 Checks will be made on the individual and his/her partner.
- 5.4 The type of checks carried out will be PNC, intelligence, financial and non conviction data base. Information contained in any questionnaires will be regarded as confidential and not disclosed other than for the purpose of the vetting process.
- 5.5 The length of clearance is 3 years.

6. NPPV3

- 6.1 This level of clearance will apply to selective Members of the Authority, or its Staff, who may require long term, frequent and uncontrolled access to SECRET, or occasionally TOP SECRET assets. NPPV3, supported by an SC, allows long-term frequent and un-controlled access to SECRET Government assets.
- 6.2 Checks will be made on the individual and partner plus children over 10, parents, brothers and sisters.
- 6.3 The type of checks carried out will be as per NPPV2 plus an SC.
- 6.4 The length of clearance is 5 years.
- 6.5 The list of the roles appropriate for NPPV3, subject to annual review by the Chief Executive in consultation with the Chief Constable is:
- The Chair
 - Vice Chair(s)
 - Lead, Resources Governance Stream
 - Deputy Lead, Protective Services
 - Lead Annual Plan
 - Chief Executive of the Authority
 - Deputy Chief Executive of the Authority
 - Lead for Professional Standards
 - Policy Officer for Protective Services

7. NOTIFICATION

All persons subject to vetting requirements will be notified that vetting clearance has been granted.

8. APPEAL

It is best practice that an appeal procedure should be available to an individual who has been refused the relevant level of clearance. There is no right to a personal hearing.

- 8.1 Requests for a review should be made in writing within 28 days of receiving notification of the decision not to grant clearance. The review will be conducted by the Warwickshire Police Vetting Appeals Panel, on which the Police Authority is represented. The Panel will view the case file together with any additional information provided by the applicant within 28 days of receipt of the letter and will communicate the review decision in writing as soon as practicable following the decision. Any decision made will be final.

June 2010