

GUIDANCE NOTES

EXPERIENCED POLICE OFFICERS – TRANSFERRING

INTRODUCTION

These guidance notes are designed to help you through the application and selection process for a role as a Metropolitan police officer. In addition to the information and advice provided here, we are committed to doing all we can to support you in your application.

Specifically, we endeavour:

- To give 24-hour access to the information on our website www.metpolicecareers.co.uk
- To respond to any question you submit via our website within two working days
- To respond to written enquiries within 10 working days of receipt
- To aim to answer 80% of all calls to Police Transferee Recruitment within five rings

BEFORE YOU APPLY

When transferring to the Metropolitan Police Service (MPS), you must have completed your probationary period with a police force based in the United Kingdom.

Please make sure when submitting your application that you also provide your confirmation of probation completion if you have 3 years or less service. To avoid delays we also require you to submit the following documents: photos of your tattoos (if applicable), a copy of your last 3 years sickness record and a copy of your current fully completed Performance Development Review (PDR) or a copy of your PDP/SOLAP/LDR review.

You cannot apply for a level transfer from the Royal Military Police or a police force outside the UK.

If you are applying as a transferee to the MPS, you should not resign from your current force until you have completed all aspects of the selection process and received written confirmation of a start date and posting. Your resignation should be effective from midnight preceding your date for joining the MPS. This will ensure that there is no break in service, and that your rights are continued.

If you require this publication in an alternative format, please call 0845 727 2212.

For more information, please visit www.metpolicecareers.co.uk/transfers

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SPECIALIST ROLES

To transfer to or rejoin the MPS in a specialist role, you will need to evidence your qualifications and experience and complete the appropriate selection/assessment process. For certain positions, you may be vetted at a higher level for security reasons. There are currently no specialist vacancies being advertised on the Met Careers website.

Detective skills

The National Detective Foundation course is recognised by the MPS. You must be PIP Level 2 accredited (Professional Investigation Programme (PIP) Level 2 - Serious and Complex Investigations).

Driving skills

You will normally transfer as a basic driver. All drivers will be check tested on entry to the MPS, while advanced drivers must pass a half-day MPS test.

Firearm skills

You must complete a two-day assessment before any firearms qualification is recognised. Armed Response Vehicle status can only be achieved after completing a five-week MPS course.

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THE APPLICATION & SELECTION PROCESS

Stage 1: Complete the application form

You should have received this form as part of your application pack, or downloaded it from the website.

Please make sure when submitting your application form that you also provide your confirmation of probation completion if you have 3 years or less service. To avoid delays we also require you to submit the following documents: photos of your tattoos (if applicable), a copy of your last 3 years sickness record and a copy of your current fully completed Performance Development Review (PDR) or a copy of your PDP/SOLAP/LDR review.

Stage 2: Selection centre

Selection process

- Following submission of a completed application form along with all relevant documentation listed in the guidance notes all candidates will be invited to attend an assessment day between 28th November 2011 and 13th December 2011 inclusive which will consist of an interview, a standard medical test as well as undertaking fitness testing. Minimum standards must be achieved for your application to proceed. (There will be no other alternative dates available outside of these dates).

The interview is based on the Metropolitan Police Framework and will incorporate MPS values. The fitness test will comprise an endurance test and a dynamic strength test. See page 5 of these notes for more information about the JRFT.

We'll confirm full details of this selection process on receipt of your completed application form.

All transferees must be vetted to a minimum of CTC level by the MPS regardless of their current clearance or position.

- A posting preference form will be forwarded to you prior to your assessment day, when handing in your posting preference form on your selection day, please ensure that you have fully researched your chosen location from the vacancies stated i.e. shift patterns, station locations, travel access etc. You will also be required to bring 2 passport photos, photo ID (original and colour copy) and a full version birth certificate (original and colour copy) with you when you attend your assessment day.

Stage 3: Offer

If successful we will inform you within 10 working days of your selection day, together with details of what happens next. Your appointment to the MPS will be subject to security vetting procedures and a review of previous service for performance, conduct and attendance. A final offer of employment will only be made once all of our checks have been satisfactorily completed. Once we receive all the required information you will be contacted to confirm your posting and start date. If you are subsequently successful, you would be expected to join an intake in March 2012 (there may be limited opportunities up to June 2012, however it is too soon to confirm this position). Applicants MUST be aware that upon appointment they will be expected to serve for 2 years at their identified posting.

At some point during the selection process you may be required to undertake a Substance Misuse Test.

Stage 4: Induction

All transferees are required to attend an induction day and undertake any relevant training courses at Hendon Training School before they take up their posting.

Should you have any queries during your selection process, we suggest that you contact Jan Taylor, Recruitment Manager via email at Jan.Taylor2@met.police.uk or Mel Richardson, Senior Recruitment Manager via email at Mel.J.Richardson@met.police.uk

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JOB RELATED FITNESS TEST

As you will be aware, policing requires you to handle a variety of situations involving physically challenging tasks, calling for a certain level of endurance and strength. The Job Related Fitness Test (JRFT) is designed to assess these aspects of your fitness.

Dynamic strength

Your dynamic strength represents your ability to exert muscular force continuously over time, to perform tasks such as lifting, carrying, pushing and pulling, without suffering the onset of early fatigue. The JRFT uses a device called a Dyno machine to test your dynamic strength. You will be required to push 34kgs and pull 35kgs.

After carefully positioning you on the Dyno, an assessor will ask you to perform three gentle seated chest pushes as a warm-up. They will then ask you to push five times using maximum effort, with only three seconds of recovery time between each effort.

Once you have completed this pushing exercise, the assessor will position you at the opposite end with your chest pushed against the padding. As with the pushing test, after three gentle warm-ups you will be asked to perform five pulls at maximum effort.

Endurance

Your level of endurance is your ability to continue physically exerting yourself over time – i.e. how long you can 'keep going'. The JRFT tests your endurance by requiring you to reach level 5.4, which relates to 4 shuttles at level 5. This involves continuous running for approximately 3 minutes and 30 seconds to and fro along a 15-metre track in time with a series of bleeps.

The timing between bleeps is slow at first, but becomes gradually progressively faster as the test goes on, requiring you to increase your work rate and speed. The test will end when you can no longer keep up with the bleeps.

You do not have to be an Olympic athlete to successfully complete the JRFT! We are interested only in whether you meet the minimum standard of fitness required to operate effectively as a police officer. If you prepare yourself properly, there is no reason for you to fail. Please be aware that for certain specialist roles i.e. firearms, you may be required to achieve a higher level of the medical and fitness test.

However, even if you don't pass at your first attempt, you will be allowed to re-take within an agreed time span. If you fail after three attempts your application will be unsuccessful and you will not be eligible to re-apply for six months.

You can find out more about the JRFT, including what you can do to prepare, by visiting www.metpolicecareers.co.uk/transfers.

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WHAT WE’LL GIVE IN RETURN

Pay

All MPS officers currently receive London weighting and London allowance on top of national police pay scales. Your pay will be reflective of your current length of police service.

Experienced officers transferring into the MPS may also qualify to receive a rent or housing allowance, if they are already entitled to it.

Flexible working

The MPS offers a number of flexible working opportunities, balancing the needs of the individual with those of the service. Requests for flexible working will be dealt with on an individual basis.

Pensions

If you are transferring from another Home Office force to the MPS, you will remain in the old police pension scheme and continue to pay your current contribution rate of 11.1%. If, however, you opted out of the old police pension scheme then you will join the MPS on the new pension scheme with contributions of 9.5%.

Property Zone

Property Zone is a service offered by Property Services Directorate and offers police officers support and advice on:

- Residential accommodation and section houses
- Information on “Key Homebuyer” schemes
- Liaison with housing associations
- Information on letting agencies
- Information regarding the mortgage market and other London housing issues

If you have a housing issue they may be able to help. For further information please email the MPS Property Zone at: propertyzone@met.police.uk

Financial Services

Authorised and regulated by the Financial Services Authority, the Metropolitan Police Friendly Society offers our staff a number of financial services, including:

- Savings products
- Insurance and protection products
- Investment products

For a nominal monthly sum, you can also choose to contribute to the Police Federation Voluntary Fund, which will provide both you and your spouse/partner with life and accident assurance cover.

Discounts & subsidies

Finally, being an MPS officer will give you access to a wide range of discounts and special deals with major High Street stores, retail outlets and other organisations nationwide.

You can save money on everything from food, clothes, furniture, electrical goods and DIY products to hotels, restaurants, cinemas, theatres, flights and holidays.

Many MPS locations also have subsidised staff restaurants, serving a good choice of two and three course meals for significantly less than you’d expect to pay on the High Street.

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WHAT WE’LL GIVE IN RETURN

Healthcare

We offer a contributory private healthcare scheme to all our police officers, as well as other benefits such as free eye tests and spectacles for people who regularly use computers.

Many of the benefits the MPS offers are significantly better than those you would find in other constabularies and that is partly why we are widely regarded as an employer of choice.

Training & Development

We are committed to helping you develop your career by giving you the opportunity to attend internal and external courses, occasionally providing extra time off and funding for study towards a professional qualification.

If you have what it takes to succeed in leadership roles, you may be able to join the High Potential Development Scheme (HPDS) which will provide you with additional individually tailored support and training to help you achieve your potential.

Personal Support & Advice

We pride ourselves on being a caring employer and provide a whole range of support initiatives to help with both you and your family’s welfare. These include:

- Support for employees with caring responsibilities (e.g. flexible working arrangements)
- Occupational health and welfare counselling (from psychotherapy to financial guidance)
- Resettlement and outplacement support and services
- A subsidised convalescence home
- Holiday play schemes to help with your childcare
- A range of development and mentoring schemes
- Membership of the Police Federation and staff support associations to support and represent your needs

Sports & Social

The MPS offers all its employees, as well as their families and friends, a range of subsidised leisure and sporting activities and opportunities – including a number of clubs and societies run by COMETS, our sports and social association:

- Golfing Society
- Football Club
- Road Running Club
- MPA Sports and Social Club

In addition to COMETS, our employees can join the Metropolitan Police Athletics Association, giving you access to the full range of friendly and competitive sporting activities on offer, including sailing, rugby, football, cricket, flying, squash, darts and bowls.

You can also become a member of one of our four sports clubs in Chigwell, Essex, Hayes, Kent, East Molesey, Surrey, and Bushey, Herts. Great places to unwind, each club has a gym, bar and active social club. They also organise special events, such as children’s parties and wedding receptions, and allow you to hire the sports clubs’ facilities at greatly discounted rates.

Please visit www.metpolicecareers.co.uk for full details of the benefits we offer.

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WHAT TO DO NEXT

If you are applying to transfer, you will need to provide your current line manager, and HR contact details along with your full, precise service history, including any changes in rank (please be date specific dd/mm/yy). We will only contact your referees once you have completed and passed your interview, medical and fitness tests. Failure to provide these contact details may result in delays in your application.

Please complete the application form, along with any additional material you are required to submit as previously stated, and send via email to the address indicated on your application form by 4th November 2011.

The Commissioner reserves the right to reject any candidates whom he may consider unsuitable for the Metropolitan Police Service.

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