

# GUIDANCE NOTES

## SPECIAL CONSTABLES

### INTRODUCTION

These guidance notes are designed to help you through the application and selection process for a role in the Metropolitan Special Constabulary (MSC). 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](http://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 Special Constable Recruitment within 5 rings

### THE APPLICATION AND SELECTION PROCESS

All applicants for the MSC can expect to go through the following broad stages.

#### Stage 1: Complete the application form

You should have received this form as part of the application pack, or be completing it online. For advice on how to go about completing your form, please refer to page 6 of these notes.

#### Stage 2: Initial paper sift

Your completed form will be checked against our basic eligibility criteria e.g. age (18 to 57), nature of convictions listed, indefinite right of abode for non British/EEA applicants, incompatible occupations, length of residency in the UK, employment gaps /reasons for leaving and tattoos (nature and size). Tattoos located on the face or above the collar are not acceptable for the role of Special Constable.

If you are eligible to work for the Metropolitan Police Service (MPS), your application will move on to the next stage.

The Disability Discrimination Act covers special constables. If you have a disability, we will make adjustments where it is reasonable to do so.

#### Stage 3: Selection Centre - Day 1

If your application passes the initial paper sift, you will be invited to undertake 'Day 1' of the selection process. Taking place at our selection centre in Hendon, Day 1 involves a written test and an interview. We will send you assessment centre information, a Security Questionnaire and associated forms with your invitation, which you must complete and bring with you on the day.

#### Stage 4: Selection Centre - Day 2

If you are successful at your Day 1 selection stage, you will be invited to attend 'Day 2'. This will see you undertake a medical assessment and the Job Related Fitness Test (JRFT). The JRFT is designed to test two aspects of your fitness: dynamic strength and endurance (see page 3). We will send you a Medical History Questionnaire and associated forms with your invitation, which you must complete and bring with you on the day.

You must be physically and mentally able to perform the duties of a special constable.

We hold familiarisation Job Related Fitness Testing sessions at Hendon aimed at applicants with a below-average fitness level. Details are provided in your invitation to the Day 2 assessment.

#### Stage 5: Offer

If you successfully complete the Day 2 assessment, and we are satisfied that you pass final recruitment checks including security vetting procedures and satisfactory employment references, we will contact you to discuss your training date.

At some point during the recruitment process you may be required to undertake a Substance Misuse Test and you will also have your fingerprints taken.

**Should you have any queries during your selection process, we suggest that you contact our Recruitment Helpline on 0845 727 2212, Mon - Fri, 9am - 5pm.**

For more information, please visit [www.metpolicecareers.co.uk/specials](http://www.metpolicecareers.co.uk/specials)



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### MEDICAL ASSESSMENT

The medical assessment involves screening your Medical History Questionnaire and seeing you in person at Day 2. The purpose is to ensure that you are able to undertake this mentally and physically challenging job.

If you have a disability we will make adjustments where it is reasonable to do so. In some cases we may need further information (for example from GPs or specialists) and we will place you on 'medical hold' while this is being obtained.

At the Day 2 medical assessment you will have a hearing test, vision screen, lung function test, blood pressure check and urine test. Your height and weight will be measured to calculate your Body Mass Index (BMI).

If you are substantially overweight (BMI over 35) you will not be medically cleared. Putting this into perspective, doctors consider that a BMI greater than 26 is overweight. Candidates with a BMI between 35 - 38 with a body fat content of more than 30% for men and 36% for women will be placed on 'medical hold'. Candidates with a BMI of more than 38 with a body fat content of more than 30% for men and 36% for women are likely to be rejected, as it would take many months to meet the BMI standard.

At Day 2 you should bring contact lenses (with the case and solutions for lenses, or a spare pair of disposables) or spectacles, if they are worn. It is advised that you visit your GP beforehand to remove excessive earwax. For 48 hours before your Day 2 assessment please avoid exposure to loud noise, for example riding a motorbike on a motorway, as this can affect the results of the hearing test.

**If you have any questions about medical issues, find out more by visiting our website, emailing via the website, or contacting our Recruitment Helpline on 0845 727 2212, Mon - Fri, 9am - 5pm.**

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### JOB RELATED FITNESS TEST

As a special constable, you will be required 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 of the machine 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 and 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 special constable. If you prepare yourself properly, there is no reason for you to fail.

However, even if you don't pass at your first attempt, you will be allowed to re-take it 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 under the 'Selection Process' section of our website. This will also include what you can do to prepare.**

For more information, please visit [www.metpolicecareers.co.uk/specials](http://www.metpolicecareers.co.uk/specials)



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### WHAT WE EXPECT FROM YOU

Before applying, please double check that you meet our basic eligibility criteria, as detailed on our website.

#### Commitment

You must be willing and able to commit 200 hours a year to your role as a Special. This equates to around 16 hours a month. If your employer is a member of one of our Employer Supported Policing schemes – e.g. ShopWatch, BoroughBeat, CampusWatch and HospitalWatch – you may be able to perform some of your duties during your normal working hours. Visit [www.met.police.uk/esp](http://www.met.police.uk/esp) to find out more about these schemes.

#### Skills & personal qualities

To be a special constable, you must:

- be sufficiently literate and articulate in English to write short, accurate reports and potentially give evidence in court
- be able to cope with the unexpected
- be presentable, compassionate and tactful.

#### Financial status

It is crucial that your financial status is completely sound. Special constables have access to privileged information, which may make them vulnerable to corruption. So, it is important that you are not under any pressure from un-discharged debts or liabilities.

#### Qualifications & experience

There are no set educational qualifications to become a special constable. If you are currently in full-time education, or have recently left full-time education, we will ask for a reference from your place of study. So we will need you to enter the details of the establishment you attend or attended on your application form.

If you have ever served with HM Armed Forces, you should know that we only accept applications from individuals who possess a high standard of character assessments. We cannot accept applications from currently serving regular forces personnel.

#### Character & conduct

It goes without saying that special constables need to have very high standards of honesty and integrity. So, having a criminal record may well have a significant bearing on the results of your application. Minor offences, however, may not preclude you from becoming a Special. We will assess each case on its merits.

#### Precluded occupations

There are a number of jobs that are considered incompatible with the role of a special constable. To find out whether your current employment could prevent your application from being successful please visit our careers website for further information.

For more information, please visit [www.metpolicecareers.co.uk/specials](http://www.metpolicecareers.co.uk/specials)

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# GUIDANCE NOTES

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### WHAT WE WILL GIVE YOU IN RETURN

**Special constables are volunteer police officers and are therefore not paid. However, as a Special, you can expect to experience new and different challenges every time you go out on patrol.**

You'll enhance skills such as problem solving, negotiating, decision-making and the ability to cope under pressure. These abilities, and others, will help you as a Special, but they'll also be a great benefit to you in your daily life and full-time career.

#### **Travel benefits**

All our special constables currently benefit from free travel on London Underground, London Buses, DLR, Croydon Tramlink and selected Overground routes. This is available seven days a week, whether you are on or off duty.

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

For more information, please visit [www.metpolicecareers.co.uk/specials](http://www.metpolicecareers.co.uk/specials)

**To find out about all our benefits visit our website.**

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### COMPLETING YOUR APPLICATION

**When completing your application form, please take the time to ensure that you give us full answers to all questions.**

#### What to include

We will need to know if you have previously applied to be a special constable with the MPS and have been unsuccessful. If this is the case, please check the date when that application was rejected. You will have to wait at least six months after that date to re-apply, unless you receive written confirmation from us that you can do so earlier.

In the employment section, please list your most recent employer, and then all other employers before that for the last five years. If you were unemployed, in full or part-time education – or working or travelling abroad – you will need to indicate as such, along with the appropriate dates.

We also need you to let us know of all the addresses that you have lived at in the last five years, including college or university addresses, along with the dates you were living at each address. If you were in HM Forces for any period in the last five years, just add 'HM Forces' and relevant dates. Other requirements will become clear as you go through the form, including a declaration of previous convictions, cautions, investigations, or other incidents involving objection by authorities.

#### Location preference & selection time preference

When completing the application form, you have the opportunity to tell us, in order of preference, which areas you would prefer to work in.

Employer Supported Policing (ESP) schemes are partnerships with some London employers where you get time off for some of your duties. Patrols are then relevant to your employer or industry. Examples are ShopWatch, BoroughBeat and Pan-London ESP. If supported, you will need to indicate which scheme you wish to take part in.

#### What to do next

When you have gone through the guide and then completed the application form, please send it to the address indicated on the application form or submit it online. It is strongly recommended that you keep a copy of any completed forms you send us.

The recruitment process is thorough and could therefore prove quite lengthy. We will confirm all decisions relating to your application in writing. Until an offer of an appointment is confirmed you should not assume that your application has been successful.

The Commissioner reserves the right to reject any candidate whom he may consider unsuitable for the police service.

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