

# Ministry of Defence Police Vetting Policy

April 2014

<b>Protective Marking</b>	NPM
<b>Title</b>	MDP Vetting Policy
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<b>Author</b>	Force Protective Security Team
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## 1. Policy Statement

1.1 The Ministry of Defence Police (MDP) is committed to the maintenance of the highest levels of honesty and integrity, and to the prevention of; corrupt; dishonest; unethical or unprofessional behaviour. The purpose of the MDP Vetting Policy is to support that commitment by creating an understanding of the principles of vetting in the police community, thereby establishing uniformity in vetting procedures.

1.2 A consistent application of this vetting policy will allow police officers to operate within different forces whilst maintaining high professional standards.

1.3 Personnel Security Vetting is an important process for enhancing the integrity and security of the police community. However, it is based on a 'snapshot in time' and must form part of a wider ongoing protective security regime.

1.4 Following the HMIC report 'Raising the Standard' it is the view of both the ACPO and ACPOS Professional Standards Committees that each force should have a central Force Vetting Unit. In addition, they should appoint a Force Vetting Officer to co-ordinate and control all vetting processes within their force. To maintain an appropriate level of security and confidentiality it is recommended that Force Vetting Units be accommodated in secure offices and should be collocated with, and form part of, the Professional Standards Department. Personal vetting files should be held securely and separately from personnel files (whether manual or electronic). In all cases, direct liaison with Professional Standards Intelligence Units is recommended.

1.5 This policy identifies the minimum standards that forces should adopt to ensure a consistent approach across the Service. It will only be fully effective if it is adopted by all forces.

1.6 The MDP Vetting Policy takes cognisance of the Threat, Vulnerability and Impact Assessments highlighted in HMG Information Assurance Standards, CESG Memoranda / Good Practice Guides and other HMG Information Assurance policy / minimum standards as well as the SOCA assessment on corruption.

1.7 The vetting policy and SOP's use those factors to assist in decision making when considering granting, refusing, withdrawing or limiting security clearance at all vetting levels.

1.8 Risk is the product of the three factors – Threat x Vulnerability x Impact to individual forces and the police service as a whole.

## 2. Procedure

2.1 There are two types of vetting procedures in operation within the MDP:

- i) **Force Vetting** – Includes Recruitment Vetting (RV) and vetting for New Entrants from Other Forces (NEOF's). MDP vetting procedures must be underpinned by the completion of the NSV Authentication Operating Procedure.
- ii) **National Security Vetting (NSV)** - Includes Counter Terrorist Check (CTC), Security Check (SC), and Developed Vetting (DV). NSV Authentication must be completed prior to any level of NSV being commenced.

2.2 NSV procedures are underpinned by the HMG Baseline Personnel Security Standard (BPSS) which are supplied to the MDP by DBS NSV. However, the BPSS, on its own, is not an acceptable level of clearance for the requirements of the MDP vetting policy. It should be

noted that Authentication, when supported by Recruitment Vetting (RV) incorporates all aspects of the MDP BPSS.

2.3 Force Vetting and NSV are separate processes, designed to counter specific threats. The purpose of Force Vetting is to specifically provide a level of assurance, which NSV cannot provide, as to the integrity of individuals who have access to sensitive criminal intelligence, financial, or operational police assets or premises. The purpose of NSV is to protect sensitive government national security assets, by providing an acceptable level of assurance as to the integrity of individuals who have access to protectively marked government assets and/or who require access to persons, sites and materials, at risk of terrorist attack.

2.4 Force Vetting Units should develop a Review, Retention and Disposal schedule for vetting material. This should be developed in line with the requirements of the Management of Police Information (MOPI), the Data Protection Act (DPA) and the Security Policy Framework (SPF).

### **3. Application**

3.1 In the application of this policy and associated Standard Operating Procedures (SOP's) the MDP will not unlawfully discriminate against any persons regardless of age, disability, gender, transgender, sexual orientation, race, colour, language, religion, political, or other opinion. The MDP does not currently have Ministerial approval to make all police officer posts 'Reserved' for British Nationals. It is anticipated that in the longer term this will be addressed, in the interim all recruits to the MDP will be subject to the ten (10) year residency criteria for Developed Vetted posts and a five (5) year residency criteria for posts that require SC level security clearance.

### **4. Ownership**

4.1 This policy is owned by the MDP Standards Portfolio and managed by the Head of Standards. All decisions made by the Standards Portfolio relating to the application / introduction for specific groups of vetting must be ratified by the Chief Constable prior to implementation.

### **5. Associated Documents and Policies**

- ACPO National Vetting Policy for the Police Community
- Management of Police Information
- Security Policy Framework (SPF)
- National Police Improvement Agency (NPIA) Circular 02/2011
- Equality Impact Assessment
- Freedom of Information Assessment
- HMIC Report 'Raising the Standard
- MDP SOP 1 – Vetting Levels - relevance to GPMS (To be issued)
- MDP SOP 2 – Authentication (To be issued)
- MDP SOP 3 – Recruitment Vetting
- MDP SOP 4 – New Entrants from Other Forces
- MDP SOP 5 – Body Art & Body Modification
- MDP SOP 6 – Review Procedure
- MDP SOP 7 – Convictions & Cautions Criteria
- MDP SOP 8 – Other Forces Vetting Checks (the use of PND)