



VETTING POLICY

1. POLICY STATEMENT

- 1.1 British Transport Police (BTP) will provide structured and accountable processes for vetting of all BTP employees and those highlighted at 2.1.
- 1.2 By doing so BTP will safeguard criminal intelligence, operational and financial assets, preserve staff safety and welfare and protect the public.
- 1.3 Compliance with this policy will be the responsibility of all those within BTP who recruit/manage staff (this includes all those highlighted at 2.1) or who have responsibility to ensure that National Security Vetting guidelines are adhered to.
- 1.4 This policy is implemented through the associated Standard Operating Procedures (SOP) in relation to vetting.
- 1.5 Failure to comply with the Vetting Policy and associated SOP will result in disciplinary action being taken.

2. OVERVIEW

- 2.1 This policy applies to all BTP employees, British Transport Police Authority (BTPA), volunteers, members of other agencies and those acting as our servants or agents.
- 2.2 This policy applies in England, Wales and Scotland.
- 2.3 This policy arises as a consequence of the ACPO National Vetting Policy for the Police Community.
- 2.4 There will be two types of vetting in operation within BTP:
 - **Force Vetting** – which includes Recruitment Vetting (RV) and Management Vetting (MV)



- **National Security Vetting** – this will include Developed Vetting (DV), Security Check Vetting (SC) and Counter Terrorist Check Vetting (CTC)

2.5 This policy is directed towards enabling BTP to:

- identify those individuals who should be vetted
- identify the circumstances under which they should be vetted, and
- describe the vetting process.

3. **APPLICABLE DATE AND REVIEW**

3.1 This policy has been amended and is applicable from 22 October 2010.

3.2 This policy will be reviewed in response to any significant changes in legislation or business purpose. There will be a three-year review of this policy to ensure that BTP continues to follow best practice. This policy has been rated as high impact in terms of diversity and therefore will be reviewed for this purpose on an annual basis.

4. **OWNERSHIP**

4.1 This policy is sponsored by the Deputy Chief Constable and owned by the Head of Professional Standards.

4.2 Any questions and comments related to this policy should be directed to the Force Information Security and Vetting Manager.

5. **ASSOCIATED DOCUMENTS**

5.1 The following documents should be read in conjunction with this policy statement:

- [Recruitment Vetting Standard Operating Procedures \(Ref SOP/173/08\)](#)
- [National Security Standard Operating Procedures\(Ref SOP/068/07\)](#)
- [Management Vetting Standard Operating Procedures \(SOP/165/08\)](#)
- [Force Information Security Policy \(Policy/053/08\)](#)
- [Conviction, Caution and Financial Criteria Standard Operating Procedures Levels](#)



- [Vetting Verification Record](#)
- [Personal Information Questionnaire – Baseline](#)
- [Personal Information Questionnaire – NPPV Level 1](#)
- [Personal Information Questionnaire – NPPV Level 2](#)
- [Personal Information Questionnaire – NPPV Level 3](#)
- [Management Vetting Personal Information Questionnaire – MV1](#)