

GUIDE TO BECOMING A POLICE OFFICER



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GUIDE TO BECOMING A POLICE OFFICER

Being a police officer is one of the most personally rewarding, challenging and diverse careers available to you.

A vital role, it offers a great sense of pride from helping and protecting those within our community.

This guide aims to give you all you need to know about the role, the application process and to answer the more commonly asked questions we receive.

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1. BEING A POLICE OFFICER

From being the first on the scene, to arresting an abuser, showing empathy and sympathy and being a reassuring face, this role is thrilling, yet constantly challenging.

You work in a fast-paced, 24/7 environment where no two shifts will be the same.

You will need to be prepared for anything and be expected to act with the utmost professionalism and integrity at all times – both in and out of uniform. You could find yourself:

- Acting on emergency calls
- Investigating reported crimes
- Apprehending, arresting and interviewing suspects
- Collecting evidence at crime scenes
- Dealing with accidents and incidents
- Supporting victims and witnesses of domestic abuse
- Engaging with young people to help change perceptions of the police
- Working with emergency service colleagues from Ambulance, Fire and Rescue
- Responding to reports of anti-social behaviour
- Being a visible presence at large scale public events.

From day one, you will be a police officer and fully supported through training, which will equip you and your colleagues for every eventuality. And when it comes to going out on the beat for the first time, you will not be alone as you will have 1:1 tuition from another officer.

You will need to be prepared for anything and be expected to act with the utmost professionalism and integrity at all times – both in and out of uniform.

ENTRY ROUTES

There are three entry routes into policing:

1. Police Constable Degree Apprenticeship (PCDA)

- Three-year academic and practice based course for individuals who do not already hold a degree
- On completion, successful candidates will be awarded a **BSc (Hons) Degree in Professional Policing Practice**.

2. Degree Holder Entry Programme (DHEP)

- Two-year academic and practice based course for those who already hold a degree in any subject.
- On completion, successful candidates will be awarded a **Graduate Diploma in Professional Policing Practice**.

3. Pre-Join Degree Entry - available from 2022

- For individuals who choose a three or four year **Degree in Professional Policing Practice** at a higher education institution of their choosing, at their own cost. Some universities are also offering the pre-join as a two year consolidated course.
- More information on the Pre-join degree in Professional Policing is available on the College of Policing website
- Candidates combine academic and practice based training to develop specific skills, assessed on national assessment criteria and operational competence.



2. ELIGIBILITY

To apply for the role you will need to meet our eligibility criteria:

- 18 years or over when you start training
- Lived in the UK for a minimum of five continuous years (with full residential history in the UK), immediately prior to application
- A British citizen, EC/EEA national or a Commonwealth citizen or foreign national with no restrictions on your stay in the United Kingdom. (Foreign nationals and UK citizens who have lived abroad may have to wait some time for security and vetting clearance)
- Have a full UK manual driving licence by the time of your offer letter
- No more than six driving penalty points
- Not be a member of the British National Party or other similar organisations
- Not have tattoos which could cause offence – all tattoos are checked for appropriateness.

For the Degree Apprenticeship

- Have achieved Level 2 functional skills / GCSE in Maths and English or equivalent education (by time of appointment)
- Have achieved a standard of education to Level 3 i.e. A-Level, BTEC Diploma or equivalent.
- You may apply when you are 17 based on predicted grades, providing you will be 18 by the expected start date and have achieved the necessary qualification/s
- <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

For Degree Holders

- Hold a degree in any subject



2. ELIGIBILITY (CONTINUED)

FREQUENTLY ASKED QUESTIONS

I don't have a level 2 qualification in English and Maths, what can I do?

You can obtain this from New College Swindon, Wiltshire College (there may be a small fee) or free from online provider Go Train <https://www.go-train.co.uk/courses/>

- <https://www.swindon.ac.uk/Part-Time/Adult-English-and-or-Maths.aspx>
- <https://webapp.wiltshire.ac.uk/coursestng/Infosheet/17021> for English
- <https://webapp.wiltshire.ac.uk/coursestng/Infosheet/17025> for Maths

The Government will fund functional English and Maths for you. While you can still apply, unfortunately you will not be offered a start date until you have achieved this. Check the level of your qualification at <https://www.gov.uk/whatdifferent-qualification-levels-mean/list-of-qualification-levels>

I think I'm too old to apply?

There is no upper age limit for applying, but being a police officer is demanding both physically and mentally and you will need to be reasonably fit and in good health. We welcome all ages, as we believe a diverse workforce, reflective of the communities we serve, is the best way to be effective. No matter your age, you bring important skills and perspectives that are key tools for being a police officer.

I'm not a British Citizen, can I still apply?

You can if you are an EC/EEA national or Commonwealth citizen or foreign national with no restrictions on your stay in the United Kingdom. As we need minimum five years residential history in the UK to be able to complete background checks, foreign nationals and UK citizens who have lived abroad may have to wait some time for security and vetting clearance.

Can I apply without a driving licence?

Yes, you do not need a driving licence to apply. However, you will need to have a full UK manual driving licence for us to offer you a start date.

I have motoring offences

We assess motoring offences on an individual basis. However, if you have more than six penalty points within three years prior to the application date then you will not be eligible to apply to join Wiltshire Police as a police officer.

If I have a disability, can I still apply?

Yes. We welcome applications from people with disabilities.

If you consider yourself to have a disability, please inform us within your application form of the type of reasonable adjustments you might need to assist you in participating in the recruitment and selection process. Our Positive Action team will then contact you to discuss.

Is there a height restriction?

No, there is no minimum or maximum height restriction.

Can I apply with a formal caution on my record?

A number of crimes will mean a definite or likely rejection of your application, including anyone who has received a formal caution in the last five years, committed a violent crime or public order offence. If you are at all unsure, get in contact and ask.

Can I apply to more than one force at a time?

Yes, you can apply to more than one police force, but you can only sit one Online Assessment process at any one time.



Student Police Constable Peter Burden

Thirty one year old Peter came to the UK from the Philippines at the age of three and grew up in East Sussex. He worked in the private sector in financial services for 10 years before deciding he wanted to become a police officer.

Peter was posted to Devizes then Salisbury following completion of his initial 22 weeks training. He is grateful for the help he received from Wiltshire Police's Positive Action team. The team supported him through every step of the application process and he was hugely encouraged by the fact that they really wanted him to do well.

He also discovered during the course that he has dyslexia and had additional support, time and equipment to help him through, as well as understanding and encouragement from fellow student constables and course trainers.

Wiltshire Police promotes Positive Action, a range of measures employers can take to help people from underrepresented groups compete for jobs on equal terms with other applicants.



Student Police Constable Jemima Suffolk

Twenty three year old Jemima transferred to Wiltshire Police after five years with Avon & Somerset Police, where she was a Police Community Support Officer (PCSO). She lives in Bristol and joined the police at 18 straight from school.

Jemima decided she wanted to be a Police Officer to help people in the community and make a positive difference. She also liked the fact that the job was different every day and having lots of variety.

Jemima has been posted to Warminster to complete her initial training. She is looking forward to experiencing policing in a rural community, compared with a busy city centre like Bristol.



3. APPLICATION PROCESS

To ensure we recruit the very best, we adopt a four-stage recruitment process.

You can now apply to more than one police force at a time if you wish to, but you cannot attend more than one Online Assessment Process at any one time.

Stage 1: Application form

Stage 2: Mandatory awareness event

Stage 3: Online Assessment Process

Stage 4: Pre-employment checks: medical, vetting, biometric vetting, substance misuse testing and fitness test

YOUR QUESTIONS ANSWERED

ASSESSMENT RELATED

What is involved in the national assessment?

The Online Assessment Process is a rigorous and standardised process involving observation of a candidate's performance across a variety of exercises, to assess their potential to perform the role of a police constable effectively.

All candidates take the same exercises and are assessed on an equal basis.

The assessment will be carried out online. For more information, please see the College of Policing Assessment Process Overview or go to our Police Officer web pages and follow the link to the 2021 Candidate information page

- <https://recruit.college.police.uk/Officer/after-I-apply/Pages/Constables-Assessment-Centre.aspx>

I have attended the National Assessment Centre or Online Assessment Process before – can I apply and take it again?

If you have attended the National Assessment Centre, you can reapply after three months of attending an Online Assessment Process.

I recently passed the Online Assessment Process while applying to join another force. Can these results be used in my application to Wiltshire Police?

If you undertook the full assessment within the last 24 months and you wish to transfer your results, please email us at recruitment@wiltshire.police.uk

I previously sat the Online Assessment Process and failed. Can I apply and take it again?

Yes you can reapply three months after receiving confirmation that you failed your assessment.

Do I have to notify changes to my personal circumstances?

Yes. Please notify us of any significant changes in personal circumstances during your application.

This may include a permanent partner, new residents at your home, change of address, arrests, cautions or convictions or association with criminals. Please notify the recruitment team at recruitment@wiltshire.police.uk

I have a holiday booked in the coming months. Will this be an issue?

You receive two separate weeks leave during initial training, set to fit in with training requirements. It will not be possible to arrange leave outside of those times in the first six months. Please consider this if you are thinking of booking a holiday.

Can I defer my start date if I am successful in getting an offer letter?

We will allow a maximum of two deferrals, in exceptional circumstances only. If you go beyond that, you will need to reapply and start the whole application process again.

Can I transfer from the Armed Forces?

If you are serving in the Armed Services, please contact us via your assigned Job Coach or email our Positive Action team at PositiveAction@wiltshire.police.uk. We can offer you support through the Armed Forces Covenant.

3. APPLICATION PROCESS (CONTINUED)

MEDICAL RELATED

I have a medical condition, is it an issue?

If you have a pre-existing medical condition, you can still apply. You will need to pass the medical assessment to be eligible to join Wiltshire Police, but reasonable adjustments can be made. However, you will need a full physiological report from a medical specialist, usually a medical doctor or psychologist with expertise in the area of the impairment.

What do I need to do ahead of my medical assessment day?

You will be asked to complete a confidential medical history questionnaire and eyesight form, which will need to be signed off, by your GP and or local optician. Please obtain any specialist reports relevant to your medical history and bring them to the medical assessment day.

What happens at my medical assessment?

Our Occupational Health Team will see you prior to your fitness test to assess your suitability. Once you have successfully completed your fitness test then you will go to Occupational Health who will see you for a formal medical. The medical assessment day will include a musculoskeletal screening and check of BMI, blood pressure, pulse, eye sight, colour vision, urine, lung function, and hearing. Depending on your medical history, our Occupational Health team may request a written medical report from your medical doctor or specialist for further information.

I wear glasses/contact lenses...

As part of the recruitment process, you will be required to undergo an eye test. Please bring any contact lens equipment with you to your medical day. You will be given an eyesight form to take to your local optician for completion prior to your medical, which must have been stamped by your optician, signed and dated.

I am colour blind...

Those with colour blindness may be restricted from fulfilling certain posts, such as roads policing officer or firearms officer.

Unfortunately, if your colour blindness is monochrome you are not eligible to apply.

I have hearing issues...

Each case is assessed on an individual basis. The routine medical will include a hearing test. Please bring any documentation from your specialist to your medical.

Do I need to be a specific weight / BMI?

The Medical Standards for Police Recruits states that BMI of between 18 and 30 is ideal. A BMI outside of this range should be carefully assessed, but it should not be an automatic exclusion. The relationship between percentage body fat and BMI is different among different ethnic groups. As part of your medical, your BMI and percentage body fat will be assessed.

VETTING RELATED

What does vetting mean?

We carry out security checks on you and your:

- Spouse/partner
- Father/Stepfather/Mother's partner
- Mother/Stepmother/Father's partner
- Brothers/Sisters (full/half/step)
- Children/children of your partner (only those aged 10 years and over)
- Any other adult living at your address
- Financial circumstances
- Social media accounts.

I have a relative who has convictions...

If your friends or family members have criminal convictions, you must disclose this when asked on your vetting application. Your application will not be automatically rejected and consideration will be given on a case-by-case basis.

3. APPLICATION PROCESS (CONTINUED)

Can I still apply if I have a criminal record?

Applications will be rejected in all cases where:

- Offences were committed as an adult or juvenile which resulted in a prison sentence (including custodial, suspended or deferred sentence and sentences served at a young offenders' institution or community home) or
- The applicant is a registered sex offender or is subject to a registration requirement in respect of any other conviction.

For all other convictions or cautions, there is a rebuttable presumption that they should be rejected.

The following would result in rejection: offences where vulnerable people were targeted; offences motivated by hate or discrimination; domestic abuse offences. Although the rebuttable presumption is that these should lead to rejection, there will be cases where this may be disproportionate in the circumstances. For instance, where the offence was committed as a juvenile, it was not serious and the individual has demonstrated a commitment to help individuals or communities in the subsequent years. In these cases, vetting acceptable may be justified.

Do I have to declare if I was arrested but not charged?

Yes. You must declare if you have ever been subject to a criminal investigation whether or not this led to a prosecution. Failure to make such declarations will lead to your application being rejected.

I've been bankrupt...

You can still apply but only if it is three years after bankruptcy debts have been discharged.

How about County Court Judgments (CCJ)?

If the judgment has been discharged then you can be considered however if you have an existing judgment your application will be unsuccessful.

I have an Independent Voluntary Agreement (IVA)...

Applicants with current IVA's will be considered. However, you will be required to show that there is an IVA repayment plan in place and that you have maintained regular payments over a significant number of months.

Can I continue with my other business?

You must declare any other employment for hire or gain or any other business interests that you intend to maintain. A decision on whether it is considered that your business interests are compatible with performing the role of police officer will be made based on the information you provide during application.

Do you ask for references?

We may send reference requests to all your previous employers in the past three years. If you have not been employed for three years, we may ask for a character reference or an educational reference.

If vetting clearance is refused, can I appeal?

If vetting clearance is refused, you will be advised, although specific reasons will not normally be given to protect the confidentiality of others and the security of Wiltshire Police. You can request a review, carried out by a person independent of the vetting decision maker.

If I have already been vetted for another role, do I have to do this again?

Yes you will indeed need to be vetted again as you will now be vetted for the role of PC where as your current vetting will only be valid for the role you are currently doing.

What are the Biometrics used for?

This will be used to eliminate you from any crime scenes when you are appointed as an officer.

4. TRAINING AND PROGRESSION

Working in partnership with the University of South Wales (USW) your initial training will take place locally at either a Wiltshire Police building or remotely via online learning.

You can download a copy of the course handbook for both the **PCDA** and the **DHEP** training programmes on the University of South Wales operational policing web pages - <https://www.southwales.ac.uk/study/policeeducation-with-usw/operational-policing/>

In Wiltshire, we currently offer:

The Police Constable Degree Apprenticeship (PCDA)

A three-year apprenticeship programme with on and off the job learning. On successful completion of the course and your probation, you will be awarded a Degree in Professional Policing Practice. Please see our website for current salaries.

The Degree Holder Entry Programme (DHEP)

is for degree-holders who have attained a degree in any subject area. At the end of this two-year practice-based programme, individuals will receive a Level 6 Graduate Diploma in Professional Policing Practice.

Please see our website for current salaries. You will be employed as an officer from day one, gaining valuable experience of the role while studying towards your qualification. You will also be paid a salary while studying and will not be charged any tuition fees.

Progression

There are also many opportunities to progress through the ranks or specialise in any area of policing that interests you most – detective, firearms, public protection or the dog unit for example.

For more information about job role opportunities within forces please see the College of Policing Professional Profiles - here you will see Role Profile information which includes behaviours and skills that you will need in that role. Please note that not every role is available in every force.

If you are interested, there are promotion/ leadership and a variety of other courses you can go on once you have completed your probation, there is also E-Learning that you can participate in. Continued professional development, with protected learning time, is encouraged and facilitated throughout your career.

YOUR QUESTIONS ANSWERED

Do I need a degree to apply to be a police officer?

No, you do not need a degree. The College of Policing have reviewed the curriculum; the knowledge, skills and experience required for the role of a police officer meets the same standard as a degree (equivalent to a Level 6 qualification) which is why they have introduced the new entry routes.

I already have a Certificate in Knowledge of Policing (CKP) with an external provider. Does this make any difference?

No, however this is a Level 3 qualification and therefore contributes towards our qualification criteria.

With the new entry routes, do I need to pay for the degree?

No. We will pay for your degree and you will

earn while you learn. All we ask is that you complete your probationary period, three years for the PCDA and two years for the DHEP.

Will I be expected to go to University?

No. All training will be delivered locally by police staff trainers and University staff.

Do I have to buy any equipment?

You will be allocated a laptop and all other equipment that you need.

Can I be posted to my home town or should this be avoided?

Yes you can be posted to your home town, it's not something we specifically avoid. You can ask for three preferential hubs. Your preferences will be taken into account but ultimately your posting will be decided on operational needs.

4. TRAINING AND PROGRESSION (CONTINUED)

POLICE CONSTABLE DEGREE APPRENTICESHIP (PCDA)

Will I be a serving officer as well as training?

Yes, you will be a warranted officer from day one and for much of your time you will be in Force on frontline duties.

How much time will I spend studying in a classroom?

The PCDA mixes on-the-job training with off-the-job learning. During the first 22 weeks, you will have a mix of classroom and practical learning. After that, your experience will be mostly out of the classroom.

The minimum amount of time spent in 'off the job learning' such as in lessons will be 20 per cent over the three years. 'Off the job' could also include work-related projects, which would be agreed by you and the Force, which could help tackle local policing issues.

Will someone support me with my learning?

Yes, each recruit will be allocated a Wiltshire Police tutor who will help get you to independent patrol status. The University Senior Lecturer will support you on the academic side.

What will I be assessed on?

Your practical work, assessments, course work, exams and a dissertation in year three, following the University curriculum for a degree in Professional Policing Practice.

How long is my probation?

Probation is for the length of the Police Constable degree apprenticeship (usually three years).

I don't want to study towards a degree; can I join under the old scheme?

No, the old scheme is closed to new applicants, and has been replaced by the Police Constable Degree Apprenticeship.

Do I have to attend a university for lectures?

No. The initial training for PCDA and DHEP will be force trainers, subject matter specialists and USW lecturers. Lessons will be held at a Wiltshire Police site, usually Police Headquarters in Devizes or online.

Will I have a graduation ceremony?

Yes, this will be organised by the University of South Wales (USW).

For more information, read the University of South Wales course handbook - <https://www.southwales.ac.uk/study/policeeducation-with-us-usw/operational-policing>



4. TRAINING AND PROGRESSION (CONTINUED)

DEGREE HOLDER ENTRY PROGRAMME (DHEP)

How long is the DHEP?

Two years, to allow for conversion of your degree to a graduate diploma in Professional Policing Practice. These two years will also be your probation as a student officer. After two years you will graduate from both the diploma and your probation.

Will I be a serving officer as well as training?

Yes, you will be a warranted officer from day one and for much of your time you will be in Force on frontline duties.

How much time will I spend studying in a classroom?

The minimum amount of time spent in 'off the job learning' such as in lessons will be 20 per cent over the two years (front loaded with 22 weeks initial training based either in the classroom or doing practical activities).

'Off the job' could also include work-related projects, which would be agreed by you and the Force, which could help tackle local policing issues.

Will I have someone to support me with my learning?

Yes, each recruit will be allocated a

Wiltshire Police tutor who will help get you to independent patrol status. The University Senior Lecturer will support you on the academic side.

What will I be assessed on?

Recruits will be assessed on their practical work, assessments, course work and exams, following the University curriculum in the Diploma in Professional Policing Practice.

I don't want to study towards a diploma, can I join under the old scheme?

No, the old scheme is closed to new applicants. It has been replaced by the DHEP for those who already hold a degree, and the PCDA for those who don't hold a degree.

Do I have to attend a university for lectures?

No, USW lecturers will hold lessons at a Wiltshire Police site, this will usually be the Police Headquarters in Devizes or online.

Will I have a graduation ceremony?

Yes, this will be organised by the University of South Wales.

For more information, read the University of South Wales Course Handbook - <https://www.southwales.ac.uk/study/policeeducation-with-us-usw/operational-policing>



5. CASE STUDY

- INSPECTOR MEGAN KENZIE

Megan Kenzie is the first female ethnic minority police officer to achieve the rank of Inspector, after gaining promotion in April 2021.

In 2005, she joined the Force at the age of 18 and successfully combines her career with looking after two young children. Megan also chairs the Wiltshire Ethnic Police Association staff support network and in her last role led the Positive Action Team, which encourages people from under-represented groups to consider a career in policing. Now she works in the new Fortitude team, which tackles serious organised crime.

"After maternity leave, I returned to work early as the organisation offered to accommodate flexible working in the Equality, Diversity and Inclusion team at headquarters. I had been a Sergeant for six years in various departments and thought it was a good time for my development.

"I had a lot of support from my friends at work, who pushed me to study hard. Detective Inspector Gemma Vinton took time to help me with study lessons, which greatly assisted me, and she grew my confidence. It is these valuable things that help hugely.

"Females bring things as a manager that others cannot, and the Force embraces that.

"I encourage women to try to get rid of the feeling of 'Imposter Syndrome'. Be bold and just commit to whatever you want to do."



Police Inspector Ben Huggins

At the age of 32, Ben is Wiltshire's youngest Police Inspector and a great example of age being no barrier to career progression.

He joined Wiltshire 11 years ago after working in retail, initially working with a response team in Swindon, later becoming a Community Beat Manager. He gained promotion to Police Sergeant working in Swindon and Chippenham. In May 2019 he became the Force's first Inspector for Equality, Diversity & Inclusion, overseeing Wiltshire approach to Positive Action recruitment, retention and progression of employees from underrepresented groups within the workforce.

Ben has always been encouraged by support from managers throughout his policing career and has made a real difference in his diversity role. In May 2021 he resumed a frontline operational role in Swindon.



Police Sergeant Chris Wickham

Chris joined Wiltshire Police in 2009 in a Police Staff role, working first in the Crime & Communications Centre, handling 101 and 999 calls on radio and despatch, then became a Local Crime Investigator (LCI) in 2012. He also trained to be a Special Constable, before joining the regulars in 2014.

At the age of 28, Chris became the Force's youngest Police Sergeant in 2017. He believes his police staff experience has stood him in good stead and that there are many opportunities to progress. Throughout his policing career, he has been encouraged by his managers, pushing him out of his comfort zone.

Chris is studying for additional qualifications and, as well as his main role as one of the Community Policing Team Sergeants in Swindon, is also one of our Hostage and Crisis Negotiators.



6. CONCERNED ABOUT APPLYING?

You would like to apply but something is holding you back...

■ Application process

We appreciate that the application process is lengthy. However, this rigorous approach ensures we select people who will make great police officers.

■ Diversity

We have a strong ethos on equality, diversity and inclusion and with regard to the services we provide.

We are committed to creating a police service representative of the communities we serve. In this way, we will be better able to reach our aim to have:

"Trained and motivated staff who think, deliver and promote equality and fairness to the public and each other."

We work hard to:

- Identify environments where under representation exists
- Review policy, processes and perceptions in order to dismantle barriers
- Develop initiatives that promote equality and fairness both internally and externally, that further our Positive Action strategy

- Monitor and evaluate development.

All members of the Force have responsibility to support these actions.

For more information on our diversity and inclusion work, contact our Positive Action team: positiveaction@wiltshire.police.uk

■ Fitness

While we do not expect you to be a professional athlete, we do require a reasonable level of fitness to become a police officer. You will need to complete the fitness test as part of your application, again as part of your initial training and on an annual basis once as an officer. For more information please look at the College of Policing Fitness Standards.

■ Lacking experience

Our people come from all walks of life. You don't need any specific experience. All we are looking for are the right skills and behaviours to protect our communities.

If you believe you can make a difference, then we want to hear from you.



6. CONCERNED ABOUT APPLYING? (CONTINUED)

■ Values

We subscribe to the highest ethics and request our people to do the same. The values of the police service are Impartiality, Public Service, Transparency and Integrity.

For more information please visit <https://www.wiltshire.police.uk/police-forces/wiltshire-police/areas/about-us/about-us/force-values/>

■ Potential danger

With policing, you cannot predict what you will respond to and sometimes this does mean putting people into challenging situations. However, through our in-depth training and ongoing support you will be well prepared to deal with whatever you are faced with. You are also not alone – we are a team and will always have each other's backs.

■ Tattoos

Having tattoos will not necessarily stop you becoming a police officer; all tattoos are reviewed to check appropriateness. Images that are grotesque, violent, have a strong religious or political connection or would undermine the dignity and authority of your role would not be acceptable.

■ Working hours

The normal working week is 40 hours in shifts that cover 24/7 on a rotational pattern. During your probation, you will have a shift

pattern designed to allow your necessary protected learning time.

This includes evenings, weekends and bank holidays. All shifts are available in advance meaning you will always know when you will be working and we always try to accommodate staff requests, as long as they fit in with operational demands.

The annual leave entitlement is 176 hours (22 days) for less than two years' service, rising to 200 hours per year (25 days) for more than two years relevant service. After that, entitlements rise in five-year increments.

We also recognise the benefits of flexible working and are committed to equality of opportunity and the promotion of work-life balance. We will support opportunities for flexible working after training on a case-by-case basis.

There are opportunities to volunteer for overtime, particularly when there are major events taking place. On occasion there could be circumstances where you will be asked to work out of county, but you will be given advance notice of this.

For the degree apprenticeship, the University is able to deliver the course to you in proportion to your agreed working hours, up to a maximum of six years completion.



“Values are at the heart of everything we do in the police service, they have to be lived and role modelled every single day to be truly meaningful.

“Our values reflect the principles that underpin the Code of Ethics and our officers, staff and volunteers know how important it is that we uphold the Code and live by the values to truly earn and maintain the trust of our community.”

Chief Constable Kier Pritchard

7. WHY WILTSHIRE?

Wiltshire is a large, mainly rural county and Wiltshire Police is the oldest county force in the country. One of the smaller forces, we pride ourselves on looking after our people, fully embracing diversity and inclusion and delivering outstanding service to the public. Some of the benefits of working for Wiltshire:

- A competitive salary with great career prospects
- Our wellness culture is central to everything we do
- Five active staff support networks:
 - Connect (Women's Group)
 - LGBTQ+,
 - Wiltshire Ethnic Police Association
 - Christian Police Association
 - Disability Staff Association
- Peer Support Groups and Peer Supporters
- All officers have laptops and smartphones to work remotely
- Police Federation: <https://www.polfed.org/wiltshire/>

8. HEALTH AND WELLBEING

We put a high value on health and wellbeing. Our wellness culture is central to everything we do and has real meaning for the people who work for us. We have already made a significant investment to make sure wellness continues to be a priority for the Force and the nationally recognised Blue Light Wellbeing framework forms the basis of our immediate and longer-term investment in our people.

■ **Force Occupational Health Unit** - staffed by fully qualified professionals. In addition to routine services, the unit also provides advice and guidance regarding Health and Wellbeing incorporating general lifestyle assessments, stress management and work life balance advice. Services include:

- Referral to the Force Medical Advisor / Occupational Physician
- Referral to an Occupational Health Nurse
- Referral to the Force Physiotherapist
- Referral to an external counselling service
- Referral to an external Psychologist
- Fast track referral to an appropriate specialist for physiological and psychological conditions
- Referral to an external Physiotherapist
- Immunisation Clinics
- Infection control advice.

■ **Employee Assistance Programme, Health Assured** – free, independent, confidential support and counselling telephone service for everyone. 24 hours a day, 7 days a week, 365 days a year.

■ **Trauma Risk Management (TRiM)** – trained personnel to provide support in the event of an officer experiencing a traumatic event.

■ **Peer Support groups:**

- Mental Health Peer Support Group – a colleague who is willing to support other colleagues with their mental wellbeing and to signpost to services.
- All Peer Supporters have received training provided by the Institute of Mental Health.
- Cancer, Menopause and Parenting Support Groups and peer supporters who meet informally to share experiences and offer support to those directly or indirectly affected.

■ **Flint house** - individually planned, rehabilitation services, for both mental and physical health, using sophisticated treatments and therapies to help serving officers back to full duties. Services are also open to retired police officers and Special Constables.

■ **Police Mutual** – Healthcare scheme. Affordable private healthcare for the police family to help with the cost of private treatment.

■ **Gym** – There are gym facilities at Devizes, Melksham, Swindon and Trowbridge which you will be able to make full use of before and after shifts.



9. ANY OTHER QUESTIONS

If you have any other questions please contact the recruitment team who will be happy to arrange a conversation with you.

recruitment@wiltshire.police.uk

If your application has been successfully submitted, you will receive an email confirming it has been received. If you do not receive a notification, please check your spam/junk folder before emailing the recruitment team, providing them with your full name, telephone number and the date you submitted your application.

**WE LOOK FORWARD TO
RECEIVING YOUR APPLICATION**

GUIDE TO BECOMING A POLICE OFFICER



University of
South Wales
Prifysgol
De Cymru

www.wiltshire.police.uk/Careers

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