



BAILIWICK OF GUERNSEY LAW ENFORCEMENT

Are you looking for a career that...

- ✓ Will challenge you in new and exciting ways daily?
- ✓ Gives you variety, responsibility and the opportunity to give something back to your community?

Then a career in law Policing might be what you're looking for.

In addition to a varied, challenging and satisfying career, working for the Guernsey Police gives you the opportunity for continual on-going professional development and scope for promotion.

Whatever your aspirations – whether it is protecting the roads as a Roads Policing Officer or becoming a Detective in the Criminal Investigation Department (CID) - you'll be guaranteed a diverse and stimulating career. This brochure aims to provide you with all the facts you'll need as you decide whether a career in law enforcement is for you.

10 REASONS TO JOIN THE POLICE

- 1. Working for the Common Good**
Law enforcement contributes to ensuring the safety of Guernsey's community
- 2. Job Security**
The island will always require a police service
- 3. Job Satisfaction**
Knowing your work will, and can, make a difference to people's lives and the community
- 4. Friendship**
Encouragement and support from colleagues who you will form lifelong bonds with
- 5. Prospects**
Opportunities for continual professional development and promotion
- 6. Enjoyment**
A thriving sports and social scene
- 7. Variety**
No two days are the same
- 8. Respect**
Police officers are rightly held in high regard
- 9. Health and Fitness**
We care about your wellbeing
- 10. Equal Opportunities**
We are proud to be an equal opportunities employer.

TRAINING

Guernsey Police are keen to attract a broad range of applicants from all sections of the community. We are committed to creating an environment which is free from any form of discrimination.

The information enclosed will help you to make an informed choice. If you wish to ask any further questions or speak with a member of the Human Resources or Training Department, please contact us via the details below. We will be very pleased to hear from you.



For further information on how to apply please contact States of Guernsey Human Resources Team

Tel: 01481 747394

erecruitment@gov.gg

Or visit: www.gov.gg/jobs

For more information on the role of Police constable, please contact a member of the Law Enforcement Training Department:

Training@guernsey.pnn.police.uk

01481-725111 Ext: 2588

TRAINING

Guernsey Police

INITIAL LAW ENFORCEMENT DEVELOPMENT PROGRAMME (ILEDP)

Initial training lasts 16 weeks. New recruits are given intensive training, both in the classroom and on patrol with experienced tutor Officers, before being allowed to patrol alone. The course is divided into several parts:

- The initial phase is an induction into the Police Service and is classroom based with the police training department. During this phase, students are introduced to Data Protection, Roles of a Police Officer and other non-law based topics are covered which include first aid and officer safety training.
- The following phases are primarily classroom-based, learning the necessary law and procedure required to be able to deal with day-to-day incidents as a Police Officer in Guernsey. Students will be introduced into the NICHE IT system and other relevant databases to assist with administration. During this time students are assessed by exams, scenario based role plays and written assessments.
- At the end of this course, officers are attested or affirmed as Police Officers through a formal 'swearing in' ceremony at the Royal Court, followed by a Passing out Ceremony, a proud and significant time for Officers, their friends and family. Following this, officers are given a week's annual leave before starting on shift.
- You will then spend up to ten-twelve weeks on patrol with an experienced tutor Constable, putting newly acquired skills into practice. If Officers successfully meet the required standard then they will proceed to the status of independent patrol and be allowed to work as a Police Officer without constant personal tutoring; progress is constantly monitored by both colleagues, training staff and Senior Officers. Should issues arise at this stage there may be the possibility of extending the period of tutorship to meet individual needs.
- You will attend a one-week introduction to Police driving skills. The theory of 'road-craft' and the skills required to drive marked Police cars and vans to the required standard will be given.
- At 12, 18 and 24 Months, Officers return to the classroom for some more detailed and extensive training on both procedure and law topics. Each course varies in duration, guiding officers toward a higher level of expertise, law knowledge, and an understanding of some specialist departments.

Once the two-year probationary period is successfully completed, the Chief Officer will confirm an Officer's appointment to the rank of Constable. If considered necessary, a further period under probation will be authorised by the Deputy Chief Officer.

Once an officer has been confirmed in rank, they can be eligible to apply for certain specialisms such as the Firearms team or dog handler, however some specialisms such as CID and PPU may require more experience.

CAREER PROSPECTS



Once officially confirmed as a Police Constable, following the probationary period, officers can apply for positions within the many departments and specialisms Guernsey Police has to offer.

It could be that community policing is your passion, in which case the Neighbourhood Policing Team could be your desired location. Working with dogs as a handler? It's a hugely rewarding specialism. Or maybe your strengths will lie in dealing with serious incidents and investigations; if so the Criminal Investigation Department (CID) or Public Protection Unit (PPU) could be for you.

The possibilities are endless.

COMPETENCIES

COMPETENCIES

These key competencies are essential behaviours that our officers must demonstrate.

Respect for Race and Diversity

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.

Teamwork

Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions.

Community and Customer Focus

Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the makeup of the Island's communities that are served and shows an active commitment to policing that reflects their needs and concerns.

Effective Communication

Communicates ideas and information effectively, both verbally and in writing. Uses listening and questioning techniques to make sure that they and others understand what is going on and can effectively transfer ideas and information.

Investigation and Problem Solving

Obtains accurate information from a range of sources. Analyses information to identify problems and issues and makes effective decisions.

Personal Responsibility

Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.

Resilience

Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through.

Police Constables

PAY

The starting salary for a Police constable is £32,230, this increases incrementally each year to a maximum £45,327*. This can rise, dependent on changes in RPI. There is scope for promotion which comes with a pay increase.

*correct as of 01/08/20

PENSION

All officers are required to contribute to the pension scheme. The States of Guernsey has recently approved plans to move to a Career Average Revalued Earnings scheme. The scheme will provide a tax-free lump sum on retirement and a pension increased annually in line with RPI.

IS THERE MEDICAL AND DENTAL COVER FOR OFFICERS?

Officers are entitled to visit a doctor of their choice. The Service will assist with medical costs incurred in respect of the maintenance of an officer's health. The Service will consider contributing towards necessary dental and optician charges.

HOW MUCH ANNUAL LEAVE WILL I GET?

Annual leave is calculated based on length of service.

| | |
|------------------------|----------------------------|
| Starting: | 176 hrs per year (22 days) |
| 2 to 9 years: | 200 hrs per year (25 days) |
| 10 to 14 years: | 216 hrs per year (27 days) |
| 15 to 19 years: | 224 hrs per year (28 days) |
| 20 years plus: | 240 hrs per year (30 days) |

IS THERE A SPORTS & SOCIAL CLUB?

The Service has an active Sports and Social Club which involves itself in many sporting leagues. A small monthly subscription fee is deducted from your monthly salary to qualify for membership.

ARE YOU ELIGIBLE TO APPLY?

NATIONALITY

You must be eligible to work in Guernsey with no immigration restrictions. However, applicants must also have been resident in the Channel Islands, UK or Isle of Man for **three years** immediately prior to the date of application.

RIGHT TO WORK

You must possess a valid Right to Work document. In cases where Right to Work documents are time-limited and/or non-renewable, we will assess each application on a case by case basis.

N.B. Law enforcement is UNABLE to apply for Housing Licences for probationary recruits.

CHARACTER

You must be of good character. Previous criminal convictions, which must be disclosed, will not necessarily prevent appointment.

AGE

You must be at least 18 years old in order to become a Police constable.

FITNESS

You should have a good standard of fitness. Completion of a 15 meter shuttle run to level 5.4 is part of the recruitment process and is continually tested during your training.

MEDICAL

You are required to complete a Medical History Form and undergo a full formal medical examination performed by the Force Medical Examiner.

VISION

Unaided distant vision of not less than 6/36 (Snellens test) binocularly is required, which must be correctable to a standard of:

- Either eye: 6/12
- Both eyes together: 6/6

Colour vision defects are considered on a case-by case basis. Certain types of eye surgery are acceptable (for more info, contact HR Dept.).

EDUCATION

There are no formal academic qualifications required. However, short listed candidates will be required to take and pass the Initial Recruitment Test.

HEIGHT

There is **NO** minimum height requirement.

DRIVING LICENCE

You must have a full driving licence to drive a car or be in possession of your licence within six months of commencing employment.

SWIMMING

You must be a proficient swimmer on commencement of employment.

THE RECRUITMENT PROCESS

STAGE 1 – RECEIPT OF APPLICATION

Upon receipt of your completed application, vetting forms, medical and optical forms an email acknowledgment will be sent to you. Initial checks will then begin, including:

- The relevant forms have been completed in full
- A valid Right to Work status exists
- Police and financial background checks in relation to the applicant
- Police background checks in relation to family members and any other members of your household

STAGE 2 – INITIAL SHORT LISTING

At this stage your application will be reviewed by the Learning and Development Team who will consider how you have evidenced the ability to meet the 'Competencies' required of a Police officer. The unit will take into consideration your age and life experience when judging the depth of your answers.

You will be advised in writing/by email of the outcome.

STAGE 3 – PRACTICAL ASSESSMENT AND FITNESS TEST

Practical Assessment

You will be invited to undertake two tests, The Police Initial Recruitment Test and a Fitness Test. If you fail to achieve a pass in the written test, you will be informed that the application process stops at that point. You will be eligible to retake the test the following year, but you cannot take the test more than twice in total.

This is an entrance test designed to assess a variety of skills that you may reasonably be expected to use as a law enforcement officer. The test consists of four separately timed sub-tests each designed to measure a different ability. These are:

- **The ability to spell words and construct sentences correctly**

12 Minutes for 26 questions. An example follows.

One hundred officers _____ allocated for _____ control.

| | | | | |
|-------|-------|-------|-------|---------------|
| A | B | C | D | E |
| was | was | were | were | none of these |
| crowd | crowd | crowd | crowd | |

THE RECRUITMENT PROCESS

- The ability to check information quickly and correctly

8 Minutes for 27 questions. Example:

| A | B | C | D | | A | B | C | D |
|-------|-----------|-------|---------|--|---------|----------|-------|--------|
| Date | Name | Time | Ref. No | | Date | Name | Time | Ref.No |
| 12.1 | Williams | 13.30 | 2613 | | 12 Feb | Williams | 15.30 | 3612 |
| 3.8 | Chan | 07.29 | 5971 | | 03 Aug | Chen | 09.27 | 579 |
| 6.6 | McCartney | 22.01 | 4851 | | 06 Jun | McCarthy | 22.01 | 4851 |
| 22.9 | Patel | 10.42 | 2237 | | 22 Aug | Patel | 10.42 | 2337 |
| 30.11 | Neilson | 06.20 | 9246 | | 30 Nov | Neilson | 06.20 | 9246 |
| 18.10 | Varless | 09.36 | 7635 | | 18 Oct | Virless | 09.36 | 7635 |
| 3.7 | Smith | 14.20 | 6234 | | 04 July | Smith | 14.20 | 6994 |
| 4.9 | Garcia | 17.34 | 9767 | | 04 Aug | Garca | 18.42 | 8756 |
| 7.8 | Mobley | 20.12 | 3111 | | 07 Aug | Mobley | 20.12 | 3111 |
| 24.11 | Barton | 05.46 | 7763 | | 24 Nov | Burton | 07.46 | 7795 |

- The ability to solve numerical problems accurately

12 Minutes for 25 questions. 2 examples follow

A purse was found with one £5 note, four 20p coins, and five 2p coins. How much did the purse contain altogether?

| | | | | |
|-------|-------|-------|-------|-------|
| A | B | C | D | E |
| £5.10 | £5.22 | £5.82 | £5.85 | £5.90 |

A car park has space for 220 cars per floor. How many cars can fit on 3 floors?

| | | | | |
|-----|-----|-----|-----|-----|
| A | B | C | D | E |
| 440 | 460 | 640 | 660 | 680 |

- The ability to reason logically when given facts about events

25 minutes for 31 questions. Example follows

Some time on the night of October 1st, the Copacabana Club was burnt to the ground. The police are treating the fire as suspicious.

The only facts known at this stage are:

- The club was insured for more than its real value.
- The club belonged to John Hodges.
- Les Braithwaite was known to dislike John Hodges.
- Between October 1st and October 2nd, Les Braithwaite was away from home on a business trip.
- There were no fatalities.
- A plan of the club was found in Les Braithwaite's flat.

(This question is continued on the next page)

THE RECRUITMENT PROCESS

Based on the information on the previous page, please identify if the following statements are;

A = TRUE B = FALSE C = IMPOSSIBLE TO SAY

1. A member of John Hodges' family died in the blaze.
2. If the insurance company pays out in full, John Hodges stands to profit from the fire.
3. The flat where the plan was found is close to the club.
4. John Hodges could have been at the club when the fire took place.
5. There are definite grounds to arrest John Hodges for arson.

1=B, 2=C, 3=C, 4=A,

THE FITNESS TEST

The Fitness Test consists of one stage, as described below.

○ Progressive Shuttle Run

This involves running back and forth between two lines, 15 metres apart, at a steadily increasing pace which is controlled by means of a sound signal, until you are no longer able to keep up with the pace. The minimum pass mark is level 5.4.

Before taking the test, you will be asked whether you have any illness, injury or medical problem which could affect your performance and a decision will be made as to whether the test should proceed. If you are in any doubt as to whether you should take the test, please seek advice from your GP beforehand. You will also be asked to sign a disclaimer prior to taking the test.

The fitness test is one of the stages that causes the most concern for many potential recruits, but a reasonable level of fitness should be sufficient to successfully complete the test. If you pass the written and fitness tests you will be invited to an assessment day.

STAGE 4 – ASSESSMENT DAY

The assessment day is held on a Saturday or Sunday and involves those applicants who have been successful in stages 1-3. The day consists of several activities, such as team building and problem-solving tasks. Throughout the day a candidate's personal qualities and potential will be assessed as well as their ability to showcase the competencies listed on page 6.

Another part of the assessment day will be role plays also designed to assess your suitability to be a Police Officer. On the next page is an example of a similar role play that Guernsey Police use. Please note that these are not the role plays used on the day.

THE RECRUITMENT PROCESS

You will come across someone in the street that is being verbally and racially abused by member of the public who is unknown to the victim. The following competencies would be assessed;

- Respect for Race & Diversity
- Effective Communication
- Personal Responsibility
- Problem Solving
- Team working
- Community and Customer Focus
- Resilience

During the day you will also be assessed on how you work within a team and you will be expected to give a presentation to the other candidates and training staff on a pre given subject.

If you pass the Assessment Day, you will be required to complete the relevant Medical and eyesight paperwork which will be forwarded to our Medical Examiner who will make an initial assessment based on the details that have been provided.

You will be informed in writing/by email if you have been selected to progress to stage 5.

STAGE 5 – EXTENDED CHECKS

The following condition needs to be met before you can proceed to formal interview.

- **References** - Current and previous employer references will be sought.

You will also be required to partake in shift shadowing, this is a ride along with an operational officer to experience a shift with them. These are normally undertaken on a Friday or Saturday night. Successful completion will result in you proceeding to stage 6.

STAGE 6 – INTERVIEW

A formal interview will be conducted by a panel of senior law enforcement officers in addition to a representative of the Human Resource Department.

Medical - You will be required to attend a full medical examination with our Force Medical Examiner who will confirm your fitness suitability for the role of a Police Constable.

Dental – You will be required to have a dental examination and any necessary treatment at your own expense. Written confirmation from your practitioner that this requirement has been met will also be required.

If you make it through all the above stages then congratulations, you will now receive a formal offer of employment in writing!