



## Cumbria Police Authority

# Vetting Policy

<b>Overview:</b>	The following document sets out how the Police Authority will vet the members who serve upon it.
<b>Status:</b>	Final
<b>Type:</b>	Personnel
<b>Owner:</b>	Chief Executive
<b>Author:</b>	Deputy Chief Executive
<b>Approved By:</b>	Police Authority 28 September 2009



## Aims of this Policy

The aims of this policy are to:

- Allow the Authority to exercise robust and effective governance of policing locally;
- Ensure the Authority can comply with its statutory duties:
  - to hold chief officers to account;
  - ensure the delivery of an efficient and effective police service; and
  - secure continuous improvement in the delivery of policing services;
- Maintain trust and community confidence;
- Calculate community impact in high risk cases; and
- Reduce collateral damage and community disruption.

## The Purpose of the Policy

The purpose of the policy is to:

- Protect the source of the of the information or intelligence; and
- Prevent operational compromise.

## The Principles of Handling Sensitive Information

The principles of handling sensitive information are:

- Need to know – the dissemination of sensitive information and assets should be no wider than is necessary for the efficient conduct of an organisation's business and, by implication, should be limited to those individuals who are appropriately authorised to have access to it;
- Ownership of intelligence – intelligence remains the 'property' of the originator (i.e. from other agencies), who may impose conditions on the way in which it is handled, actioned and to whom it can be disclosed. Only the originator of a protectively marked asset may authorise its downgrading; and
- Specification – the detail and origin of the intelligence will determine the protective marking, the required vetting status of recipients and the extent of disclosure.

## Vetting Categories and Levels

<b>Categories of Vetting</b>	
National Security Vetting	Applies to Police Officers/Staff who require the higher Security Clearance (SC) or Developed Vetting (DV) levels of vetting clearance which allows regular and unrestricted access to National Security information or assets.
Force Vetting	Applies to Police Officers/Staff who require the Basic Check (BC) or Management Vetting (MV) levels of vetting clearance which allows access up to high level Police premises, information or assets, and occasional/restricted access to National Security information or assets

Non-Police Personnel Vetting (NPPV)	Applies to all individuals not employed by Cumbria Constabulary who require unsupervised access to Police premises, information or other assets in order to fulfil their role, except where the role demands that special arrangements are entered into. This covers all of the available levels of vetting due to the range of activities undertaken by Non-Police Personnel
Recruitment Vetting (RV)	Applies to all individuals applying to join the Police Service as a Probationer Constable, Special Constable or member of Police Staff and also takes consideration of transfers between forces and rejoinders. As with Non-Police Personnel Vetting, this category encompasses all the available levels of vetting
<b>The Levels of Vetting</b>	
Basic Check (BC)	Should be applied to an individual who has access to BASIC Police Information, intelligence and operational assets and should not be applied to any individual with regular and unrestricted access to financial assets.
Management Vetting (MV)	Should be applied to an individual who is responsible for the management of and has regular and unrestricted access to SECRET Police or personal information, intelligence and/or financial and operational assets. Also allows occasional/restricted access to SECRET National Security information or assets
Counter Terrorist Check (CTC)	Should be applied to an individual who has access to CONFIDENTIAL National Security information or assets.
Security Clearance (SC)	Should be applied to an individual who has regular/unrestricted access to SECRET and occasional/restricted access to TOP SECRET National Security information and assets
Developed Vetting (DV)	Should be applied to an individual who has regular/unrestricted access to TOP SECRET National Security information or assets

It is difficult to envisage any circumstance in which a Member or officer of the Police Authority would be given access to police intelligence, eg information about specific future police activity or individuals.

### **Police Authority Members**

All members should be vetted as NPPV (Basic Check).

Those members with counter-terrorism and/or serious organised crime as a policy area should be vetted to at least SC level.

## **External Independent Members of the Police Authority**

All External Independent Members of Standards Committee and Independent Members of Police Misconduct Panels should be vetted as NPPV (Basic Check). There may be occasions where the level of vetting would need to be raised in order to fulfill a specific task.

## **Police Authority Staff**

Officers within Cumbria Police Authority should be vetted as NPPV (Basic Check).

Those staff with access to secret information or who have counter-terrorism and/or serious organised crime as a policy area are required to be vetted to SC level.

The few staff vetted to SC level may have frequent and unsupervised access to secret material under secure conditions.

## **Audit Staff**

Staff from the County Council's Audit Unit acting on behalf of the Authority as internal audit visitors should be vetted as NPPV (Basic Check). Where necessary they should be vetted to a higher appropriate level.

## **Independent Custody Visitors**

All independent custody visitors should be vetted as NPPV (Basic Check).

## **Undertaking Vetting**

Any vetting above the level of Basic Check is to be undertaken out of the Authority's area.