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## Welcome to the Corporate Policy Database.

This database stores all MPS policies and standard operating procedures (SOPs) to make them available to anyone who may have a need to see them.

If you have a query about a policy please contact the policy contact provided on the page. If no contact detail is provided, or you cannot find the policy you are looking for, you should contact a member of the Policy Co-ordination Unit.

Policies can be accessed in three ways; either by typing a word relating to the subject of a policy into the **search box** below, by searching the **A to Z index**, or by using the **Policy Departments** links on the left hand side of the page.

We are currently making improvements to this site to include **Policy Monitoring Reports** and **Equality Impact Assessments**, but whilst this site is still being updated, these documents can be found on the MPS Publication Scheme.

## Specialist Crime Directorate Policy

### Specialist Crime Directorate : Vetting Policy

Protective marking:	Not protectively marked
Publication scheme Y/N:	Yes
Title:	Vetting Policy
Version:	Version 1
Summary:	The aim of this policy is to define the purpose of vetting within the MPS, to set guidelines and ensure a consistent approach in line with the Association of Chief Police Officers (ACPO) vetting policy for the police community.
Branch/ OCU:	Professional Standards Strategic Committee
Review date:	July 2007
Notice reference/ date:	Item 2, 28/2004, 14 July 2004

**Policy Contact:** John Clarke, extn 66861.

### Vetting Policy

#### Introduction

The MPS is committed to the maintenance of the highest levels of honesty and integrity, and to the prevention and disruption of dishonest, unethical and unprofessional behaviour.

Vetting exists to protect the service from persons and organisations, both internal and external, who may seek to harm the MPS or make it vulnerable to harm through their own vulnerabilities.

Vetting assists in providing a safe working environment for our people and protect the people of London, to protect our information and safeguard national security and to play a fundamental part in the achievement of an ethical, honest and corrupt free service.

This is a new policy.

## Application

This policy takes effect as of 1 June 2004.

All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Mayor's Office for Policing and Crime (MOPC) or the Commissioner must be aware of, and are required to comply with, all relevant Metropolitan Police Service (MPS) policy and associated procedures. However, this policy applies in particular to officers and/or police staff in the following roles: Vetting Officers, Senior Vetting Officers, Personnel Security Managers, Head of Personnel Security, Local Personnel Managers and Recruiting Managers.

This policy will apply to all members of the MPS (police officers, police staff and members of the special constabulary) non-police personnel including contractors, contractors' representatives, consultants, volunteers, and any person who requires unescorted access to MPS premises or uncontrolled access to police information.

## Purpose

The aim of this policy is to define the purpose of vetting within the MPS, to set guidelines and ensure a consistent approach in line with the Association of Chief Police Officers (ACPO) vetting policy for the police community.

## Scope

This policy will apply to all vetting cases conducted by the Personnel Security Group (PSG), Directorate of Professional Standards.

There are currently two types of vetting procedures in operation within the police community, National Security Vetting (NSV) and MPS Vetting. NSV and MPS Vetting are separate procedures, designed to counter specific threats. 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. The purpose of MPS Vetting is to provide a similar level of assurance as to the integrity, honesty, vulnerabilities and ethical standards of individuals who have access to sensitive criminal intelligence, financial, or operational police assets.

## Policy Statement

- This policy supports the principles outlined in the ACPO National Vetting Policy for the Police Community, Manual of Protective Security and the Home Office circular 54/2003. Due to the unique nature of the MPS, PSG may make slight departure in procedure. Such departure will be clearly documented within the relevant standard operation procedure (SOPs).
- All members of the MPS, (police officers, police staff and special

constables), non-police staff (contractors, consultants and members of partner agencies) or any person having unescorted access to MPS buildings or uncontrolled access to police information must be vetted to the appropriate vetting level.

- The MPS performs two types of vetting: NSV and MPS Vetting. Vetting levels are categorised as follows:
  - Basic Check.
  - Initial Vetting Clearance.
  - Management Vetting.
  - Counter Terrorist Check (CTC).
  - Security Check.
  - Developed Vetting.
- Changes in the personal circumstances of individuals holding either MPS Vetting or NSV clearance, may impact upon their continued suitability to hold that clearance. They must therefore report any relevant changes to PSG. Failure to notify relevant changes could result in the withdrawal of their vetting clearance.
- If a post requires vetting beyond CTC level, this must be clearly stated within the job advert, published within Notices.

### Benefits

This policy will ensure common standards and understanding of vetting. It will enable a consistent approach to decision-making and continuing to maintain high professional standards.

### Responsibilities

This policy is owned by the DPS Strategic Committee and is to be implemented and reviewed by the PSG.

### Associated documents and policies.

National Vetting Policy for the Police Community  
Home Office Circular 54/2003  
Manual of Protective Security  
PSG SOP 1-12

**Standard Operation Procedures** - Those not available here can be found on the [vetting website](#)

1. Case Acceptance Processing Procedure
2. Basic Check Procedure
3. Initial Vetting Clearance
4. Counter Terrorist Check
5. Security Check
6. Management Vetting
7. Candidate with Cautions or Convictions
8. Aftercare
9. Appeals
10. Vetting levels within the MPS

11. Interviewing Candidates
12. Transfer of National Security Clearance
13. Pre Interview DPS Checks SOP redacted

Any enquiries regarding this Notice should be made to John Clarke, Personal Security Manager on extn 66861.

[Link to Vetting Website](#)

#### **Feedback**

The owner of this policy and the MPS Strategy Unit are interested in your views and therefore comments you may have regarding this document. Your suggestions and comments will assist us in making our policies, processes and services relevant to you the service user.

Your comments and suggestions will be taken alongside others submitted and considered in part of the redevelopment of this policy. The next scheduled review is shown at the top of this document

**Click the link to open the FEEDBACK FORM**