

Policy



Vetting

URN: J-P-022

Version: 1.2
Effective Date: 09/07/2021
Version Date: 13/08/2025
Review Date: 31/01/2026

Host Force: Dorset Police (DP)
Host Policy Unit: DP Legitimacy Team
Policy Owner: Head of Professional Standards
Policy Author: Force Vetting Manager

**Associated
Procedure(s):** n/a

1.0 Policy Summary

It is the intention of Devon & Cornwall Police and the Dorset Police to comply with the Vetting Code of Practice in accordance with Section 39A (5) of the Police Act 1996 as amended by Section 124 of the Anti-social Behaviour, Crime and Policing Act 2014.

2.0 Purpose, Standards and Legal Basis

- 2.1 The National Decision Model (NDM) is the primary decision-making model used in both Dorset Police and Devon and Cornwall Police. Where applied it ensures that ethical (see Code of Ethics), proportionate and defensible decisions can be made in relation to operational and non-operational policing. The latest guidance can be found via APP.
- 2.2 The Code of Ethics underpins every policy, procedure, decision and action in policing today and staff are reminded of the need to comply with the standards and principles of the Code of Ethics (DP) / Code of Ethics (D&C)
- 2.3 The College of Policing (CoP) offers an online service that provides access to a consolidated body of guidance for policing called Authorised Professional

Practice (APP). This enables officers and staff to access and search for the most up to date approved guidance, replacing several previously published NPJA and ACPO documents.

- 2.4 Devon and Cornwall Police and Dorset Police are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. Our policies and procedures have been developed considering the principles of the GDPR.

2.5 Relevant Legislation / Guidance

Vetting Code of Practice | College of Policing

Both Forces are obliged to abide by all relevant legislation and other guidance as appropriate:

- Authorised Professional Practice
- Equality Act (2010) including Public Sector Equality Duty
- Code of Ethics
- Standards of Professional Behaviour
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Media Act (2024)
- Media Relations Authorised Professional Practice
- National Decision Model
- The Data Protection Act (2018) and UK General Data Protection Regulation (GDPR)
- The Health and Safety at Work Act (1974)
- Our Purpose (DCP)
- Vision, Purpose, and Priorities (DP)

3.0 Roles and Responsibilities

- 3.1 The Alliance Vetting Unit operates a Review, Retention and Disposal schedule for vetting material. This has been developed in line with the requirements of the Management of Police Information (MoPI), the Data Protection Act 2018 (DPA), General Data Protection Regulations (GDPR) and the Security Policy Framework (SPF).
- 3.2 The Alliance Vetting Unit will maintain a record of all persons vetted and the decisions made. A written summary will be made of all vetting interviews together with the decision and any rationale for refusal. The vetting unit will retain these summaries for appropriate periods of time in compliance with the Data Protection Act.
- 3.3 The Alliance Vetting Manager will conduct an annual review of a random selection of vetting files including grants and refusals.

4.0 Policy Information

- 4.1 It is the policy of Devon & Cornwall Police and the Dorset Police Alliance to ensure our officers, staff, volunteers and non-police personnel maintain the highest ethical and professional standards and act with the utmost integrity.
- 4.2 A thorough and effective vetting regime is essential in assessing an individual's integrity. It helps to reassure the public that appropriate checks are conducted on individuals in positions of trust. Vetting also identifies areas of vulnerability which could damage public confidence in the force.
- 4.3 In complying with the Vetting Code of Practice, Devon & Cornwall Police and the Dorset Police will act in accordance with the principles set out in the College of Policing APP Vetting.
- 4.4 College of Policing APP - Vetting | College of Policing

5.0 Monitoring and Review

Review and amendments will be coordinated by the Policy Unit.

The policy owner has overall responsibility for ensuring the content of the policy is appropriate and up to date.

This policy will be reviewed every three years subject to legislation / process changes.

This policy will be monitored by the Alliance Professional Standards Department.

Feedback relating to this policy can be made in writing or by e-mail to the Professional Standards Department

6.0 Associated Documents

SharePoint

- Code of Ethics (DCP)
- Code of Ethics (DP)
- Our Purpose (DCP)
- Vision, Purpose & Priorities (DP)
- Records Management_
- UK General Data Protection Regulation / Data Protection Act (2018)
- Standards of Professional Behaviour

College of Policing

- Authorised Professional Practice
- National Decision Model

Other

- Freedom of Information Act 2000 (FOIA)_
- Human Rights Legislation_

7.0 Document History

Present Portfolio Holder: Chief Officer - DCC
Present Document Owner: Head of Professional Standards
Present Owning Department: Professional Standards

Below details required for new documents, major amendments (Dorset only) or novel/contentious amendments (Devon & Cornwall only)

Name of Board: Dorset Business Board
Chief Officer Approving: Assistant Chief Constable
Date Approved: 29/07/2021

Business Board Member Approving:
(Devon & Cornwall only when not contentious or novel)

8.0 Version History

Version: 1.0
Date: 09/07/2021
Reason for Amendments: Initial document. Content transferred to new template. Document renumbered. Replaces PSD 1/3/4/5/6/7/8/10/11/12/14/15 Working Practices and SA032
Amended by: Force Vetting Manager / Legitimacy Team

Version: 1.1
Date: 31/05/2024
Reason for Amendments: Fit for purpose review completed. Transferred to latest template, links updated. Review date – Dec 24 to coincide with new APP and regs.
Amended by: Force Vetting Manager / Legitimacy Team

Version: 1.2
Date: 13/08/2025
Reason for Amendments: Fit for purpose review completed. New APP guidance.
Amended by: Force Vetting Manager / Legitimacy Team

We welcome any comments or suggestions you wish to share about the content or implementation of this policy. If you would like to make contact to discuss further, please email. Policies@dorset.PNN.police

