



BAILIWICK OF GUERNSEY LAW ENFORCEMENT

Working together to make the Bailiwick safe and secure
Nous travail ensemble pour protéger et sauvegarder le Baillage

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 enforcement might be what you're looking for.

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

Whatever your aspirations – whether it is protecting the island's borders as a Customs 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 OR BORDER AGENCY

- 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 and border protection
- 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 and GBA 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.

A CAREER WITH A DIFFERENCE

Guernsey Police and the Guernsey Border Agency 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

Law Enforcement Training Department: 01481-725111 ext: 2588

Home Department Human Resources Advisors:

Deborah.Schmiedhuber@gov.gg or 01481-747519

Gemma.Batiste@gov.gg or 01481-717386

TRAINING

TRAINING PROGRAMME FOR LAW ENFORCEMENT RECRUITS

Guernsey Border Agency

The Customs and Immigration training starts with an Agency Tour working within all areas of the Guernsey Border Agency which include Customs & Excise, Immigration, Borders and Economic Crime Divisions. This gives the new recruits an insight into the work of each division and how they interconnect with each other in respect of Customs work and investigations. During this time the new recruits start working towards the completion of their Personal Development Plans which outline the core skills they are required to attain to become a Customs Officer.

Following the tour, the new recruits start a 12 week Initial Law Enforcement Development Programme (ILEDP). This is intensive training which involves a mixture of both classroom learning and practical scenarios. The ILEDP covers the following areas;

- Legislation covering Customs powers to stop and search passengers, vehicles, vessels and premises.
- Practical training in the stopping and searching of passengers, identifying prohibited and restricted goods, undertaking arrests and conducting interviews.
- Training in sea survival, first aid, officer safety training, car rummage, the handling of small motorised sea craft and Law Enforcement databases.
- A final consolidation week that requires the recruits to work together as a team to identify and investigate an offence with a view to ultimately taking the matter to Court. It concludes with the recruits giving verbal evidence in the Royal Court.
- Upon successful completion of the course, Officers attend a formal Graduation ceremony which is a proud moment and achievement to be shared with friends and family.

The recruits will then spend the remainder of their probationary period putting the newly learnt skills into practice in the live Customs environments to compile evidence towards the completion of their personal development plans.

Once the one year probationary period is successfully completed, the Chief Officer will confirm an Officers appointment to the rank of Customs Officer.

TRAINING

Guernsey Police

INITIAL LAW ENFORCEMENT DEVELOPMENT PROGRAMME (ILEDP)

Initial training lasts 18 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 week is an induction into the Police Service and is classroom based with the police training department. During this course, 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 weeks 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.
- 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. A two week post foundation course will take place after attestation.
- You will then spend up to ten 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 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.

Probationary Period

Guernsey Border Agency

New GBA recruits have a one-year probationary period. Upon joining an operational team, following the completion of initial training, officers will continue to develop under the guidance of an experienced mentor, putting newly-acquired skills into practice. A programme of training will continue, under an experienced local training team.

If officers successfully meet the required standard they will pass their probation and become Customs Officers. If considered necessary, a further period under probation can be authorised by the Deputy Chief Officer.

Guernsey Police

Police recruits have a two-year probationary period. Upon joining operational shifts, following the completion of initial training, officers will spend up to 10 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. Should issues arise at this stage there may be the possibility of extending the period of tutorship to meet individual needs.

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 can be authorised by the Deputy Chief Officer.

CAREER PROSPECTS – GUERNSEY POLICE



Once officially confirmed as a Police Constable, following the probationary period, officers have the opportunity to 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.

CAREER PROSPECTS – GUERNSEY BORDER AGENCY



The Guernsey Border Agency comprises two divisions; Borders Division and the Economic Crime Division. Within these divisions are a huge number of highly specialised roles that offer excellent and varied career opportunities.

The Borders Division has a wide remit, ranging from the collection of customs duties, to Immigration Control, to covert surveillance activities and investigations on drug trafficking or people smuggling.



The Economic Crime Division focuses on financial crime and intelligence. Guernsey is an international finance centre so it is imperative that our Economic Crime Division has officers with the appropriate experience and skills to tackle investigations on crimes such as money laundering.



FREQUENTLY ASKED QUESTIONS

COMPETENCIES FOR BOTH POLICE AND GBA OFFICERS

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

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 charges.

HOW MUCH ANNUAL LEAVE WILL I GET?

Annual leave is calculated on the basis of length of service. Officers who are on operational shift duties receive an additional eight hours per month.

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 subscription fee is deducted from your monthly salary to qualify for membership.

GBA Officers

PENSION?

All full-time permanent officers will 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.

HOW MUCH ANNUAL LEAVE WILL I GET?

You will start with an annual leave entitlement of 23 days per year, with an additional 3 days leave after 5 years' service. Should you move into a higher graded post, your annual leave will increase in line with your salary grade to a maximum of 27 days (plus 3 days after 5 years' service).

WILL I HAVE TO WORK UNSOCIABLE HOURS?

GBA Officers are expected to work a shift pattern including weekends and a certain amount of flexible hours for part or the whole of the year. Officers are also expected to work a reasonable amount of overtime subject to demand.

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. Please refer to the Vetting Guidelines enclosed in this pack.

AGE

Police recruits must be between 18½ and 55 years old. GBA staff are recruited at any age however Enforcement Officers must be 18 or over.

FITNESS

You should have a good standard of fitness. Completion of a Fitness Test is part of the recruitment process and is continually tested during your training.

MEDICAL (POLICE ONLY)

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

VISION (POLICE ONLY)

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 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

THE RECRUITMENT PROCESS

STAGE 1 – RECEIPT OF APPLICATION

Upon receipt of your completed application and vetting forms **(plus medical and optical if you are applying to join Guernsey Police)** 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, in particular, how you have evidenced the ability to meet the 'Competencies' required of a Police or GBA 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

You will be invited to undertake two tests, The 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.

If you are in possession of 5 GCSE's (graded A*-C including Maths and English) or equivalent then you will not be required to undertake the written part of the assessment. Proof of these qualifications will need to be provided.

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. The test is explained further on a separate sheet.

For GBA applicants, if you pass the written and fitness tests you will be invited to an assessment day.

THE TESTS

STAGE 4 – ASSESSMENT DAY

The assessment day is held on a Saturday and involves those applicants who have been successful in stages 1-3. The day consists of a number of activities, such as team building and problem-solving tasks. Throughout the day a candidate's personal qualities and potential will be assessed.

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 conditions need to be met before you can proceed to formal interview.

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

Note for Police applicants:

You will also be required to partake in shift shadowing. 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 (Police applicants only) - 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 (Police applicants only) – 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!

THE INITIAL RECRUITMENT TEST

In order to provide us with a relevant benchmark for all candidates, the Initial Recruitment Test is conducted. 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**
- **The ability to check information quickly and correctly**
- **The ability to solve numerical problems accurately**
- **The ability to reason logically when given facts about events**

Further information and guidance about this test can be obtained from various websites. It is recommended that you research this area fully.

THE FITNESS TEST

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

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 or not the test should proceed. If you are in any doubt as to whether or not 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.

1. **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.

