

# States of Jersey Police



## Police Officer Information Pack



**Welcome to the States of Jersey Police Officer Information Pack. We hope that it provides a quick and helpful guide to becoming a police officer in Jersey.**

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# 1 - Information on entry and service requirements

## 1.1 - Introduction

People who join the States of Jersey Police as student police officers are primarily seeking a challenging career which offers opportunity, variety and job satisfaction.

A lot is expected from student officers as they undergo an intensive 10 week UK based initial training programme. The course is both challenging and demanding and includes learning the important aspects of law, dealing with the public in a variety of situations, fitness, personal safety and learning about the range of other agencies that the Police work with. You are also expected to pass a fitness test along with regular examinations.

The States of Jersey Police is a small but busy force consisting of 306 police officers and civilian support staff, serving islanders and visitors.

The States of Jersey Police have a strong commitment to equality and diversity both within the organisation and in the service we provide. We aim to employ a representative workforce that reflects the communities we serve.

The job and the training programme demand a lot but the reward is a lifelong career opportunity with variety and high level of job satisfaction.

## 1.2 - History

We have a proud and interesting history dating back to 1853, with the formation of a small body of uniformed officers operating solely within the Parish of St Helier. The officers worked from the town hall in Seale Street.

The force grew over time, and in the 1890s officers began to work a day shift as well as a night shift, and became known as the St Helier Paid Police Force. They also began to patrol on pedal cycles. By the 1930s, the St Helier Paid Police Force were patrolling other parishes on horseback.

During the German occupation of Jersey, 40 'Specials' or Auxiliary Officers began to work with the Paid Police and together they patrolled the town and outskirts, with a lone patrol car by night and a motorcyclist by day.

In 1950, a mobile section was formed, but the Paid Police remained a parish body until 1951. In 1952 a Police Bill transferred the control of the Paid Police from the parish of St Helier to the States of Jersey. The new Police Force became official on 24 May 1952 with 64 police officers.

In 1952, the first Chief Officer of Police was appointed when legislation brought about the creation of a professional police force with island-wide responsibility.

Today we have 191 police officers supported by approximately 115 civilian staff.

## 1.3 - What do the States of Jersey Police do?

As a force, we serve a resident population of over 105,500 people as well as over 700,000 visitors each year. At face value, policing Jersey may seem similar in task to policing a small town in the United Kingdom, but Jersey's status as a Crown Dependency, with our own government and legislation create a unique policing environment.

We must be largely self-sufficient. We have to develop and maintain a full range of policing services here in Jersey, rather than relying on a regional and national infrastructure as in the United Kingdom. We need to

deliver policing services that would normally be provided by other agencies in the network. For example, we play an important role in supporting the administrative requirements of the criminal justice process. We also provide a vetting and barring service and manage the town centre CCTV system amongst other things.

We must also police Jersey's transport hubs. The Airport serves more than 40 destinations throughout Europe and handles in excess of 1 million passengers a year. Close to 750,000 passengers also travel through our sea ports.

Jersey's role in the international finance industry means that our Joint Financial Crimes Unit plays a key role working with law enforcement agencies on a global level to combat money laundering and terrorist funding.

Many of our officers are trained in specialist skills over and above those needed for their normal duties so that they can be called upon at any time and enable us to meet our broad range of responsibilities. These include firearms, search, surveillance, hostage negotiation, collision investigation and public order, to name just a few.

#### **1.4 - What does a police officer do?**

It would be fair to say that no two days are ever the same for a States of Jersey Police Officer. Daytime policing in the winter months presents a very different challenge to that of policing the night time economy during the summer.

The main responsibility of our five uniformed teams is to deliver a round-the-clock response to the public and provide them with reassurance. Student police officers will be deployed to one of these five teams, who provide reactive response and initial crime investigation as well as performing numerous other duties including road safety policing, licensing checks and high visibility foot and vehicle patrols.

As your career develops there are opportunities to work through many areas of operational police work including Licensing and Community Policing as well as Crime Services which includes Criminal Investigation, Intelligence, Special Branch and the Joint Financial Crime Unit.

#### **1.5 - Entry requirements**

The role of a police constable is demanding, therefore the States of Jersey Police employ a strict criteria for their appointment. To be eligible for appointment in the Force a candidate must:

- Be more than 18 ½ years of age on date of appointment.
- Be locally qualified under the Control of Housing and Work Legislation (Entitled to Work / Entitled).
- Be of good character (see Para 2.6).
- Possess good health, physique and eyesight.
- Have a full Jersey driving licence.
- Pass the agreed recruitment and selection process, explained in full through this document.
- Academic qualifications: Level 3 qualification e.g. 'A' Level/ AS Level, National Diploma, National Certificate, Level 3 NVQ or City & Guilds, Access to Higher Education Diploma or an academic or vocational qualification gained outside of UK which is considered to be equivalent to a Level 3 qualification and/or employment by a police force or voluntary work in a police force in any other relevant capacity.

## 1.6 - Key skills and requirements

At the end of their two year probationary period, a police officer will have acquired a range of skills and experiences that can only be learned on the job. There are however, a number of important skills applicants should be able to demonstrate upon application:

- A high standard of written and spoken English
- Numeracy
- IT skills
- Strong sense of public service
- Openness to change
- Ability to deliver
- Professionalism
- A strong sense of team work
- Strong confident communication skills
- An ability to interact with the community
- Physical fitness – be able to swim and reach the fitness standard of 5.4 (see Section 4)
- Discipline
- Organisation
- Respect
- Punctuality
- Additional language skills (desirable)

## 1.7 - Probation

A student police officer will be on probation for a period of two years following their appointment.

At the end of the probationary period, or at any time during it, the employment of a Student Police Officer may be terminated if it appears that he/she is unlikely to develop into an efficient and effective Police Officer.

## 1.8 - Training

The training programme is explored in more detail later but consists of:

- Law and Policy
- Fitness
- Equality and diversity
- Partner agencies
- First Aid
- Practical law application
- Community placement
- Interviewing skills
- Supervised patrol
- Teambuilding
- Regular exams
- Regular fitness tests
- Diploma

Officers will continue to receive training throughout their service. There is a wide variety of skills training on offer and selected officers may attend specialised training courses designed to assist them in their role. All Police Officers will receive First Aid Training as part of their 10 week initial training course.

## 1.9 - Hours of duty – shift work

Shift work, by nature can have a significant impact on your life. It can impact on your family life, relationships and any pre-existing routine. It can also be very tiring. The demands on an individual are as high at the end of a busy night shift as they are at the start of a day shift. Shift work does however offer variety and is anything but monotonous.

A normal working week will consist of 40 hours averaged out over a 5 week shift cycle. The normal tour of duty for uniformed officers will be either an 8 or 10 hour shift. This may be performed during the day or night. These shifts consist of:

- Early 07:00 – 17:00, 08:00 – 18:00, 10:00 – 20:00, 12:00 – 20:00
- Late 14:00 – 22:00, 15:00 – 23:00, 16:00 – 00:00, 17:00 – 03:00 (dependent on day)
- Night 21:00 – 07:00

These shift patterns have been designed to put more officers on patrol during periods of peak demand and may be changed from time to time

Authorised overtime payments or time off in lieu (also known as TOIL) is available for hours worked in excess of normal working hours.

## 1.10 – Leave

On appointment, a student police officer is entitled to 22 days annual leave per annum. This entitlement will increase after 5 years' service.

## 1.11 – Pay scale for police constables

With effect from June 2019

On Appointment	£36,537
After 9 Months	£38,478
After 1 Year	£40,961
After 2 Years (Confirmed in post)	£48,969
After 3 Years	£51,239
After 4 Years	£53,268
After 8 Years	£56,101
After 12 Years	£58,707

## 1.12 - Uniform and personal appearance

All clothing and equipment required for your role as a police officer is provided for you. The maintenance of your uniform and a high standard of personal appearance is important during your initial training course and throughout your service.

## 1.13 - Expectations

Training to become a police officer is a demanding and time consuming commitment. There is a lot to learn, most of which will be completely new to you. You will need to find time to study, stay fit and prepare your uniform each day. You may find that you have to make some sacrifices in your personal life, however good time management can lessen the impact on your personal life. The States of Jersey Police is a disciplined organisation which respects the rank structure. You will be closely monitored during your initial training

and it is expected that your conduct and attitude will be of the highest standard at all times throughout your career.

Your personal appearance is important. Short tidy hair, if long neatly tied up, clean shaven or a maintained groomed beard. Subtle make up if worn. Subtle jewellery if worn. Polished boots and clean, ironed uniform is expected each day. There is a requirement to be smart and professional in your appearance and conform to health & safety requirements.

All police officers and police staff are prohibited from having offensive tattoos and must endeavour to cover all visible tattoos whilst on duty. No visible body piercing jewellery, other than stud earrings are to be worn by Police Officers or whilst on duty, including tongue studs.

Timekeeping is vital. You will be expected to be in the classroom ready to start every day at the agreed times.

You will need to maintain a high level of fitness. Whilst some training will be provided during the course, you will need to find time to keep your fitness levels up.

The above may seem a little daunting, but with experience, you will build a routine that works for you.

#### **1.14 – Promotion**

Any officer is eligible to apply for promotion to Sergeant once they have successfully completed their probationary period. Having successfully attained the rank of Sergeant, you can again apply for further promotion boards throughout your career.

#### **1.15 – Social Security**

Deductions are made from gross monthly earnings in accordance with The States of Jersey Employment & Social Security Law. The current contribution rate stands at 6.00%.

#### **1.16 - Medical**

Medical expenses/treatment costs for new entrants to the States of Jersey Police after 4<sup>th</sup> August 2012 are at the expense of the officer.

#### **1.17 - Recreation**

The Police Athletic and Social Club, of which every police officer is expected to become a member, organises social functions on a regular basis. Representative matches of football, rugby, cricket, and many other sports are played against local and visiting teams.

#### **1.18 - Police Association**

The Police Association is an elected body of serving officers who represent members of the Force in all matters affecting their welfare and service. The Association is in place as a member of the Force is not permitted to be a member of any trade union, or any association with the aim of controlling or influencing the pay, pensions or conditions of service of the Force.

#### **1.19 - Welfare**

The States of Jersey Police employ a full-time Welfare Adviser, who is also a Registered General Nurse and a qualified counsellor. Their role is to provide a confidential advice and support service for all present and retired members of the States of Jersey Police and their families. The Welfare Adviser can assist with a wide range of problems that may arise at home or work.

## **1.20 - Employment restrictions**

No member of the Force shall engage in any other trade, profession or occupation or employment of any nature without the consent of the Chief Officer.

## **1.21 - Pension, resignation and retirement.**

Police officers are enrolled in the States of Jersey career average public pension scheme. Contributions of 10.10% are taken from basic gross salary. An officer may resign from the Police Force by giving one month's notice in writing to the Chief Officer. The normal retirement age for police officers is 60.

# **2 – The Recruitment Process**

## **2.1 - Initial application**

Periodically, The States of Jersey Police recruits trainee police officers. This is normally advertised via [www.jersey.police.uk](http://www.jersey.police.uk), States of Jersey Police social media and at [www.gov.je/jobs](http://www.gov.je/jobs). Applicants are required to complete an online application form using Talentlink, the States of Jersey online recruitment system. The recruitment team will assess each and every application received, produce a shortlist of candidates who meet the appointment criteria and invite them to attend the next stage of the process, the fitness and swim test. Once this is passed a date is provided for completion of the Police Initial Recruitment (PIR) exam.

## **2.2 – Initial vetting process**

Initial vetting of applicants is completed following the shortlisting process. By agreeing to this application within Talentlink you consent to the police commencing national security vetting procedures. Checks will be made against your criminal record, local Parish Hall sanctions and police intelligence systems.

## **2.3 Police Initial Recruitment (PIR) Exam**

All applicants are required to pass the numerical section of the PIR examination. This is a standardised national test taken by all applicants for police services throughout the UK.

In addition, applicants are required to undertake a written assessment designed to assess your standard of decision making and written English. This assessment last approximately one hour.

## **2.4 - Physical fitness test**

Candidates will also be required to undertake the force fitness test. Full details of the test and how you can prepare for this are explained later in this document (Section 4).

## **2.5 - Extended Assessment Day**

If you are successful following the PIR test and fitness test, you will be invited to attend the extended assessment day. This day is awaited with some trepidation by most candidates, but by the majority agree it is enjoyable and not what they expected. During the day candidates undertake a variety of tests/exercises that include the following; being interviewed, attend role-play scenarios and engage in teamwork exercises. Each candidate is continually assessed throughout the day, and at the end, following discussion, are deemed either suitable or not suitable to join the States of Jersey Police.

## **2.6 - Clearances**

The next stage is for candidates to have references taken up and be medically and security checked. Security checks will be conducted on the applicant and family members. This does not mean that because

you have been convicted of a minor offence in the past, or appeared at a Parish Hall, you are automatically rejected. Of course, Police Officers are required to be of good character, and anyone convicted of a more serious matter would not be considered. Minor matters, such as motoring offences, are taken into account, along with other points, but would not necessarily bar you from application.

## **2.7 - Successful candidates**

At this stage, successful candidates will either be offered a contract as a trainee police officer with an official start date, or invited to join a recruitment pool of successful applicants.

# **3 – The Probationer Training Programme**

## **3.1 - Introduction**

On average the first two years of a police officer's career are probationary. This period is a constant learning process with almost every day a new learning experience. You will initially undergo a structured training programme which, whilst being hard work, is a thoroughly enjoyable experience. This foundation training will take 11 weeks and is predominantly classroom based. 10 weeks training in the UK with the Norfolk Constabulary, 1 week locally and the commencement of Diploma studies.

Following successful completion of foundation training, you will move on to operational uniformed tutorship.

## **3.2 - Foundation Training Module**

The UK training is an intense 10 week period of learning and development which is designed to give you the foundation knowledge you need to take into street policing. The course itself covers a huge amount, so the following is just a brief outline of what to expect.

Officers will divide their time between learning the theoretical side of law and procedure in the classroom, and carrying out realistic role-plays within the training campus.

On return to SOJP and further week of intense training will be required converting acquired UK legislation to local Jersey legislation.

Regular tests are carried out to assess your level of understanding of laws and procedures. These are conducted on an almost weekly basis and there are minimum standards that need to be met. You will be given all the help and support you need to get through the exams and an opportunity is given to re sit any failed exams. Throughout the programme, recruits will be given the support and guidance of the Training Team, who will monitor their development.

Fitness is an important part of the training programme. Regular fitness sessions are included in the timetable and the fitness test used in initial selection will be repeated throughout the course. You will be expected to pass the test and where possible, show signs of improvement

All trainees will participate in the officer safety programme. This is a physically demanding programme where officers are taught how to use their personal protection equipment safely and properly. It also looks at where, when and how appropriate use of force should be applied.

There are two ceremonial days that take place during your foundation training. Firstly, a Swearing in Ceremony will take place at the Royal Court where new officers are sworn in to their post in the presence of the Bailiff. Secondly, all officers who successfully complete their initial training will be formally inspected, paraded, and passed into post in a ceremony known as Passing Out. Both events are significant in your career and one which friends and family are welcome to attend.

Above all else, you will become part of a team with your fellow probationers. You're all in the same position, working towards the same goal. There will be times when you will need to support others as well as times when you will need their support. On reflection, most if not all probationers would say they thoroughly enjoyed foundation training.

### 3.3 - Tutor phase (10 weeks)

Once your foundation training is complete, you will be assigned to an operational team with an experienced tutor constable who you will work alongside for 10 weeks. This is your opportunity to put into practice all that you have learnt so far, but with the security and knowledge of an experienced officer working alongside you.

The second five weeks of this period is designed to enhance your development with the aim of preparing you for solo patrol. This period is flexible, taking into account the different rates at which officers develop.

### 3.4 - Solo patrol with close supervision

Once your shift tutor is happy with your development, you will be confirmed for solo patrol. On solo patrol your development will be closely monitored, and you will receive support and guidance from your supervisors. There will be regular meetings with your supervisors to ensure that you are progressing well and deal with any concerns you may have.

### 3.5 - Probationer development courses

Before the end of your 2 year probationary period there will be further training on law and procedures back in the classroom, including finalising diploma work. These courses are designed to give you the additional skills and knowledge required to perform your duties effectively. Throughout the probationary period,

Officers will also be required to carry out a number of attachments to different departments in order to develop their skills in a variety of areas.

### 3.6 - Confirmation in post

Approaching the end of your probation, a review of your performance is carried out by the Training Department Inspector in consultation with your tutors and supervisors. The Chief Officer will then recommend to the Minister for Home Affairs that the officer is confirmed in the rank of police constable. Officers can then look forward to a demanding and rewarding career.

## 4 - Fitness

### 4.1 - Introduction

It is vitally important that serving police officers have a high level of fitness. At times, officers will be required to perform prolonged physical activities such as foot chases, stair climbing and maintaining public order, or undertake the arrest and restraint of struggling or fighting individuals. The ability to perform activities such as these may be based to some extent upon your level of fitness.

The following looks at the current job related fitness test. It also provides some advice on how to prepare for the test and optimise your test scores through training, as well as information on exercising correctly and safety considerations.

Type	Test	Job relevance
Endurance Fitness	15 metre shuttle endurance test to level 5.4 (minimum)	Prolonged chases, stair climbing, foot patrols, use of force lasting several minutes

## **4.2 - Endurance test**

Endurance fitness, in simple terms, is your capacity to sustain a period of prolonged physical activity. Endurance fitness is a reflection of how efficient your heart and lungs are. It is required in any activity that causes you to get out of breath for a prolonged period of time.

The test of endurance fitness, more commonly known as the bleep test (or Loughborough test), involves running back and forth on a 15 metre track. At each turn you must place your leading foot on the end line, in time with a series of audio bleeps. If you arrive at the end line before the bleep sounds, then you should turn around, wait for the bleep, then start running again and adjust your speed in line with the beep. The test is progressive in that the time between the bleeps reduces so that it becomes more difficult to keep up with the required speed. The idea of the test is that you run for as long as possible, until you can no longer keep up with the set pace. You will receive 3 warnings from the supervising staff that you have not reached the line in time before you will be eliminated. A longer running time indicates a greater level of endurance fitness.

The test is scored on a level basis. The timing between the beeps stays the same on each level and only decreases with each audible warning that the level has changed. There is a minimum requirement to pass the test, this being level **5.4**.

## **4.3 - Endurance training advice**

There are many different activities that you can participate in to improve your level of endurance fitness. Playing sports regularly such as football, netball, squash and rugby can be an enjoyable way of improving and maintaining your level of endurance fitness. Any sport that causes you to get out of breath for 30 minutes or more will be of benefit. Participation in sports will improve your endurance. Choose one that will fit into your lifestyle and that you enjoy. You are then more likely to stick at it.

The most rapid improvements in endurance fitness will be made if you participate in activities that use large muscle groups and thereby create a large aerobic demand. Running, cycling, and swimming are probably the most effective. There are three training methods that you can use to improve your level of endurance fitness using this type of exercise; these are continuous, varied pace and interval training.

Continuous training involves exercising either continuously for a set time (ideally 20 minutes or more) and recording the distances covered, or exercising for a set distance and recording the time taken.

Various pace training is as it sounds, varying the pace at which you exercise. Interrupt the steady continuous pace with occasional faster bursts.

Interval training involves running for a set time or distance a specified number times with periods of rest or recovery in between.

To develop and maintain your endurance, try to do one or a combination of these activities three times a week with each session lasting at least 20 minutes. For those individuals who have not exercised regularly in the past, it is advisable to start with gentle continuous exercise sessions lasting at least 15 minutes and then build up to 20 minutes over time. Interval and varied pace training can then be performed once you have developed a good endurance base.

The best course of action is to find a method of training that suits you and one that you enjoy. Fitness is an important aspect of the role and is something you will need to keep up throughout your career

## **4.4 – Swim test**

Candidates are expected to be able to swim a minimum of 50 metres, which will be tested.

Remember, if physical training is new to you, start at a comfortable level, and work on maintaining that level for as long as possible in each session. Once you have established a routine, begin to build the intensity and regularity of your exercise.