

POLICE CONSTABLES

POLICE COMMUNITY SUPPORT OFFICER

SPECIAL CONSTABLES

Recruitment Information Pack

Protect every journey

BRITISH TRANSPORT POLICE



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Foreword

Policing is truly a job like no other. I have never had a day where I have questioned my choice of career, in fact the opposite is true in that every day I reflect how fortunate I am to be a police officer and how proud I am of policing. As you read through this information pack, I hope that you can imagine yourself in the shoes of those you read about, and what it might be like to be exposed to the everyday highs and lows that frontline policing brings. Most importantly please reflect on the positive impact and difference you will be able to make to many people, and the fantastic teams you will work with.

BTP is without doubt an incredibly unique police force that faces challenges rarely seen in modern policing. Since joining BTP myself, I have been struck by the specialist nature of our work – including public protection, counter terrorism and responding to incidents so often against a time pressure, where we strive to reduce delays and disruption to the rail network across three countries. I am so proud of the way our people pull together with such professionalism, expertise and compassion. As a force, BTP has a real 'family' feeling to it.

Our policing priorities lay on the forefront of public demand. I have been humbled to see how our people rise to the evolving challenge and the outstanding work our officers and staff carry out every day to prevent crime, protect the public and keep the railway safe.

As the Chief Constable, it is clear to me that BTP is a force that cares about the people it serves and strives to work with its communities, with a greater understanding of what they need from us. Now, more than ever, it is so important that we understand these needs and perspectives, as well as working hard to be a modern and inclusive organisation. We must be representative of the public we service, so I would urge those of you from an underrepresented group who might be reading this to consider joining BTP, as those who share your experiences must see themselves on the other side of the badge to help us build trust and legitimacy with local communities.

A career in BTP will offer you the opportunity to reach your potential through diverse and fulfilling roles, providing the excitement and satisfaction that you've been a part of something that makes a real difference to people's lives.

Throughout my career in policing, I can look back at what I have done to prevent criminality and protect people from harm with great pride and know many others who feel the same – it is a feeling I would love for you to have one day.

I will take this opportunity to thank you for your interest in joining us and to wish you the very best of luck in your application. I hope to see you at a 'Pass Out Parade' soon!

Lucy D'Orsi
Chief Constable



About this information pack

This information pack is designed to help you understand more about British Transport Police and the opportunities to join us as an Officer; whether a **POLICE CONSTABLE**, **POLICE COMMUNITY SUPPORT OFFICER (PCSO)** or **SPECIAL CONSTABLE**.

A lot of what you need to know will be the same across all three roles, such as the eligibility criteria to join us and the assessment process, but there are also key differences such as the responsibilities of having the warranted powers of a PC, the community-focus of the PCSO role or the voluntary nature of being a Special Constable.
We have made it clear throughout where there are specific differences between the roles that you should know about; particularly the job descriptions and pay scales.



About British Transport Police

The railways lie at the heart of Britain's community, commerce and industry. With over 6 million passenger journeys and 400k tonnes of freight being moved from depots to docks every day on Britain's railways we have the unique task of ensuring that all this takes place within a safe and secure environment. You will build specialist skills in working with BTP, you will build excellent experience in public order, ensuring fans attending huge sporting events or concerts move seamlessly through the transport system. Neighbourhood policing is also as important to BTP as it is to other forces; it's simply that our neighbourhood looks different to your local town. Although it is more transient and will pose just as many challenges.

With such a wide remit we need people who thrive on challenges and are willing to work hard to learn the skills necessary for this difficult but critical role. Our officers and PCSOs see policing as more than a job; it is their vocation, and a real opportunity to make a difference to the community.

POLICE CONSTABLES





Police Constable

Constables play a critical front-line role in the prevention and detection of crime and the criminal justice system. Constables work in partnership on a day-to-day basis with local communities, stakeholders and colleagues in order to promote law and order, reduce the fear of crime, provide reassurance and build confidence to improve the quality of life for citizens.

This role carries legal powers to enable the maintenance of law and order and bears responsibility for making autonomous decisions in accordance with the National Decision Model and Code of Ethics, exercising professional discretion, as appropriate to the role, in line with legal frameworks and policy guidelines.

Constables are required to meet and maintain the highest professional standards required of their role, by conducting all actions in a legal, balanced, proportionate and justifiable manner to uphold the law and achieve the best outcomes in a wide range of situations or incidents.

Key Accountabilities

- Provide appropriate initial and ongoing frontline response to a wide range of incidents that may include complex and confrontational situations, assessing immediate risk, threat and harm to determine a proportionate response in line with the law, policy and guidance.

- Take a leading role in establishing effective localised partnerships to problem solve, engage with, reassure and support organisations, groups and individuals across communities in line with the Force's planned approach.

- Effectively engage with victims, witnesses, suspects and the vulnerable, in accordance with equality, diversity and human rights considerations, to provide initial support, direct towards relevant services, establish relationships and gather information that prevents and reduces crimes.

- Maintain awareness of potential and actual risks to individuals, taking appropriate action to protect and support those in need of public protection to pre-empt or effectively address safety or vulnerability issues.



- Conduct effective and efficient priority and high-volume investigations as requested in line with standards of investigation to inform the development of high quality case files and initiation of criminal justice proceedings.

- Gather and handle information, intelligence, and evidence, from a variety of sources, in line with legislation, policies and guidance, taking the appropriate action to support investigations, law enforcement and criminal justice proceedings.

- Interview victims, witnesses and suspects in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.

- Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence based policing.

- Justify and professionally account for actions to ensure adherence to legal frameworks and key working principles, policies and guidance.

- Identify opportunities for and support the exploration of new ways of working and innovation in policing, applying critical thinking and problem solving methodologies to identify solutions to problems in line with evidence based practice within area of work.

- Support the implementation of problem solving and evidence based policing initiatives by championing and applying relevant methodologies and approaches to area of work.

To apply for the PCEP route, you must:

Be aged 18 or over at the point of appointment.
Have the permanent right to live and work in the UK.
Have continuously resided in the UK for the previous three years.
Meet the force's medical, fitness and vetting requirements.
Hold Level 2 qualifications in English and Maths (GCSE Grade C/4 or above, or equivalent), or be willing to complete BTP's Level 2 English and Maths assessment.
Hold a Level 3 qualification (or higher), or be able to demonstrate equivalent knowledge, responsibility and professional capability through relevant work experience gained within the last five years.

Police Constable Entry Programme (PCEP)

The Police Constable Entry Programme (PCEP) is British Transport Police's entry route for individuals who want to become a Police Officer without studying towards a degree.

PCEP is a two-year programme that combines classroom learning, practical training and operational experience. From day one, you will be employed as a Police Officer, earning a salary while developing the knowledge, skills and confidence required for the role.

Throughout the programme, you will learn how to prevent and investigate crime, protect vulnerable people, respond to incidents and emergencies, and provide a professional service to the public. You will be supported by experienced officers, tutors and trainers as you progress through your training and probationary period.

Upon successful completion of the programme, you will be confirmed in post as a Police Constable and will have access to a wide range of career development and specialist opportunities across British Transport Police.



POLICE COMMUNITY SUPPORT OFFICER



Police Community Support Officer (PCSO)

Police Community Support Officers (PCSO) act as a key liaison point between local communities and policing. Publicly facing, they provide a visible, accessible and approachable uniformed presence in the community to offer reassurance, defusing situations where there is a threat of conflict, improve confidence and trust, gather information and foster good community relations.

This role holds designated PCSO legal powers of enforcement in line with local Force requirements to support the successful resolution, prevention and deterrent of local crime. PCSOs are also expected to respond to a wider range of non-criminal issues that contribute to vulnerability and safety within the community. They will be expected to act with discretion, making appropriate use of their designated powers and acting within Force guidelines.

Although being a PCSO with BTP is very similar to any other force, there are also some important differences, for example you may have noticed that our PCSOs carry handcuffs in order to detain people if required and this isn't the norm.

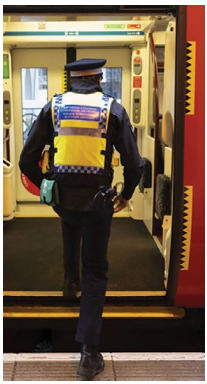
Key Accountabilities

- Maintain a highly visible community presence in accordance with local area needs to address issues of public concern, act as a deterrent to local crime and improve community confidence.

- Support ongoing Police operations undertaking community-based activities as directed to gather, handle and submit information and intelligence, acting in line with legislation, policies and guidance, to support law enforcement.

- Support Police Officers in initial front-line response to incidents enabling resolution to and/or preventing escalation of low-level offending in line with their designated powers and remit.

- Develop close working relationships with key community bodies or individuals as directed to gather and provide information, support the vulnerable, promote community cohesion, identify and tackle low-level issues such as anti-social behaviour.



- Develop effective relationships with individuals, including the vulnerable and at risk, across the community, providing support and guidance to identify root causes, assess needs, prevent crime, respond to concerns and build trust in policing.

- Assist front line responses to more complex incidents as a first at scene responder, acting to contain, assess needs and/or provide support to ensure immediate public safety.

- Maintain awareness of potential and actual risks to individuals, escalating potential threats to public safety in line with Force guidance to support the identification and resolution of issues.

- Support the identification and exploration of new ways of working and innovation in community policing, applying critical thinking and problem solving methodologies to identify solutions to problems in line with evidence based practice.

- Support the implementation of problem solving and evidence based policing initiatives by championing and applying relevant methodologies and approaches to area of work.

SPECIAL CONSTABLES





Special Constable

Unlike many other Police Forces, our Special Constables do not have the 'SC' insignia on their epaulettes so you wouldn't know from appearances that they were any different from PCs. They are however still different roles so it's important to understand what it means to be a Special Constable.

Special Constables work on a voluntary basis at the front-line of policing and the criminal justice system. They work in partnership on a day-to-day basis with local communities, stakeholders and colleagues to promote law and order, reduce the fear of crime, provide reassurance and build confidence to improve the quality of life for citizens.

This role carries the same legal powers as a Police Constable, making autonomous decisions in accordance with the National Decision Model and Code of Ethics, and exercising professional discretion, as appropriate to the role, in line with legal frameworks and policy guidelines.

Special Constables are required to meet and maintain the highest professional standards required of their role, by conducting all actions in a legal, balanced, proportionate and justifiable manner to uphold the law and achieve the best outcomes in a wide range of situations or incidents.

Key Accountabilities

- Provide appropriate initial and ongoing frontline response to a wide range of incidents that include complex and confrontational situations, assessing immediate risk, threat and harm to determine a proportionate response in line with the law, policy and guidance.

- Assist police colleagues in establishing effective localised partnerships to problem solve, engage with, reassure and support organisations, groups and individuals across communities in line with the Force's planned approach.



- Effectively engage with victims, witnesses, suspects and the vulnerable, in accordance with equality, diversity and human rights considerations, to provide initial support, direct towards relevant services, establish relationships and gather information that prevents and reduces crimes.

- Maintain awareness of potential and actual risks to individuals, taking appropriate action to protect and support those in need of public protection to pre-empt or effectively address safety / vulnerability issues.

- Make an effective contribution to investigations as requested, in line with the standards of investigation, to inform the development of high quality case files and initiation of criminal justice proceedings.

- Gather and handle information, intelligence, and evidence, from a variety of sources, in line with legislation, policies and guidance, taking the appropriate action to support investigations, law enforcement and criminal justice proceedings.

- Interview victims, witnesses and suspects in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.

- Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence based policing.

- Justify and professionally account for actions to ensure adherence to legal frameworks and key working principles, policies and guidance.

- Identify opportunities for and support the exploration of new ways of working and innovation in policing, applying critical thinking and problem solving methodologies to identify solutions to problems in line with evidence based practice within area of work.

- Support the implementation of problem solving and evidence based policing initiatives by championing and applying relevant methodologies and approaches to area of work.



What's it like to work with BTP?

We understand that everyone will have their own experiences and insights that form their ideas of what it means to work in policing, what kind of jobs Officers deal with and what situations they will experience. Some applicants have had some exposure to policing before, whether in previous employment or perhaps through family members who have been Officers. Equally, some may not have had any first-hand experience of policing, which is okay too because what we're looking for are people with the potential to succeed with us.

You shouldn't doubt that this can be a tough and unpredictable job that will challenge you physically, mentally and emotionally. You will witness and deal with incidents that many people will never encounter in their lives and you should thoroughly consider if this is the right career for you. For this reason, it's really important that you gain your own understanding of policing, don't base it off what you see on television or guesswork, go and find out for yourself. To help you find out more about what we do, we asked one of our PCs to provide an account of his working week which we recommend you'd read to find out what it's really like.

Police Constable, B Division

"I know it sounds very cliché but no two days are the same"

I'm a Police Constable based on B-Division in South East London, I have 12 years of service and I'm part of a team of 5 PCs and 1 Sergeant. My working week starts on a Tuesday morning after a 4-day long weekend which is definitely one of the perks of shift work. My shift-pattern provides me with variety, the chance to get more than two days off in the week and starting and finishing work before the rush-hour. Today, my shift starts at 7am at my station which is particularly busy. The variety of our work is very important to me. I know it sounds very cliché but no two days are the same for us. The complete unpredictability of a shift is what has kept me keen and enthusiastic throughout my career.



My day begins with a briefing from our Sergeant; she gives us an update on any incidents of note that have taken place whilst we have been on rest days (our days off), any important intelligence and what we will be tasked to do for the day head. It's a good opportunity to have a quick catch-up with the rest of my team and make sure we're all up-to-speed about what's going on.

British Transport Police is the most specialised and oldest Force in Great Britain; it's national and serves a very unique environment. We deal with so many people on a daily basis from all kinds of backgrounds. The ability to adapt to a wide range of situations is of paramount importance.

Having been on duty for only a few minutes, I receive the first call of the day via my radio: a report of a drunk male who has been harassing passengers on a platform at a nearby underground station. This is a very busy time across London as the rush-hour is beginning and platforms will already be full of passengers. Not many people appreciate the environment that a BTP Officer works in; lots of people, fast-moving trains, electrical hazards and not always a lot of space to work in! Our Control Room has categorised this call as an immediate response which means that an appropriately trained Police Officer will be authorised to utilise the "Blues and Twos" of our Police Vehicle, driving at speed through traffic is dangerous so it's only something that's ever done with authorisation and by someone with the right training.

"One of the most important skills you can have in policing is your ability to communicate"

Within minutes, we have arrived at the station and quickly make our way from the vehicle to the Central Line Platforms. One thing about wearing the uniform we do is that you will always get everyone's attention when you're running somewhere! We find our man and he is being very disorderly and abusive to other passengers. My partner and I take control of the situation and firstly make sure to move him out of harm's way for everyone's benefit; on a busy underground platform it's not impossible that someone can cause a fatal accident.



One of the most important skills you can have in policing is your ability to communicate. I start talking to the male attempting to calm him down whilst my partner tries to find any potential victims or witnesses. The male's behaviour worsens and he goes from being verbally abusive to physically confrontational. He is arrested for being Drunk and Disorderly in a public place. We take him to our dedicated Custody Suite where we book him in; he is placed in a cell to sober up before he can be processed. We do the necessary paperwork and are back out on the patch.

We drive over to a busy Mainline Station to patrol the concourse and platforms; this isn't in response to a call but a routine part of our job. A key part of our job is simply engaging with people, whether members of the public or our stakeholders, you will want to both approach people and be approachable. You may want to question why they are doing what they're doing or you may just need to be on hand to give directions! I always make the effort to talk to staff at the station. They are part of the community I serve and making sure they are okay is important to me.

"I've been on patrol for only a short while when I receive a call via the radio that will have every Officer's attention; a report of a person struck by a train"

I've been on patrol for only a short while when I receive a call via the radio that will have every Officer's attention; a report of a person struck by a train. We don't yet know whether this person has jumped, fallen or been pushed into the path of an oncoming train but we need to get there fast. As units across London race to the scene, a catalogue of things go through my mind; how many casualties are there? Are they even still alive? Is this a crime scene? Who else is supporting me? Has an ambulance been called? Are there trains stuck as a result of the incident with hundreds of passengers on board? What about their welfare?

This particular incident has occurred at a busy underground station and we are the second vehicle to



arrive on scene. These types of calls are some of the worst you may attend and they can be quite harrowing and will sometimes affect you mentally or emotionally. Ultimately, I'm a Police Officer and I have a duty to deal with this incident as effectively and quickly as possible but in a professional and dignified manner, whatever the scenario. Sometimes the result will be a fatality, the body may be badly disrupted and perhaps you are tasked with conducting a search to find some kind of identification. You must remember that it is our duty to inform next of kin who have a right to know what is going on.

"Sometimes your patience will be tested"

On this occasion the individual is thankfully still alive having fallen into the 'pit' below the running rails. My colleague is a Public Order Medic and he naturally wants to help but we are told it's unsafe to go down there by the Fire-Brigade. This frustrates and upsets him as he knows that he can help the injured man who looks to be in a really bad-way but there is no point in causing further injuries to ourselves or others in providing assistance. The ambulance service arrives and, with the environment having been made safer, we deal with the gentleman together. We assist in removing the male from the tracks and he is taken off in an ambulance, other colleagues will travel with him to understand what has happened but his welfare is the most important thing right now.

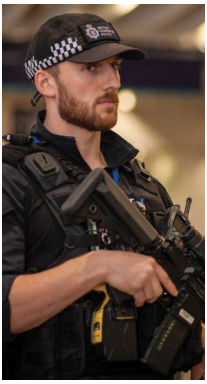
My working week has got off to a busy start. Our Sergeant has a debrief at the end of the day to make sure that the team are all okay; it's absolutely essential that if you are affected by things that you see, you make someone aware of how you feel, not only is there no shame in this but we actively encourage it. You will deal with things that nobody else will and, whilst resilience is important, that doesn't mean you don't have feelings and we understand that.



During my week I deal with many different situations, the person under the train is one of the most serious things we deal with but thankfully not one of the most common and I spend a lot of my time dealing with the same kind of incidents such as lower level antisocial behaviour or helping people who are lost or missing. Either way, I end up talking to a variety of people from all walks of life. What many forget is that when the people you come in to contact with talk to you, what they really see is the uniform and they will link their experience of you to the wider Police Force. For that reason, it's important that we are always polite and courteous as the reputation of the BTP, and policing in general, is represented by each and every one of us. Sometimes your patience will be tested but being rude or short is unacceptable.

"Everyone should expect to have a safe and pleasant journey on the rail network"

My next day is a football shift on a Police Support Unit (PSU); I am 'public order' trained which means that I often deal with the more confrontational situations that can occur which require specialist officers. It gives you so many useful skills that it's something I would always encourage a new officer to get trained in after their probationary period. On a busy football day, there are a lot of people on the network, they are often very excited (or disappointed) by the result of the games and typically fuelled by alcohol. Sometimes fights can occur, which is clearly wrong, but even when football fans aren't actively trying to be antisocial or disruptive, it's simply not fair on the general traveling public to be expected to tolerate drunk and rowdy fans on their trains. Our uniformed presence provides visible reassurance to the public and our engagement with the fans shows we have taken notice of them. Ultimately, we are showing everyone that we don't tolerate unruly and antisocial behaviour and that everyone should expect to have a safe and pleasant journey on the rail network.



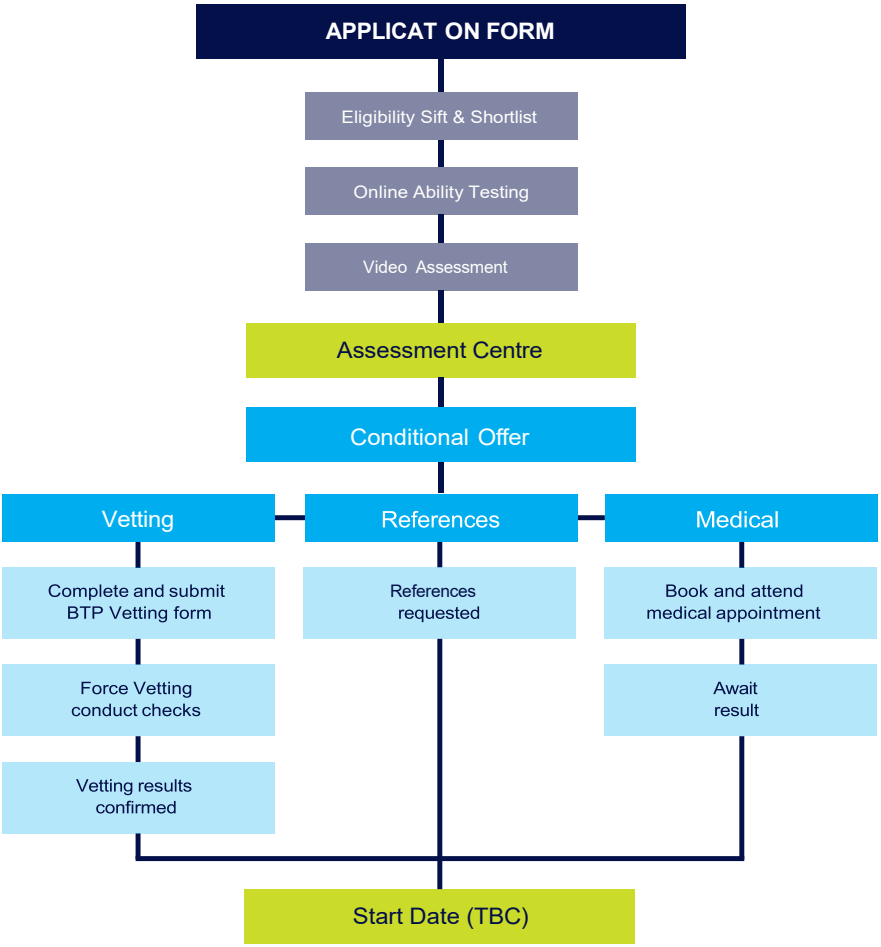
My next two-days involve answering lot of response calls across the Division which on occasion can be from London all the way to Portsmouth but we are a national force so, wherever you are, you should be prepared to travel all across the country. We don't always attend calls on an immediate response with the lights and sirens because it isn't always justifiable so we often end up being stuck in traffic just like everyone else!

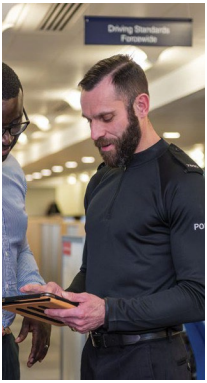
People link their experience of you to policing in general and we have to try and leave them with a lasting good impression."

The assessment process

To become an Officer with us, you will need to demonstrate that you have what it takes to undergo the challenges of training and, ultimately, frontline policing. As such you will be assessed against a rigorous recruitment and selection process.

The below flowchart shows you our end-to-end recruitment process for all Officer positions:





Application Form

All applications to join us are made online and filling out the form is very straightforward, although it is quite a comprehensive form so you should make sure that you give yourself enough time to complete it fully and to the best of your ability before the closing date, as we don't offer any extensions to the deadline for any reason.

A lot of the form is simply personal information about you such as your employment history and answering important questions about your eligibility for the role, it's really important that you provide all information as honestly and in as much detail as you can. As part of your application, you will be required to complete a short application question. This is your opportunity to tell us why you want to become a Police Officer with British Transport Police and demonstrate the skills, qualities and experience you could bring to the role. We are interested in hearing about your own experiences and motivations. You may find it helpful to consider how your values and behaviours align with the policing Code of Ethics and the standards expected of all police officers. Please ensure your response is written in your own words and reflects your genuine experiences.

As part of the application process, you will be required to complete a **Situational Judgement Test (SJT)**. Please note that if you do not pass the SJT, your application will not progress any further at this time. However, you are welcome to reapply in the future once the reapplication period allows.

Online Ability Testing

We are fortunate to receive many applications, so reviewing each one thoroughly takes time. Rest assured, your application will be assessed, and you will receive an outcome. If your application is shortlisted, you will be invited to complete an online Maths and English assessment.

These assessments are designed to evaluate your skills to a reasonable standard and are accessible via a user-friendly online portal. The portal includes full instructions and practice tests to help you become comfortable with the format and content.

After completing the Maths and English assessments, we will contact you with your results. If you are successful, you will proceed to the final stage of the online ability testing: the video assessment. This involves watching a short clip and providing factual information based on what you observe.

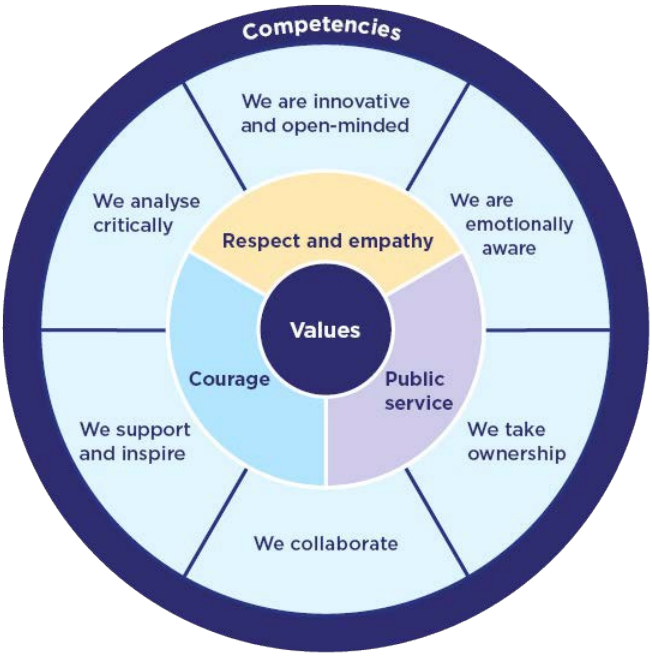
Assessment centre

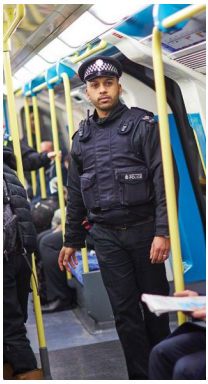
If you are successful in your online testing, you will be invited to an assessment centre which is the final stage in the assessment process. We will contact you with a date for your assessment with an absolute minimum of two weeks' notice but usually much more than this.

When you are invited to an assessment centre, you will also be given a comprehensive briefing on what is expected of you and advice on how to prepare. The assessment centre consists of:

- Interview - A competency-based interview including a presentation (1 hour max)

You will be assessed on your insight into the BTP, your understanding and expectations of the role, mission and values as well as the College of Policing Competency and Values Framework (CVF).





The CVF is something you should understand in detail so that you know what it is we are looking for you to be able to demonstrate in your interview. Full information on the CVF can be found on the **College of Policing website** and should form part of your research into the role and preparing for your assessment.

If your interview is successful, you will be invited to proceed to the next phase of the assessment process, known as Stage Two. Stage Two will include the following components:

- Fitness test – This is a bleep test ran to level 5.4 plus a warm-up.
- Biometric vetting – A mouth swab for DNA and your fingerprints will be taken to vet you against national databases.
- Uniform fitting – You will be measured for uniform and the results recorded.

From your application through to your interview, the assessments you undertake will allow us to understand whether you have the personal qualities, skills and experience that will enable you to train to become a Police Officer.

Conditional Offer

If you successfully pass all of the elements of the assessment process, you will be given a conditional offer of employment. This is conditional upon a successful medical, vetting and references and it's important that you don't hand in your notice or make any other firm plans until you receive a formal offer of employment from us.

Medical

You will be asked to attend a comprehensive medical assessment which will be conducted by a recognised medical professional. This will include a series of basic health checks including height, weight, eyesight, hearing, blood pressure and body mass as well as a drug and alcohol test. This will determine whether or not you have the level of health that is required of a Police Officer.



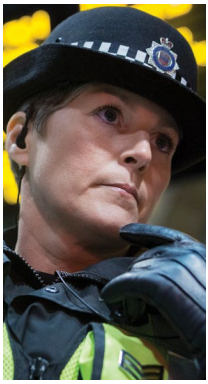
Vetting and references

Our vetting process is very thorough and can take some time so we don't want to cause any unnecessary delays. When you are given your conditional offer, we will also provide you with the vetting form to complete so that we are ready to process your vetting when required. This won't be until we have a target start date for you so that we aren't unnecessarily vetting people.

We will also follow up employment references for the previous 5 years. Your current employer will not be approached until you have your contract or you give us permission. As with any other job we reserve the right to withdraw the offer if an employment reference identifies an issue, although this is rare.

We will inform you once the appropriate security checks have been completed, and will not provide you with a formal offer letter or contract of employment until this stage.

It's important for you to remember that vetting standards continue to apply both until you commence employment and thereafter. Should any incident occur leading up to your start date which you would have declared on your vetting form, however minor you believe it is, you must contact us about it. Honesty is always the best policy as failure to declare something will be considered to be an integrity issue.



Pay and benefits

Being an Officer is not an easy job and you may be thinking 'is it worth it? What will I get out of this?' The answer is: A lot.

There's so much to gain from becoming a police officer and, in return for your hard work, you will:

- have a rewarding job where no two days are ever the same.
- be constantly challenged and always learning.
- be valued for your contribution to your community.
- have excellent pay progression and benefits package.
- have continual opportunities for advancement.

The arrangements for the salary, allowances and other benefits for each role are specific to each role and are detailed below. If you have any questions about how these may apply to you individually or are unsure about the information listed please contact the recruitment team to discuss in more detail.

POLICE CONSTABLE

Police Officers within British Transport Police can expect a competitive pay and benefits package made up of the below.

Starting basic salary

- Starting salary of £33,609 per annum. Salary is paid every four weeks, meaning you will receive 13 pay payments each year.



Depending on your location, you may also be entitled to a regional allowance to reflect the higher cost of living in different areas:

- Inner London allowances of £9,044.75 – (London allowance of £5,783.75 and London weighting of £3,261)

South East Allowances

- Top tier locations Allowance of £3,105 - (Guildford, Ebbsfleet, Luton, Stevenage, Reading, Oxford, Slough, Milton Keynes, Ashford, Colchester, Maidstone, Southend, Benfleet)

- Middle tier locations Allowance of £2,070 - (Gatwick, Portsmouth, Southampton, Brighton, Bournemouth)

- Lower tier allowance of £1,000 - (Cambridge)

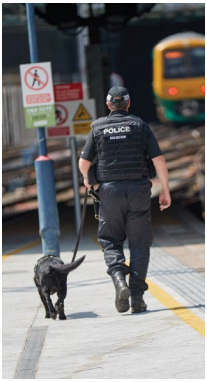
PC salary progression

One of the many benefits of a career as a Police Officer is the outstanding pay progression available. Few careers offer the opportunity to increase your salary as quickly, with potential earnings of £52,014 within just five years. See the progression pathway below.:

Pay Point	Pay
2	£33,609.00
3	£34,971.00
4	£36,336.00
5	£39,057.00
6	£44,544.00
7	£52,014.00

Annual leave entitlement

As a Police Officer, you will start with 25 days of annual leave. This entitlement will increase incrementally with your length of service, reaching a maximum of 30 days after 10 years. Additionally, you will receive 8 Bank Holidays. If you are required to work on these holidays, you will be compensated accordingly.



Pension Scheme

You will, at the discretion of the British Transport Police (BTP), be entered into the Police Authority Shared Cost Section of the Railways Pension Scheme on the date you enter the Force Employment. Under the provisions of the Social Security Act 1986, membership of a pension scheme is not compulsory.

If you give notice to opt out of the Railways Pension Scheme within one month of joining the Scheme then steps will be taken so that you will be treated as never having been included in the Scheme.

Travel

Police Officers are entitled to free or reduced-rate rail travel facilities for residential purposes only in accordance with the current regulations. Currently, Officers based in London and the South East will receive 70 miles free mileage owing to the typically greater travelling distances and those based outside London and the South East will receive 8 miles of free travel with anything beyond this typically offered at a heavily reduced rate.

Travel concessions are granted at the discretion of Rail Delivery Group and will be withdrawn in the event of their misuse.

Training Programme

The foundation training programme delivered by the British Transport Police is a blended learning programme that uses different mediums to facilitate training, this allows us to use a variety of methods to connect with and support our new colleagues. The programme includes face to face classroom training, videos, learner lead research and presentations, practical scenarios, immersive learning events, a pre-join learner workbook, knowledge checks and lectures from a variety of subject matter advisors. Some of the foundation programme for Police Constables is delivered remotely and each recruit is supplied with the necessary technology to be able to receive this remote learning. Currently a minimum of 30 days of the foundation programme is delivered remotely.

POLICE COMMUNITY SUPPORT OFFICER (PCSO)

PCSOs within British Transport Police can expect a competitive pay and benefits package which include:



- A basic salary of up to £28,486.92 on commencing service
- Up to 20% shift allowance - an additional allowance for working unsociable hours, this will be payable depending on your particular shift pattern. Depending on your location, you may be entitled to an allowance to reflect the higher cost of living:
- London allowance - £4,775.00

Spine Point	y
2	£29,483.96
3	£30,306.62
4	£31,129.29
5	£31,366.69
6	£32,189.35
7	£33,012.03

PCSO salary progression

You will start on spine point 2 of the pay scale which is currently £28,486.92 and then your pay will increase annually in line with the progression displayed above.

Annual leave entitlement

PCSOs are entitled to 28 days annual leave for less than two years' service, rising to 30 days after five years' service. A total of 8 Bank Holidays with pay are granted annually. These will be compensated if you are required to work any of these days.

Pension Scheme

BTP contractually enrol all Police Staff into the BTP Group Personal Pension Plan, this is a defined contribution pension scheme which is administered by Royal London. You can find out more information about how the pension scheme works, contribution rates, investments, retirement and managing your plan from our micro site About us - Royal London. If you have any further questions, please contact Pension-Queries@btp.police.uk.



SPECIAL CONSTABLE

Special Constables are voluntary Police Officers so the position is an unpaid one. This doesn't however mean that you will be left out-of-pocket as a result of performing your duties.
Where Specials are on duty for a period of at least four continuous hours (including training) they will be entitled to a 'duty allowance' as detailed below:

- Over 4 hours but not exceeding 8 hours - £10.42
- Over 8 hours but not exceeding 12 hours - £17.71
- Over 12 hours but not exceeding 24 hours - £28.18

When travelling to and from duty, Specials may also use reasonable standard class public transport, the costs of which will be reimbursed when supported by receipts and evidence of travel.

Other benefits

Discounts and incentives

For PCs and PCSOs, we offer an internal benefits portal, 'Choices', which will give you access to a selection of discounted products and offers including various salary sacrifice schemes. However, a large number of high street and online retailers also offer unrivalled discounts and incentives to police employees that everyone will be able to benefit from.

Full Occupational Health Service

You will have access to our internal occupational health service covering everything from advice to management through to individual employees on all work-related health matters including physical and psycho-social, and assisting in the prevention of adverse health effects. You will also have free access to external, confidential services for any other issues that you require assistance with.



Career paths

POLICE CONSTABLE

If you join us as a Police Constable, you will first complete your full training and this will then be followed by a two year probationary period. On successful completion of your probationary period, you will then be confirmed in rank and, if you want to, be able to pursue different specialisms.

Many PCs choose to progress in their career whilst staying in the role they first joined us in, building their local knowledge and becoming the most effective they can in that role as opposed to pursuing specialist roles. You can however still learn new skills that can be used in any role for example:

- Response driving
- TASER
- Family Liaison Officer
- Public Order

If however you are looking to progress into a specialist role then there are many on offer. It's important for you to understand that it isn't a case of simply expressing an interest in a role or automatically moving into one and you will have to wait for a vacancy to arise internally and there will normally be a competitive application process. Roles could include:

- Firearms
- Dog Handler
- Behavioural Detection Officer
- Detective
- Attachments to specialist teams

There is no right answer as to how your career will develop and everyone follows a different path that best suits their skills, interests and needs. You may also wish to progress through our rank structure and apply to go through the promotions process to become a Police Sergeant.



POLICE COMMUNITY SUPPORT OFFICER

Much like the career paths our PCs choose to follow, there is no right answer for how to progress as a PCSO. We find that many PCSOs want to eventually become PCs and we definitely encourage that if it's right for them but that doesn't mean it's an expectation of you and many of our PCSOs have served with us for a great number of years.

BTP PCSOs can develop and build on skills that will make a real impact on the community they work in. For example in BTP you could develop community projects and campaigns, become specialists in areas of the rail industry and build relationships with business leader to address community issues. For those who enjoy coaching and training others, using the experience gained in the field can be a rewarding professional development opportunity and experienced PCSOs who have completed their probationary period can act as a tutor for recruits, helping them develop their skills as they deal with a variety of incidents.

If you do want to become a PC then we offer a quicker and simplified internal application route for our PCSOs who have support from their line manager and divisional commander. Many of our PCSOs have also taken advantage of the internal vacancies on offer and over time have transitioned into various staff roles within the force.

SPECIAL CONSTABLE

Special Constables are offered much of the same training opportunities as PCs and we even have Specials who have response driving training! Although there are limited opportunities to do this level of training we do routinely offer our Specials to undertake training in new skills such as schools liaison or public order.



Am I eligible?

Vetting

It is important that our police officers provide the best possible service with the full confidence of the public they serve. As such, in addition to understanding your ability to do the job, it's also important for us to ensure you are eligible to work with us. Please ensure you do not apply if you have previously been informed that you are unsuitable to hold vetting with BTP at any time.

Right to work in UK

You must have the permanent right to live and work in the UK without any restrictions. You will automatically have this right if you are a UK, EU or EEA citizen. Commonwealth citizens and foreign nationals may also be eligible but must be able to stay here permanently and work without restriction; British Transport Police are not able to support applications from those who require a Visa.

Residency

In addition to the above, all applicants must have been resident in the UK for the last 3 years at least. This is required to ensure we can source adequate vetting checks and applies equally to all applicants regardless of nationality. Any breaks in your residency will be reviewed on a case-by-case basis; any holidays or short breaks will be acceptable but extended absences especially where a permanent UK address has not been maintained likely will not be. This does not apply to anyone serving abroad in HM Forces or Government/Civil Service.

Age

You must be 18 years old to become a Police Officer. We will accept applications from those aged 17.5 at the time of applying to allow for the period of time it will take to process your application. You will not however be able to attend assessment centre until you are 18 years old. BTP have removed any upper age restrictions for all roles.

Dismissal from another force

Applicants are not eligible to apply if they have previously been dismissed from another force.

Convictions and cautions

You will not be eligible to apply if you have ever received a custodial (prison) sentence.

All other cautions, convictions, and involvement with the police must be declared during the vetting process but will not necessarily form a bar to employment and will be reviewed on a case-by-case basis. This is irrespective of when they occurred, the outcome, your age at the time or whether they are deemed 'spent'.

The information we require in this respect will also extend to your family and close friends or other associates. Applicants are strongly recommended to consult with those who they need to list on their vetting information both to check that the information provided is accurate and to advise them these checks will be carried out.

Where anything is declared or discovered we will consider this information against criteria such as:

- The likelihood that the applicant's performance and discharge of duty will be adversely affected e.g. through adverse pressure or a conflict of interests.
- The nature, number and seriousness of the offences or involvement in criminal activity and the time over which these took place.
- Whether the circumstances are likely to bring discredit to or embarrass the police service.

It is important for you to be as honest as possible and to remember that any information you should have known and declared but failed to do so will be taken as an attempt to hide that information from us and you will likely fail vetting for that reason alone.

Financial position

Police Officers hold a privileged position with regards to their access to a range of sensitive and valuable information and this means Officers are at a heightened risk of being potentially vulnerable to corruption. As a result, we require applicants to be free from the pressure of undischarged debts or liabilities and to be able to manage loans and debts sensibly.

As part of your checks we will verify your financial position. We understand that the most applicants will have debts of some sort whether that be a mortgage, student or personal loan or credit/store card debts and we would reassure you that any debts that are within your means and are manageable will not be a bar to appointment. The results of financial checks will be reviewed on a case-by-case basis but there are certain factors that would make you ineligible to apply. We will not accept applications from anyone who has the following:

- An existing County Court Judgement (CCJ) – if you previously had a CCJ but no longer do then you must be able to provide documentation to that effect.

- An unmanaged Individual Voluntary Agreement (IVA) – you can have an IVA in place as this often represents a sensible way of managing debts however you cannot apply if you have an IVA which is unmanaged and where payments are not being made.

- Bankruptcy – you cannot apply if you are currently bankrupt or, if you were and no longer are but your bankruptcy has not been discharged for at least five years.

Tattoos

Tattoos are not acceptable if they are deemed offensive; tattoos on face and neck will be considered on a case-by-case basis. Tattoos will be considered unacceptable if they;

- Undermine the dignity and authority of the constable;

- Could cause offence to members of the public or colleagues and/or invite provocation;

- Are garish or numerous or particularly prominent;

- Indicate unacceptable attitudes towards women, minority groups or any other section of the community;

- Indicate alignment with a particular group which could give offence to members of the public or colleagues;

- Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

It is reasonable to expect that any tattoos in other locations or that are not offensive as per the above criteria will be acceptable however you are encouraged to contact the recruitment team if you are at all unsure about your tattoos.

You should be aware that you will be required to declare and detail any tattoos that you do have on your application regardless of their location, size or nature. Your application may still be rejected if these are considered to be in breach of our policies.

Inappropriate associations

If you are currently, or have been, associated with any group, society or individuals that could reasonably represent a conflict of interest with conducting the work and responsibilities of a Police Force effectively and impartially then you will not be eligible to apply.

This could include disruptive or extremist political organisations and social movements or any other individual or group whose actions, practices or objectives are contrary to the Police Code of Ethics. Any inappropriate associations that you may have will be discovered as part of our vetting process and should be declared at the earliest opportunity in line with our values of honesty and integrity.

HM Forces

Due to the timescales of our recruitment process, applications from service personnel will be accepted only if you have 12 months or less to serve before discharge. Please forward or attach with your application confirmation of your projected date of discharge (e.g. a letter from your Commanding Officer).

Education and skills

Qualifications are not a requirement for appointment but for training and development purposes you may be required to produce examination certificates if recommended for appointment. If you are still in, or have recently left full-time education, we may also ask for a referee from the relevant institution.

Business interests

You will not normally be eligible for appointment as a Police Officer if you hold any office or employment for hire or gain or if you carry on any business in addition to being a PC. This is also the case if your spouse or other relative living with you keeps a shop or similar in the area of the police force in question. Lastly, you, your spouse or any relative living with you cannot hold nor have a financial interest in any licence or permit relating to liquor licensing, refreshment houses or betting and gaming or the regulation of places of entertainment.

Health and Medical

Police Officers will encounter situations that can be stressful, traumatic, physically confrontational and often over long hours on shifts. As a result, applicants do need to be resilient enough to cope with the demands and pressures of police work. Applicants must therefore be in good health both mentally and physically in order to safely undertake police duties.

Our health standards require you to show that you can give regular and effective service. In order to do this, we ask you to provide relevant details of your health and medical history in accordance with any questions asked of you during the application and offer process. The health of each candidate is considered individually and no decision to reject a candidate is made without referral to a medical advisor.

Applicants requiring reasonable adjustments

British Transport Police is committed to improving inclusivity, accessibility and employment opportunities throughout our organisation. We welcome applicants to share any specific needs or requirements with us throughout both the recruitment process and in the workplace. Please let us know if there are any adjustments you require and we will be able to discuss this with you in further detail.

Eyesight

To work safely as a Police Officer, especially in a railway environment, it is important that all applicants are able to meet the following eyesight requirements:

- Distance vision - 6/12 or better with either your right or left eye and 6/6 with both eyes together. If you wear spectacles or contact lenses you also need to reach 6/36 without your spectacles or lenses.

- Near vision - 6/9 with both your eyes together (aided).

- Colour vision - Colour Vision Policing Requirement are as followed:

  - Monochromats are not accepted (complete colour deficiency).

  - Mild anomalous trichomats are acceptable in standard policing roles.

  - Severe anomalous trichomats are likely to be appropriate in some standard policing roles but not extended roles such AFO and Taser.

  - The use of colour correcting lenses is not acceptable.

- Eye surgery - Radical Keratotomy, Arcuate Keratotomy or corneal grafts are not acceptable. Other forms of refractive surgery such as LASIK, LASEK, PRK, ICRS, epiflapare all acceptable provided that six weeks have elapsed since surgery, there are no residual side effects and the other eyesight standards are met.

Eligibility disclaimer

Throughout your application, assessment and eventual vetting process, honesty is always the best policy. It is essential that you declare all relevant information to us during your application and vetting process both as requested by us and if you feel it may impact on your suitability to do the role. Many personal circumstances do not necessarily constitute a bar to you joining British Transport Police however we will take failure to mention any relevant information as a deliberate omission and attempt to hide that information from BTP. This will be treated as a lack of honesty and integrity and you will be permanently barred from joining BTP in any capacity.

Please note that British Transport Police conducts Police National Computer (PNC) checks during the application stage. Information identified through these checks may affect your eligibility and could result in your application being rejected. Failure to declare relevant information may also result in your application being rejected on the grounds of honesty and integrity, regardless of whether the matter itself would have prevented you from applying.



FAQs

As our Chief Constable said, making the decision to pursue a career in policing isn't something you will take lightly so we know you will have a lot of questions about the job, the recruitment process and much more besides. We would encourage you to conduct your own research into what interests or concerns you to make sure you're happy that this is the right choice for you.

To help you, we've put together some Frequently Asked Questions that may already be on your mind. If there's anything you want to know that isn't listed here you can simply send an email to **recruitmentteam@btp.police.uk** and someone will reply as soon as possible. For now, we hope these help:

1. When will you be contacting successful applicants?

All applicants will be informed if they have passed or failed the application form stage of the process. If you want an update on the status of your application please keep an eye on the recruitment website.

2. When will I know if I have a place at the Assessment Centre?

The results of the paper sift will be communicated on a regular basis. You will have approximately two weeks' notice if you are to be invited to attend an Assessment Centre. You must have successfully passed shortlisting and online ability testing in order to receive an assessment centre invite.

3. Can I transfer my results from a previous Assessment centre with another force?

BTP's vision is to provide policing excellence for Britain's railways. To help achieve this we have moved away from the national recruitment process (NPIA) and the SEARCH Assessment centre, favouring a robust selection process that is bespoke to BTP.

In view of this we are unable to accept applications from Home Office forces as the results are non-transferable.

4. **Can I apply while I have a live application with another force?** Yes, due to the fact that BTP offers a bespoke selection process we will not ask you to cancel your application with another force until you have been given a conditional offer.

5. **How old do you have to be to join?**

   You must be 18 years old to become a PCSO, Special Constable and Police Officer.

6. **How long will I be in training?**

   PCSOs will complete 8 weeks training at our training centre in London. Annual leave cannot be permitted during this time or also during the second stage of training which will run until for a further 4 weeks once you are on area.

   Police Officers will complete 18 weeks training at our training centre in London. Annual leave cannot be permitted during this time or also during the second stage of training which will run until for a further 8 weeks once you are on area. You will receive 2 weeks annual leave within the 18 weeks training. This is however pre-scheduled as part of the training programme.

   Special Constables are usually trained over 10 weekends, attending a course every other weekend. **From April 2027**, student officers will undertake approximately 33 weeks of initial training. This training is designed to provide the knowledge, skills and practical experience required to perform the role of a Police Constable. Following completion of the initial training phase, officers will continue their development in the workplace as part of their two-year probationary period.

7. **Can I apply if I have any cautions or convictions?**

   Any cautions or convictions including those deemed 'spent' must be declared at the point of application but will not necessarily exclude you from employment.

8. **Should I declare all involvement with a police investigation even if 'no further action' was taken?**

   If you have had any involvement in a police investigation you must declare this on your vetting declaration form, even if there was no further action.

9. Can I apply if I have tattoos?

Tattoos are not acceptable if they are deemed offensive; tattoos on face and neck will be considered on a case-by-case basis.

Tattoos are considered on a case-by-case basis if:

- They are on your face.
- Above the collar line on the front or side of your neck.
- Are large on the back of your neck and cannot be easily covered.
- They could be considered in any way offensive, regardless of their location.

Tattoos are considered if:

- Visible tattoos are permissible on other areas of the body including hands, arms, legs, feet and on the back of the neck (providing the tattoo is discreet and behind the ear lobe).
- Discreet tattoos on the ear are also considered acceptable.
- Consideration will be given to tattoos on the face that were necessary following medical procedures or for cosmetic procedures e.g. eyebrows.
- You are encouraged to contact the recruitment team if you are at all unsure about your tattoos and we will advise you wherever possible.

  You can do this by emailing us at **recruitmentteam@btp.police.uk**

10. What is the probation period?

For PCSOs it is 1 year and for Police Officers it is 2 years.

11. Do BTP Cover travel costs to Assessment centres?

Travel to assessment centres is at an individual's own expense. Please note there is no parking available at BTP assessment centre venues. Light refreshments will always be provided during an assessment centre process.

12. Do I get issued with boots?

Yes, boots are supplied as part of the uniform issued by BTP.

13. Will you ask for references?

Yes for Police Officers, PCSOs and Special Constables references will need to cover 5 years.

14. Can I change my posting preference?

You will have specified your posting (location) preferences during your application. You can add additional posting preferences during conditional offer stage. You are responsible for making an informed decision with regards to your posting preference and we strongly advise against selecting a posting preference with a view to hopefully starting sooner. If you choose to relocate for this position then
this will be at your own expense and you are expected to have fully considered the impact on your personal circumstances of the posting location that you accept. Most importantly, you must be aware that there will be absolutely no option to change your posting location for any reason once a formal offer has been made.

15. Is there any chance to progress to Police Officer?

Yes. British Transport Police regularly welcomes applications from individuals looking to progress into a Police Officer role through the Police Constable Entry Programme (PCEP). Previous experience as a PCSO, member of police staff, Special Constable or in other relevant public-facing roles can provide valuable skills and experience; however, all applicants must meet the published eligibility requirements and successfully complete the recruitment process. Full details of current opportunities can be found on the BTP Careers website when campaigns are open.

16. Will I need to complete a itness test?

You will get a maximum of 3 attempts to pass your fitness test, you will need to achieve a level 5.4. The test must be completed/passed within 6 months from receiving your pre-conditional offer. If you do not pass your fitness test within this timeframe you will be required to reapply in the future. Please note, you will still be required to complete the fitness test again during training.

17. Is there an option to re-take the online tests?

Unfortunately not, the individual tests made up the overall result. If you fail, you are more than welcome to reapply again in 3 months' time, however you will have to complete the whole process again.

18. Do I require a UK drivers license to become an officer?Holding a valid full UK licence is essential for all outer London areas when applying to both B and C division.

19. Do you provide accommodation whilst training?

For officers posted in **B Division:**

- Accommodation is *not automatically provided.*
- For **Outer London** postings, you may request accommodation at the formal offer stage. Requests are reviewed individually and are not guaranteed.
- For **Inner London** postings, accommodation is *not available.*

For officers posted in **C Division:**

- Accommodation will automatically be arranged for you during the required in-person weeks at our training centre in London.

For officers posted in **D Division:**

- This is a residential course, and accommodation will be provided for the duration of your training.



Do you have any questions?

If you have consulted this document thoroughly and still have questions relating to the job or your personal circumstances then please contact the BTP recruitment team detailing your query via email at **recruitmentteam@btp.police.uk**



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