| Police Scotland logo | Freedom of Information Response Our reference: FOI 23-0854  Responded to: 26th April 2023 |
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Your recent request for information is replicated below, together with our response.

Please note that the order of your questions has been amended for ease of response.

1. **What is the vetting process for people when initially joining your force? Please provide documentation.**
2. **The College of Policing APP on Vetting refers to 'checkable history': please specify the history of an applicant that is checked in vetting by your force.**
3. **What is the vetting process that you operate for officers and staff transferring to your force from another police force?   
   Please provide copy of documentation setting out the process.**
4. **What is the vetting process for officers and staff transferring within your force to a different role?   
   Please provide copy of documentation setting out the process.**

A copy of the Police Scotland Vetting Manual of Guidance is attached.

One email address contained within in the document has been redacted in terms of section 30(c) of the Act - prejudice to the effective conduct of public affairs.

It is assessed that disclosure would serve to disrupt the well-established processes which members of the public are encouraged to use when contacting Police Scotland, thus prejudicing our ability to effectively manage such contact appropriately.

Whilst there is a public interest in better informing the public as to the internal mechanisms used within the force, this must be balanced with the need to ensure that the appropriate channels are used for contact and that internal mailboxes are not compromised in any way.

1. **What is your process or procedure for vetting of transgender people? Please provide documentation setting out the process/procedure.**

Section 17 of the Act applies as the information sought is *not held* by Police Scotland. To explain, there is no specific process or procedure in relation to the vetting of individuals who identify as transgender and the process outlined in the Vetting Manual of Guidance would apply.

1. **How often is vetting clearance reviewed/ renewed in your force?**
2. **What is the process for reviewing/renewing vetting for officers and staff. Please provide copy of documentation setting out the process.**

In response to these questions, I would refer you again to the Vetting Manual of Guidance. Additionally, I would refer you to a recent statement from Deputy Chief Constable Fiona Taylor QPM:

[Police Scotland statement on vetting checks of officers and staff - Police Scotland](https://www.scotland.police.uk/what-s-happening/news/2023/january/police-scotland-statement-on-vetting-checks-of-officers-and-staff/)

1. **What is your process for checking the identity of people applying to join the force? Please provide documentation.**

The means of checking identity is recorded via an on-line recruitment system and as such no associated documentation is held and section 17 of the Act applies. To be of assistance however, our process for checking identity is as follows:

* Manual check and confirmation of applicant with their Passport
* Manual check and confirmation of applicant with their Drivers Licence with current address
* Current Utility Bill/Bank statement with address
* If no passport then birth certificate and National Identification Number
* Supervisory check of above before those details are forwarded for Vetting identification checks along with an additional passport style photograph
* Confirmation of an applicant’s Right to Work
* HM Forces Discharge papers (if applicable)

1. **Please confirm whether applicants are subjected to biometric vetting (fingerprints and DNA).**

Applicants to Police Scotland are not subject to biometric vetting.

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by [email](mailto:foi@scotland.police.uk) or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by [email](mailto:enquiries@itspublicknowledge.info) or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.