



States of Jersey Police Officer Recruitment Pack

New recruits & initial training

ETHICAL POLICING PRINCIPLES

We will use the ethical policing principles to help us make and reflect on our professional decisions.

As policing professionals, we commit to the following:



Courage

Making, communicating and being accountable for decisions, and standing against anything that could bring our profession into disrepute.

- Taking responsibility
- Setting an example
- Challenging unprofessional behaviour and practice
- Being honest, open and accountable
- Encouraging feedback and scrutiny

Respect and empathy

Encouraging, listening to and understanding the views of others, and seeking to recognise and respond to the physical, mental and emotional challenges that we and other people may face.

- Acting with respect
- Listening to and understanding different perspectives
- Understanding the impact of emotions and welfare
- Responding to individual needs
- Being fair and impartial

Public service

Working in the public interest, fostering public trust and confidence, and taking pride in providing an excellent service to the public.

- Delivering service to be proud of
- Acting lawfully
- Understanding and responding to the public's needs
- Reflecting on and applying knowledge and experience
- Improving our self, our peers and our profession

Ethical policing principles

Courage	Respect and empathy	Public service
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making, communicating and being accountable for decisions, and standing against anything that could bring our profession into disrepute.	encouraging, listening to and understanding the views of others, and seeking to recognise and respond to the physical, mental and emotional challenges that we and other people may face.	working in the public interest, fostering public trust and confidence, and taking pride in providing an excellent service to the public.

Doing the right things, in the right way, for the right reasons

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1. INFORMATION ON ENTRY AND SERVICE REQUIREMENTS

1.1 INTRODUCTION

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.

The scope of our police officers' work means they are integrated into all areas of island life, making a tangible difference at a personal level.

The support and training provided follows this unique trend. Our officers are trained in specialist skills over and above their standard duties as required and can include criminal investigation, community, and response policing, public protection, Firearms, drugs squad and financial crime.

As well as uniformed service, our police force often has opportunities to join the fight against a prevalent island challenge; financial crime, presenting interesting paths for those with varied backgrounds.

The journey from student officer to substantive police officer is challenging and rewarding. There is an extensive training and tutorship programme hosted locally on all aspects of policing in Jersey.

The course is both challenging and demanding and includes learning important aspects of law, communications, engagement and personal safety skills and an introduction to the partner agencies with whom we work. You are also expected to pass a fitness test along with regular examinations.

The States of Jersey Police is a busy force consisting of almost 330 police officers and support staff. We 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.

ROBIN SMITH
Chief of Police



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, becoming known as the St Helier Paid Police Force. They also started 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.

A mobile section was established in 1950, although the Paid Police remained a Parish entity until the 1952 Police Bill. This legislation transferred the control from the Parish of St Helier to the States of Jersey. The new Police Force was enshrined on 24 May 1952 with 64 police officers, with island wide responsibility.

Today we have around 200 police officers, supported by a range of highly skilled police staff.



1.3 WHAT THE STATES OF JERSEY POLICE DO

Policing in Jersey is different to so many other jurisdictions as the States of Jersey Police provide a service to the entire Island

A Crown Dependency, International Finance Centre, Island community and popular tourist destination, Jersey provides our police officers with significant diversity in their role. Our own Government and legislation means that our police force is largely self-sufficient and provides a range of functions, normally delivered by other services.

As a force, we serve a resident population of around 112,000 people as well as several hundred thousand visitors each year.

We must also police Jersey's transport hubs. The Harbour and Airport provide connectivity to many destinations throughout the UK and Europe.

Jersey's role in the international finance industry means that our Joint Financial Crime Unit (JFCU) plays a key role working with law enforcement agencies on a global level to combat money laundering and serious organised crime, including 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, public order, and more.

1.4 WHAT A POLICE OFFICER DOES

Our first duty is to keep Islanders safe and Jersey secure. Our vision is for Jersey to be a desirable place to live, work and visit, because people are and feel safe.

The scope of our police officers' work means they are integrated into all areas of Island life, making a tangible difference at a personal level. 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; not to mention the unique challenges posed by the COVID-19 pandemic.

The main responsibility of our five uniformed teams is to deliver a 24 hour 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 volume 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 community policing, drug squad, public protection, criminal investigation, intelligence, special branch and the joint financial crime unit.

1.5 ENTRY 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:

- Be more than 18 ½ years of age on date of appointment
- Have Entitled to Work/ Entitled status'
- Be of good character (see Para 2.6)
- Have a good standard of written and spoken English
- Possess good health, fitness standard and eyesight
- Have a full manual Jersey driving licence
- Pass the agreed recruitment and selection process, explained in full through this document
- Academic criteria: We no longer have academic qualification requirements, though candidates will be assessed for writing skills during the process.

1.6 KEY SKILLS

- ✓ High ethical standards and commitment to fairness and equality
- ✓ Personal integrity and courage
- ✓ A high standard of written and spoken English
- ✓ Good numeracy skills
- ✓ IT skills
- ✓ Strong sense of public service
- ✓ Openness to change
- ✓ Ability to deliver
- ✓ Professionalism
- ✓ A strong sense of team work
- ✓ Confident communication skills
- ✓ An ability to interact with the community
- ✓ Physical fitness - be able to swim and reach the fitness standard of 5.4 on the shuttle run test scale.
- ✓ 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
- Officer safety
- Equality and diversity
- Partner agencies
- First aid
- Practical law application
- Community placement
- Open Water Safety Training
- Interviewing skills
- Supervised patrol
- Team building
- Regular knowledge checks
- Occupational Competency portfolio
- Driver training

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 the Student Training Programme.

1.9 HOURS OF DUTY

Our work matters and we're proud to see the positive results every day. This brings a sense of belonging and a team ethic for all of our police officers, however it does require a huge commitment. By nature, shift work 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

Late

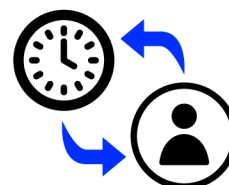
13:00 - 21:00

15:00 - 23:00

17:00 - 03:00

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. Please note that the reporting time is 15 minutes prior to the shift start 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 to a maximum of 27 days (28 in the rank of Sergeant)

1.11 PAY SCALES FOR POLICE CONSTABLES

[View all of our current pay scales HERE](#)

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 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, a lot 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. 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. Tidy hair (tied up if long), clean shaven or a maintained groomed beard. Subtle make up and/or 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. No visible body piercings other than stud earrings are to be worn by police officers while on duty.

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. While 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 and passed the appropriate exam. Having successfully attained the rank of Sergeant, you can again apply for further promotion throughout your career.

1.15 SOCIAL SECURITY AND TAX

Deductions are made from gross monthly earnings in accordance with legislation.

1.16 MEDICAL

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

1.17 RECREATION

The Police Athletic and Social Club organises social functions on a regular basis. Representative matches of football, rugby, cricket, and many other sports are played against local and visiting teams. There are regular family events such as BBQs where the wider police family are invited to enjoy a relaxed day together.

1.18 POLICE ASSOCIATION

The Police Association is an elected body of serving officers. They 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

At the States of Jersey Police, we prioritise the wellbeing of our staff. Our dedicated wellbeing team offers confidential advice and support to both current and retired members. Guided by the States of Jersey Police Health and Wellbeing Strategy 2025-2028, we ensure that everyone receives the care and assistance they need to thrive.

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. Some pensions can be 'transferred in'.

Contact PEPT@gov.je for further information on pensions.



2. THE RECRUITMENT PROCESS

2.1 INITIAL APPLICATION

Applicants are required to complete an online application form using the Government of Jersey Recruitment Platform, Connect. The Learning and Development and Recruitment Teams will assess every application received, produce a shortlist of candidates who meet the appointment criteria and invite them to attend the next stage of the process.

2.2 INITIAL VETTING PROCESS



Initial vetting of applicants is completed following the shortlisting process. By agreeing to this application within Connect 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

The PIR Exam is used across the UK as an initial recruitment tool to assess writing ability amongst potential recruits. The States of Jersey Police no longer utilise the numeracy assessment due to its limited relevance in the modern world.

There is a written assessment in the form of an essay, where you will be required to observe a situation and write about it. This assesses decision making, logical reasoning and written English.

2.4 PHYSICAL FITNESS TEST

Candidates will also be required to undertake the Force fitness test and a swim test on dates to be confirmed. 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

Subject to initial vetting, you will be invited to attend the extended assessment day. This day is awaited with some apprehension by candidates, but the majority agree it is enjoyable and not what they expected. During the day candidates undertake a variety of exercises including interviews, role-play scenarios and 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 at this stage of their development.



2.6 VETTING

The next stage is referencing, medical and recruitment vetting. Security checks will be conducted on the applicant and family members. Police officers are required to be of good character and those with convictions for serious offences cannot be considered. Minor convictions or Parish Hall appearances are not an automatic bar to employment, each case is considered on merit.

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 added to a pool of successful applicants pending a recruit intake. You will also be invited in to be measured for your uniform



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 new learning experiences almost every day. You will initially undergo a structured training programme which, whilst being hard work, is a thoroughly enjoyable experience. This foundation training will take 20 weeks and is predominantly classroom based and the commencement of an Occupational Competency Portfolio.

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

There is an expectation that Student Officers will not take any leave during the 20 week foundation training and the 10 week tutorship period (except for forced leave and special leave).

3.2 FOUNDATION TRAINING MODULE

The Student Training Programme is a 20 week period of learning and development, designed to give you the foundation knowledge you need to take into street policing. Officers will divide their time between learning the theoretical side of law and procedure in the classroom, and carrying out realistic role-plays. You'll also undertake basic driver training, health and safety and security training and other packages, to prepare you for becoming an operational police officer.

Regular knowledge checks 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. Throughout the programme, recruits will be given the support and guidance of the Learning and Development 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, there is a 'swearing in' ceremony at the Royal Court, where new officers are attested in the presence of the Bailiff. This may be attended by family and friends. Secondly, student officers will take part in a 'passing out' ceremony, permitting their training is successfully completed.

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 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 your learning into practice with the support of an experienced officer.

The second five weeks of this period are 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, receiving support and guidance from your supervisors and the Learning and Development Team. There will be regular meetings 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 two-year probationary period there will be further training on law and procedures back in the classroom, including finalising your portfolio. These courses are designed to give you the additional skills and knowledge required to perform your duties effectively. Throughout the 2 year probationary period, officers will also be required to carry out several attachments to different departments. This will aid in the development of their skills in a variety of areas, gaining a solid understanding of the wider organisation. You're also likely to undergo response driver training towards the end of your probation.

3.6 CONFIRMATION IN POST

Approaching the end of your probation, a review of your performance is carried out by the Learning and Development Team 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 well in activities, including those listed above, can be based on your level of fitness.

Type

Endurance Fitness

Test

15 metre shuttle endurance test to level 5.4 (minimum)

Job Relevance

- Prolonged chases
- Stair climbing
- Foot patrols
- Use of force lasting several minutes
- Swim test

4.2 ENDURANCE TEST

In simple terms, endurance fitness is your capacity to sustain a period of prolonged physical activity. It reflects how efficient your heart and lungs are, 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 beeps. 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 beeps 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. The level required to pass this test is 5.4. There are a variety of JRFT / Police Fitness Test apps and videos available online. Make sure you're searching for the UK version.



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 your 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 at an indoor swimming pool.

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.





For more information, please contact recruitment@jersey.police.je
or visit www.jersey.police.je