

CHAPTER 80

WARFARE BRANCH – ROYAL NAVY POLICE

CONTENTS

Para	
8001.	Introduction
8002.	Entry into the RN Police
8003.	Working with Children and/or Vulnerable Adults – Criminal Record Checks
8004.	Application for Entry into the RN Police
8005.	RNP Aptitude Clearance
8006.	RN Police - Selection Board Procedure
8007.	Post NPM Assessment/RNP Selection Board
8008.	Attending RNPIC
8009.	Passing RNPIC
8010.	Reversion and Disrating
8011.	Initial Employment of Leading Regulators
8012.	JPA Recording - Competences, OPS/Annual OPS Check, RNFT and Sea Time
8013.	Education For Promotion (EFP)
8014.	Incidents to be Reported to Provost Marshal (Navy)
8015.	Suspension of RN Police Personnel from Police Duties
8016.	RN Police SUY Requirements
8017.	RNP OJARs and SJARs
8018.	RNP Surge Capability for Major Police Investigation/Incident

ANNEXES

Annex 80A	RN Police – Promotion Flowchart
Annex 80B	RN Police - Certificates for Achievement of OPS, Annual OPS Check and Completion of Sea Service

CHAPTER 80**WARFARE BRANCH – ROYAL NAVY POLICE****8001. Introduction**

- a. This Chapter covers the career regulations for General Service Warfare Branch RN Police (RNP). Divisional Officers are to ensure that a copy of this Chapter and Annexes are placed in the PDR of every member of the RNP specialisation.
- b. The role of the RNP is to support operational effectiveness and delivery of military capability by deterring, investigating and detecting crime and disciplinary offences, thus maintaining Service discipline.
- c. The Provost Marshal Navy (PM(N)) is the competent authority for the investigation of all criminal and disciplinary offences investigated by RNP (QRRN Article 3603). PM(N) has a duty to the Defence Council for the conduct and direction of all such investigations and is to ensure that all investigations are conducted independently from the Chain of Command and are conducted free from improper interference (QRRN Article J.3604), therefore PM(N) has functional authority over all RNP for these purposes.

8002. Entry into the RN Police

The following criteria must be met for entry into the RN Police:

- a. An AB1 or Mne with at least 12 months' service since attaining Operational Performance Statement (OPS) at the date of application. A Leading Hand (LH) or Corporal (Cpl). A Petty Officer (PO) or Sergeant (Sgt) and above may be considered on a case by case basis.
- b. In date for source branch Annual OPS Check.
- c. An individual must have received a positive recommendation of 'Yes' or above for LH/Cpl (if AB1, MNE or Lance Cpl) on their last SJAR.
- d. Recommended by their Commanding Officer for the RNP specialisation.
- e. Have a permanent medical category of Medically Fully Deployable (MFD) (A4/L1 or L¹2/M1/E1) with a minimum colour perception standard of CP3.
- f. Must hold GCSE Grade A* - C, (9 – 4 for Summer examinations 2017 onwards) in English and Mathematics or equivalent for either or both qualifications in accordance with Chapter 96.
- g. Six months or more service since last Career Check (if any).

1. L2 Medical Employment Standard Code will be dependent on medical restriction. Each application will be considered by PM(N) on a case by case basis.

- h. Have at least 7 years to serve on completion of the RN Police Initial Course (RNPIC).
- i. Have manning clearance for transfer.
- j. Must be a British citizen or dual British/other nationality status (see Annex 51A).
- k. Hold a full UK driving licence. (An individual may attend the RNP Assessment and Selection Board (See [Para 8004](#) below) however manning clearance to attend RNPIC will NOT be granted until an individual has a full UK licence and it is recorded on JPA.).

8003. Working with Children and/or Vulnerable Adults – Criminal Record Checks

- a. Certain positions within the RNP require personnel to hold a valid Enhanced Disclosure level clearance certificate issued by the Disclosure and Barring Service (DBS) or through Disclosure Scotland. In the main, these RNP positions that may require a criminal record check are located at RNP SIB, Phase 1 and 2 training establishments and Diego Garcia.
- b. Application for Criminal Record Check clearance will be made by the RNP Career Manager on assignment to one of the RNP positions requiring a criminal record check. See Para 6046 and Annex 60F for further information.

8004. Application for Entry into the RN Police

- a. An application form to join the RNP will need to be filled in and individuals must be aware of the following information:
 - (1) **Financial.** The RNP is in a privileged position with regard to access to information. Applicants to the RNP should not therefore be under pressure from undischarged debts or liabilities. Most applicants have debts, such as mortgages, undischarged loans and credit/store cards and debts which, provided they are within a candidate's means and manageable are not a bar to assignment to the RNP. The RNP Application Form contains further information regarding the awards of County Court Judgements and Bankruptcy and is the medium used by the candidate to record his/her financial position.
 - (2) **Convictions.** The RNP Application Form contains further information regarding an individual's Service and criminal convictions and is the medium used by the candidate to record any such convictions.

(3) **Police National Computer Check (PNC).** A request will be made through the PNC data base concerning information held relating to RNP applicants. In view of the nature of RNP work, applicants are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 S.3(a)(ii) and Schedule 1 Pt II S.6. RNP applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary or administrative action.

(4) An individual must have passed a RNP aptitude clearance before manning clearance is authorised. No individual can attend an aptitude clearance without PPLAN approval; the following procedure is to be used:

8005. RNP Aptitude Clearance

a. When an individual has been recommended for the RNP specialisation in accordance with Para 8002 [sub para d](#), an application is to be submitted to PCAP, for the attention of NAVY PCAP-PPLAN SWPR WO1 for permission to proceed to aptitude.

b. When permission is granted, the individual's unit is to liaise with the RNP Spec Adviser to arrange a mutually agreed date for the applicant to attend a RNP Aptitude which includes a NPM Assessment and a Selection Board.

c. While attending a NPM Assessment the following is to be submitted to the RNP Spec Adviser at HQ PM(N).

- (1) A full hard copy record of the applicant's Appraisal Reports from joining the RN to date.
- (2) Education certificates.
- (3) LRLC/SRLC reports, if applicable.

8006. RN Police - Selection Board Procedure

If the applicant successfully completes the NPM Assessment and is considered suitable for transfer to the RNP specialisation, the Spec Advisor will arrange for the applicant to attend a RNP Selection Board.

a. Applicants who are called to appear before the RNP Selection Board will be required to undertake the following:

- (1) Powers of Observation (Written Exercise).
- (2) Spot Talk.
- (3) Interactive Problem-Solving Exercise.
- (4) PSO Interview.

(5) Selection Board Interview.

b. Manning clearance will be valid for two years after a successful pass at a Selection Board.

8007. Post NPM Assessment/RNP Selection Board

The Divisional Officer of the candidate, the individual and NAVY PCAP-PPLAN SWPR WO1 will be informed of the results of the RNP Selection Board by the RNP Spec Adviser.

a. Branch Transfer Manning Clearance. Once an individual has passed the NPM Assessment and RNP Selection Board, manning clearance to change branch/specialisation is to be requested via NAVY PCAP-PPLAN SWPR WO1 in accordance with current regulations.

(1) Manning clearance, if granted, will be valid for up to two years.

(2) The individual will then be allocated a provisional place on the RNPIC by NAVY PCAP-PPLAN SWPR WO1 in consultation with the RNP Spec Adviser.

b. Personnel who have successfully passed the RNP Selection Board and are waiting to be assigned to the RNPIC must continue to meet the criteria at [Para 8002](#), including positive SJAR reports. Failure to achieve this requirement may result in the candidate been debarred from transfer/selection to the RNP.

c. On receipt of an Assignment Order detailing a candidate for RNPIC, Divisional Officers are to check that the rating meets all the requirements for the Course listed at [Para 8002](#). Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Branch Manager or the Spec Adviser immediately, particularly if they concern a Career Check, seniority or current recommendation for LH.

8008. Attending RNPIC

Individuals attending RNPIC must be aware of the following.

a. The RNPIC attracts a training return of service of 36 months from the end of course (see Chapter 53). Students must complete RN Form S2658 prior to or on Day 1 of the RNPIC, following which the form is to be returned to the RN Police Career Manager for recording on JPA and follow up action. RNP candidates who do not accept this condition of service will be debarred from attending RNPIC.

b. It is a mandatory requirement for all RNP students commencing RNPIC Course to complete the Royal Military Police Advanced Apprenticeship Scheme. The induction of the apprenticeship scheme will take place during Week 1 of the RNPIC. See also PM(N) Technical Instructions. The 3 remaining units of the Royal Military Police Advanced Apprenticeship Scheme in Policing (C&G Diploma in Policing) must be completed within 18 months of completing the RNPIC.

c. Personal Safety Training (PST) is fundamental to all further development and promotion within RNP and will be conducted during training therefore individuals must ensure they are physically fit and in date for a fitness test.

8009. Passing RNPIC

- a. On successful completion of RNPIC the following rules apply:
- (1) On being rated Leading Regulator (LReg), ratings leave their original specialisation and join the RNP specialisation.
 - (2) An individual will be advanced to LReg once all the criteria at Annex 80A have been satisfied. The following gives further guidance:
 - (3) LHs or equivalent rates who pass RNPIC will be rated LReg with a seniority date adjusted to the last day of RNPIC.
 - (4) ABs or equivalent rates who have passed the LRLC will be rated LH (RNP) with a seniority of the last day of RNPIC.
 - (5) ABs or equivalent rates who pass RNPIC but have not passed the LRLC will be rated LReg on successful completion of LRLC with seniority back dated to the last day of RNPIC.
 - (6) All LRegs are subject to a 12-month probationary period as described at [Para 8009](#).
- b. See Para 6909 and Para 6915 a sub para (4) regarding non-completion of LRLC and advancement to AHR in exceptional circumstances.

8010. Reversion and Disrating

- a. If, at the end of one year's service as a LREG, an individual is considered to be unsuitable or unable to attain the required standard required of a LREG, they will be returned to their source branch or specialisation with original seniority as an AB or LH.
- b. If an individual fails LRLC they will be returned to their former specialisation.
- c. Failure to achieve OPS 24 months after completion of the RNPIC constitutes grounds for reversion and, unless exceptional circumstances exist (the RNP Branch Manager and PM(N) is to be consulted where any doubt exists), the Commanding Officer is to initiate the reversion process to former specialisation and rate, with original seniority.
- d. In common with other sideways entry specialisations, ratings who are reverted or disrated to the Able Rate will be returned to their former specialisation and categories. Re-advancement and future employment within the RNP will not normally be permitted. However, each individual will be considered on a case by case basis by the RNP Branch Manager in consultation with PM(N).

8011. Initial Employment of Leading Regulators

On successful completion of RNPIC, all newly qualified LREG will generally spend a minimum of 18 months consolidating at a RNP Regional Headquarters. This will normally be followed by an Operational tour and their first sea assignment.

8012. JPA Recording - Competences, OPS/Annual OPS Check, RNFT and Sea Time

- a. **Recording of Competences.** Once a RNP rating has successfully completed a PQC, WTTB, TEM and achieved OPS that competence is to be input to JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check JPA has been updated with the relevant competence.
- b. **Achieving OPS.** The apprenticeship, LReg TB and the VCIC are the gateway to achieving OPS. This allows time for probation to be completed and to generate a SQEP person to fulfil the sea role at LReg as they will have to be competent to investigate offences without the supervision of the RPO. The following are mandatory for achieving OPS as LReg:
 - c. **Complete the LReg TB.** An individual has 12 months to complete the TB. On successful completion, the TB it is to be forwarded to DSPG CPO(RNP) at the training wing, in order for it can be kept on file.
 - d. Successfully pass VCIC which will normally be completed 15 – 24 months following completion of RNPIC.
 - e. **Annual OPS Check.** The continued maintenance of OPS (including RNFT) is fundamental to all further development and promotion. In order to monitor individual maintenance of OPS, an annual OPS Check is to be conducted. In exceptional circumstances, some individuals may be unable to achieve the mandatory annual OPS Checks. Where this is the case, the Branch Manager should be consulted for advice.
 - f. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Para 6718 for full details.
 - g. **AB-LH CBRNDC TB.** It is recognised that not all specialisations, branches or trades mandate the need to complete a CBRNDC TB. If an individual falls into this category the TB must be completed on joining their first sea going unit.
 - h. **Sea Service.** A minimum period of sea service is required as a pre-selection requisite for promotion to PO and CPO and is to be recorded on JPA. Para 6905 defines criteria for award of sea service.

8013. Education For Promotion (EFP)

The joining criteria for RNP is to hold GCSE Grade A* - C, (9 – 4 for Summer examinations 2017 onwards) in English and Mathematics or equivalent for either or both qualifications, therefore an individual is Educational qualified for subsequent promotions in accordance with Chapter 96.

8014. Incidents to be Reported to Provost Marshal (Navy)

In accordance with Para 5755.b and PM(N) Technical Instructions, responsibility lies with RNP line management to report the following personnel incidents to PM(N) via HQ PM(N) Professional Standards Unit (PSU)/RNP Spec Adviser:

- a. Death, or life threatening injury or illness of RNP personnel.
- b. Allegations of disciplinary or criminal conduct against RNP personnel, whether on or off duty.
- c. Incidents involving RNP personnel which are likely to attract media interest.
- d. All complaints of any nature made against RNP personnel, whether by civilian or military personnel.
- e. All instances of RNP being placed on Formal Warning Levels 1, 2 or 3 (see Chapter 57).

8015. Suspension of RN Police Personnel from Police Duties

Suspension of RNP personnel from police duties is a serious matter. The decision to suspend RNP Personnel from policing duties is made on a case by case basis and is a matter for PM(N). Refer to PM(N) Technical Instructions for further guidance.

8016. RN Police SUY Requirements

Divisional Officers should consult with the RNP SUY Recording Authority (DPM(N)) and RNP Spec Adviser on potential RN Police and RM Police Troop Officer candidates' career development. Refer to Para 5029 b sub para 6 and sub para 7 for full details on RNP SUY requirements.

8017. RNP OJARs and SJARs

Reporting Officers who are not members of the Service Police are not to comment in OJARs/SJARs on an individual RNP member's exercise of their investigatory functions (see Para 2042 sub para c).

8018. RNP Surge Capability for Major Police Investigation/Incident

In the event of a major police investigation/incident, RNP surge personnel will be assigned (MA10B RNP HQ Incident RNP Surge|1820553) by the RNP Career Manager to HQ PM(N) to augment RNP SIB as required. For independence, PM(N) will formally email the relevant COs to temporarily assume command of RNP surge personnel. RNP surge personnel will be selected by HQ PM(N) SO3 OPS, RNP Spec Adviser and the RNP Career Manager on the basis of type of investigation/incident and the competences held by individuals. Naturally, in these circumstances, normal notice for assignment is not feasible and individuals can be expected to be moved from the outset of the major investigation/incident until completion. See PM(N) Technical Instructions for further details.

ANNEX 80A

RN POLICE – PROMOTION FLOWCHART

- a. Passed RN Police Initial Course (RNPIC) (14 weeks) at DSPG); recorded as JPA competence 'Provost & Security|Service Police-RN Police Initial Course (RNPIC)|Navy'. (1).
- b. Passed First Aid Course (1 week); recorded as JPA competence 'Medical|Level 2 First Aid (CBRNDC 23)|Navy'. (1).
- c. Passed All Arms Unit Custody Staff Course (1 week); recorded as JPA competence 'Course Qualified|All Arms Unit Custody Staff Course|Joint' at Military Corrective Training Centre Colchester. (1).
- d. Passed LRLC; recorded as JPA Competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'. (1).
- e. Completed AB-LH CBRNDC Task Book; recorded as JPA competence 'Professional|Completion of NBCD Task Book (All Ratings)|Navy'.
- f. Hold current driving licence (Cat B); recorded as JPA competence 'Drivers|Dvr Lic Cat B|Joint'. (1).
- g. In date RNFT or waiver obtained on date due advancement to Leading Regulator; recorded as JPA competence 'CMS|Fitness Test|Navy'. (6).
- h. At least 6 months since last Career Check on date due advancement.

Rated
LEADING REGULATOR

Regulating Petty Officer – Pre-Selection Requirements

- a. Passed Volume Crime Investigations Course (VCIC); recorded as JPA competence 'Provost & Security|Service Police-Volume Crime Investigations Course (VCIC)|Navy¹. (2) (3) (8)
- b. Achieved OPS; recorded as JPA competence 'Professional|OPS for LREG Navy'. (2)(3) ([Annex 80B](#))
- c. Minimum 2 years' service as an LReg 12 months prior to the Common Promotion Date (CPD) (Para 6703 b sub para (3)).
- d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).
- e. Rating recommended for promotion on Appraisal Report at CRD. (5)

Regulating Petty Officer – Pre-Promotion Requirements

- f. Passed Annual OPS Check or waiver obtained within 12 months of achieving OPS on first occasion (may be achieved before 12 months) or within 12 months of last Annual OPS Check at CPD; recorded as JPA competence 'CMS|Annual OPS Check LH|Navy'. (3) ([Annex 80B](#))
- g. Completed 12 months sea service on a seagoing ship as a LReg at CPD; recorded as JPA competence 'CMS|12 Months Sea Time LH|Navy'. (10) ([Annex 80B](#))

1. Or the former competencies: Q|Q-P-VCIC (Police-Volume Crime Investigators Course)|Joint|, or Q|Q-P-L2IC|RAF| or Regulating|Professional Investigators Course|Navy|.

BRd 3(1)

- h. Passed Serious Crime Investigations Course (SCIC) at CPD; recorded as JPA competence 'Provost & Security|Service Police-Serious Crime Investigations Course (SCIC)|Navy'². (7) (9)
- i. Passed Senior Rates Leadership Course (SRLC) at CPD; recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'. (7)
- j. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'. (6)
- k. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
- l. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competences. (4)

Promoted to
REGULATING PETTY OFFICER

Master At Arms – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as a RPO 12 months prior to the CPD (Para 6703 b sub para (3))
- b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7))
- c. Recommended for promotion on Appraisal Report at CRD. (5)

Master At Arms – Pre-Promotion Requirements

- d. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'. (6).
- e. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
- f. Completed 12 months sea service on a seagoing ship³ as an RPO at CPD; recorded as JPA competence 'CMS|12 Months Sea Time PO|Navy' (10) ([Annex 80B](#)).

Promoted to
MASTER AT ARMS

Warrant Officer 1 – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as a MAA 12 months prior to the CPD.
- b. EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA. (4)
- c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).
- d. Recommended for promotion on Appraisal Report at CRD. (5)

2. Or the former competencies: AGC|SIB L3| CSEQUAL| Army| or Q|Q-P-L3|RAF].
3. For an RPO this includes CHF, 814 NAS and 820 NAS.

Warrant Officer 1 – Pre-Promotion Requirements

- e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'. (6)
- f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
- g. Passed Serious Crime Investigations Course (SCIC) at CPD; recorded as JPA competence 'Provost & Security|Service Police-Serious Crime Investigations Course (SCIC)|Navy'⁴. (9) (11)
- h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 MASTER AT ARMS

Notes:

1. *Ratings of all specialisations selected for transfer to the RNP will undergo a 14 week RNPIC at DSPG, 1 week All Arms Unit Custody Staff Course at Military Corrective Training Centre Colchester, 1 week First Aid Course followed by the LRLC (see [Para 8011](#)) where this has not been achieved beforehand. This, in turn, will be followed as necessary by driver training (Cat B Licence). Loading to these courses is the responsibility of the RNP Career Manager in consultation with the RNP Spec Advisor.*

2. *All newly qualified LRegs will be assigned to a RNP Headquarters for a minimum period of 18 months for their first assignment to enable Task Book completion (which must be completed within 12 months). On successful completion, the LReg Task Book is to be forwarded to DSPG (FAO MAA at the Training Wing), to be kept on file. Additionally, during this first assignment, NPMs are to ensure that newly qualified LRegs are employed in the Enquiry Team, Discipline Office duties and where possible they should spend a period of attachment to the RNP SIB to enable them to gain experience prior to their first sea assignment. Furthermore, the 3 remaining units of the Royal Military Police Advanced Apprenticeship Scheme in Policing (C & G Diploma in Policing) must be completed within 18 months of completing the RNPIC.*



4. Or the former competencies: AGC|SIB L31 CSEQUAL| Army| or Q|Q-P-L31C|RAF].

Notes:**3. OPS Checks** (See also [Annex 80B](#))

a. Completion of the LRLC, LReg Task Book (no JPA competence) and the VCIC or the former L2IC/PIC defines the achievement of OPS; recorded as JPA competence 'Professional|OPS for LREG Navy'. Thereafter, the continued maintenance of OPS (including RNFT and Personal Safety Training (PST)) is fundamental to all further development and advancement. In order to monitor individual maintenance of OPS, an annual OPS Check; recorded as JPA competence 'CMS|Annual OPS Check LH|Navy' must be achieved by LRegs irrespective of where they are serving. Within the RNP, OPS checks are to be achieved by continuous assessment by a Senior Rating of the RNP specialisation, or if unavailable, the XO or Line Manager. If the XO or Line Manager is unable to certify an LReg as being OPS for any reason advice/assistance is to be sought from the RNP Spec Advisor, HQ PM(N).

b. The requirement to be 'in date' for an Annual OPS Check - recorded on JPA at the Common Reporting Date (CRD) as a pre-requisite for presentation at Promotion Boards has ceased. **However, there remains a requirement to be 'in date' for an Annual OPS Check which must also be recorded on JPA annually.** Additionally, this competence must also be recorded on JPA by the CPD.

4. Education for Promotion. See Chapter 96 Section 6.

5. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

6. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CRD. See Para 6718.

7. **Failure to complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating's promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or by nominated CPD+12 months as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).



Notes:

9. **Volume Crime Investigations Course (VCIC).** The VCIC is a 5 week course at DSPG, which must be completed 15-24 months following the RNPIC. Loading to the VCIC is the responsibility of the RNP Career Manager in consultation with the RNP Spec Advisor. The VCIC is a mandatory requirement for achievement of OPS and is a pre-requisite for a LReg joining a ship, Op Tour, BFSAI, Diego Garcia, LFS or expected to conduct volume crime investigations. A minimum period of 3 months' study is required by candidates prior to commencement of course. Two written entrance examinations, consisting of a multi-choice examination (Paper A) and scenario/competency based examination (Paper B), will take place on the first day of the course; failure will necessitate a resit on day 3 and a further failure will result in the OC of the Training Wing (DSPG) removing the student from training (having discussed the issue with PM(N) prior to removal). In this instance, candidates are to return to DSPG for course after a further minimum period of 3 months' study.



10. Serious Crime Investigations Course (SCIC)

a. The SCIC is a 9 week course at DSPG. The SCIC is for personnel who have been selected for WO1(MAA) (see Note 12) and RPO. However, exceptionally LRegs may attend the SCIC at the discretion of the RNP Spec Advisor. Loading/assignment to the SCIC is the responsibility of the RNP Career Manager in consultation with the RNP Spec Advisor. The SCIC consists of 4 modules and candidates must pass an entrance examination consisting of 2 separate papers (Distance Learning Guide (Paper A) and Core Competencies Examination (Paper B)) (module 1) for acceptance on the course. Prior to the entrance examinations, candidates require a minimum period of 3 months self-study. Line Managers should mentor and monitor candidates progress during their preparation for the entrance examination. Any concerns should be raised with RNP Spec Advisor. Candidates are strongly encouraged to commence study immediately following selection to RPO and, additionally, attendance on the mentoring day held at DSPG is strongly recommended.

**Notes:**

b. SCIC entrance examinations take place approximately 1 month prior to the commencement of course at nominated locations/education centres by the candidates. If a student fails Paper A or Paper B or both papers, there will be a re-sit examination 1 week later at the same Education Centre, with the same pass standard of 60%. Students who fail either one, or both papers and the subsequent re-sit examination(s), must undertake a minimum 2 months self-study to be eligible to sit the relevant failed paper (s) again. It should be noted that each paper has to be passed in order to attend the residential phase of the SCIC. Should a student pass Paper A and fail Paper B (or vice versa) at the first attempt, the pass at Paper A will remain valid for the remainder of the examination period (2 months). However, if the student fails to pass Paper B after 2 months self-study, the pass of Paper A will become null and void. If a candidate, having taken 2 entrance examinations (including 2 re-sits) is unsuccessful, he/she will be deselected from the promotion signal and the full penalties applied (see Para 6912 a sub para (1)). Results of the entrance examination will be disseminated via the RNP Spec Advisor. Candidates having passed the entrance examination will be loaded/assigned to the SCIC. An SCIC entrance examination pass will remain valid for 12 months; after this period, the candidate will be required to re-sit the entrance examination.

*c. **SCIC Residential Phase.** The Residential Phase consists of modules 2-4; knowledge assessment for modules 2-3 is conducted by three written legislation examinations and Module 4 (Environmental Phase) consists of practical testing/assessments. The student's practical skills are examined in a criterion-referenced format by the course instructors using a standardised form. Additionally, students will be required to complete a Research Project/Assignment (1500 words) utilised to cover the remainder of the training objectives.*

*d. **SCIC Failure Procedure.** Should a student fail a module written examination, 2 days later they will re-sit the examination. If the student fails the re-sit examination, OC of the Training Wing (DSPG) will remove the student from training (having discussed the issue with PM(N) prior to removal). In this event the student should not return for the SCIC before completing a minimum period of 2 months self-study. Additionally, the procedures at Para 6912 sub para should be followed. When a student returns to the SCIC, any further failure of a module written examination (including re-sit examination) automatically results in removal from course, de-selection from the promotion signal and the full penalties applied (see Para 6912 a sub para (1)).*

Notes:**11. Sea Service** (See also [Annex 80B](#)).

a. It is a pre-promotion requirement to RPO to have completed 12 months sea service on a seagoing ship as an LReg at CPD. It is also a pre-promotion requirement to MAA to have completed 12 months sea service on a sea going ship^a as an RPO at CPD. A MAA, RPO and LReg can each expect to serve at sea for 24 months.

b. The requirement to have the sea service competence recorded on JPA at the CRD as a pre-requisite for presentation at Promotion Boards has ceased. However, if a RPO or LReg is selected for promotion, their sea service competence must be recorded on JPA prior to the CPD.

12. **WO1(MAA).** There is a requirement for all personnel selected to WO1(MAA) to have completed the SCIC or the former L3IC. Failure to successfully complete the SCIC by CPD+12 months will result in de-selection from the promotion signal iaw Para 6912 a sub para (1). The rules in paragraph 9 above apply equally and therefore should be followed.



13. **Competences.** Personnel are reminded that it is an individual's responsibility to ensure that JPA correctly reflects all the competencies they have achieved at their CRD and/or CPD. Individuals are advised to check the flow chart above to ascertain those required for pre-selection and subsequent promotion or to contact the relevant section within the Ratings' Promotion Section for advice. Individuals may not be presented to promotion boards if JPA records do not correctly reflect achievement of these competencies. Although the onus is placed on individuals to check their JPA records, this does not absolve Divisional Officers from their responsibilities in accordance with Para 2121.

14. Personal Safety Training (PST)

a. Any member of the RNP engaged in police duties where the use of Personal Safety Equipment (PSE) is likely must be qualified and in date for the use of Service issue Batons, Limb Restraints and Handcuffs. This legal requirement is achieved through attendance on the basic Personal Safety Training (PST) course, completion of which ensures compliance with Home Office standards and the overarching guidelines issued by DSPG Association of Chief Police Officers (ACPO) Personal Safety Manual 2013. This is an enduring commitment to which adherence by relevant RNP staffs and their respective line managers is a mandatory requirement.

a. For an RPO this includes CHF, 814 NAS and 820 NAS



Notes:

b. **General Users.** RNP personnel who have completed the basic PST course must complete a minimum of 12 hours continuation training per year in order to maintain the PST competence; this can be achieved locally through the use of PST Unit Instructors (PST UI) and where possible should be evenly spread throughout the year in order to avoid last minute 'bulk' training before the qualifying period expires. Conversely, RNP staffs about to deploy overseas should ensure they receive sufficient training to keep them in date for the duration of the deployment.

c. **PST Unit Instructors.** PST UI must have successfully completed the 10 day trainer's course (which includes the Defence Instructional Techniques Course) at DSPG, be in date for the annual PST UI refresher training and be qualified at Level 2 First Aid. They are pivotal to the delivery of continuation training at the local level and should aim to conduct training sessions on a monthly basis with advance warning promulgated on unit Daily Orders or other available means, such as MOSS announcements, group e-mails or divisional briefings. The training itself should be conducted with a ratio of no less than one PST UI for every eight students and a unit record/database of RNP staffs attending the training should be maintained. It is the responsibility of NPMs, via their PST UI, to ensure that all RNP within their AOR receive regular continuation training to maintain this competency.

d. **Fit to Undertake PST Continuation Training.** All personnel undertaking continuation training must be medically fit. No person will be allowed to undertake continuation training if they are medically unfit, medically exempt (recorded on medical records), suffering from any injury/illness, pregnant or suspected to be pregnant. On each occasion of conducting continuation training, personnel will be required to verbally state and sign a declaration to the PST UI that they are medically fit to attend continuation training

e. See PM(N) Technical Instructions for further details.

Notes:

15. **All Arms Unit Custody Staff Course (AAUCSC).** The AAUCSC is a 5 day course conducted at MCTC Colchester and is a mandatory requirement for all RNP operating in a Service Custody Facility (SCF) in RNPHQs, Diego Garcia and BFSAI. Additionally, there is a requirement for all RNP who have completed the AAUCSC to remain 'in date' Level 2 First Aid and to attend AAUCSC Refresher training at specified dates at RNPHQs (as arranged through HQ PM(A) Custodial) on an annual basis. The AAUCSC is valid for 3 years, thereafter the whole course must be completed again (arranged via RNP Spec Advisor) if the individual is operating in an SCF. All personnel undertaking the AAUCSC must be medically fit. Individuals will not be allowed to undertake this training if they are medically unfit, medically exempt (recorded on medical records), suffering from any injury/illness, pregnant or suspected to be pregnant. On successful completion of the AAUCSC, the competence: Course Qualified|All Arms Unit Custody Staff Course|Joint| is to be raised (with an end date of 12 months on completion of the AAUCSC) by the individual's Unit HR Administrator. There is no separate competence for completing AAUCSC Refresher training. However, on completion of conducting such training, the original AAUCSC competence date must be amended to show a further period of 12 months validity. The Individual Personal Training Log (issued during the AAUCSC) must be annotated on each occasion of completing AAUCSC Refresher training. ANPMs are to ensure that a local database is maintained which captures the date of the AAUCSC initial qualification and all AAUCSC Refresher training. Additionally, ANPMs are to ensure RNP remain 'in date' AAUCSC within RNPHQs and for future assignments to Diego Garcia and BFSAI.



16. **CPERS Detention SNCO Course (CPERS SNCO Course).** The CPERS SNCO is a 24 day course conducted at DSPG and is a mandatory requirement for all RNP serving in ships, MASF, FOST X3 and PSU. Additionally, there is a requirement for all RNP who have completed the CPERS SNCO Course to remain 'in date' at Level 2 First Aid. The CPERS SNCO Course is valid for 3 years, after which the whole course must be completed again. There is no CPERS SNCO Course Refresher training. On successful completion of the CPERS SNCO Course, the competence Course Qualified|CPERS Detention SNCO|Joint must be raised by the individual's Unit HR Administrator.

Note. In order to be clear on training requirements, the AAUCSC is ONLY relevant and valid for RNP within RNPHQs, Diego Garcia and BFSAI. The CPERS SNCO Course is ONLY valid for RNP in ships, MASF, FOST X3 and PSU.



Notes:

17. Non Policing Assignments. *Following the completion of an assignment to any non-policing position, the follow on assignment should, as a matter of policy, return individuals to a core policing role. Furthermore, RNP should not be extended in any non-policing position for a period in excess of 3 months. This is in order to mitigate against skill fade and to ensure that the professional policing competence of RNP is maintained. It is widely accepted that the RNP are subject to a wide range of internal and external governance and inspection measures; one key example is the inspection of RNP by Her Majesty's Inspectorate of Constabulary (HMIC) who measure policing professionalism (on a statutory basis) and report their findings to the Secretary of State and in the public domain. Additionally, the Service Justice System, within which the RNP are key participants, is constantly in the legal, political and public spotlight and regularly under scrutiny; the RNP must, therefore, from a professional and reputational perspective, be able to withstand examination.*

ANNEX 80B

CERTIFICATE OF ACHIEVEMENT OF OPS – LREG

Name Service Number

Ship/Unit

This Certificate certifies that, on *(date)*....., the above named rating achieved OPS for LReg, iaw BR 3(1) [Annex 80A](#) RNP Promotion Flowchart and Note 3.

COMPETENCES/REQUIREMENTS FOR ACHIEVEMENT OF OPS - LREG	DATE
Completed LReg Task Book. No JPA Competence	
Passed Volume Crime Investigations Course JPA Competence to be recorded as: Provost & Security Service Police-Volume Crime Investigations Course (VCIC) Navy	
Passed Leading Rates Leadership Course JPA Competence to be recorded as: Miscellaneous Leading Rates Leadership Course (RNLA 102) Navy	
In date Royal Navy Fitness Test JPA Competence to be recorded as: CMS Fitness Test Navy	
In date Personal Safety Training PM(N) TI 17 refers. No JPA Competence.	

Name Signed

Rank/Rate Dated

(Senior RNP)

Having completed the above requirements/competencies, the JPA Competency: Professional|OPS for LHRNP Navy| is to be raised.

Actioned by Unit HR Administrator

Stamped & Signed

CERTIFICATE OF ACHIEVEMENT OF ANNUAL OPS CHECK - LREG

Name Service Number

Ship/Unit

This Certificate certifies that, on (date)....., the above named rating achieved Annual OPS Check for LReg, iaw BR 3(1) [Annex 80A](#) RNP Promotion Flowchart and Note 3.

COMPETENCIES/REQUIREMENTS FOR ACHIEVEMENT OF ANNUAL OPS CHECK - LREG	DATE
Continuous Assessment by Senior RNP within 12 months of achieving OPS on first occasion, or within 12 months of last Annual OPS Check. No JPA Competence	
In date Royal Navy Fitness Test JPA Competence to be recorded as: CMS Fitness Test Navy	
In date Personal Safety Training PM(N) TI 17 refers. (No JPA Competence)	

Name Signed

Rank/Rate Dated
(Senior RNP)

Having completed the above requirements/competencies, the JPA Competence: CMS|Annual OPS Check LH|Navy| is to be raised.

Actioned by Unit HR Administrator

Stamped & Signed

--