



BERMUDA
POLICE
SERVICE

Discover Your Calling in Policing!

Overseas Candidate Information Pack

POLICE CONSTABLE

<https://joinus.bps.bm>



Embark on a fulfilling career in policing that goes beyond just a job!

CONTENTS

ABOUT THE BPS	3
OUR STANDARDS	4
JOB DESCRIPTION	6
PAY AND BENEFITS	10
HEALTH AND FITNESS REQUIREMENTS	12
VETTING REQUIREMENTS	14
EXPECTATIONS IN POLICING	15
NEXT STEPS	16

ABOUT THE BPS

The Bermuda Police Service (BPS) has a rich history, dating back to its establishment in 1879. Initially, the Service was small, reflecting Bermuda's status as a relatively peaceful British overseas territory. The BPS was first known as the Bermuda Police Force, and its early role was primarily to maintain public order and assist in minor judicial functions.

During the early 20th century, the BPS expanded its responsibilities and size in response to the island's growing population and the complexities of modern policing. This period saw the introduction of motor vehicles, telecommunication systems, and more sophisticated crime detection methods, which transformed the nature of policing on the island.

The Service continued to evolve, seeing further modernization in the 1960s and 1970s, including the establishment of specialized units such as the Marine Section, the Drug Squad, and the Fraud Department. These developments reflected global trends in policing and the specific needs of Bermuda.

In 1995, the Bermuda Police Force was officially renamed the Bermuda Police Service to reflect a community-oriented approach to policing. This change underscored a shift towards engaging more with community issues and working collaboratively with citizens to maintain law and order. Today, the BPS is a modern service, employing advanced forensic techniques, information technology, and community policing strategies to serve and protect the residents and visitors of Bermuda. It remains an integral part of the island's infrastructure, dedicated to upholding the law and ensuring public safety.



Our Mission
Making Bermuda safer

Our values

- Trust** - We support our staff to make decisions and take action.
- Learn** - We reflect, we learn, and we improve.
- Courtesy** - We are considerate to all while discharging our duties.

Our vision

- We provide a first-class service.
- We protect victims, particularly those most vulnerable.
- We work in partnership to solve problems.
- Our staff make a difference in the community.

5 Strategic Priorities

01. Reduce serious crime and protect vulnerable persons
02. Raise confidence in the police
03. Reduce harm on our roads
04. Work in partnership
05. Develop digital policing

OUR STANDARDS

Honesty and Integrity

Can you act with honest, and with integrity and not compromise or abuse, your position as police officer at all times? This includes:

- Being sincere and truthful
- Showing courage in doing what you believe to be right
- Ensuring your decisions are not influenced by improper considerations of personal gain
- Not knowingly making false, misleading or inaccurate oral or written statements in any professional context
- Neither soliciting or accepting the offer of any gift, gratuity or hospitality that would compromise your impartiality
- Not using your position to inappropriately coerce any person or to settle personal grievances

Authority, respect and courtesy

Can you act with self-control and tolerance, treating members of the public and colleagues with respect (including respect the rights of all individuals) and courtesy?

Equality and Diversity

Can you act with fairness and impartiality and not discriminate unlawfully or unfairly?

Orders and Instructions

Can you give and carry out lawful orders and instructions, not abusing your authority?

Can you abide by police orders, police codes of practice, Service policies and lawful orders?

Duties and responsibilities

Can you be diligent in the exercise of the duties and responsibilities of a police officer?

Confidentiality

Can you treat information with respect and access or disclose it only in the proper course of police duties?

Fitness for duty

Can you maintain your fitness for when you are on duty or presenting yourself for duty in carrying out your responsibilities?

Discreditable conduct

Can you behave in a manner which does not discredit the Service or undermine the public confidence in it, whether on or off duty?

Can you report any action against you for criminal offence, any conditions imposed on you by a court or the receipt of any penalty notice?

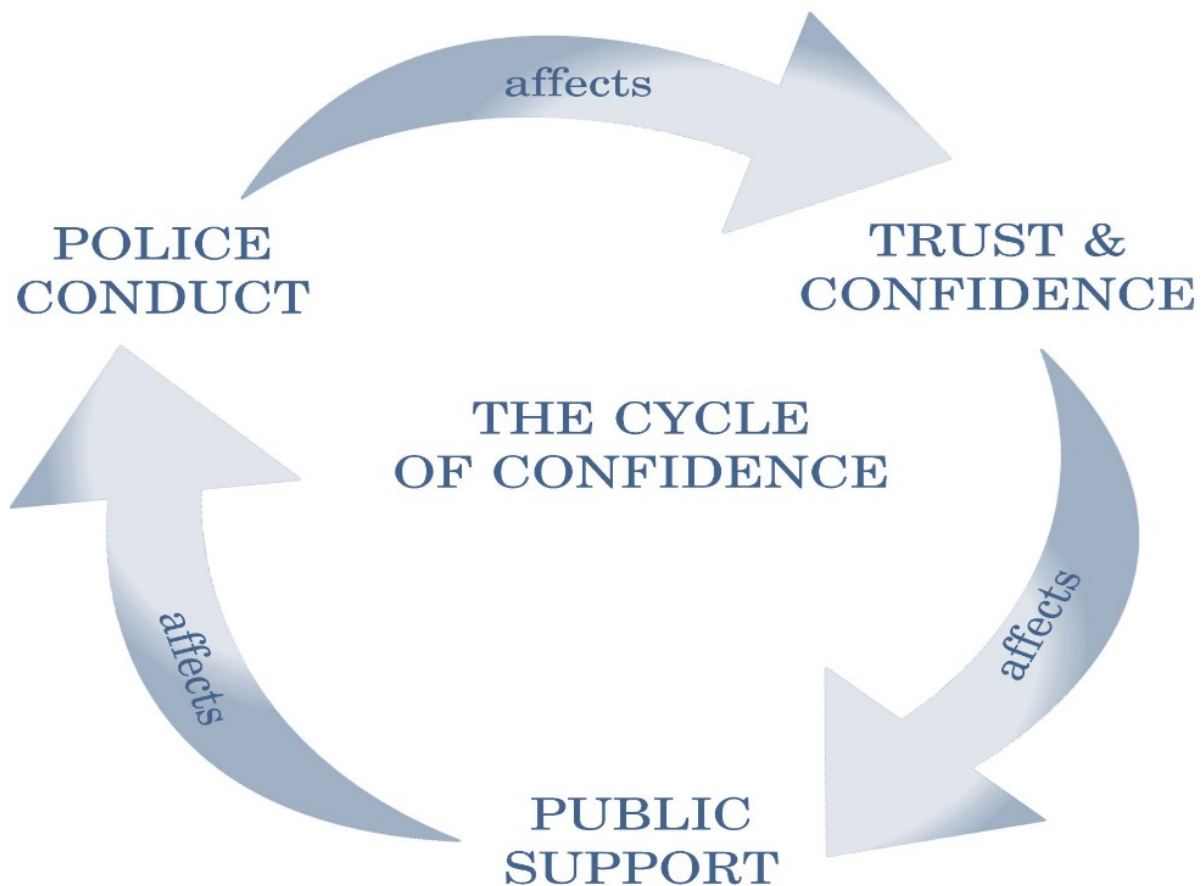
Challenge and reporting improper conduct

Can you report, challenge or take action against the conduct of colleagues, which has fallen below the Standard of Professional Behaviour?

Dealing with difficult situations

You will have to deal with circumstances or scenes of a difficult or distressing nature e.g. road traffic collisions, child cruelty, sudden deaths.

Could you deal with traumatic and distressing situations with sensitivity and a level head?



JOB DESCRIPTION

The Commissioner has overall responsibility for commanding and leading the service, creating a vision and setting direction that builds public and organizational confidence and trust, and enables the delivery of a professional, effective and efficient police service. The Commissioner holds direct accountability for the operational delivery of policing services and the effective command and leadership of the policing response to crime, serious and critical incidents. It is the duty of every police officer to provide this service and every police must obey all lawful orders and instructions.

The job descriptions are to create an understanding for individual post holders on what they are accountable for, and to know the essential skills, experience and qualifications for any role, this may enable the post holder to explore potential progression, development and educational opportunities.

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 Service 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, proportionate and justifiable manner to uphold the law and achieve the best outcomes in a wide range of situations/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 and policy.

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 Service'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.

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 and policies, 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 and policies.

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.

And any other lawful orders and instructions by the Commissioner of Police and/or his designate.

BEHAVIOURS

All roles are expected to know, understand and act within the ethics and standards of professional behaviour of the Police Service.

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. It is suggested that this role should be operating or working towards the following levels:

Resolute, compassionate and committed

We are emotionally aware

Level 1

We take ownership

Level 1

Inclusive, enabling and visionary leadership

We are collaborative

Level 1

We deliver, support and inspire

Level 1

Intelligent, creative and informed policing**We analyse critically**

Level 1

We are innovative and open-minded

Level 1

EDUCATION, QUALIFICATIONS, SKILLS AND EXPERIENCE (Outlines the skills and educational and qualification requirements to be able to fulfil the role, this criteria should be considered as part of an individual's PDR)

- Prior Education and Experience:
- Completed mandatory assessments on recruitment.
- Policing Education and Qualification Framework (PEQF):
- High School Diploma, GED or equivalent.
- Successful completion of Recruit Foundation Course (RFC) and Continuation Course.

Skills:

- Able to develop a deep knowledge and understanding of a local community including society composition, the needs of the vulnerable and local safety issues.
- Strong communication skills with the ability to set out logical arguments clearly and adapt language, form and message to meet the needs of different people/ audiences.
- Good team working skills demonstrating awareness of individual differences and providing support as required.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders, understanding their needs and concerns.

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- Able to identify the drivers of behaviour, acting with discretion and emotional intelligence to manage conflict and defuse difficult situations.
 - Problem solving skills with the ability to identify cause and effect and develop an evidence-based course of action designed to target root causes as well as manage impacts.
 - Able to interpret and apply guidance to a specific activity.
 - Able to critically question and identify potential opportunities to enhance efficiency and/or effectiveness within area of work.
 - Able to identify, analyse and manage risk to inform proportionate, evidence based decisions.
 - Able to review and reflect on performance objectively and to take steps to maintain and enhance competence and professional standards appropriate to the role.
 - Good time management skills with the ability to appropriately prioritise and plan work.
 - Skilled in the use of standard IT packages, systems and/or databases to fulfil role requirements.
 - Skilled in applying personal safety tactics, including the use of equipment and restraints

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) (Outlines possible continuing professional development activities which will enable the individual to maintain and enhance competence in the role.

- Maintain an up to date understanding of Police Regulations and BPS Service Standing Instructions (SSI's), best practice and any local policy applicable to the operational police context.
- Maintain and update key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of operational policing.
- Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving, test and synthesize these into working practice, championing innovation and changes to practice.
- Maintain a working knowledge and understanding of new and evolving crime threats and priorities and current best practice to tackle these in order to enable a pro-active and preventative approach.
- Successfully complete all annual and mandatory training.

PAY AND BENEFITS

Take a CLOSER Look At What We Have To Offer!

Challenging careers for men and women in the wide range of jobs within the Police Service

Pay

- Starting salary is approximately **\$76,056 USD**

Benefits

- An outstanding training programme.
- Progressive promotion prospects
- Excellent benefits, health/retirement/pension plans
- Private sports and recreation facilities
- Maternity and paternity leave

If a career offering excitement, challenge and opportunity appeals to you, submit an online application at <https://joinus.bps.bm> or scan the QR code below.



The Bottom Line

This is not a job for everyone. It can be tough and demanding. It takes self-discipline and hard work. However, it can also give you the sort of satisfaction that no other job can offer. You will have a chance to get involved with life in a way that few people can ever do. It is a career of which to be proud.

PAY AND BENEFITS

Accommodations for Overseas Police Officers

Newly hired overseas police officers will be required to reside in Police Barracks (studio apt) upon their arrival and during their training. They can remain in barracks or choose to rent other accommodations on the island. The month cost of staying in barracks is a nominal fee and includes electricity, water, bed, desk, fridge, air conditioner, a starter sheet set, set of towels, and the essentials.

If you wish to move out of barracks on the conclusion of your training, you must inform the appropriate authority of your intent to change address, provide up-to-date address, and contact information.

You have to make the decision to purchase either a motorbike or car as mode of transportation to get around, especially when working shift work and traveling to the various stations on island. The barracks are located in the same area as your training, so you may decide to make this purchase after your training has concluded and you are successful on your course. Bermuda also has good public transportation, but it does not run 24 hours a day.

You will be fully assisted by members of the recruitment team upon your arrival in settling into your new accommodations, this includes taking you to open bank accounts, obtain sim cards for cell phones, grocery shopping etc.

More information will be provided to help you pack and prepare should you be successful and offered employment with the BPS.

HEALTH AND FITNESS REQUIREMENTS

Policing is not easy. Whilst you do not need to be an Olympic athlete to join, you do need to be relatively fit and healthy to cope with the demands of the job.

Fitness

You will be required to take the Job Related Fitness Test. This will include a Bleep test. You will be required to run up and down a 15-metre track beating a 'bleep'. At the end of each level, the time between beeps gets shorter, meaning you have to run faster. The whole test takes three minutes and 35 seconds and covers a total of 525 metres. You are required to reach level 5.4.

Enhance your fitness level prior to your medical exam. Aim to complete a rigorous run lasting 20 to 30 minutes, three times weekly, as part of your preparation for the Bleep Test.

Start preparing now by watching our [YouTube video](#) for tips.

Medical conditions

Some medical conditions can prevent you from being able to cope with the physical and mental demands of the job. The Government of Bermuda Health and Physical Fitness Standards for Police Recruits gives full details on illnesses, injuries and disorders that will affect your ability to work as a police officer. These conditions may include but not limited to:

- A poor degree of aerobic fitness that would prevent an applicant performing duties involving periods of intense and strenuous physical exertion;
- Medical conditions such as epilepsy, diabetes mellitus and asthma that can suddenly stop an applicant performing his or her duty;
- Medical conditions that require regular treatment or medical management where the absence of treatment or facilities would exacerbate the medical condition, particularly under adverse or abnormal conditions for extended periods of time, such as chronic illnesses, including incurable cancerous conditions;
- Diseases of the musculoskeletal system such as rheumatoid arthritis, other chronic bone and joint conditions, paralysis or missing limbs, and chronic injuries impairing the musculoskeletal system;
- Medical conditions that could affect the health of anyone being assisted or apprehended such as communicable diseases including HIV and active hepatitis B and C;
- Medical conditions likely to be affected by policing duties including mental illness or conditions likely to be aggravated by stress.

Eyesight

Meeting the police eyesight standards is essential. Your eyesight will be assessed during the medical examination, which is a crucial step in the application process.

Hearing

You must meet the police hearing standards. Your hearing is tested as part of your medical, which takes place during the application process.

Dental

You must meet the police dental standards. Your dental is a part of your medical, which takes place during the application process. If you require any dental work such as root canals, fillings, caps, braces etc., and this is known during medical, this dental work must be completed prior to any offer of employment being made.

Substance Misuse

Police officers must adhere to the law, which prohibits the misuse of drugs like cannabis, ecstasy, and cocaine. The BPS conducts drug testing during recruitment and may do so throughout service to ensure compliance.

Body Mass Index (BMI)

Is your Body Mass Index (BMI) between 18 and 32?

This can be determined if you know your weight and your height. The actual calculation is your weight (in kilograms) divided by your height (in meters squared).



VETTING REQUIREMENTS

Everyone joining the BPS must be vetted. Vetting checks are an important way to maintain our high standards and reassure the Bermuda community that appropriate checks are done on people who hold a position of trust, such as our officers and staff.

You will be asked to fill in an online vetting form. Details are checked against:

- criminal, intelligence and national security records
- public records
- in some cases, credit agencies

We also check your social media presence.

Cautions or criminal convictions

Ideally, you should not have a criminal conviction or cautions record. If you do have one, it will depend on the age and nature of the offence. We assess this as part of vetting.

If you are in any doubt about if to tell us something, disclose the information. If you do not tell us about something, your application may be refused simply as you were not up front.

Reasons you can't join

There is a number of things that will rule you out from joining us. These include:

- You have undischarged debts or liabilities, an outstanding court judgement, or you cannot manage loans or debts sensibly.
- You use illegal drugs. Substance misuse tests are carried out before you can join us.
- You do not update us on any changes that have taken place whilst you have been taking part in our recruitment process as it pertains to any new information that was not provided in this stage of the process, i.e. any new criminal, use of illegal drugs, outstanding debts or liabilities to name a few.

EXPECTATIONS IN POLICING

Effect on private life

Being a police officer means that sometimes, in your day-to-day life, you have to put yourself on duty and take appropriate actions even when you are off duty. Are you prepared for this?

24 hours and 365 days a year

Being a police officer will often involve you being out and about on foot/mobile patrol, in all weathers and at all hours of the day (shifts cover 24 hours a day, 365 days a year). You will be required to work shifts including night work, weekends and bank holidays.

As a police officer, are you prepared to work shifts and unpredictable hours?

Standards of dress

Would you be able to put aside your own sense of style and dress and comply with the police uniform and dress code?

Following rules

Could you follow strict rules and authority to carry out the needs of the service?

Fitness

The job can involve strenuous physical activity and it is important to maintain good fitness levels to ensure you can effectively protect yourself and others. Police officers are expected to take part in annual fitness test where they must undertake the fitness (bleep) test to at least Level 5, Shuttle 4.

Do you feel confident about continually maintaining a high level of fitness throughout your career as a police officer?

Dealing with difficult situations

You will have to deal with circumstances or scenes of a difficult or distressing nature e.g. road traffic collisions, child cruelty, sudden deaths.

Could you deal with traumatic and distressing situations with sensitivity and a level head?

Prepared to give evidence in court

Are you prepared to stand up and provide evidence in court?

Using initiative

Do you enjoy working in a team, but also confident about taking the initiative when needed?

Impartiality

Are you sure that no aspect of your life would impact on being able to act with impartiality as a police officer?

Paperwork

Are you able to complete paperwork and meticulously keep detailed records?

NEXT STEPS - APPLICATION AND RECRUITMENT PROCESS

The following information will help you have the best chance of success with your application. It will tell you what you can expect from our recruitment process at each stage.

It can take around six months for people to complete our recruitment process. At each stage, you will be contacted by our recruitment team, who will provide you with more information and support you throughout.

Step 1: Online registration, application, academic and behavioural testing

The first step in process is to complete and submit the application form. This will cover our academic and personal eligibility criteria. You can apply at <https://joinus.bps.bm>

Applicants are required to obtain Criminal Records Check from Police Force/Service from any areas they have resided in within the past ten (10) years. This is required to complete Step 2, of this process.

Once you have successfully completed the application, you will receive an email informing you to complete stage 1 of the assessment, BPS Police Initial Recruitment Test (PIRT).

Once you have received your email and visited the link to complete the PIRT, you will be given further information and instruction regarding how to complete the test.

Once you have read the information, you will then be taken to the test. Upon completion, you will be immediately notified whether you have progressed to the next stage.

Only those applicants who are successful at the PIRT will move onto this stage of the process.

If you have progressed, you will be given information to take stage 2.

For candidates completing stage 2 – Once you have received your email and visited the link to complete the BPS Behavioural Questionnaire Assessment, you will be given further information and instruction regarding how to complete the assessment.

Upon completion of the behavioural questionnaire assessment, you will be immediately notified whether you have progressed to the next stage of the process.

You can expect this stage of the process to take about three weeks.

Step 2: Vetting Requirements

When we receive your application, we will conduct a vetting check, based on the information provided in the Staff Supplemental Vetting (SSV) Questionnaire, the Social Media Vetting form and your Criminal Records Check. You can access these forms on the next page in this section

We will carry out pre-employment and vetting checks. These checks are to make sure we are recruiting police officers who meet our standards of behaviour and share our values.

We will share all the information you need about when to submit your information. We will also explain what vetting is, and what it means.

If any information changes, as it pertains to the information you provided in our SSV Questionnaire during the vetting stage of the recruitment process, and you are successful in moving forward to the other steps. You must inform us immediately. Failure to do so would eliminate you from the process.

The length of time this takes can vary. On average, it takes about two months for these checks to be completed.

Step 3: Online Psychological Assessment - Phase 1 and Phase 2

You should complete your online assessment within about two weeks of 'step 1'.

We will share more information with you about the online assessment before you take it. It is made up of one exercise:

Psychological assessment (Phase 1): Gorilla, Police Aptitude Test.

Psychological assessment (Phase 2): LESI, online PHQ.

Before you complete your online assessments, we will let you know what technology you need. If you need a reasonable adjustment, or if you cannot access the right technology, you can talk to us about it.

You can expect your results within three weeks of sitting your online assessments.

Step 4: Interview

You should attend your assessment/interview within about three weeks of receiving your online assessment results.

You will be invited to take part in BPS Recruitment Interview. We will provide more details once you are successful to making to this stage of the process.

We will share all the information you need to prepare for your assessment/interview including advice on how to get ready for our fitness test.

Start preparing now by watching the following [YouTube video](#) for tips on how to answer interview questions using the STAR method.

You can expect your results within three weeks of taking your assessment, depending on personal circumstances.

Step 5: Phase 3 Psychological & Medical Assessment

You should complete phase three of Psychological assessment and Medical within two weeks of receiving your results if you were successful at step 3.

We will share all the information you need for your Psychological assessment/interview with the BPS Psychologist.

We will share all the documents, information you need to complete the medical, which includes X-ray, blood work, eye, dental, drug test etc.

Applicants will also be required to complete the Bermuda Immigration documents for work permits at Step 5.

You can expect your results within four weeks of taking Part 3 of Psychological and medical.

Step 6: Offer of Employment

Successful applicants will receive their offer of acceptance within two weeks of receiving your results from Step 4.

The offer of employment will include the date you are expected to arrive in Bermuda and the date for you to join our training intake.

You would need to start your training within 6 weeks of offer.

Applicants will be required to respond to the offer of acceptance within 2 days of receipt.

Step 7: Preparing for your arrival in Bermuda

Once applicant has accepted offer of employment, our HR Department will liaise with you to book your travel to Bermuda.

NOTE: You will require a US visa, or Canadian Visa to travel to Bermuda as there are no direct flights from the Caribbean.

Successful applicants will be scheduled to arrive in Bermuda two weeks prior to starting your training to settle into your new surroundings.

NOTE: Within the first two weeks of your arrival in Bermuda, you will be required to complete our fitness test, which is also part of the PIRT.

Members of the recruitment team will greet you at Bermuda L.F. Wade International Airport.

All successful applicants will be housed at Bermuda Police Barracks, single accommodation during their Recruit Foundation Course.

You can expect to arrive in Bermuda four weeks after receiving your acceptance letters.

If you have any questions or concerns, contact policecareers@bps.bm