Sample letter to prospective police officers/special constables: taking of fingerprints and DNA

Dear

I am writing to you to seek your assistance in the progression of your application for police officer/special constable. I am asking you for your consent to have your fingerprints and a sample of your DNA taken for the purposes of a speculative search. I am also asking you to consent to your fingerprints being retained on the Police Elimination Database (PEDb) and the DNA profile obtained from your DNA sample being retained on the Centralised Elimination Database (CED).

Every prospective police officer and special constable is required to have their fingerprints and a DNA sample taken in accordance with Regulation 10A of the Police Regulations 2003 (as amended by the Police (Amendment) Regulations 2015) and Regulation 1ZA of the Special Constable Regulations 1965 as amended by The Special Constables (Amendment) Regulations 2012.

The purpose of obtaining fingerprints and DNA samples is to allow for a speculative search to be made against the local and national databases prior to your appointment to the police service. This is to ensure that you have not previously come to adverse police attention that you have not informed us of, and to also ensure that you are not linked to any outstanding crime scenes.

If your appointment progresses, your fingerprints will be retained separately on the Police Elimination Database (PEDb). Your DNA profile will be retained on the CED in line with the Police Regulations 2003 or the Special Constabulary Regulations 1967 as appropriate. Your fingerprints and DNA profile will be used for the purposes of elimination only. This allows the force to identify fingerprints and DNA which may be left unwittingly at scenes-of-crime by police officers, special constables or police staff. Records may be held locally by the force in hard-copy format. Scenes-of-crime fingerprints are searched routinely against all records on the fingerprint PEDb.

The speculative search of your fingerprints and their retention on the PEDb and the speculative search of your DNA profile on the CED is a consensual process. It is important that you fully understand what is being done and that you provide your consent to it taking place. I must, however, inform you that should you not consent to this procedure your appointment to the police service will not proceed.
Your DNA sample will be destroyed within six months of it being taken, following a satisfactory profile being derived from it. Your fingerprints, DNA sample and DNA profile and all copies and records will be destroyed immediately if you are not appointed.

If you are appointed but later leave the police service, your fingerprints will immediately be removed from the PEDb and destroyed. This is subject to the retention of any hard copies with case papers until the conclusion of any outstanding case or impending trial where the fingerprints may be subject to disclosure. Your DNA profile will be removed and destroyed 12 months after you have left the service.

Yours sincerely

Chief Officer