

SPECIAL CONSTABULARY POLICY

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SPECIAL CONSTABULARY

Owning Department: Community Safety

Department SPOC: Special Constabulary & Police Support Volunteer Manager

Risk Rating: Medium Low

Legal Sign Off: 18/09/2023

JNCC: March 2021

Published Date: 28/11/2024 (v3.2)

Review Date: 12/10/2026

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Legal Basis

Legislation specific to the subject of this policy document:

- Special Constables Regulations 1965
- Special Constables (Pensions) Regulations 1973
- The Police (Conduct) Regulations 2020
- The Police (Performance) Regulations 2020
- The Police (Complaints and Misconduct) Regulations 2020

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Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [The Civil Contingencies Act 2004](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

1 Introduction

- 1.1 This policy document is about Special Constables, their appointment, conditions of service, promotion, training and welfare. Once attested, Special Constables have all the powers of a regular constable and are under the direction and control of the Chief Constable.
- 1.2 All Specials are required to adhere to all relevant Force policies.
- 1.3 Where this policy refers to matters covered by legislation, the legislation shall have primacy over this policy.

2 Statement of Policy

- 2.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Community Safety Team (Special Constabulary unit) in conjunction with the Central Policy Unit.
- 2.2 The policy is intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.

3 Disqualification for appointment

- 3.1 Holders of the following offices or occupations are not eligible for membership of the Norfolk Special Constabulary:
 - Members of any Office of Police and Crime Commissioner (OPCC), a Clerk, Deputy Clerk or other employees within any Clerk's Department to an OPCC.
 - Justices of the Peace

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- Clerks to the Courts
- Licensees of licensed premises
- Certified Bailiffs / Court Warrant Officers
- Members of private security organisations
- Private Detectives and Enquiry Agents
- Serving members of Her Majesty's Armed Forces (Military Reservists may be appointed subject to certain conditions)
- Traffic Wardens
- Prison Officers
- PCSOs (out of Force)
- Members of the Crown Prosecution Service

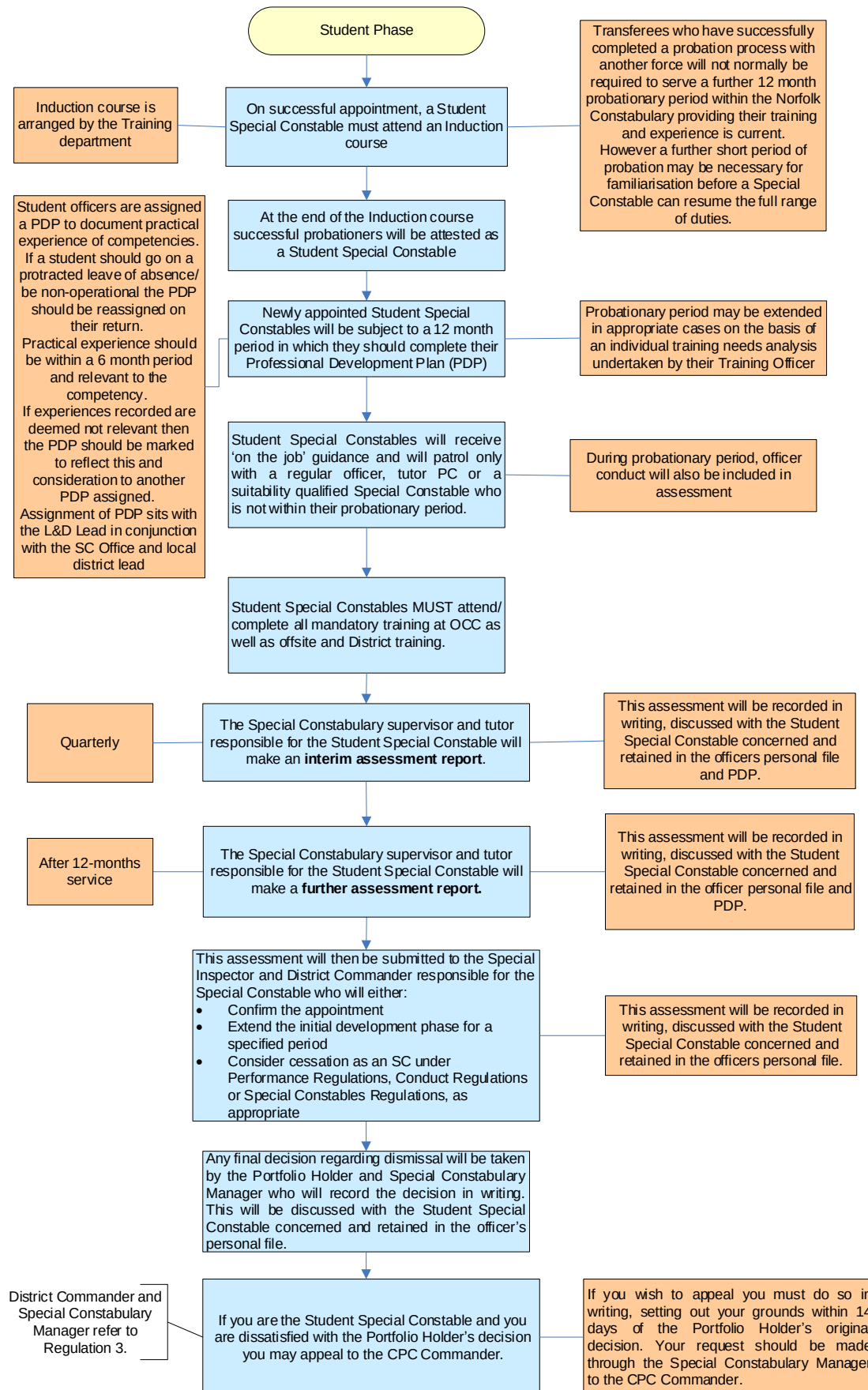
Please see Appendix C for further examples of occupations and their compatibility with the Special Constabulary

- 3.2 The above list is not exhaustive and the Chief Constable may refuse any applicant on the basis of their declared occupation or office.
- 3.3 If, having been appointed, a Special Constable changes their occupation to one of the above, then their ongoing suitability to remain a member of the Special Constabulary will be reviewed. The Special Constable must inform their line manager immediately in advance of changing position.

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4 Student Special Constable Probationary Period Flowchart



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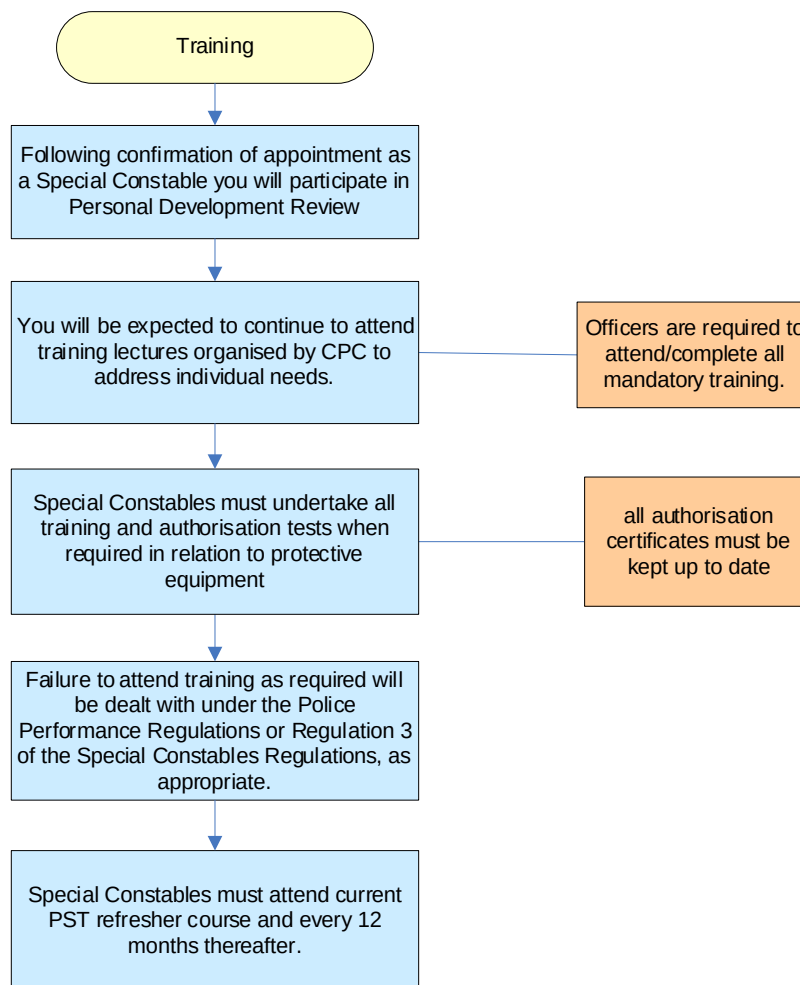
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5 Training Flowchart



6 Attendance Requirements

- 6.1 Special Constables (at all ranks, including Student Special Constables and confirmed Special Constables) must carry out 16 hours' operational duty per month and attend at least 75% of training, including local, mandatory force training days and any other training required to carry out the role as a Special Constable. Personal Safety Training (PST) with fitness test, first aid and NCALT is a mandatory requirement and is not included in the above 75% training attendance.
- 6.2 If Special Constables do not undertake 16 hours of operational duty a month, undertake PST with fitness test, first aid and NCALT, and attend at least 75% of training during the training year without prior notice to their District Lead and a valid reason, i.e. work and family commitments or compassionate grounds, then their ongoing suitability to remain a member of the Special Constabulary will be reviewed.
- 6.3 Information on temporary non-operational status rules is given here.

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7 Postings

- 7.1 Special Constables (at all ranks) will be posted according to operational need, with consideration of personal circumstances and welfare, at the discretion of the Special Constabulary Manager, Special Chief Inspector, and District Regular Lead. All postings will usually be within 25 miles of the individual's home address, unless operational or welfare reasons apply. The Special Constabulary Manager/Chief Officer Special Constabulary/District Special Chief Inspector reserves the right to move a Special Constable of any rank for operational reasons, after 28 days' notice given in writing. A Special Constable may apply for movement of posting in writing to the Special Chief Inspector for District, which will be discussed by the Senior Management Team.
- 7.2 A Special Constable has the right to appeal a posting decision and can contact the Police Federation for support if they wish. If an appeal is submitted, a meeting will be held with the Special Constable, their line manager, the Inspector of the portfolio in Community Safety and a representative from HR. However, the Inspector will have the final say in any decision made.
- 7.3 The Norfolk Special Constabulary Principles Document (Appendix B) should be referred to.

8 Attachments to Departments

- 8.1 Special Constables can apply for attachments to specific departments dependant on operational need (expressed by the department). These requests are to be made to the Special Chief Inspector on area for review at the relevant management meeting.
- 8.2 An agreed period of attachment must be approved prior to posting. Once a Special Constable is on an attachment, this will be kept under review. A formal review will be undertaken by the departmental lead after three months to ensure operational need is being met. Reviews will then be undertaken every three months thereafter.

9 Duties

- 9.1 All Special Constables are to let their line manager know of their availability on a weekly basis so that their shift can be negotiated in line with operational need and put on the rota. Where a Special Constable is unable to attend for duty, they must give the line manager 48 hours' notice in advance, so that their line manager can update the duty sheet and make alternative arrangements.
- 9.2 In the event of a short notice duty the line manager will ask the Special Constable to attend and be responsible for updating duty sheet before and after the shift.

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10 Duty time

10.1 A Special Constable will be deemed on duty when:

- Performing a pre-arranged duty;
- Attending training lectures;
- Travelling to or from such duties.

10.2 In an exceptional emergency Special Constables MAY place themselves on duty; however, they MUST inform a regular police officer as soon as possible. In addition, the Special Constable must notify their line manager and make a pocket book entry and update Dutysheet.

10.3 The exceptional circumstances described above are those where it is necessary for the Special Constable to act in their capacity as a police officer in order to:

- Protect life or property;
- To maintain order;
- To prevent or detect crime (including the preservation of evidence).

11 DutySheet

11.1 Dutysheet requests must be responded to either by accepting, rejecting or placing on reserve. It is not acceptable to leave a duty request as not responded. Checks will be carried out ensuring compliance by supervisors. Duties and statistics are to be updated as soon as practicable and reviewed by a Special Supervisor prior to Tactical Coordination Group ("TCG") reporting dates.

11.2 Dutysheet management lies with the District Special Inspector to ensure that all duties requiring intervention, statistics required and officers not booked off are cleared within a reasonable timescale.

11.3 Event management within Dutysheet remains the responsibility of the event organiser, which should include attendees' lists are up to date, stats are required, debrief is read and commented on and all briefing details sent to attendees within a reasonable timescale for the event.

12 Working Time and Business Interests

12.1 The Working Time Regulations ([regulation 41](#)) apply to Special Constables. This means that there is a maximum 48 hour working week, including private employment and duty as a Special Constable.

12.2 Special Constables need to be aware of the Business Interests and Additional Occupations policy. If there are subsequent changes in the

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interest notified before appointment, Special Constables must comply with the policy.

13 Employer Supported Policing (ESP) Scheme

- 13.1 The Employer Supported Policing Scheme is a national strategy whereby a Special Constable's employer agrees to release their employee to undertake duties.
- 13.2 Police Staff who are Special Constables are entitled to 12 days per annum (7.24 hours per day), pro rata for part time staff, paid leave to carry out Special Constabulary duties and training. These days are to be termed 'Special Constable Days'.
- 13.3 Special Constable Days can only be taken with the agreement of the police staff role line manager after consideration of organisational and departmental requirements. For a Special Constable who wishes to take more than one Special Constable Day in a month, this must be approved by their line manager and notification sent to the Specials and Volunteers Support Officer.
- 13.4 The full entitlement to Special Constable Days may be taken in one year, however, further entitlement will not be granted for the remainder of that financial year. This is subject to line manager's approval.
- 13.5 Special Constable Days are to be used for Special Constabulary purposes only, and can consist of both operational and training duty purposes.
- 13.6 With the exception of induction training, Special Constable Days can only be taken subject to completion of the minimum 16 operational hours per month over the previous three months, prior to requesting a Special Constable Day. The 16 operational hours per month cannot be averaged out over consecutive months.
- 13.7 The entitlement to Special Constable Days can be used for Special Constable induction training.
- 13.8 Any unused entitlement to Special Constable Days cannot be claimed as payment, carried over to the following year, or claimed as payment on resignation from the Special Constabulary or Police Staff role.
- 13.9 For Police Staff all requests for a Special Constable Day are to be submitted to the line manager via the Duty Management System (DMS) with at least one month's notice.
- 13.10 A line manager may cancel a Special Constable Day with appropriate justification.

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14 Subsistence whilst on Duty

- 14.1 Where a member of the Special Constabulary is on duty for a continuous period of 4.5 hours or more (excluding travelling time) then they are entitled to claim subsistence allowance as follows:
- Over 4.5 hours but not exceeding 8.5 (excluding travelling time): £7.23.
 - Over 8.5 hours but not exceeding 12.5 (excluding travelling time): £14.66.
 - Over 12.5 hours (excluding travelling time) = £24.15. This can only be claimed when accompanied by a CAD Number demonstrating an operational need which required the Special Constable to remain on duty and must be authorised by the Specials and Volunteers Support Officer in advance.
- 14.2 Where Special Constables are required to attend training courses, they are entitled to claim a flat rate of £4.50 per full day for the duration of the course.
- 14.3 If a meal is provided whilst a Special Constable is on duty then no subsistence can be claimed.
- 14.4 Special Constables will need to submit their claims on Duty Sheet within one month of the expense being incurred. Special Constables must print and send their claim form to be authorised by the Specials and Volunteers Support Officer who will submit to the People Management Team Receipts will need to be submitted for subsistence claims (not for mileage). Any claims older than three months will not usually be paid.

15 Expenses and Allowances

- 15.1 If a Special Constable is residing outside of the county, i.e. at University and attends training or duties during this time, expenses will only be paid from the county border.
- 15.2 If a Special Constable requires safety spectacles for driving or when they may be at risk from assault, the Occupational Health and Safety Unit can supply a pair of approved safety spectacles, once every two years. Special Constables will have to bear the cost of an eyesight test. Please refer to the Uniform and Standards procedure.
- 15.3 A footwear allowance is payable to all Special Constables, in accordance with guidance as shown on front page of Dutysheet.

16 Uniform

- 16.1 Unless otherwise directed, when called for duty, Special Constables will wear the clothing, and carry identification and equipment, provided by Norfolk Constabulary.
- 16.2 Special Constables must not proceed to and from duty tours in full uniform. A non-uniform jacket or coat should be worn over the rest of the uniform.

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Officers are responsible for making sure that they are properly and appropriately dressed for the weather and occasion of their duty, and for the safe keeping of uniform and equipment.

- 16.3 Body Armour should be inspected by the Special Constable every 12 months from the date of issue for defects, in line with the maintenance manual supplied.
- 16.4 All clothing, equipment and documents supplied to Special Constables remains the property of the Norfolk Constabulary and for that reason should, where practicable, be placed in a suitable locker within the Special Constable's nominated station. Uniform to be kept at home should be kept to a minimum, e.g. boots, shirt and trousers.
- 16.5 Special Constables are responsible for making sure all their uniform and equipment is kept clean and secure.
- 16.6 Upon leaving the Special Constabulary, Special Constables are to meet with their line manager to complete the end of service leavers form. All uniform, locker keys, (uniform locker, PAVA locker and Airwave Locker), equipment, warrant card holder, warrant card and SALTO cards must be returned, in consultation with their Special Constabulary line manager and the relevant stores list provided. The warrant and SALTO card is to be returned to the Special Constabulary Office with the signed leavers form.

17 Driving Vehicles

- 17.1 All driver training requests will need to be authorised by the immediate line manager and sent to the Special Constabulary Manager for final authorisation. Officers may appeal any decisions direct to the Special Constabulary Manager for consideration.
- 17.2 The circumstances in which Special Constables may drive police vehicles are set out fully in the Drivers of Police Vehicles Force Policy. In the meantime, the principles are set out below.
- 17.3 A Special Constable may undertake basic driving training if;
 - They have completed their student period and been signed off as independent.
 - They have a recommendation from their supervisor and Special Constabulary District Lead.
 - This can be accommodated within the needs of the Constabulary.
- 17.4 A Special Constable may undertake a standard response driving course if;
 - They have 18 months' service after completion of their student period.
 - It is suitable for their role and is in line with relevant CPC priorities.

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- They have a recommendation from their Special Constabulary line manager and District Special Constabulary Lead.
 - This can be accommodated within the needs of the Constabulary.
- 17.5 Special Constables who have undertaken the response driver training and reached the required standard will be authorised to drive police vehicles operationally and 'respond' to incidents in the same manner as a regular officer. Special Constables will be required to complete a response refresher course every five years, under instruction from Driver Training. Non-completion of the refresher course may result in response ticket being rescinded until the refresher course has been completed.
- 17.6 Special Constables who have not undertaken the response driver training may drive police vehicles in circumstances other than Grade A response situations if they have completed the basic driver training and been authorised to do so by the Driving School.
- 17.7 Special Constables are allowed to stop a vehicle only if they have attended and passed the Fast Roads Training and Compliant Stop Training. Compliant Stop Training requests are to be authorised by the line manager, if the Special Constable has been deemed suitable to have sufficient experience as an Independent Special Constable and has completed basic driver training and being authorised to be in ticket to drive.

18 General Conduct

- 18.1 Special Constables must at all times conduct themselves in a manner befitting a police officer and in accordance with the Code of Ethics, Standards of Professional Behaviour and associated Support & Professional, Integrity, Respect, Impartial (SPIRIT) guidance for conduct.
- 18.2 Information obtained in the role as a Special Constable must not be disclosed without consent unless for a policing purpose.
- 18.3 All Special Constables are bound by the Official Secrets Acts. It is an offence to disclose any official information without lawful authority.
- 18.4 Special Constables are also subject to the obligations in respect of disclosure of personal data under UK GDPR and the Data Protection Act 2018. Unlawful disclosure of personal data is taken seriously and, where deemed appropriate, conduct and/or criminal proceedings may result.
- 18.5 Special Constables must not be involved in any conduct which brings the Constabulary into disrepute. Any such conduct will be addressed in accordance with the Police Conduct Regulations, [Police \(Complaints and Misconduct\) Regulations 2020](#) or the Special Constables Regulations, as appropriate.

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19 Discipline

- 19.1 The Police (Conduct) Regulations 2020 and Police (Complaints and Misconduct) Regulations 2020 apply to Special Constables. For any instances of disciplinary or misconduct, the Constabularies' Misconduct Policy should be referred to
- 19.2 Special Constables subject to conduct/complaint investigations can access support from the Police Federation. If legal advice is required for conduct/complaint investigations, advice should be sought via the Special Constables' Legal Advice Service which can be facilitated via the Police Federation if necessary.

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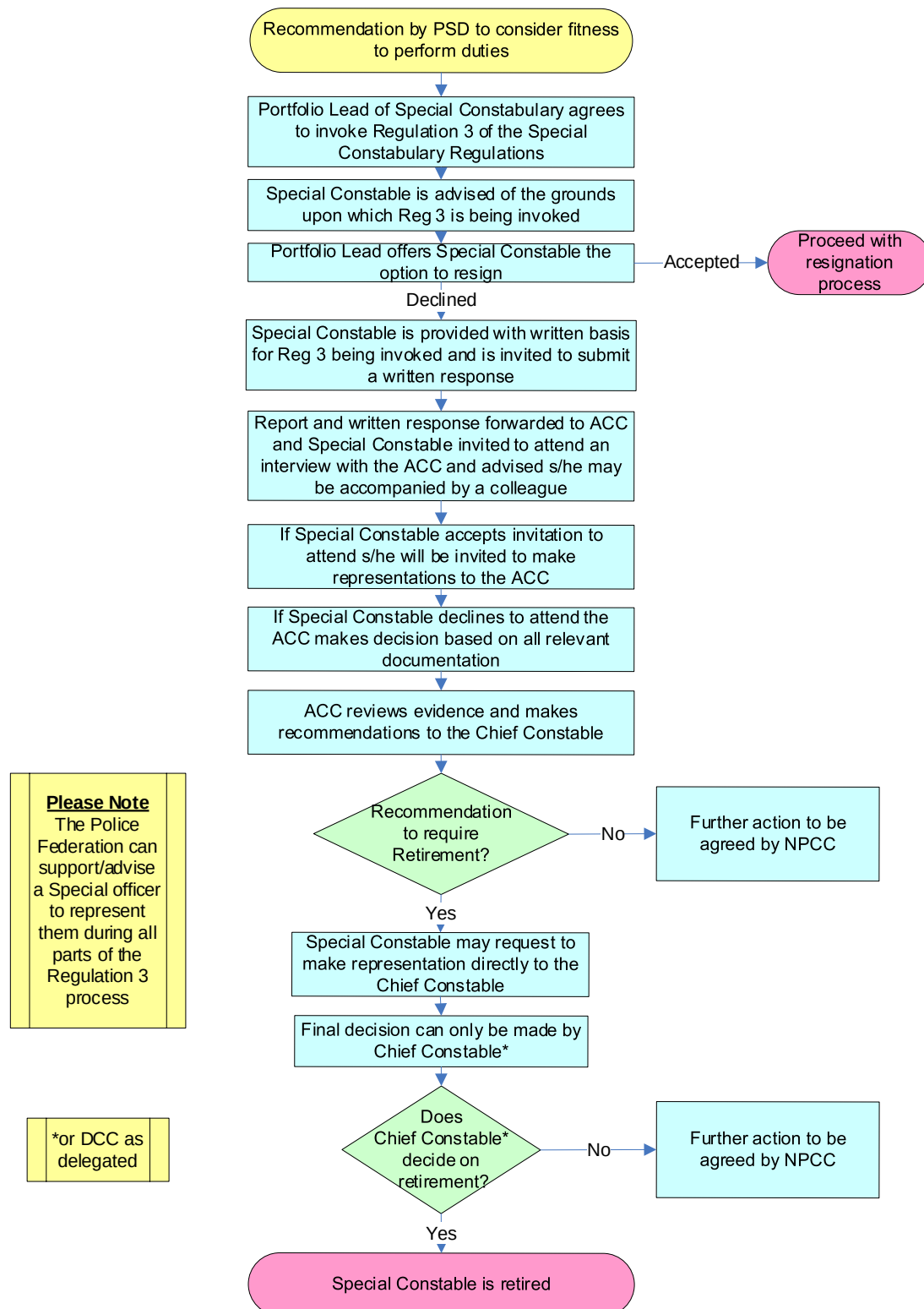
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20 Regulation 3 Special Constable Regulations 1965 Flowchart



21 Social Activities and representation

21.1 Special Constabulary members are entitled to membership of Norfolk Constabulary Sports & Social Clubs and also the International Police

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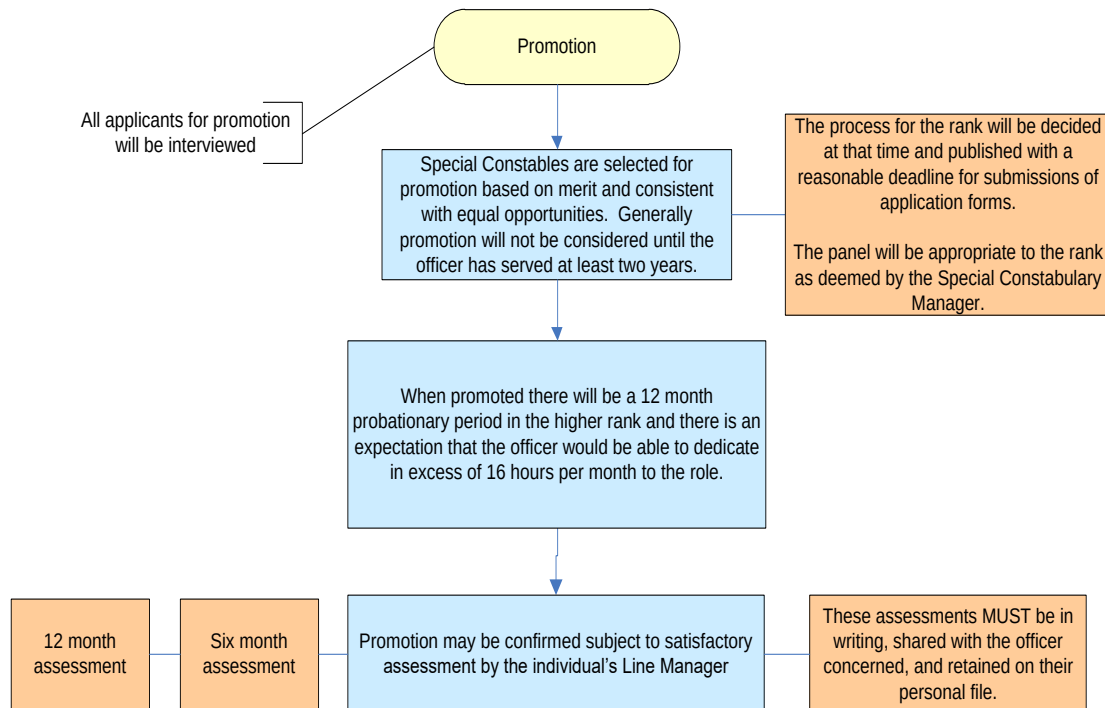
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Association on payment of the appropriate fees. Information concerning these organisations can be obtained from area representatives.

21.2 All Special Constables are entitled to limited Federation membership.

22 Promotion Flowchart



23 Jury Service

23.1 Special Constables (in common with their regular colleagues) are not exempt from jury service.

24 Change in Personal Circumstances

24.1 To enable the call out of Special Constables in cases of emergency and to ensure all details of next of kin are available in case of need, Special Constables must submit a report immediately upon any change in personal circumstances via the District Special Inspector, who will advise the Special Constabulary Office. The report must provide the following details: name, address, email address, contact telephone number and next of kin. In addition to the above, all personal contact details need to be updated on Dutysheet. ERP responsibility for updating remains with the Special Constable Office function.

25 Leave of Absence

25.1 All leaves of absence of up to one month must be authorised by the District Special Inspector.

25.2 All leaves of absence (for holidays, personal circumstances, etc) of more than one month must be authorised by the Special Constabulary Manager

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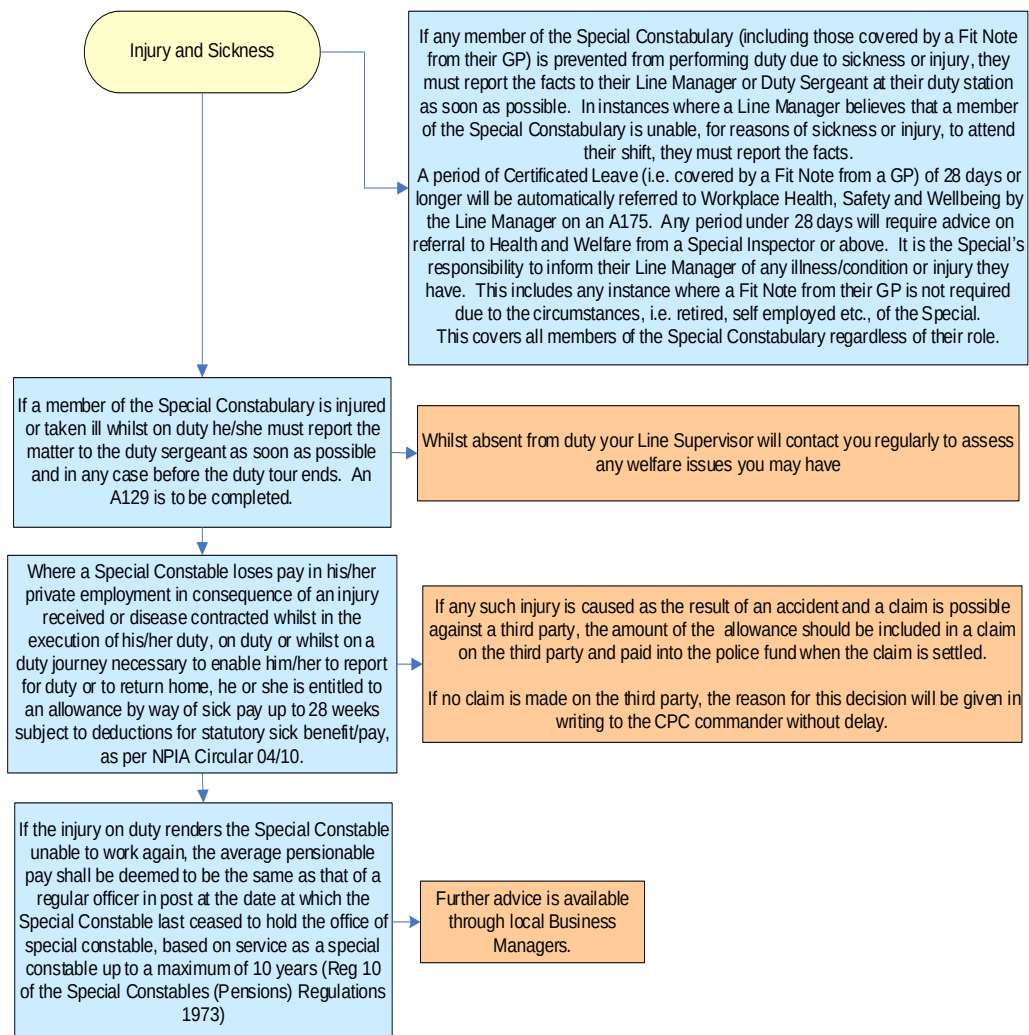
and the District Special Chief Inspector. All leave of absence over one month will require all police issued uniform and equipment, including warrant card, to be handed in to a supervisor and stored securely until such time of return.

- 25.3 An agreed communication plan will be followed by the Special Constable and their Special Constabulary Line Manager during a leave of absence. Failure by the Special Constable to keep in touch with the Special Constabulary Line Manager during the leave of absence will result in necessary welfare checks to be carried out and may lead to the authorised leave of absence being revoked.
- 25.4 Any request for an additional period of leave of absence during the initial period of leave of absence (after one month) should be referred to the Special Constabulary Manager and the District Special Chief Inspector, this will be documented and followed up by the relevant Special Constabulary nominated supervisor.
- 25.5 Where a Special Constable is temporarily unable to perform in an operational arena (either through medical, personal, PST expired), they will be treated as non-operational. A suitable temporary non-operational role should be identified with the officer by the District Special Inspector to ensure that minimum duty requirements are met. Non-operational status will be reviewed on a regular basis by the relevant Special Constabulary nominated supervisor and notes placed either with the office for file or on Dutysheet. In the event that the Special Constable is unable to undertake an operational role permanently, the officer may be offered a non-operational role within the Police Support Volunteer (PSV) forum.

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26 Injury and Sickness Flowchart



27 Expectant and new mothers

- 27.1 Once a Special Constable has had a pregnancy confirmed, we would encourage them to inform their line manager. This is important as it will allow us to better support pregnant Special Constables and put in place the appropriate health and safety measures as soon as possible.
- 27.2 Once the Special Constable has notified their line manager of their pregnancy, a meeting will be arranged to identify any health and safety concerns and ensure appropriate action is taken to remove or reduce, to an acceptable extent, any risks to the Special Constable or their baby. The line manager will undertake a risk assessment with the Special Constable using the New and Expectant Mother Risk Assessment Guidance. It's important that the Special Constable tells their line manager about any advice they have had from their doctor or midwife, or any pregnancy-related conditions they have that need to be taken account of. The Special Constable may wish/need to undertake non-operational duties (where possible) during their pregnancy or commence a Leave of Absence from the Special Constabulary.

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- 27.3 The Special Constable's line manager will discuss and agree contact arrangements with the Special Constable before their Leave of Absence from the Special Constabulary starts, so that they can ensure contact is relevant and reasonable.
- 27.4 For health and safety reasons, the Special Constable is required to take a minimum of two weeks maternity leave following the birth of their baby.
- 27.5 If the Special Constable requires any breastfeeding arrangements to be made when they return to work, they should discuss this with their line manager prior to return, so that suitable arrangements can be made (where possible). A risk assessment will be undertaken with the Special Constable, and any arrangements required for the role whilst the Special Constable is breastfeeding will be put in place (where possible).
- 27.6 There is information, support services and guidance on supporting wellbeing whilst pregnant or as a new parent on the wellbeing intranet page, or a Special Constable contact Wellbeing for access during a Leave of Absence. For emotional support with a counsellor or to access the health and wellbeing or child and elder care support options, Special Constables should please contact the Employee Assistance Programme on 0800 039 7878 in confidence all year.

28 Return to Work after Sickness and Leave of Absence

- 28.1 Any Special Constable returning to an operational or non-operational role after a period of absence will need to have a return to work meeting with their Special Constabulary supervisor. This is to ensure they are able to carry out their full role safely and lawfully, as well as to check on welfare, provide support and signpost to other services as appropriate. Consideration should be given to length of service, role and any interaction with Workplace Health. All training is to be up to date before performing operational duties.

29 Performance

- 29.1 The Police (Performance) Regulations 2020 apply to Special Constables. For any instances of poor performance, the Constabularies' Unsatisfactory Performance Procedures (Officers) Policy should be referred to

30 Long Service Awards

- 30.1 The Special Constabulary long service medal may be awarded to a Special Constable who satisfies the following conditions:
- Has served as a Special Constable without pay for a period of not less than nine years, and

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- Has been recommended by the Chief Constable as willing and competent to discharge the duties of a special constable, and
 - Has performed such duty as the Chief Constable has required.
- 30.2 Following the award of a long service medal, an additional “bar” may be awarded (subject to the Chief Constable’s recommendation) for each five years’ additional service.
- 30.3 Service pins may be awarded for 3, 5, 7 and 15 years’ service, following authority by the relevant Special Chief Inspector and District Lead, assuming that the Special Constable has completed the relevant duties in that required period and they are not subject to any investigations with the Professional Standards Department (PSD) and the Independent Office for Police Conduct (IOPC).

31 Retirement / Resignation

- 31.1 A member of the Special Constabulary may retire/resign from the Constabulary by giving their District Special Inspector one month’s written notice. A reduced period of notice can be agreed at the discretion of the District Superintendent.
- 31.2 The Chief Constable may require a member of the Special Constabulary to retire if they are deemed to be unfit and unable to perform the normal duties of a Special Constable (see guidance on Regulation 3 of the Special Constable Regulations 1965 Flowchart). The final decision has been delegated by the Chief Constable to the Deputy Chief Constable.

32 Pensions

- 32.1 Pensions, payable under certain circumstances, are authorised by Special Constables (Pensions) Regulations 1973.

33 Acknowledgment of Policy

- 33.1 On appointment, members of the Special Constabulary will be required to sign an ‘Acknowledgment of Policy’ document, as set out at Appendix A.

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Appendix A: Acknowledgment of Policy

I, the undersigned, have read the Special Constabulary Policy and agree to abide by its content.

I understand that all uniform and equipment remain the property of the Norfolk Constabulary and I agree to return it immediately on my leaving the Special Constabulary.

I agree to attend the necessary training courses and also understand that I will be required to undertake an average of 16 hours duty per month and an initial service period of two years.

I agree to comply with the College of Policing Code of Ethics and Norfolk and Suffolk Constabularies' Standards of Professional Behaviour.

Working Time Regulations 1998

I understand these regulations, which set a maximum 48 hours working week, including private employment and duty as a Special Constable.

I agree:

That the 48 hour limit on average weekly working time shall not apply in my case.

To inform my line manager of duty hours performed on a monthly basis.

To inform my private employer of hours worked as a Special Constable.

Although I agree to the above, I will also ensure that my holding the office of Special Constable will in no way adversely affect my ability to perform in my normal occupation to the standard required by my employer. In addition, I will not jeopardise the safety of myself, my colleagues in the police service, or the public by reporting for duty when not in a fit state owing to an inadequate period of rest prior to the start of that duty.

If there is a change in my personal circumstances that affects the above, I will inform my line manager.

Signed:

Print Name:

Rank/Position Held: Date:

NB: This document will be kept on your personal file

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Appendix B: Principles Document

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PRINCIPLES DOCUMENT



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Deployment and Responsibilities of Members of the Special Constabulary

If at any time any Special Constable is unsure of their role and/or responsibilities as detailed below, please speak direct to the Special Constabulary Manager.

Note: throughout the below, if a rank is shown as Sergeant, Inspector etc. this will include any acting or temporary appointments.

Special Student Constables

1. No Special Student Constable (SSC) may patrol on their own.
2. SCC must in normal operational deployments be booked on to the Control Room under a suitable Call Sign with another officer.
3. SSC may only crew with a Special Constable as outlined [Specials Signed off Probation](#) AND/OR with Regular Police Officer of any rank.

Independent Special Officers

- 1) Only those Special Constables who have successfully completed their probationary period, and fully completed their Personal Development Portfolio (PDP), will be independent. The Special Constable will be advised of this and their pocket notebook updated by the Special Inspector.
- 2) When a SSC has been taken off their probationary period, the line manager MUST inform the Special Constabulary Office via email, so the relevant Force systems can be updated.
- 3) Only those Special Constables who have successfully completed their probationary period, and fully completed their Personal Development Portfolio (PDP), and with the agreement of their Special Sergeant and Special Inspector, may take a Special Student Constable on patrol. The Special Constable will be advised of this and their pocket note book updated by the Special Inspector.
- 4) Any Special Constable who has successfully applied for the position of Beat Manager can patrol on their own in line with the [Deployment Policy](#).
- 5) Suitable Independent Special Constable and above may patrol with SSC and act as their “tutor” in consultation with the regular tutor assigned to the SSC.
- 6) Special Sergeants and above ranks may patrol on their own in line with the Special Constabulary [Deployment Policy](#).
- 7) Special Constables who are suitably qualified to patrol on their own may do so subject to:

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- a) The current policy on Crewing of Police Vehicles (outlined within the Drivers of Police Vehicles policy). Outside of the hours stated, Special Constables must be crewed with a suitable colleague as per the Special Constabulary policy.
 - b) An event where a Special Constable has been asked to remain on duty (e.g. on Traffic diversions and unable to return to station). In such cases they must crew with a regular officer(s) as a priority and contact the duty Regular Sergeant or, if unavailable, the Control Room Supervisor.
 - c) Suitable risk assessments having been carried out generally, e.g. any local policies in force must be compliant with the Driving of Police Vehicles policy. This is particularly relevant to compliant stopping of police vehicles and attending grade "A" incidents.
 - d) Suitable risk assessments having been carried out at their time of duty e.g. in areas of heightened security, localised crewing policy, Briefing/Intelligence updates etc and in line with the Deployment Section.
- 8) If a Special Constable has been formally assigned to a Unit (e.g. Road Policing) they will be managed within that department by the relevant Special Constables supervisor. Please see the Attachment Process within this policy.

Deployment

- 1. Special Constables of all ranks should, where operationally possible, crew with a Regular Officer and report to the Duty Sergeant at the start of any shift.
- 2. When reporting for duty, a Special Constable (of any rank) should contact the duty Sgt/Insp if they cannot find a suitable deployment in order to avoid being released .
- 3. As Special Constables are aligned to Local Policing Command (LPC), whilst it is accepted they can work with Specialist units, their work is primarily with LPC. This should be actively managed by their Special Inspectors on district. Cross district working should only be encouraged for force-wide events, operational callouts or where there is a defined operational need.
- 4. If any Special Constable requires support and no regular officers are available on the team that they are allocated to, as per police regulations, they should adhere to rank structure to locate support from another team.
- 5. Special Sergeants and above ranks will partake in active management of deployment/development/crewing of Special Constables and liaise with the local command team to ensure applicable for the day/time.

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6. Special Sergeants and above ranks will be required to monitor their team as outlined through PDR or other suitable mechanism applied to performance (see College of Policing role profiles for guidance).
7. Special Chief Inspectors will be responsible for arranging a mechanism to supply data of forthcoming duty forecast to LPC, for deployment of Special Constables in line with the Constabulary's [Vision Pledge and Principles](#).
8. Where a Special Constable (of any rank) has submitted any process or statement they must, where operationally possible, get this work checked by a Regular Officer or if not available, a Special Constable of a higher rank.
9. If a Special Constable of any rank is deployed to an incident they perceive they cannot deal with, they MUST notify the Control Room as a matter of urgency that they do not feel it is appropriate they are deployed. This also includes any incident which could impact on their personal circumstances outside of the Special Constable.
10. At any point should a Special Constable be unsure about ANY deployment/operation they should immediately seek the advice of their supervisor (whether it be Special Constable or Regular Officer).

Crewing of Police Vehicles **(Regular Officers and Special Constables)**

For full information on the crewing of Police Vehicles, please refer to the Drivers of Police Vehicles policy document.

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Appendix C: Examples of Occupations and compatibility with Special Constabulary Recruitment

Example of Secondary Occupation/Business Interest Application	Risk assessed Area; Hours Worked, Impartiality, Impact, Current performance and Health, Safety & Well-being
Working in a Licensed Premises	Hours Worked/Impartiality
Share in a Licensed Premises	Impartiality
Retained Fire-Fighter	Hours Worked/Impartiality/Impact/Health, Safety & Well-being
Mirrors police activities (e.g. Security, close protection, surveillance)	Hours Worked/Impartiality/Impact
Security Guard or running a Security Guard Company (including Door Staff)	Hours Worked/Impartiality/Impact/Health, Safety & Well-being
Counselling Victims of Rape & Abuse	Impartiality/Impact
Media Presenter - TV & radio	Impartiality/Impact
Involves “hard selling” techniques i.e. Door to Door Salesman	Hours Worked/Impartiality/Impact
Political posts/office	Impartiality/Impact

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