

POLICY

**Special Constabulary**

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Policy No.	24
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Approved by

Legal Services	N/A
Policy Owner	29.03.2017
JNCC	29.03.2017

Publication date	05.04.2017
Review date	05.04.2021
APP Checked	N/A

Note: Please send the original Policy with both signatures on it to the Norfolk CPU for the audit trail.

Index

Index	2
Legal Basis	2
Other related Documents:.....	3
1 Introduction.....	3
2 Attendance Requirements	3
3 General Conduct	3
4 Postings.....	4
5 Duties	4
6 Disqualification for appointment	4
7 Flowchart 1: Probation	6
8 Flowchart 2: Training.....	7
9 Flowchart 3: Promotion	7
10 Flowchart 4: Discipline	8
11 Flowchart 5: Regulation 3 Special Constable Regulations 1965	9
12 Flowchart 6: Injury and Sickness.....	10
13 Flowchart 7: Maternity.....	10
14 Long Service Awards	11
15 Pensions	11
16 Driving Vehicles	11
17 Jury Service	12
18 Expenses and Allowances	12
19 Change in Personal Circumstances	12
20 Working Time Directive	13
21 Retirement / Resignation.....	13
22 Uniform	13
23 Social Activities	14
24 Acceptance of Terms and Conditions	14
25 Definitions	14
26 Duty Sheet	14
27 Leave of Absence	14
28 Return to Work after Sickness and Leave of Absence	15
Appendix A: Acceptance of the terms of conditions of service.....	16
Appendix B: Principles Document.....	17
Appendix C: Examples of Occupations and compatibility with Special Constabulary Recruitment	21

Legal Basis***Legislation/Law specific to the subject of this policy document***

Section	Act (title and year)
	Special Constables Regulations 1965 - qualifications for appointment and conditions of service

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

Act (title and year)
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 related Documents:

- [NPIA Circular 04/10](#)

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 Force policies.

2 Attendance Requirements

- 2.1 Special Constables (at all ranks, including Student Specials and confirmed Specials) must carry out 16 hours operational duty per month and attend at least 75% of training including local, mandatory force training days, Personal Safety Training (PST) with bleep test, first aid and NCALT and any other training required to carry out the role as a Special Constable.
- 2.2 If Special Constables do not undertake 16 hours of operational duty a month and attend at least 75% of training during the training year without prior notice and valid reason, i.e. work and family commitments or compassionate grounds, to their District Lead then their ongoing suitability to remain a member of the Special Constabulary will be reviewed and as a consequence may be requested to leave the Special Constabulary.
- 2.3 A Special Constable who does not attend 75% of training lectures and PST refreshers will be unable to carry out any operational duties. In this case section 2.2 will be considered.

3 General Conduct

- 3.1 Special Constables must at all times conduct themselves in a manner befitting a police officer and in accordance with the Code of Ethics.
- 3.2 All Special Constables are bound by the Official Secrets Acts. It is an offence to disclose any official information without lawful authority.
- 3.3 They are also subject to similar restrictions on disclosures by the GDPR and Data Protection Act 2018. These restrictions continue after

service has ended. Breaches of these statutory duties will be taken seriously and could result in criminal proceedings.

- 3.4 Information obtained in the role as a Special Constable must not be disclosed without consent unless for a policing purpose.
- 3.5 Special Constables must not be involved in any conduct which brings the Constabulary into disrepute, by doing so a Special Constable's services may be dispensed with in accordance with the [Police Conduct Regulations](#).

4 Postings

- 4.1 Special Constables (at all ranks) will be required initially to be posted according to operational needs and personal circumstances, at the discretion of the Special Constabulary Manager. All postings will usually be within 25 miles of the individual's home address, the Special Constabulary Manager/Chief Officer Special Constabulary reserves the right to move a Special Constable for operational reasons, after 28 days' notice.

5 Duties

- 5.1 All Specials are to inform their line manager of impending duties; at least 48 hours' notice to be given prior to the duty. In the event of a short notice duty the line manager will accommodate where possible and be responsible for updating duty sheet before and after the shift.

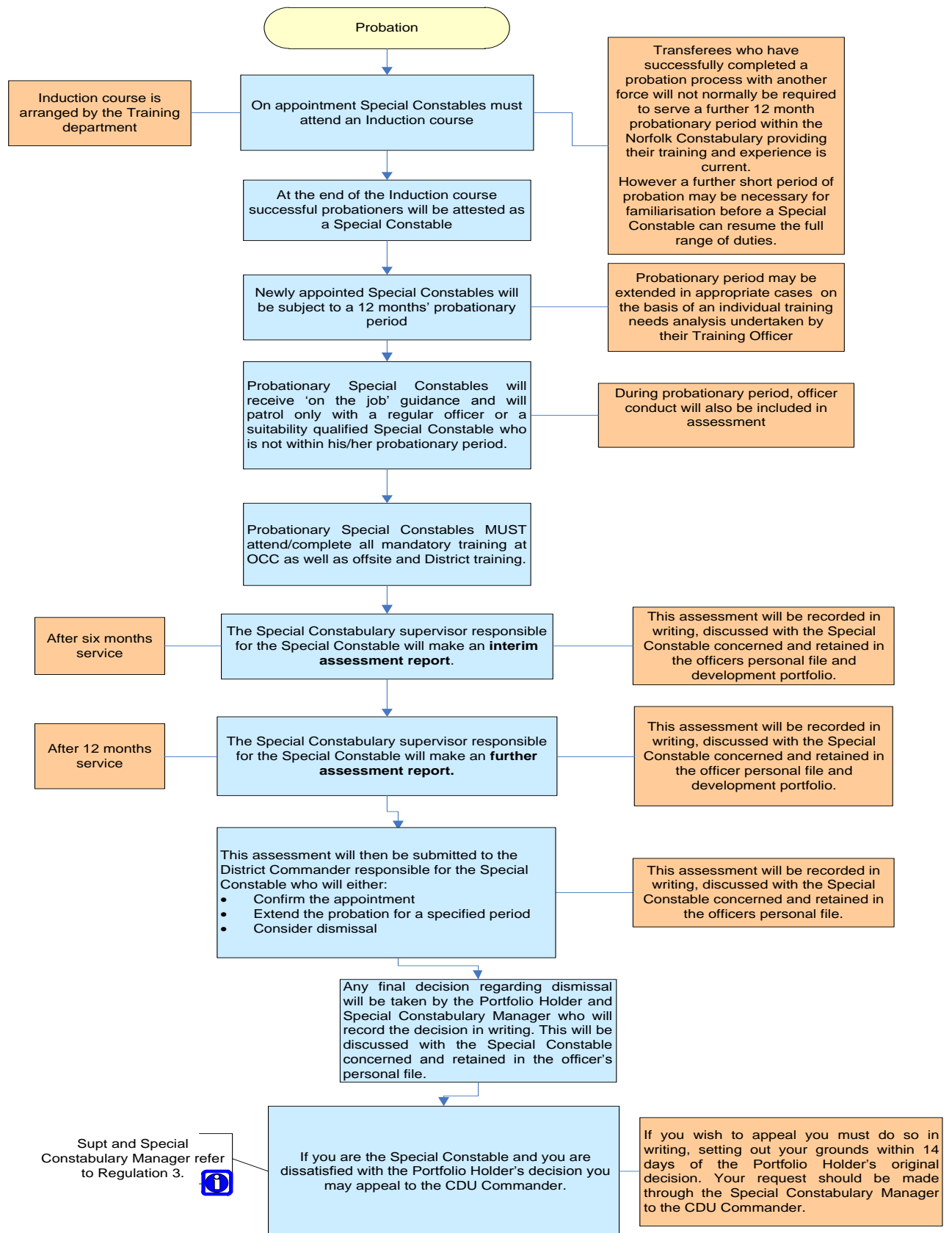
6 Disqualification for appointment

- 6.1 Holders of the following offices or occupations are not eligible for membership of the Norfolk Special Constabulary:
- Members of any OPCC, a Clerk, Deputy Clerk or other employees within any Clerk's Department to an OPCC.
 - Justices of the Peace
 - 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

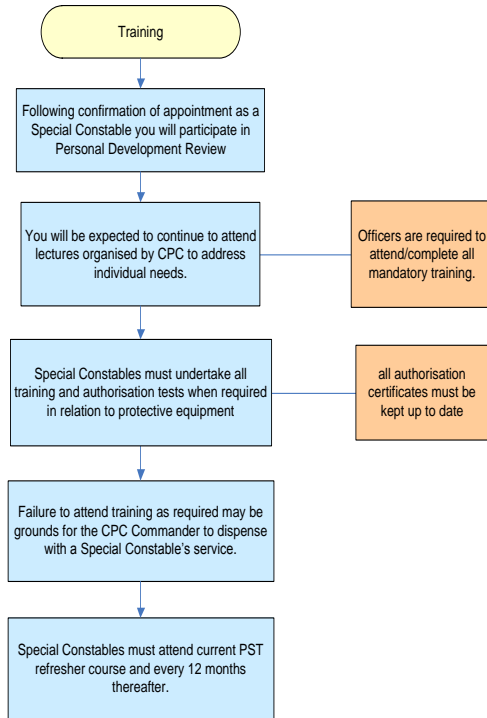
- Members of the Crown Prosecution Service

- 6.2 If, having been appointed, a Special Constable changes their occupation to one of the above, the Special Constabulary Manager may be obliged to dispense with their services.
- 6.3 The above list is not exhaustive and the Chief Constable may refuse any applicant on the basis of their declared occupation or office.
- 6.4 Where this policy refers to matters covered by Statutory Regulations, the Regulations shall have primacy over this policy.

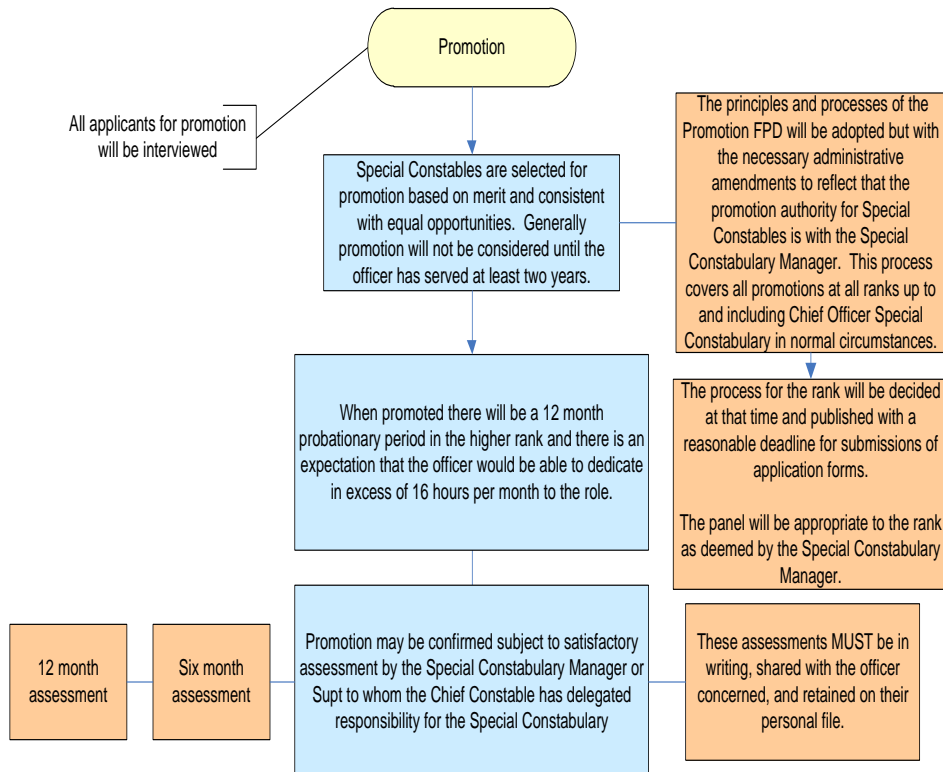
7 Flowchart 1: Probation



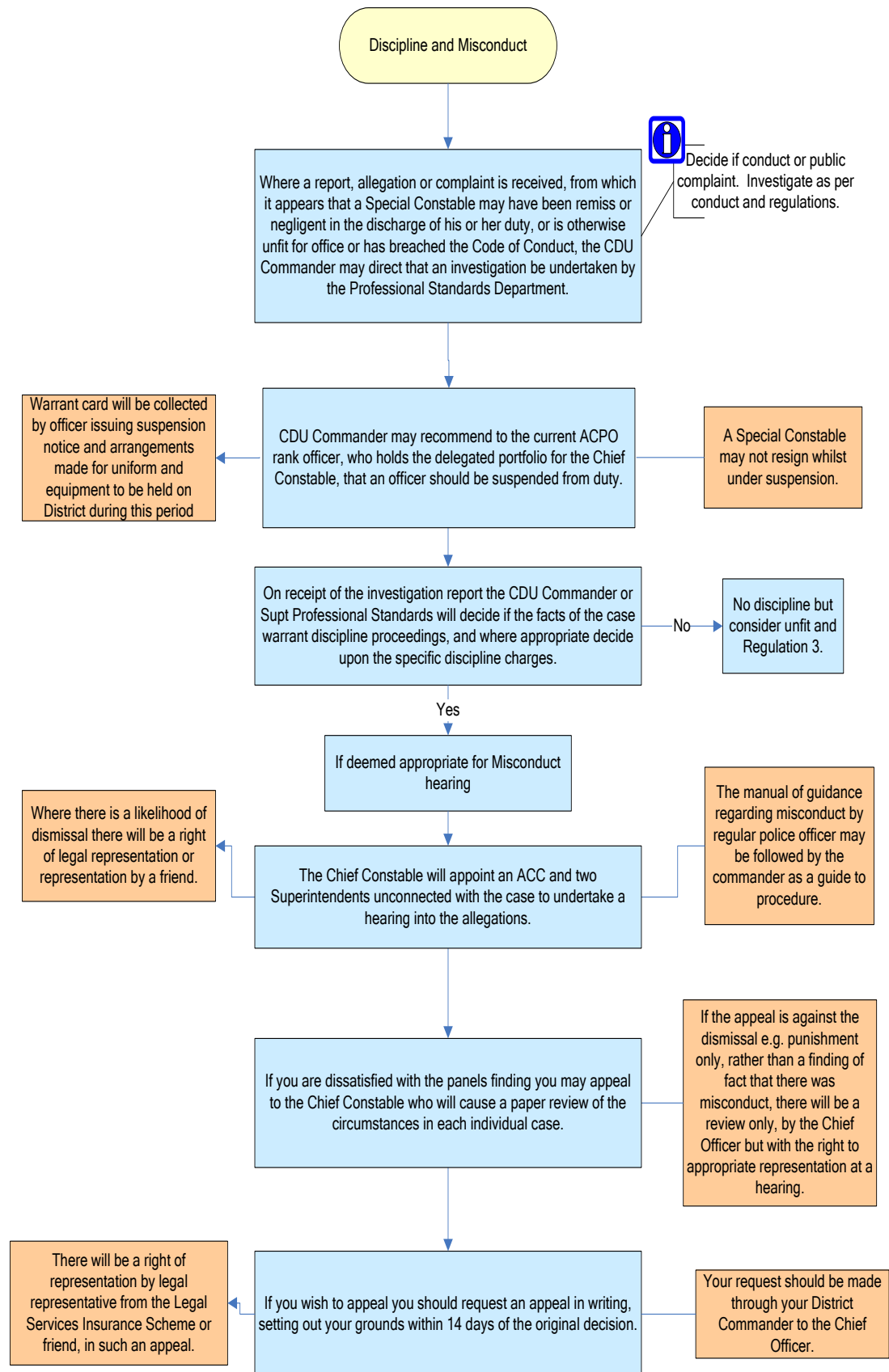
8 Flowchart 2: Training



9 Flowchart 3: Promotion

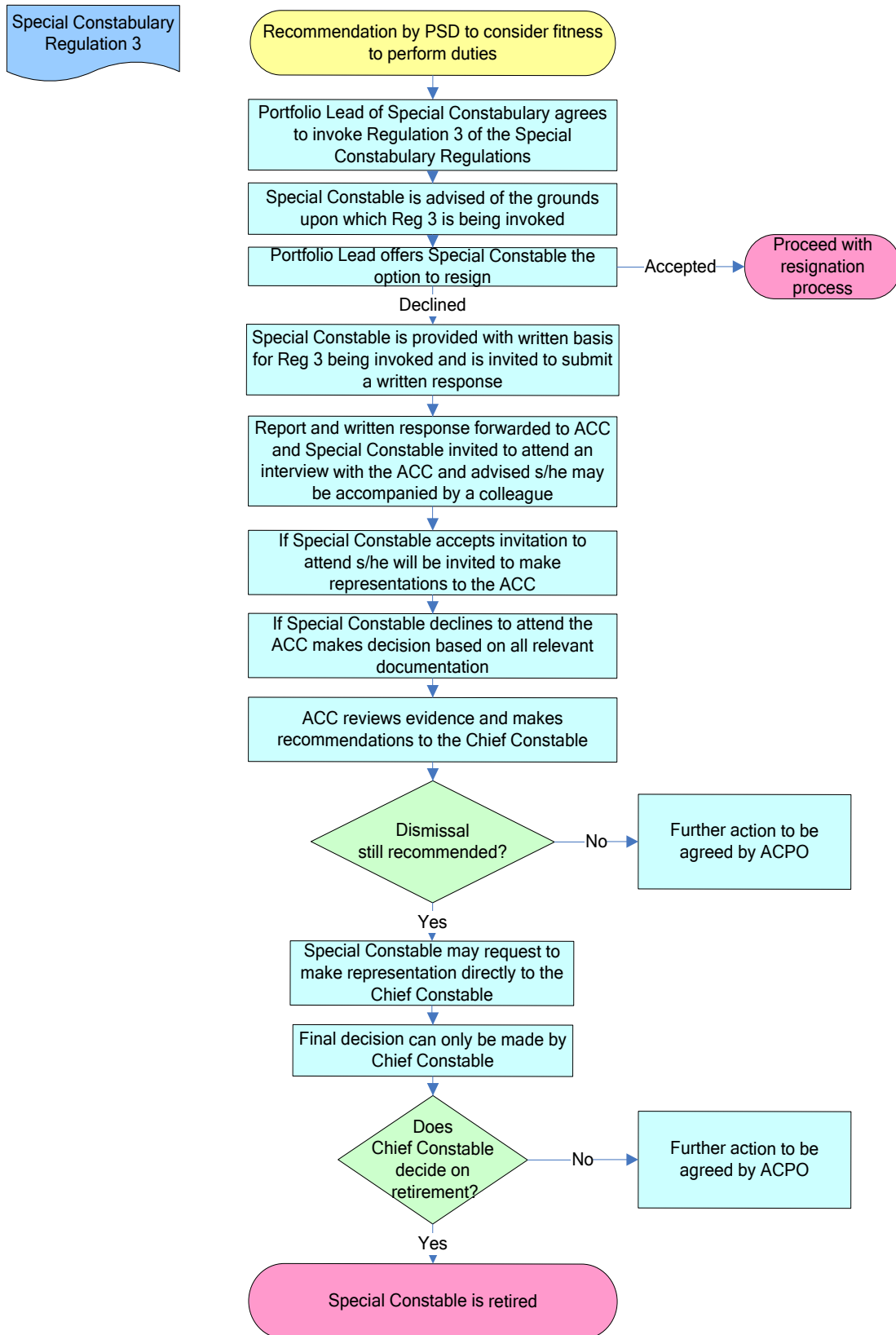


10 Flowchart 4: Discipline

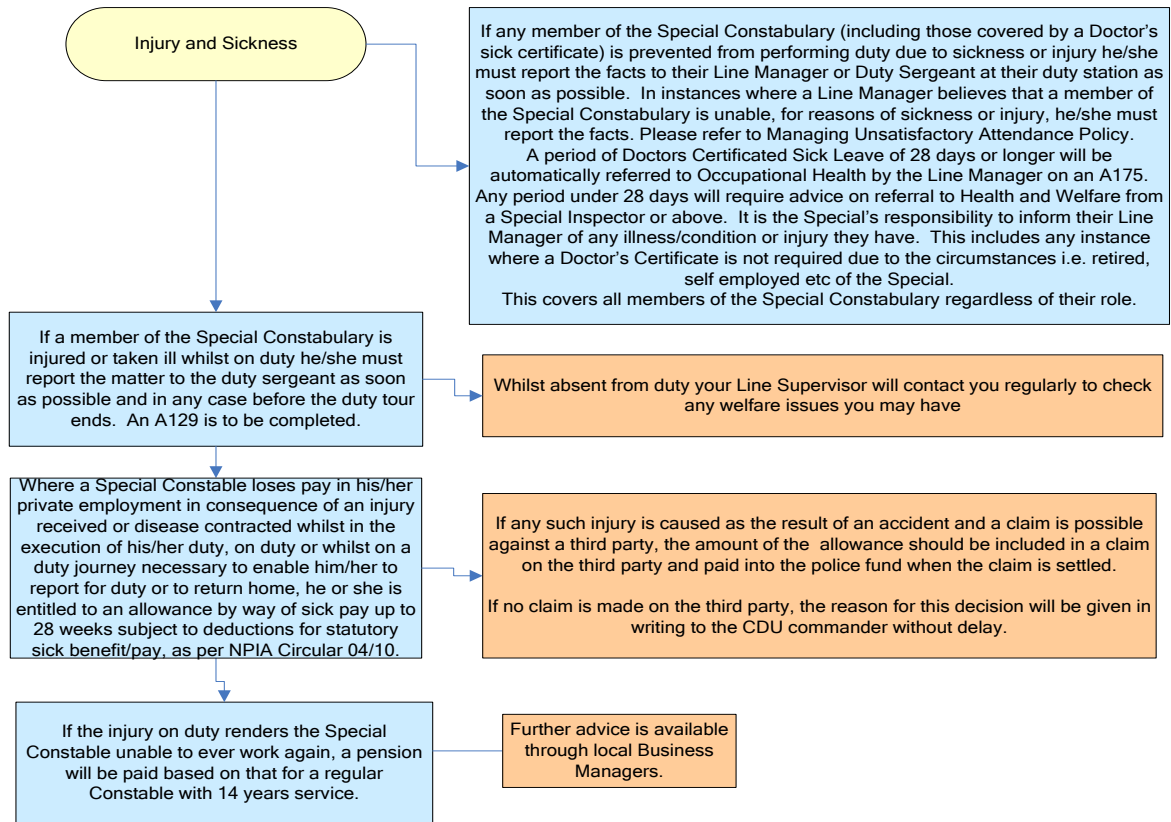


Police Conduct Regulations 2004

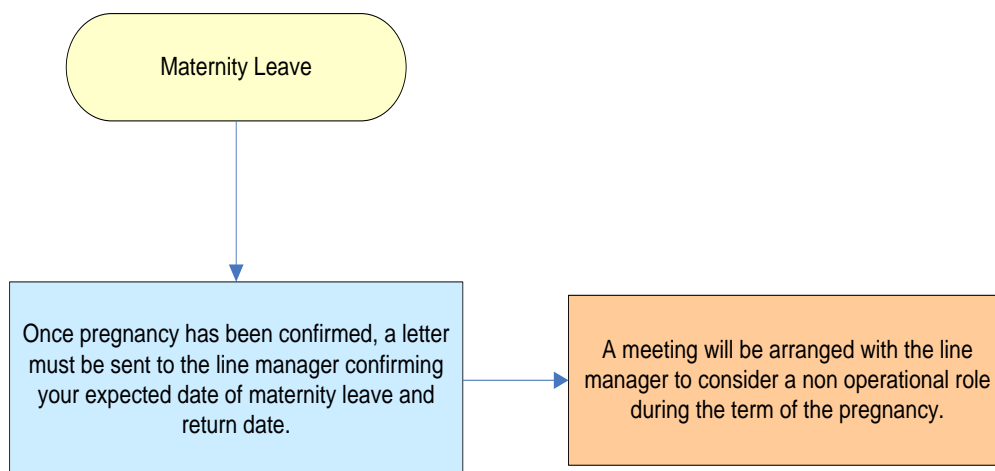
11 Flowchart 5: Regulation 3 Special Constable Regulations 1965



12 Flowchart 6: Injury and Sickness



13 Flowchart 7: Maternity



14 Long Service Awards

14.1 The Special Constabulary long service medal may be awarded to a Special Constabulary Officer who satisfies the following citation conditions:

- Has served as a special constable without pay for a period of not less than nine years, and
- 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.

14.2 Following the award of a Long Service Medal, an additional “bar” may be awarded (subject to the Chief Constable’s recommendation) for each ten years additional service.

15 Pensions

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

16 Driving Vehicles

16.1 All training requests will need to be authorised by the Special Constabulary Manager.

16.2 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.

16.3 Where a Special Constable wishes to undertake basic driving and;

- Has completed their probation.
- Has recommendation of their Special Constabulary line manager and Special Constabulary District Lead.
- Where this can be accommodated within the needs of the Constabulary.

16.4 Where a Special Constable wishes to undertake standard response driving course and;

- They have 18 months service after completion of probation.
- It is suitable for their role.
- They have recommendation of their Special Constabulary line manager and District Special Constabulary Lead.
- Where this can be accommodated within the needs of the Constabulary.

- 16.5 Special Constables who have undertaken the 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.
- 16.6 Special Constables who have not undertaken the response driver training may drive police vehicles in other than Grade A response situations if they have been tested and authorised to drive police vehicles by the Driving School.
- 16.7 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 Special Constabulary Manager if the Special Constable has been deemed suitable to have sufficient experience as an Independent Special Constable and has a Basic Driver Ticket.

17 Jury Service

- 17.1 Special Constables (in common with their regular colleagues) are no longer exempt from jury service. This exemption has been removed by the Criminal Justice Act 2004 which came into force on 01 April 2004.

18 Expenses and Allowances

- 18.1 All expenses and allowances relevant to a Special Constable are detailed in the Norfolk Constabulary Force Financial Instructions. These are available on Districts and Departments through local Business Managers. Claims will be made in accordance with those instructions. All expenses claim forms are to be signed by the claimant and countersigned by their line manager.
- 18.2 If a Special Constable is residing outside of the county, i.e. University and attend training or duties during this time, expenses will only be paid from the county border.
- 18.3 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 Policy.

19 Change in Personal Circumstances

- 19.1 To enable the call out of officers 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 via the Special Constabulary Office detailing changes in personal circumstances including: 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 duty sheet.

20 Working Time Directive

- 20.1 The [Working Time Regulations](#) apply to Special Constables (hyperlink to follow).
- 20.2 Special Constables need to be aware of the Business Interests and Additional Occupations policy. If there are subsequent changes in the interest notified before appointment, Special Constables must comply with the policy.

21 Retirement / Resignation

- 21.1 A member of the Special Constabulary may retire/resign from the Constabulary by giving his/her District Superintendent one month's written notice – the period of notice can be reduced at the discretion of the District Superintendent.
- 21.2 The Special Constabulary Manager, Chief Officer Special Constabulary or Senior Regular Officer to whom the Chief Constable has delegated responsibility for the Special Constabulary may require a member of the Special Constabulary to retire if he/she is deemed to be unfit and unable to perform the normal operational duties of a Special Constable.
- 21.3 A Special Constable may not resign when he/she is suspended from duty or being investigated for Gross Misconduct.

22 Uniform

- 22.1 Unless otherwise directed, when called for duty, Special Constables will wear the clothing and carry identification and equipment provided by Norfolk Constabulary.
- 22.2 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. 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.
- 22.3 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.
- 22.4 All clothing, equipment and documents supplied to Special Constables remains the property of the Norfolk Constabulary.
- 22.5 Special Constables are responsible for making sure all their uniform and equipment is kept clean and secure. Upon leaving the Special Constabulary all uniform and equipment must be returned, in consultation with their Special Constabulary line manager.

23 Social Activities

23.1 Special Constabulary members are entitled to membership of Norfolk Constabulary Sports & Social Clubs and also the International Police Association on payment of the appropriate fees. Information concerning these organisations can be obtained from area representatives.

24 Acceptance of Terms and Conditions

24.1 On appointment, members of the Special Constabulary will be required to sign an 'Acceptance of terms and Conditions' document set out at [Appendix A](#).

25 Definitions

25.1 A Special Constable will be deemed on duty when:

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

25.2 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 duty sheet.

25.3 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).

26 Duty Sheet

26.1 Duty sheet 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.

27 Leave of Absence

27.1 All leave of absences over one month will require all police issued uniform and equipment, including warrant card, to be handed in and stored locally until such time of return. An agreed communication plan will be followed by the individual and their Special Constabulary Line

manager. Failure to keep in touch with the Special Constabulary Line Manager during the leave of absence may result in uniform being returned to Stores and the individual being resigned from the Special Constabulary.

- 27.2 Any request for an additional period of leave of absence during the initial period of leave of absence should be referred to the Special Constabulary Manager and may result in the individual being resigned from the Special Constabulary.

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 Line Manager to ensure their knowledge and ability to carry out their full role are safe and lawful. This is dependent on length of service, role and any interaction with Occupational Health.

Appendix A: Acceptance of the terms of conditions of service

I, the undersigned, have read the Special Constabulary Force Policy Document 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.

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 will:

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

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

Agree 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 agreement will be kept on your personal file

Appendix B: Principles Document

NORFOLK CONSTABULARY
SPECIAL CONSTABULARY
PRINCIPLES DOCUMENT



NORFOLK
CONSTABULARY
Our Priority is You

Purpose of this document

The purpose of this document is to outline the basis of deployment and responsibilities of members of the Special Constabulary. If at any time anyone is unsure please speak direct to the Special Constabulary Manager.

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

Special Student Constables

A Special Student Constable is a Special Constable as defined by the Special Constabulary Force Policy Document.¹

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 as outlined [Specials Signed off Probation](#) AND/OR with Regular Police Officer of any rank.
4. SSC will never crew with PCSOs whilst on probation unless that PCSO is crewed with another Special as outlined at point 1) below ([Specials Signed off Probation](#)) or with a Regular Police Officer.

Specials Signed off Probationary Period

- 1) 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.

The fact that the SSC has been taken off their probationary period MUST be informed to the Special Constabulary Manager via email, so the Special Constabulary Manager can update Resource Link (HR system).

- 2) Any Special Constable who has successfully applied for the position of Parish Constable can patrol on their own in line with the [Deployment Policy](#).
- 3) Special Sergeants and above ranks may patrol with SSC and act as their “tutor”.

¹ Note this was previously called “Special Probationer”

- 4) Special Sergeants and above ranks may patrol on their own in line with the Special Constabulary [Deployment Policy](#).
- 5) Specials when crewing with a PCSO are classed as “patrolling on their own” and a suitable risk assessment must be carried out by the Special Constable (regardless of the Specials rank) to see if this is suitable, i.e. to crew only those Specials who are authorised to patrol on their own may crew with a PCSO as within this document.
- 6) Special Constables who are suitably qualified to “patrol” on their own may do so subject to:
 - a) In line with the current policy on Crewing of Police Vehicles (outlined within the Drivers of Police Vehicles policy). Outside of the hours stated must be crewed with a suitable colleague as shown above.
 - b) In the event of the officer having to remain on duty (e.g. on Traffic diversions and unable to return to station) they must aim to crew with another 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, e.g. any local policies in force for that respect of that part of the CDU Drivers of police vehicles MUST conform to the Driving of Police Vehicles policy. This is particularly relevant to compliant stopping of police vehicles and attending grade “A” incidents.
 - d) Those Special Constables (of any rank) that are able to patrol on their “own” will be subject to a suitable risk assessments at there time of duty e.g. in areas of heightened security, localised crewing policy, Briefing/Intelligence updates etc and in line with the [Deployment Section](#).
- 7) If a Special Constable has been formally assigned to a Unit (e.g. Road Policing) this has to be managed within that department. It must be managed in line with the policy within this document.

Deployment

1. Special Constables of all ranks should, where operationally possible, crew with a Regular Officer.
2. Any Special Constable (of any rank) when reporting for duty who cannot find a suitable deployment or have been previously tasked should contact the Duty Sergeant/Inspector for deployment – they should not be sent home.
3. Special Constables are aligned to Local Policing Command (LPC), however it is accepted they can work with Specialist units but their work is primarily with LPC. This should be actively managed by their Special Inspectors on district.

4. When no Regular Officers are immediately available; as per police regulations the Special Constabulary Rank structure will apply to all Specials regardless of where they are in the County Delivery Unit (CDU) or what “team” they are allocated to.
5. Special Sergeants and above ranks will partake in active management of deployment/development/crewing of Special Constables.
6. Special Sergeants and above ranks will be required to monitor SSC or any other Special Constable of any rank requiring monitoring as outlined through PDR or other suitable mechanism.
7. Special Chief Inspectors will be responsible to arrange a mechanism to supply data of forthcoming duty forecast to CDU Resource Team, to allow better more dynamic deployment of Special Constable in line with the Constabulary’s [Vision Pledge and Principles](#).
8. Where a Special Constable (of any rank) has submitted any process/statement he/she 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.
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 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.

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

*Police Officers may not be employed by a fire & rescue authority for the purpose of discharging any of the authority’s functions under this Act. (Fire & rescue Service Act 2004, Part 4, Section 37). Police Staff may be considered for employment as a retained fire-fighter.