

# DURHAM CONSTABULARY



*Altogether Better Policing*

## Special Constabulary Policy

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## **1.0 SPECIAL CONSTABULARY POLICY**

### **2.0 PURPOSE AND SCOPE**

- 2.1 The purpose of this policy is to provide information, guidance, and instruction to Special Constables.

### **3.0 THE LEGAL BASIS AND LEGITIMATE AIMS**

- 3.1 The Police Act, 1996, makes provision for Special Constables to be appointed by Chief Constables, in accordance with the regulations made under Part 27(2) of the Act. Subject to these regulations all Special Constables for a police area are under the direction and control of, and subject to dismissal by, the Chief Constable. The Police Barred and Advisory List Regulations 2017
- 3.2 The Special Constables Regulations, 2002, govern the administration and conditions of service of the Special Constabulary as regards to:
- Qualification for appointment
  - Suspension
  - Retirement
  - Expenses and allowances
  - Sick pay
- 3.3 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose.
- 3.4 Durham Constabulary will operate within the policing principles as defined by the College of Policing Code of Ethics and in support of this our policies will seek to promote Accountability, Fairness, Honesty, Integrity, Leadership, Objectivity, Openness, Respect and Selflessness.
- 3.5 The Force recognises the contribution of its entire staff and is committed to creating a fully inclusive working environment. This will be achieved by making reasonable adjustments where appropriate, valuing the differences that a diverse workforce can bring and challenging unlawful and unfair discrimination, bullying, harassment, victimisation and other unfair treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, gender and sexual orientation.

#### **4.0 POLICY STATEMENT**

- 4.1 The Durham Special Constabulary is a voluntary body drawn mainly from the local community. Special Constables have full constabulary powers and perform police duties under the supervision of, and supported by, regular officers. The function of the Special Constabulary is to assist the regular force in meeting the policing needs of the local community via Neighbourhood Policing. Special Constables' principal role consists of local, intelligence based patrols and crime reduction initiatives, targeted at specific local urban or rural crime problems. They can also expect to be involved in policing major incidents and events, and in providing other operational support to regular officers on the basis of an individual Special Constable's skills or local knowledge. They are expected to provide an appropriate efficient response and provide a quality service at all times. They are a manifest sign of partnership between the police and the local community.

#### **5.0 ROLES & RESPONSIBILITIES**

- 5.1 The Assistant Chief Officer is responsible for all matters relating to the appointment, training and central administration of the Special Constabulary.
- 5.2 The Deputy Chief Constable is responsible for all operational aspects of the Special Constabulary.
- 5.3 Following completion of the required training, and when on duty (see paragraph 5.6 below) members of the Special Constabulary will carry out the role of a Constable, i.e. the protection of life and property, maintenance of order, prevention and detection of crime and apprehension of offenders against the peace. Additionally, the Special Constabulary will assist with business continuity by acting as a reserve in times of emergency and will assist at designated special occasions.
- 5.4 No Special Constable, whatever their rank, may exercise authority over a regular police Officer. If a regular officer and a member of the Special Constabulary are on patrol or duty together, authority rests with the regular officer, regardless of their respective ranks.
- 5.5 A member of the Special Constabulary is deemed to be on duty:
- whilst exercising their powers as a Special Constable with the knowledge and consent of their Locality Chief Inspector or his/her nominee in whose area the duty is being performed

- 5.6 The warranted powers of a Special Constable throughout England and Wales, are as those of a Constable i.e. 24/7 however to “place themselves on duty” outside of any pre-planned official duty times, must only be exercised in a case of emergency, when it is in the interests of the public that police powers should be assumed. Any use of such powers should be reported, as soon as practicable, to the officer’s Locality Chief Inspector.

## **6.0 CONDITIONS OF SERVICE**

- 6.1 A Special Constable is appointed for an indefinite period and serves until their appointment is terminated by the Chief Constable or until they resign.
- 6.2 The Chief Officer and Superintendent (Special Constabulary) *must* resign his/her appointment on reaching the age of 65 years. Otherwise, officers must resign on reaching the age of 60 years (see 11.0 for further details).
- 6.3 An application for an extension of service, if approved, is granted for a period of one year. Such applications may be repeated for five years after which the officer is compulsorily retired.
- 6.4 The Chief Constable has the authority to determine the service, or suspend or dismiss members of the Special Constabulary. (See paragraph 16.0)
- 6.5 Constant or continued unauthorised absence from either regular monthly training sessions or local meetings, or duty hours falling below the required minimum of 16 hours per month without authority may constitute grounds for dismissal. (See paragraph 16.0 and Appendix A for details regarding the unauthorised absence procedure.
- 6.6. A leave of absence for up to one year away from Special Constabulary duties, will be allowed, at the discretion of the Strategic Resourcing Manager (HQ Human Resources), in consultation with the Chief Officer, this includes leave of absence requests for reasons of maternity.
- 6.7 Special Constabulary Supervision will maintain contact with the person taking leave of absence to keep them abreast of all relevant developments.
- 6.8 A Special Constable is *not* relieved of any legal requirement to which he or she might be subject in wartime e.g. service with H.M. Forces or liability to take or remain in work of national importance.
- 6.9 Members of the Special Constabulary are subject at all times to the provisions of the Official Secrets Acts of 1911, 1920 and 1989, and must sign a declaration to

that effect. It is a criminal offence to disclose to any member of the public, any confidential information received in the course of police duties.

6.10 All members of the Special Constabulary will:

- Conform to police regulations and Durham Constabulary policies, unless the context of an instruction clearly indicates that it applies only to the regular force.
- When on duty, carry out all lawful orders punctually and promptly, performing all appointed duties and attending to all matters within the scope of their office as Constable.
- Have their fingerprints and DNA taken on appointment.
- Hours of Attendance (combined training/duty hours) a minimum of 16 hours combined training/duty hours is expected aggregated over a 3 month period.
- Qualify for personal safety and first aid training to the required level.
- Participate in the PDR process.
- Report any annual leave, period of absence, sick days, or injury on duty (see item 12.0 ) as soon as reasonably practicable. Also refer to Appendix A
- All duties should be pre-planned (as advised in section 7.2).
- Prior to commencing duties they should complete their duties to be worked on the electronic E-Sibs system.
- Attend their supervision meetings regularly. Special Constables who are unable to attend for scheduled duties must inform their appropriate line manager as soon as possible.
- Wear uniform at all times when on duty, including training evenings, unless otherwise directed.
- Make good any damage or loss to the uniform or appointments, including any personal issue equipment, with which they are issued, other than that occasioned by the exigencies of police duties, or fair wear and tear. The uniform and appointments remain the property of the Force at all times, and must be returned when leaving the service.
- Regularly check ESIBS, at least weekly, to monitor communications sent through the system, support requests placed and important safety related and operational updates

**7.0 GUIDANCE**

**7.1 Deployment**

- 7.1.1 Special Constables are additional to regular officers and in the main will not undertake sole responsibility for the performance of duties considered essential to the policing of an area. Special Constables are aligned to specific Neighbourhood Policing Teams by the Neighbourhood and Partnerships SMT in consultation with the relevant SC Chief Inspector, however may at times be utilised in support of response policing, or other specialist roles ie. Roads Policing Unit.

- 7.1.2 Special Constables may be deployed in a range of tasks to assist with the delivery of policing services in the achievement of Force and Neighbourhood and Partnership objectives. Wherever possible, deployment should be in accordance with the National Intelligence Model and Neighbourhood Policing strategies.

## **7.2 Reporting for Duty**

- 7.2.1 Where possible, all Special Constabulary duties should be pre-planned via E-SIBS on a weekly basis to ensure effective deployment and efficient use of the officer's time. This will also satisfy the conditions of the Working Time Directive.
- 7.2.2 Details of Special Constables intending to parade for duty should be entered by Supervisors/Resource Management Unit onto DMS in advance to allow adequate time for planning.
- 7.2.3 However, as a result of a change in circumstances, it is the individual officer's responsibility to inform an appropriate supervisor as soon as is practicable of their availability or lack of it. Again this should be done via speaking directly with their supervision or via informing Resource Unit/E-sibs.
- 7.2.4 Special Constables will report to a supervisory officer before commencing duty. Special Constables should not be deployed where there may be a conflict of interest e.g. where an enquiry involves the officer's paid employment.

## **7.3 Driving of Police Vehicles**

- 7.3.1 Special Constables who are appropriately qualified, i.e. through completion of a one day assessment, may drive police vehicles for transport purposes only. The requirements of road traffic legislation – particularly observance of speed limits and compliance with traffic signs – must be complied with.
- 7.3.2 Additionally, Special Constables who have successfully completed the full Standard Driving Course may drive vehicles in accordance with the rules and conditions of that qualification.
- 7.3.3 The officer must:
- Have completed basic training, followed by one year's operational service and be supported by the Special Sergeant and Neighbourhood Inspector.
  - Hold a current full driving licence, which must be free from convictions for at least two years.
  - Have successfully completed a driving assessment.

- Only drive vehicles which the officer has been assessed as competent to drive. This may include Basic, Standard or Specialist class vehicles (e.g. vans, Land Rovers).

7.3.4 Suspension of Special Constables from driving police vehicles will follow the guidelines laid down in this manual.

## **7.4 Eligibility For Appointment**

### **7.4.1 For eligibility for appointment see National Recruitment Guidelines**

[www.policespecials.com/recruit.html](http://www.policespecials.com/recruit.html)

7.4.2 The Chief Constable reserves the right to reject any application without giving reasons (see Appeals Procedure).

7.4.3 The Police Negotiating Board (PNB) has provided guidance on the retirement of officers on the grounds of age. The Compulsory Retirement Ages (CRAs) for Police Officers in England and Wales are:

60 for the federated ranks (i.e. Constable to Chief Inspector)

65 for all higher ranks

This will apply to Special Constables (see 7.2) and is deemed to be an Employer Justified Retirement Age in line with the Equality Act 2010.

## **7.5 Ineligible Categories**

7.5.1 The National Police Improvement Agency Circular [NPIA(WSU)(SC)(071)], "Special Constables: Eligibility for Recruitment", summarises the criteria regarding ineligible occupations see also Annex A to NPIA Circulator 06/2010 and Annex B NPIA 01/2011.

7.5.2 If an existing serving special constable changes employment or is offered seasonal or temporary work in an occupation that is considered incompatible they must inform the Strategic Resource Manager, Human Resources, immediately as this may be considered an ineligible occupation. They will then consider the compatibility of the new employment with their continued role as a special constable.

7.5.3 The police service has a policy of prohibiting any officer, staff or volunteer from becoming members of the British National Party, Combat 18, national Front or similar organisations.

## **8.0 ADMINISTRATION & GENERAL**

### **8.1 Recruitment**

- 8.1.1 Recruiting campaigns will be run periodically and will follow the National Specials Recruitment and Assessment Guidelines

### **8.2 Transfers**

- 8.2.1 Applications from members of the Special Constabulary of other forces will be welcomed. Where possible, an officer who transfers under these arrangements will not be required formally to resign from their existing force, but they will be deemed to have resigned on attestation in Durham Constabulary. **Durham Constabulary will follow NPIA circular 05/2012 Special Constables Transfers Guidance <http://www.college.police.uk/en/11420.htm>**
- 8.2.2 Members of Durham Special Constabulary who are moving out of the area should be made aware of the possibility of continuing their voluntary service by transferring to another force.

### **8.3 Internal Area Transfers**

- 8.3.1 Internal transfers, may be mutually agreed between areas of the Special Constabulary by email. Officers should submit a report through their own supervision outlining the reasons for the transfer request. Responsibility for approval of the transfer lies with the Special Superintendent, who must obtain authority for the transfer from the Strategic Resource Manager, Human Resources.

### **8.4 Dual Force Service**

- 8.4.1 Dual Force service may be mutually agreed between two forces. The process to be followed to allow a constable to undertake simultaneous service in more than one force is covered in NPIA Circular 04/2012.

### **8.5 Training**

- 8.5.1 All successful applicants to the Special Constabulary will undertake the induction and basic training courses at headquarters. Upon completion of basic training the training is supplemented by additional development training on a monthly basis. For further information see Appendix B. Officers are expected to undertake continuous professional development on a regular basis. Officers who fail to undertake PST re-certification during a 12 month period may be removed from operational duties until recertified.



- 8.5.2 In exceptional circumstances, where those Special Constables who are also paid employees of Durham Constabulary are unable to attend training events due to being rostered for work, considerations will be given to release such employees to attend a training event and still be paid by the employer. This will be subject to full considerations of the individuals SMT and exigencies of service.

## **8.6 Personal Records**

- 8.6.1 The personal records of all Special Constables are held and maintained within Human Resources at force headquarters.
- 8.6.2 Any change in circumstances of a Special Constable (e.g. change of name, address, marital status) must be notified to Human Resources using Origin.
- 8.6.3 Similarly, any reports in connection with commendations, good work, sickness, injury, resignation, and any other relevant matter must be forwarded to Human Resources for appropriate action.
- 8.6.4 Warrant cards are issued by Human Resources and must be renewed following change of name or appearance.
- 8.6.5 Those who retire from the Special Constabulary will, on request to Human Resources, be eligible to receive a framed montage certificate and photograph.

## **9.0 ORGANISATION**

### **9.1 Locations**

- 9.1.1 The Special Constabulary is organised into areas corresponding to those of the regular force, with Special Constables integrated into Neighbourhood Policing Teams to encourage a team approach.
- 9.1.2 The Neighbourhood and Partnership Commander is responsible for the operational management of the Special Constabulary within his/her area including the allocation of adequate facilities for the Special Constabulary within police buildings.
- 9.1.3 The relevant Neighbourhood Chief Inspector is responsible, alongside Specials supervision, for the members of the Special Constabulary within his/her area, including the allocation of duties, general supervision and monitoring of welfare. He/she should liaise with the Special Chief Inspector, and as far as is possible, delegate responsibility for the management and administration of the local Special Constabulary to the Special Chief Inspector.

9.1.4 Special Chief Inspectors should, where possible, attend local management meetings on a regular basis.

9.1.5 Within each area there is to be an approximate ratio of one Special Sergeant to ten Special Constables.

## **9.2 Accountability Meetings**

9.2.1 The following accountability meetings are to take place on a regular basis, normally monthly:

S/Sgts with SCs  
S/Insp with S/Sgts  
S/C/Insp with S/Insp  
S/Supt with S/Ch/Insp  
Chief Officer with S/Supt  
Ch/Supt, NPT with Chief Officer

## **9.3 Regional Meetings**

9.3.1 The Chief Officer (or a representative) will attend the No. 2 (North East) Region Special Constabulary Conference to share best practice and discuss matters of common national or local concern.

## **9.4 Command Structure**

9.4.1 Members of the Special Constabulary will take their directions and orders from members of the regular police in operational circumstances, but in order to provide an administrative structure and leadership, a command structure of its own exists, as follows:

### **Insignia**

#### **Chief Officer**

Laurel leaf on uniform epaulettes

#### **Special Superintendent**

4 bars on uniform epaulettes

#### **Special Chief Inspector**

3 bars on uniform epaulettes

**Special Inspector**

2 bars on uniform epaulettes

**Special Sergeant**

1 bar on uniform epaulettes.

- 9.4.2 Special Sergeants and Special Constables will wear their individual numbers on their epaulettes.
- 9.4.3 Job Descriptions and Person Specifications for all ranks of the Special Constabulary are held within the Skills for Justice website via the Origin HR system.

**10.0 VACANCIES / PROMOTION**

- 10.1 All promotions up to the rank of Special Chief Inspector will be advertised force-wide in the bulletin. A selection panel representing the interests of both the Neighbourhood and Partnerships Command and the Special Constabulary will select the most suitable candidate on merit. Confirmation of promotion will be made by the Assistant Chief Officer.
- 10.2 The appointment or promotion to the rank of Chief Officer/Sp Superintendent will be the prerogative of the Chief Constable who will consider recommendations made by the Strategic Resource Manager, Human Resources.

**11.0 RESIGNATIONS**

- 11.1 A Special Constable may resign on giving one month's notice in writing to HR, indicating the reason(s) for leaving the service. Notice of a shorter period may be accepted at the Strategic Resource Managers' discretion.
- 11.2 The supervisor receiving the resignation from a member of the Special Constabulary must confirm that all uniform has been handed in and the warrant card returned. The letter of resignation and exit interview form will be forwarded to Human Resources
- 11.3 Those who resign having taken up incompatible employment will, subject to continuing medical and physical fitness and security clearance, be eligible to resume their service within a period of up to 12 months. A training analysis will also be required.
- 11.4 Exit monitoring should be conducted in accordance with force policy, see Exit Monitoring Policy on the Force Intranet.

- 11.5 Those special constable who resign with more than 19 years' service will be offered a montage in recognition of their service with the Special Constabulary.

## **12.0 INJURY ON DUTY**

- 12.1 In every case where a Special Constable is assaulted or injured on duty, the officer must record full particulars of the incident in their pocket notebook. They must also ensure that details of the occurrence are entered onto an HSR form via Origin Self Service and submit a full written report through their Superintendent to headquarters. Failure to report the incident at the time may result in a subsequent claim for sick pay (see below) or an ill-health pension being refused.
- 12.2 In cases of assault on an officer where a charge is likely to follow, the officer must be examined by a police surgeon who will state whether or not the officer is fit for duty and provide a statement giving the result of the examination. If no charge is likely to follow, the officer can, if necessary, be examined by his/her own doctor who will certify if the officer is fit for either duty or their usual employment.
- 12.3 If an officer complains of a head injury, no matter how slight, he/she must be examined by a Doctor.
- 12.4 Should the Special Constable be certified as being unable to follow his/her normal employment as a result of the injury, the medical statement must be forwarded to HR & Health Services, HQ for recording purposes, after which it will be returned to the Special Constable who must deliver it to the Benefits Agency. When a Special Constable, assaulted or injured on duty, has been medically examined and is certified capable of following their normal employment, they should register a claim with the Benefits Agency to safeguard their interests should they subsequently suffer any ill effects from such injury and be entitled to claim disablement benefit.

## **13.0 SICK PAY**

- 13.1 Where a Special Constable loses remuneration in his/her private employment in consequence of an injury received or disease contracted in the execution of duty, he/she shall be entitled to an allowance by way of sick pay, in accordance with national guidelines.

#### **14.0 EX-GRATIA PAYMENTS**

Ex-gratia payments are made in line with NPIA circular 04/2010 <http://www.college.police.uk/en/11420.htm>.

#### **15.0 PERFORMANCE OF DUTY WHEN MEDICALLY UNFIT**

- 15.1 Under no circumstances will a Special Constable perform duty or attend lectures whilst medically unfit and/or in receipt of statutory sick pay.
- 15.2 In the event of being requested to perform duty or attend lectures whilst so incapacitated the Special Constable will inform their supervising officer that they are not available for such duty.
- 15.3 Performance of duty under the circumstances described above will have a detrimental effect on any subsequent claim for a disability pension or in the extreme any claim for a widow's pension.

#### **16.0 DISCIPLINE**

- 16.1 The Special Constabulary is a disciplined body whose members are subject to the same code of conduct as members of the regular force. The object of the code of conduct is to ensure that Special Constables act in a professional manner and are accountable for their actions.
- 16.2 The Chief Constable is the disciplinary authority, but may delegate this authority to a nominated officer or officers.
- 16.3 The disciplinary process is a hierarchical one, but may be entered at any one of the levels which is considered most suitable, given the circumstances of an individual case. The conduct regulations for regular police officers will be used in this case as per Police Performance/Attendance & Conduct Regulations 2012.
- 16.4 The Neighbourhood Chief Inspector has overall responsibility for the day-to-day management of the Special Constabulary within his/her Command.
- 16.5 As a result of the Police Barred and Advisory List Regulations 2017, Police Staff who are also Special Constables will be automatically dismissed from their police staff role in the event they are dismissed from their role as a special constable. This is regardless of whether the dismissal from the specials role impacts on their police staff role. Such individuals will be placed on the Police Barred and Advisory Lists, which are maintained by the College of Policing for a period of 5 years from the date of listing in the case of gross misconduct and 3 years from the date of listing in the case of poor performance.

## **17.0 CLOTHING AND APPEARANCE**

- 17.1 Following successful completion of the induction training programme, officers will be issued with a uniform and warrant card showing their name and photograph.
- 17.2 Warrant cards must be carried at all times when the officer is on duty and produced when required.
- 17.3 When performing duty in uniform, all ranks of the Special Constabulary must be clean and tidy in appearance. They must wear plain fronted black boots or shoes. In addition, senior officers will wear or carry gloves.
- 17.4 Uniform will be altered as required following promotion.
- 17.5 When replacement of uniform is required, a report must be submitted through the support services team.
- 17.6 One uniform shirt is issued annually to each member of the Special Constabulary, in addition to the uniform issued following appointment.
- 17.7 Special Constables should ensure that when travelling to and from duty that their uniform is not visible to members of the public. Removal of epaulettes and tie from shirts and wearing a non-police issue coat over uniform is recommended.

## **18.0 WEARING OF MEDALS AND RIBANDS ON UNIFORM**

- 18.1 Medals should be worn on ceremonial occasions by Special Constables taking part, in accordance with any operational order issued for the occasion. At all other times the riband only will be worn. The riband should not be covered by the lapel of the uniform jacket. Celluloid and other covers must not be worn over the ribands. Medals and ribands will be worn on the left breast except medals awarded by a society for bravery in saving human life which may, if specially authorised, be worn on the right breast.

## **19.0 OFFICIAL COMMUNICATIONS**

- 19.1 Members of the Special Constabulary must not communicate in writing with members of the public on official matters nor write to the press on police matters, either in their own name or anonymously, without the written permission of the Chief Constable.
- 19.2 The use of social media in pursuit of authorised purposes or to engage with the community with the aim of improving public confidence, and to highlight the work

of the Special Constabulary and wider Durham Constabulary, is permitted. Such communications should be in line with force policy on use of social media and the effective use of social media will be monitored by the Special Superintendent.

## **20.0 POCKET NOTE BOOKS**

- 20.1 Every member of the Special Constabulary will be issued with an official pocket notebook. The pocket book will be used for original notes, in order that officers may afterwards be able to give an accurate account of any occurrence which it is their duty to record or report.
- 20.2 Pocket notebooks will be issued, used, examined and stored in accordance with the instructions for the regular force.
- 20.3 The underlying principal with regard to pocket note book completion is that entries are incident and not time driven, there being no requirement for daily entries however, special constables must endorse their pocket note books on every duty occasion.
- 20.4 Officers will also be required to submit pocket note books to supervisors for endorsement on a monthly basis.

## **21.0 COURT ATTENDANCE**

- 21.1 Special Constables required to attend court to give evidence in their capacity as police officers, will attend in accordance with notification from the Crown Prosecution Service or the officer in charge of the case, and must be punctual, clean and smart in appearance and be in possession of their pocket books.
- 21.2 When a Special Constable is required to attend court as a witness in capacity of a police officer they should, unless otherwise instructed, wear their normal operational dress. The blouson/fleece should be worn during the winter period and cold weather, however, in summer shirt sleeves may be worn as the discretion of the Magistrate or judge.
- 21.3 A Health and Safety risk assessment must be carried out in line with the protective vest policy by the officer's supervisor regarding the necessity to wear personal protective equipment. Protective equipment should not be worn when attending the Coroners court unless advised otherwise by HM Coroner.
- 21.4 When a Special Constable is required to attend court as a witness but not in the capacity of a police officer, attendance will be in civilian dress.

- 21.5 Any loss of earnings sustained by a Special Constable in consequence of attending court as a witness, in their capacity as a Special Constable, will be reimbursed upon submission of a report by the claimant to the Business Services department (form Finance 7) and must be accompanied by a certificate of confirmation of the amount claimed, from the claimant's employer or accountant, in the case of a self-employed person.

## **22.0 LONG SERVICE AWARDS**

- 22.1 A member of the Special Constabulary will qualify for the long service medal if he/she has served as a Special Constable actively for a period of not less than nine years, and is recommended by the Chief Constable as being eligible to receive such an award.
- 22.2 An additional bar and clasp may be awarded on the recommendation of the Chief Constable, upon the completion of each ten years of service after the original award.

## **22.3 Annual awards**

Each year, the good work and meritorious actions of the Special Constabulary are recognised and the following trophies are awarded:-

### **Special Constable of the year**

Officers are nominated for this award by either members of the Special Constabulary or the regular force and chosen by a panel for consistent high standards of police work. The winner will receive a trophy

### **The David Ward - New Student of the year Award**

Officers are nominated for this award by the Special Constables Training and Development Officer for high standards of police work and outstanding attitude and commitment to the Special Constabulary. Officers will receive the Chief Officers baton of honour.

### **Special Constabulary Team of the year**

Officers are nominated for this award by either members of the Special Constabulary or the regular force and chosen by a panel for high standards of police work performed by teams of officers working together at the same station. Officers will receive a framed certificate



### **Vincent Myhan Trophy**

Officers are nominated for this award by either members of the Special Constabulary or the regular force and chosen by a panel to recognise both community service and dedication to duty, in memory of PC MYHAN, an Officer who dedicated his entire working career to the police service.

### **The Police and Crime Commissioner Special Constabulary Award**

This award is presented by the Police and Crime Commissioner in recognition of outstanding contributions to the development and improvement of Durham Special Constabulary.

### **Chief Officers commendation awards**

Officers are nominated for this award by either members of the Special Constabulary or the regular force and chosen by a panel for incidents of high standards of police work. Officers will receive a framed certificate

### **The 'Jim Anderson' Trophy**

The 'Jim Anderson' Trophy was donated by an ex-Superintendent for presentation each year to the Special Constabulary member deemed to have performed meritorious service. This award does not necessarily demand an act of bravery, but recognises high standards of police work.

Nominations can be made by either members of the Special Constabulary or the regular force, to be received by the Strategic Resource Manager, Human Resources

## **23.0 Commendations And Letters Of Appreciation For Good Work**

23.1 Commendations may be acknowledged in a variety of ways:

- Members of the public who write to the force to commend good police work.
- Letter of appreciation sent to members of the Special Constabulary by the Chief Constable or other members of the executive.
- Formal Commendation by the Chief Constable.
- External award for outstanding conduct.

23.2 Any supervisory officer who is of the opinion that Special Constable has shown good police work which is worthy of recognition can submit a report to their commander. If satisfied that the good police work is of such nature as to be

worthy of a Chief Constable's commendation, the Commander should endorse their observations and recommendations and forward the report to the Chief Constable.

- 23.3 All commendations will be recorded on the officer's personal record at H.Q.

## **24.0 TRAVELLING/REFRESHMENT/SUBSISTENCE ALLOWANCES**

- 24.1 Travelling expenses incurred by members of the Special Constabulary (up to and including the rank of Special Chief Inspector) travelling to and from the place of duty or otherwise whilst on duty, will be reimbursed by payment of the non-taxable mileage rate from their home address, or from the force boundary if the officer resides outside of the force area.
- 24.2 The Chief Officer AND Specials Superintendent may, on approval from the Chief Constable, use his/her privately owned motor vehicle for police duties. An allowance for use of the vehicle will be paid at casual user rate. Mileage must be restricted to 3,000 miles per year, and vehicle insurance covering business use must be obtained.
- 24.3 Only on those occasions when Specials are requested by the Constabulary to remain on duty for long periods may they claim a Refreshment Allowance (after 6 hours) and Subsistence Allowance (after 9 hours). These allowances depend on actual expenditure being incurred.

## **25.0 TELEPHONE ALLOWANCE**

- 25.1 A telephone allowance is payable to the Chief Officer. Special Chief Inspectors and Special Sergeants can reclaim the cost of making incidental telephone calls from their home telephone numbers in connection with official Constabulary business, except where a business mobile phone has been provided.

## **26.0 PRE-EMPLOYMENT MEDICAL EXPENSES**

- 26.1 Special Constabulary applicants are entitled to claim for the cost of their pre-employment eyesight test up to a maximum of £30 per test and for any costs charged by their GP to sign their medical questionnaire form. In both cases a receipt for the costs incurred must be produced.

## **27.0 WORKING TIME REGULATIONS**

- 27.1 All Special Constables are responsible for the timely submission of their pre-planned duty notifications via E-SIBS. Special Constables are required in advance to inform the Constabulary of at least 3 months duty hours in line with Working Time Regulations. Special Constables are also required to inform the Constabulary in advance before they report for any duty period.

## **28.0 APPEALS PROCEDURE**

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Deputy Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Deputy Chief Constable  
c/o Human Resources  
Police Headquarters  
Aykley Heads  
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**APPENDIX A**

**NON ATTENDANCE POLICY**

The Special Constabulary Non Attendance Policy is as follows:

- (1) Initial contact by Special Sergeant following non-attendance for one month, to enquire in respect of the officer's welfare and establish if any assistance can be given by the Constabulary.
- (2) Continued failure to attend would result in a personal visit by the Special Inspector/Special Chief Inspector at an agreed date and time. A letter will be left at the home address if no contact made.
- (3) Further letter from the Special Constabulary Chief Officer if non-attendance continues.
- (4) If no regular contact is established the matter will be referred to the Resourcing Manager (HR Department) as to possible relinquishment of appointment.
- (5) Unauthorised absence from the Special Constabulary for a period of 6 months will result in the progression of the Unsatisfactory Performance Procedures as outlined in Police Conduct Regulations 2012.
- (6) A full record of all documentation/contacts made is to be kept and retained by the HR Department.

### **NON-ATTENDANCE FLOWCHART**

<b>Non Attendance for 1 month</b>	<b>Contact by S/Sgt Welfare Check</b>
<b>Up to 3 months and less than 16 hours average duty per month</b>	<b>Contact by S/Insp/Chief Insp Co-ordinate a SMART action plan</b>  <b>Send letter to home address if no Contact made.</b>
<b>Continued absence beyond 3 months</b>	<b>Letter from Chief Officer</b>
<b>If no further contact made</b>	<b>Refer case to Strategic Resource Mgr</b>
<b>Beyond 6 months</b>	<b>Commence UPP Stage 1 HR Manager will draft Stage 1 letter (officer can appeal)</b>  <b>Action Plan is Reviewed and Written Improvement Notice issued</b>
<b>8 weeks later</b>	<b>Stage 2 Letter HR Manager will draft (officer can appeal) Written Improvement Notice is reviewed Final Improvement Notice issued</b>
<b>8 weeks later</b>	<b>Stage 3 Meeting Strategic Resource Manager will draft letter And link with Sp/Supt re Management Statement to be presented to panel</b>  <b>Stage 3 Meeting could lead to dismissal</b>  <b>Officer can appeal.</b>

## **APPENDIX B**

### **Learning and Development**

Special Constables must serve a 12 month probationary period starting from the date of joining.

### **Induction and Independent Patrol Assessment**

For the Induction officers will be given an introduction into their duties and responsibilities as Special Constables. This may be over a weekend.

After the induction Special Constables will progress to the IL4SC Learning and Development programme. This phase will last for 12 months and will consist of classroom and computer based training, practical exercises and officer safety training, followed by a tutor phase. Just prior to the tutor phase the student Special Constable will be allocated a posting and commence accompanied patrol in company with a Professional Development officer and Neighbourhood/Response based tutors.

During this 12 months period, they will be assessed for fitness, and that they are safe and lawful against set criteria before being accepted for independent patrol status.

Independent Patrol status should be obtained prior to the officer completing their probationary period.

Should a student Special Constable not attain the required standard they will become subject of a development plan, co-ordinated by the Professional Development Unit and the Special Constabulary Learning and Development Officer, or in the event of unsatisfactory performance the officer will be dismissed.

### **Area Refresher Training**

For those officers who joined the service prior to February 2011, and those who are already independent patrol status, a refresher training programme will be held, which is usually delivered at Police Headquarters.

### **Personal Development Review**

All officers with independent patrol status are required to participate in the PDR process for Special Constables on an annual basis. This review will be conducted by their supervision.

### **Personal Safety Refresher Training**

All officers are required to attend refresher training on an annual basis. Officers will re-qualify at these sessions for continued use of their personal safety equipment. Failure to re-qualify within the required period will result in the withdrawal of equipment with the consequent effect on the officer's ability to undertake operational patrols.

### **Management / Supervisory Training**

All Special supervisors and managers will be encouraged to participate in force management training programmes, and College of Policing approved courses.

### **EQUALITY IMPACT ASSESSMENT (EIA)**

As per the Equality Commitment and Workplace Conduct Policy, this form should be completed by the Policy/Function lead when developing or reviewing policies or procedures which may impact on the way the Force conducts its business (both internally and externally) around one or more of the **NINE 'Protected Groups'** as defined by the Equality Act 2010 i.e. **Age, Gender, Transgender, Disability, Ethnicity, Religion/Faith, Sexuality, Marriage/Civil Partnership** and **Maternity/Pregnancy**.

As a Public Sector organisation, the Force **MUST** show that when making decisions of a strategic nature we:-

- Give due regard to the impact it will have on protected groups
- Undertake an assessment **prior to** any decisions around policies/procedures being ratified to identify what potential impact has been found and subsequent action taken, and
- Provide an audit trail of the assessment undertaken which identifies how the policy or procedure is likely to affect protected groups.

**This form is a Tool to document the assessment and should be completed, attached to the relevant policy/procedure document and submitted to the HR User Group or other strategic group for ratification at the same time (See Section 5) NB – use extra sheets if necessary.**


<b>SECTION 1 - OVERVIEW OF POLICY /PROCEDURE</b>		
<b>POLICY/PROCEDURE TITLE</b>	<b>SPECIAL CONSTABULARY POLICY</b>	
<b>PERSON COMPLETING THE EIA</b>	Sylvia Horsfield– HR Manager	
<b>Purpose of the Policy?</b> Why do we need it, what will it achieve?	The purpose of this policy is to provide information, guidance, and instruction to Special Constables.	
<b>Explain briefly why the Policy/Procedure is being developed or reviewed?</b>	New paragraph included re those members of police staff who are Special Constables and are dismissed from such will also be dismissed from their police staff role.	
<b>SECTION 2</b>		<b>WHAT IS THE POTENTIAL IMPACT ON PROTECTED CHARACTERISTIC GROUPS</b>
<ul style="list-style-type: none"> <li>• A <b>Positive Impact</b> – will actively promote equality of opportunity or improve relations between one or more groups</li> <li>• An <b>Adverse impact</b> – will cause some form of disadvantage or exclusion.</li> <li>• <input type="checkbox"/><input type="checkbox"/> <b>Neutral impact</b> is when there are no notable consequences for any diversity group</li> </ul> <p><b>What impact will the policy/procedure have on one or more of the following groups of people to access/adhere to it either because of an action or the wording included within i.e.</b></p>		
<b>Protected Characteristic Group</b>	<b>Positive, Negative, Neutral</b>	<b>Explanation on how the policy may potentially impact in either a Positive or Negative way.</b>



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<b>AGE</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>DISABILITY</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>GENDER</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>TRANSGENDER i.e. the process of transitioning from one sex to another (either thinking of, in the process of or have)</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>SEXUALITY</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>ETHNIC MINORITY</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>MARRIED/IN A CIVIL PARTNERSHIP/WIDOWED/SINGLE OR DIVORCED</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>RELIGION/FAITH</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>EXPECTING A CHILD/ HAVE JUST ADOPTED OR GIVEN BIRTH (either heterosexual or same sex couple)</b>	<b>Neutral</b>	No potential for adverse impact has been identified
<b>If such an impact is identified the EIA must ensure that as far as possible it is either justified, eliminated, minimised or counter balanced by other measures</b>		
<b>SECTION 3 – CONSULTATION &amp; RESEARCH</b>		
<b>Who has been consulted and what research has been done around the potential impact during the development/amendment of the policy/procedure?</b>	All support networks. (AC0) HR Staff Advisory Groups (IAG's) Staff associations Forum Legal Services Heads of Command	Force Executive  Independent  Business Disability  Stonewall
<b>SECTION 4 – WHAT ACTIONS HAVE BEEN PUT INTO PLACE TO ADDRESS THE IMPACT AS EXPLAINED IN SECTION 2</b>		
<b>Determine what, if any actions need to be undertaken as a Result of the evidence/research found.</b>		
<b>Confirm the above Actions have been</b>		

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<p>incorporated and the EIA is now ready for submission to PUG or other Strategic Group.</p>	<p>Signature... </p> <p>Name S. Horsfield</p> <p>Date 12th September 2018</p>	
<p><b>SECTION 5 – RATIFY THE POLICY/PROCEDURE AT HR PUG /OTHER STRATEGIC GROUP</b></p>		
<p>Meeting / Group</p>	<p>HR PUG</p>	
<p>Chair of meeting/group</p>	<p>Gary Ridley</p>	