



## Special Constabulary Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

### Procedure Statement

*“The Special Constabulary is embedded within the police service providing efficient and effective policing to support achievement of force priorities. It is seen as an attractive volunteering opportunity for members of the public to contribute to policing and community safety”.*

[The North Yorkshire Police Strategy for Citizens in Policing](#) sets out the strategic goals for the recruitment and deployment of the Special Constabulary.

The aims of this procedure are to define the roles and responsibilities of the Special Constabulary, establish a clear and effective organisational structure to implement the aims of the Special Constabulary and maintain fair, clear and consistent practices and procedures across the force.

North Yorkshire Police (NYP) is an equal opportunities employer and is committed to providing equality of opportunity and the elimination of unjust discrimination in both the service it provides to the public and to those who serve in any capacity, within the force.

It is incumbent upon all members and volunteers of NYP to make themselves familiar with the Force Policies, Force Procedures and Guidance, which are relevant to their duties, responsibilities and accountability. Where there is any doubt, seek advice from a supervisor or manager.

### Overarching Policies:

[Dress and Appearance Policy](#)

[Data Protection Policy](#)

### Procedures:

[Employer Supported Policing \(ESP\) Leave Procedure](#)

[Gifts, Gratuities and Hospitality Procedure](#)

[Internet and E-mail Procedure](#)

[Use of Vehicles Procedure](#)

[Suspension of Police Officers From Duty Procedure](#)

[Social Media Policy and Procedure](#)

**Other Documents:**

[Police Officer Misconduct, Unsatisfactory Performance and Attendance Management Procedures – Home Office publication](#)

[Association of Chief Police Officers \(ACPO\) Personal Safety Manual of Guidance](#)

[Code of Practice for Victims of Crime 2013](#)

[Police \(Performance\) Regulations 2012](#)

[Police \(Conduct\) Regulations 2012](#)

[Special Constabulary National Strategy](#)

[Working Time Legislation](#)

[College of Policing – An overview of the Special Constabulary](#)

[Schedule 2 - Standards of Professional Behaviour.](#)

[Home Office Guidance on Special Constable expense and allowance rates](#)

**Process****1. Definition of a Special Constable**

The Special Constabulary is made up of volunteer members of the public who, when on duty, wear a uniform and have full police powers.

Special Constables are 'on duty' whilst:

- patrolling or performing other duty as a Special Constable
- not 'on duty' they come across an incident which requires them to exercise their police powers as a Special Constable
- travelling to or from a place of work where they have been performing duty as a Special Constable

Whilst on or off duty a Special Constable must carry their 'warrant card'. Misuse of a warrant card constitutes a serious disciplinary offence. If a warrant card is lost/missing/stolen the Special Constable must report it immediately to their CiP Liaison Officer who will ensure that an Information Security Incident e-form is completed and submitted.

All Special Constables are bound by the provisions of the Official Secrets Act 1989, the Data Protection Act 2018 and the Computer Misuse Act 1990.

**2. Recruitment and Selection Process**

Special Constable eligibility for recruitment criteria is explained during the recruitment campaign at a Familiarisation Event and again after recruitment closes at a Special Constabulary Recruitment Workshop.

Members of NYP police staff require the authority of the Chief Constable to apply to join the Special Constabulary.

HR Talent & Resourcing is responsible for managing the recruitment and selection process of Special Constables, in accordance with national guidelines and force policy. HR Talent & Resourcing manage recruitment electronically through Engage.

### **3. Training and Development**

The Special Constable Learning Programme (SCLP) is part of the Policing Education Qualifications Framework (PEQF). This is the learning framework for all officers and staff, starting with initial entry route.

The SCLP is based on the same learning provided for regular police constables and takes place in phases.

Phase one training – the initial training will provide theoretical knowledge and understanding of practical skills and behaviour needed for a new SC to conduct safe and lawful accompanied patrol.

Included in phase one training is first aid and OST. If an SC fails to meet the standard required to pass OST, they will be given support and the opportunity to repeat the assessed element of the training – SC's cannot be attested if they do not successfully complete OST.

SC's will only be offered to be back coursed where it is agreed and under exceptional circumstances.

On successful completion of phase one learning the SC will be attested, issued with their warrant card, and operate at accompanied patrol status (APS). The new SC will be assessed appropriately before they can go out on patrol with an experienced officer, so they can gain practical experience of what they have been learning. During this time, they will be required to demonstrate their competency in the role and evidence that competency in their Operational Competency Portfolio (OCP).

Their evidence will be assessed by a Training Development Assessor to determine whether they can carry out their role with a degree of independence, safely and lawfully under supervision. When they have gathered evidence to show competence against all relevant assessment criteria, they will achieve Directed Patrol Status (DPS). It will take an SC between 18 – 24 months to achieve DPS.

Phase two learning – SC's can revisit core policing principles and can undertake more advanced learning and specialise in a particular area of policing such as roads policing.

Officers who have completed their probationary period will receive continuous professional development training (CPD), the core content of which is based upon that delivered to regular officers.

All Special Constables will be trained to Public Order level 3 – this training will now incorporate basic method of entry techniques. If a Special Constables goes out of ticket this will be recorded on DutySheet to enable appropriate deployment.

All Special Constables must attend both an officer safety training refresher and a requalification session in a 12-month period. [Officer Safety & First Aid Training Guidance](#). As part of this training all Special Constables are required to pass the Job-Related Fitness Test, and this will usually take place during the refresher training session.

### **4. Training Administration**

It is important for Special Constables to book training dates well in advance taking care to ensure that all mandatory training is taken within the prescribed time limits.

- CiP Liaison Officer will work with Training Administration and publish courses on DutySheet 12 months in advance.
- Special Constables should indicate which courses they are attending on DutySheet four months prior to the course start date where possible.
- CiP Liaison Officer will contact Special Constables who have failed to book mandatory training and ensure that the minimum number of delegates is met on every course.
- Any courses that do not have the minimum number of delegates 10 days prior to the course start date will be cancelled by the Training Manager.

## 5. Performance

Matters relating to attendance and performance of Special Constables will be managed by CiP Liaison Officer and Special Constabulary supervisors. These may be initiated by CiP Liaison Officer / Special Constabulary supervisors or referred by regular colleagues. The progression of these options will be made in conjunction with advice provided by People Services and where appropriate Professional Standards Department (PSD).

A number of options are available for Special Constable performance issues where normal remedial actions have failed. Any of the routes below may be followed:

- A Special Constable may be required to retire by the Chief Constable as an alternative to dismissal, where he/she has been remiss or negligent in the discharge of his duty or otherwise unfit for the same. (NPIA Circular 1/2011 – encompassing Special Constabulary Regulations 1965. (In most cases this will be delegated to the District Commander).
- The services of a Special Constable within their probationary period may be dispensed with if the Chief Officer considers that he/she is not fitted, physically or mentally, to perform the duties of his/her office or that he/she is not likely to become an efficient or well conducted constable. (Police Regulations 2008 - Regulation 13)
- The [Police Officer Misconduct, Unsatisfactory Performance and Attendance Management Procedures – Home Office publication](#) remain available for Special Constables who have completed their probationary period.

Special Constables failing to maintain the national minimum standards of fitness for the role will be subject to unsatisfactory performance or disciplinary procedures.

## 6. Performance management procedure for dealing with Student Special Constables

This can be carried out at any stage of the probationary period and may relate to activities and behaviours contained in the job description, completion of interim assessments during initial training or to OCP completion.

## 7. Duty Hour Requirements

Special Constables shall provide a minimum of 16 hours operational policing duty per month. Training sessions and administration meetings will be calculated as part of the operational policing duty where the Special Constable is on duty in uniform and deployable.

It may be necessary for student Special Constables to provide up to 32 hours of operational policing duty per month to satisfactorily evidence their competence in their OCP within the required target period and thereby achieve Directed Patrol Status.

Where a Special Constable is not providing the minimum hours, enquiries should be undertaken to establish the cause and support offered where practicable. Where supportive action fails to bring about the necessary improvement or where there is no realistic prospect of an officer returning to duty within a reasonable timeframe, formal action should be considered.

Any formal action should be taken in accordance with the [Police Officer Misconduct, Unsatisfactory Performance and Attendance Management Procedures – Home Office publication](#).

## **8. Authorised Absence**

A leave of absence for between three and twelve months can be agreed for any substantive Special Constable subject to conditions, although further vetting checks are required where a leave of absence exceeds six months before duty can be resumed.

## **9. Conduct and Standards**

Special Constables are subject to the same Standards of Professional Behaviour as their regular colleagues. Police (Conduct) Regulations 2012 - [Schedule 2 - Standards of Professional Behaviour](#).

At North Yorkshire Police all police officers including Special Constables are expected to be fully familiar with the [Code of Ethics](#), and actively using it as a guide to day-to-day decision-making and conduct.

Discipline is managed by the PSD in the same manner as for regular colleagues. The CiP Liaison Officer will provide a point of contact for PSD in relation to discipline matters.

In some cases where potential disciplinary or performance issues arise it may be desirable to ask a Special Constable not to attend for duties for a period of time to enable consideration to be given to the disciplinary issues in question. Where this is considered necessary a CiP Liaison Officer, or a supervisor will speak to the Special Constable concerned in person to explain why this is necessary. The welfare support available to the officer will also be discussed and a referral to the Occupational Health and Welfare Department will be offered.

The District Commander will be notified of the 'request not to attend duties' and appraised of any risks to the officer / organisation that the CiP Liaison Officer or supervisor considers to be present. Contact will be made with the officer concerned at least every 28 days whilst the 'request not to attend duties' is in force.

There may also be occasions where it is considered necessary to formally suspend a Special Constable from duty. In these cases, the 'Suspension of Police Officers From Duty Procedure' will be

followed. Particular regard will be given to the welfare provision highlighted in the procedure and the provision of support to the officer involved.

## **10. Duties**

Special Constables will be asked to provide indicative duties one month in advance via the DutySheet system where all hours worked will be recorded. Where a Special Constable feels that they are likely to breach the Working Time Regulations they should inform their CiP Liaison Officer who will also be monitoring DutySheet for any breaches and take the appropriate action to prevent such breaches.

## **11. Uniform**

All uniform and equipment will be issued to Special Constables in line with the NYP [Dress and Appearance Policy](#).

The uniform and appointments always remain the property of NYP and must be returned when leaving the service. Any loss of any item of uniform/equipment should be reported to their supervisor and CiP Liaison Officer as soon as possible after the loss is discovered.

NYP will not be liable for any damage or loss of personal property (e.g., mobile phones) should a Special Constable take them on duty.

## **12. Authority to drive police vehicles**

Special Constables will be entitled to drive police vehicles strictly in accordance with the [Use of Vehicles Procedure](#).

## **13. Administration and Personnel Records**

The personnel records of all Special Constables are currently held and maintained by the CiP Liaison Officer.

Members of the Special Constabulary must advise their CiP Liaison Officer if there are any changes in their personal circumstances who in turn will ensure that Vetting are notified in order to maintain security levels.

## **14. Allowances and Claims**

Reasonable public travel expenses to and from the place of work will be reimbursed. A mileage allowance will be paid where a Special Constable uses their own transport to and from their place of duty.

Travel expenses for Special Constables travelling from outside the force area can only be claimed from the force boundary to/from the place of duty. Business insurance is required. Driving licence and insurance will be checked annually.

Expenses may be claimed in accordance with the [Home Office Guidance on Special Constable expense and allowance rates](#).

Ex-gratia payment for Special Constables for injury or illness are outlined in [NPIA Circular 04/2010](#)

The Special Constables' Legal Assistance, administered by Arc Legal Assistance, funded by the College of Policing, the Special Constables' Legal Assistance scheme will provide all Specials with legal assistance for incidents/issues that occur whilst on duty. Further details regarding the scheme can be obtained from the CiP liaison Officer.

## **15. Promotions**

The HR Talent and Resourcing Team will be responsible for ensuring that promotion vacancies are advertised and managed.

## **16. Employer Supported Policing (ESP)**

NYP supports its police staff who are members of the Special Constabulary by releasing them from their paid role to engage in operational duties or training as a Special Constable where possible as outlined in the force [Employers Supported Policing Leave \(Police Staff and Others\)](#).

Private employers may also subscribe to the scheme and may allow their employees some paid leave to undertake Special Constabulary duties.

## **17. Transfer**

Transfer between forces is permissible in accordance with Home Office guidelines. Any Special Constable requesting a transfer should have successfully completed their probationary period prior to applying to transfer.

## **18. Long Service Award**

The Special Constabulary Long Service Medal is awarded to members of the Special Constabulary after 9 years' service. Thereafter for each 10 years' service a bar and subsequent bars are awarded to the medal.

To qualify for the award the Special Constable must have served for nine years and then be recommended by the Chief Constable as willingly and competent to discharge the duties as a Special Constable.

## **19. Awards**

### Glenn Goodman Memorial Trophy

This Trophy was donated by members of the Cleveland Special Constabulary in memory of Special Constable Glenn Goodman who was murdered, whilst on duty, by IRA terrorists near Tadcaster in 1992.

This is an annual award and anyone within the service can make a nomination on some outstanding or meritorious act or contribution to policing in North Yorkshire, undertaken by a member of the Special Constabulary, which provided support and assistance to regular officers.

### Lord Ferrer's Award

This is a national award presented on an annual basis which recognises an outstanding contribution by an SC or team of SC's who have demonstrated a significant and sustained contribution to policing in their local communities.

For further details about all awards see [Awards and Recognition Procedure](#).

## **20. Risk assessment**

Generic risk assessments for regular officers will apply equally to Special Constables.

## **21. Exit interview**

On retiring or resigning from the Special Constabulary each Special Constable will be offered an exit interview with the Special Constabulary Chief Officer.

A Special Constable who is resigning should hand back to their supervisor or CiP Liaison Officer all police related uniform/equipment and their warrant card.

All Special Constables who have achieved Directed Patrol status will receive a Certificate of Service.

## **Responsibilities**

### **Ownership**

Strategic management is provided by an Assistant Chief Constable supported by a Superintendent as Portfolio Lead, and the Special Constabulary Chief Officer.

Further support is given by a Partnership Inspector / CiP Co-ordinator Manager, CiP Liaison Officers, Special Inspectors and Special Sergeants.

Duty Sergeants will be responsible for the effective day-to-day tasking, briefing, and debriefing of the Special Constables allocated to their district.

District responsibilities are divided amongst the CiP Liaison Officers as follows:

- York and Selby
- Harrogate, Craven, Hambleton and Richmondshire
- Scarborough and Ryedale

All the above are responsible for ensuring that Special Constables are deployed meaningfully, provided with suitable equipment, and afforded appropriate development opportunities.

Members of the Special Constabulary will take their directions and orders from regular officers in operational circumstances, to provide an administrative structure and leadership when they are acting as a body; there is a Special Constabulary command structure of its own:

### **Insignia:**

Special Constabulary Chief Officer    Laurel wreaths around 4 bars

Special Chief Inspector                      Three Bars + Numerals

Special Inspector	Two Bars + Numerals
Special Sergeant	One Bar + Numerals
Special Constable	Numerals

All the above roles have a College of Policing agreed job description.

#### **Definition of Special Terms**

**ACC** - Assistant Chief Constable

**APP** - Authorised Police Practice

**CiP** - Citizens in Policing

**HOC** - Home Office Circular

**NCALT** - National Centre for Applied Learning Technologies

**OCP** – Operational Competency Portfolio

**PEACE** - Planning, Engage & Explain, Account, Closure, Evaluation – model of interviewing.

**PNLD** - The Police National Legal Database

**POLKA** - The Police Online Knowledge Area

**PPF** - Policing Professional Framework

**PSD** - Professional Standards Department

**SPOC** - Single Point of Contact