



# Devon & Cornwall Police

<b>Force Policy &amp; Procedure</b>	<b>Special Constables</b>
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<b>Portfolio Holder</b>	<b>Assistant Chief Constable Local Policing &amp; Connectivity</b>

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## 1. Policy Statement [FOIA - Open]

- 1.1 This policy links to the Working practice for Special Constables - TP08.
- 1.2 It is the aim of this policy to clarify the role of the Special Constables within Devon and Cornwall, by providing a framework which promotes an effective service.
- 1.3 The intention of the Special Constable is to act as a supplement and not as a substitute for regular officers.

- 1.4 Devon and Cornwall Police are committed to the Special Constables and this policy demonstrates that we have given due consideration to all aspects of the deployment of Special Constables within the Force.
- 1.5 In the application of this policy staff are reminded of the need to comply with the standards and principles of the Code of Ethics for policing.
- 1.6 Devon and Cornwall Police are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. Our policies and procedures have been developed taking into account the principles of the GDPR.

## **2. Introduction [FOIA - Open]**

- 2.1 Devon and Cornwall Police defines a Special Constable as an individual who is a volunteer sworn officer, and whom is expected to give their time freely without financial reward. Special Constables, as volunteers, are not considered employees of the Force, although pre-determined mileage and expenses will be claimable in accordance with the limits set out in the Fees and Charges handbook. Special Constables, when on duty, are expected at all times to carry out all lawful orders, punctually and promptly and to perform all appointed duties and attend to all matters within the scope of their office of constable.
- 2.3 A Special Constable receives standard uniform, equipment, appropriate standard training and holds the office of constable.
- 2.4 Unless otherwise stated, this policy also applies to Community Responders when undertaking the Special Constable part of their role.

## **3. Procedures [FOIA - Open]**

### **3.1 Terms of Service**

- 3.1.1 Terms of service are supplied to Special Constables on appointment and a copy should be kept on the officer's personal file.
- 3.1.2 For further guidance, see TP08 SC Working Practice Guidelines.

### **3.2. Deployment/Service**

- 3.2.1 The definition of 'on duty' is where a Special Constable has reported for duty and booked on as a deployable resource.
- 3.2.2 Special Constables are expected to perform a minimum of four hours continual duty per week or sixteen hours per month, or 200 hours per year to remain occupationally competent. This is in line with current Home Office guidance and is consistent with the need to ensure operational competence and confidence as well as enable a return on the investment made in terms of training and equipment provided for each Special Constable, for the benefit of the public.

- 3.2.3 All special constables will be subject to Force Policy D311 regarding Alcohol and Drug: Misuse and Testing.
- 3.2.4 Special Constables must not be deployed to patrol with Police Community Support Officers (PCSOs) until they have been signed off for independent patrol/unaccompanied patrol by their geographic Chief Superintendent at the end of their probationary period.
- 3.2.5 Accurately record duties using the Dutysheet system.
- 3.2.6 All operational and training duties will be uploaded onto the Force's Global Rostering System (GRS).

### **3.3 Jurisdiction**

- 3.3.1 A Special Constable shall have all the powers and jurisdiction of a regular constable throughout England and Wales.
- 3.3.2 No Special Constable, of whatever rank, will exercise any authority over any regular sworn officer.

### **3.4 Medical and Eyesight Standards**

- 3.4.1 Applicants are required to comply with Force fitness requirements and medical standards.
- 3.4.2 All special constables must successfully pass an annual fitness test before completing Personal Safety Training.

### **3.5 Ineligible Persons**

- 3.5.1 Holders of identified offices or occupations, will not be eligible for appointment (or continued appointment if they change to an ineligible occupation) as Special Constables, as per College of Policing guidance.

### **3.6 Training**

- 3.6.1 In line with the requirement for Special Constables to be operationally competent to perform this important role, all Special Constables are required to attend and complete Force approved mandatory training in order to retain their active operational status as Special Constables.
- 3.6.2 All Special Constables will complete initial training and be issued with their equipment prior to any operational duties being undertaken.
- 3.6.3 Special Constables will be subject to a probationary period of up to 24 months from their service start date.
- 3.6.4 Special Constables must complete the Police Action Checklist within the probationary period.

3.6.5 For guidance in relation to driving/driver training issues, refer to Force Policy D191 Driving and Driver Training.

### **3.7 Uniform and Equipment**

3.7.1 All uniform and equipment will be issued to Special Constables in line with current Force Policy. (See policy D015 – Clothing and Equipment.)

### **3.8 Allowances**

3.8.1 **Refreshments** – claims for refreshments should be in line with Policy D005 – Food and Accommodation Claimable Expenses. Claims will only be accepted where it has not been possible to take the meal / refreshment in the usual way or the Force have retained the Special Constable on duty for more than 2 hours. All claims should be made on Dutysheet.

3.8.2 **Out of pocket expenses** – Claims should be submitted on Dutysheet

3.8.3 **Subsistence Allowances** – claims for the current subsistence allowances are set out in the Fees and Charges Handbook which can be found on the intranet (Sharepoint). All claims should be submitted on Dutysheet. A claim for this allowance can only be made for operational duty and not for training duties. Claims cannot be made for such allowances for Student Special Constables.

### **3.9 Meetings Structure**

3.9.1 Supervisors will be invited to normal sector operational and tactical meetings.

3.9.2 Senior Management Team (Strategic level) meetings will be held monthly chaired by the Chief Officer or nominated officer.

3.9.3 Geographic Senior Management Team meetings will be held at least quarterly.

3.9.4 All Superintendents will participate in the relevant Local Policing Area Senior Management Team meeting structure.

3.9.5 Sergeants and Inspectors will meet at least quarterly with the relevant Sector Sergeant and Inspector.

3.9.6 Section meetings will be held at least monthly and normally chaired by the Inspector.

### **3.10 Recruitment, Transfers and Sick Pay**

3.10.1 For guidance, reference should be made to working practice TP08\_–Working Practice for Special Constables.

## **4. Assessment Compliance [FOIA - Open]**

4.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to

ensure compliance with Equality legislation and policies. In addition Data Protection, Freedom of Information, Management of Police Information and Health and Safety issues have been considered. Adherence to this document will therefore ensure compliance with all relevant legislation and internal policies.

## **5. Review and Ownership [FOIA - Open]**

- 5.1 The review of the contents of this policy is the responsibility of the Head of the Prevention Department. Review of the policy will be undertaken annually.

## **6.0 Useful Links [FOIA – Open]**

GRS 'How to guides'  
TP08 SC Working Practice Guidelines  
Fees and Charges Handbook  
D15 – Clothing and Equipment  
D191 Driving and Driver Training  
D311 Alcohol and Drug: Misuse and Testing  
D21- Public Complaints against Police Officers,  
Police Staff and members of the Special Constabulary  
D32 Records Management