

# Policy



<b>Special Constabulary Policy</b>			
<b>DCP-P-011 (formerly D115)</b>			
<b>Version</b>	1.0	<b>Host Force</b>	Devon and Cornwall Police
<b>Effective Date</b>	22/03/2021	<b>Host Policy Unit</b>	Devon and Cornwall Police Policy Unit
<b>Version Date</b>	22/03/2021	<b>Policy Owner</b>	Head of Prevention Department
<b>Review Date</b>	22/03/2022	<b>Policy Author</b>	Citizens in Policing Support Manager
<b>Associated Procedures</b>	DCP-OPr-007 Special Constabulary Operational Procedure		
<b>Policy Summary</b>			
<p>It is the aim of this policy to clarify the role of Special Constables within Devon and Cornwall, by providing a framework which promotes an effective service.</p> <p>The intention of the Special Constable role is to act as a supplement and not as a substitute for regular officers.</p> <p>Devon and Cornwall Police are committed to Special Constables and this policy demonstrates that we have given due consideration to all aspects of the deployment of Special Constables within the Force.</p> <p>This Policy should be read in conjunction with the DCP-OPr-007.</p>			
<p>We welcome any comments or suggestions you wish to share about the content or implementation of this policy. If you would like to make contact to discuss further, please email: <a href="mailto:ForcePolicyandProcedures@devonandcornwall.pnn.police.uk">ForcePolicyandProcedures@devonandcornwall.pnn.police.uk</a></p>			
<b>1. Purpose, Standards and Legal Basis</b>			

Devon and Cornwall Police are obliged to abide by all relevant UK and European Union legislation. The Force shall comply with the following legislation and other guidance as appropriate:

- The Data Protection Act (2018) and General Data Protection Regulations (GDPR)
- The Health and Safety at Work Act (1974)
- Human Rights Act (1998)
- Freedom of Information Act (2000)
- Equality Act (2010)
- Authorised Professional Practice
- National Decision Model
- Visions, missions, values
- Equality and diversity issues including the Public Sector Equality Duty, Code of Ethics and Standards of Professional Behaviour

## **2. Roles and Responsibilities**

- 2.1 Devon and Cornwall Police defines a Special Constable as an individual who is a volunteer sworn officer, and gives 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.
- 2.2 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. Policy Information**

### **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 DCP-OPr-007 Special Constable Operational Procedure.

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

- 3.2.1 The definition of 'on duty' is where a Special Constable (all ranks) has reported for duty and booked onto the Force Command and Control system 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 the Special Constable has 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 Strategic Alliance Mileage and Expense Claims Working Practice. 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 SC Chief Officer or nominated officer.

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

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

3.9.5 SC Sergeants and SC 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 SC Inspector.

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

3.10.1 For guidance, reference should be made to Operational Procedure DCP-

OPr-007.	
<b>4. Monitoring and Review</b>	
4.1	Review and amendments will be coordinated by the Policy Unit.
4.2	The policy owner has overall responsibility for ensuring the content of the policy is appropriate and up to date.
4.3	This policy will be reviewed every 1 year subject to legislation/process changes.
<b>5. Associated Documents</b>	
Guidance to be read in conjunction with this policy and its associated procedure:	
<ul style="list-style-type: none"> <li>• <a href="#">GRS 'How to guides'</a></li> <li>• DCP-OPr-007 Special Constable Operational Procedure</li> <li>• Fees and Charges Handbook</li> <li>• D15 – Clothing and Equipment</li> <li>• J-P-011 Joint Records Management Policy (formerly D032)</li> <li>• D191 Driving and Driver Training</li> <li>• D311 Alcohol and Drug: Misuse and Testing</li> </ul>	
Additional guidance:	
<ul style="list-style-type: none"> <li>• Mission &amp; Values</li> <li>• Human Rights Legislation</li> <li>• Records Management</li> <li>• Freedom of Information Act</li> <li>• Government Security Classification</li> <li>• General Data Protection Regulations / Data Protection Act 2018</li> <li>• National Decision Model</li> <li>• Code of Ethics</li> <li>• Standards of Professional Behaviour</li> <li>• Authorised Professional Practice (APP)</li> </ul>	

<b>6. Document History</b>	
<b>Present portfolio holder</b>	Chief Superintendent - Vulnerability
<b>Present document owner</b>	Head of Prevention Department
<b>Present owning department</b>	Prevention Department
<b>Below details required for version 1.0 and major amendments only</b>	
<b>Name of board</b>	Business Board
<b>Date approved</b>	18/03/2021
<b>Chief Officer approving</b>	T/DCC Nye

<b>7. Version History</b>			
<b>Version</b>	<b>Date</b>	<b>Reason for Amendments</b>	<b>Amended by</b>
V1.0	22/03/2021	Review due and transfer to	CiP Support Manager

		new template	
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