



Document Impact Assessment (DIA)

Title:	Special Constabulary Policy
Document Ref Number:	DCP-P-011
Version No:	V1.0
Linked Operational Procedure(s) / Procedure(s)	
Name	Ref No
Special Constabulary – Operational procedure	DCP-OPr-007
Job Title / Name of person carrying out impact assessment:	Policy Manager 57069 / CiP Support Manager
Date assessment completed:	22/03/2021
Owning Department / Command area:	Prevention Department
Agreed by Owner/Lead Officer:	Citizens in Policing Senior Co-ordinator
Completed DIA quality assured by:	Corporate Equality, Diversity and Human Rights Sergeant

This document should be discussed with the below to identify business risk and equality relevance and complete the full Equality Impact Assessment:

DEVON AND CORNWALL
Corporate Equality and Diversity Team
DIVERSITYHQ@devonandcornwall.pnn.police.uk

DORSET
Legitimacy Team
legitimacyteam@dorset.pnn.police.uk

STEP 1: FOI, DATA PROTECTION, HEALTH AND SAFETY AND BUSINESS RISK

FREEDOM OF INFORMATION AND DATA PROTECTION ASSESSMENT

Does the document contain the appropriate Government Security Classification indicator?	Yes
Does the document contain a short clear statement addressing its suitability or not for publication?	Yes
Does the document refer to personal information?	No

HEALTH AND SAFETY ASSESSMENT

Does the document have health and safety implications for the public or staff?	No
Do any Generic Risk Assessments apply?	n/a
If yes, list the GRA reference numbers:	
Has advice been sought from Health and Safety or Occupational Health?	No
If yes; name, date and comments received:	

Business Risk Assessment Process:

Risks identified here either will already be included on the Force Corporate Risk Register or be those identified as known or potential areas of risk for the strategy, policy, procedure, project, plan, or guidance.

This section should be discussed with the document owner shown on page 1 to discuss how to apply business risk. However, here you will need to identify any potential risk to the organisation of:

1. Not implementing / retaining this policy.
2. Any remaining risks despite the policy being in place.
3. Any local risks as contained on your area / department register or any linked corporate risk.
4. Any significant negative impact to individuals or communities (internal or external).

Description of Risk	Probability	Impact	Risk Score
Reputational risk if Special Constables do not adhere to policy.	3	3	9
If mandatory training listed in policy is not completed/adhered to and an incident occurs whilst on duty.	4	4	16
Officers becoming deskilled due to inactive duty because of absence (due to Covid).	5	3	15
Training being paused because of Covid could impact on the role the Special Constable performs.	5	3	15
Recruitment and retention of special constables, impact on Officer numbers.	4	4	16
OVERALL RISK SCORE			16

The risk score is obtained by multiplying the probability and impact scores.

The **overall risk score** will be the value of the **highest scoring risk**.

RISK SCORES

PROBABILITY ↓	←IMPACT→				
	1 INSIGNIFICANT	2 MINOR	3 MODERATE	4 SIGNIFICANT	5 CATASTROPHIC
1 NEGLIGIBLE	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
2 RARE	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
3 UNLIKELY	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
4 POSSIBLE	4 LOW	8 MEDIUM	12 HIGH	16 VERY HIGH	20 VERY HIGH
5 PROBABLE	5 LOW	10 MEDIUM	15 HIGH	20 VERY HIGH	25 VERY HIGH

STEP 2: EQUALITY IMPACT INITIAL SCREENING

1. **What are the main aims, purpose and outcomes of the proposals?** How do these support the overall aims of the police and crime plan?

The Policy and its supporting procedure is in place to provide clarity to the role of a Special Constable, outlining

specific expectations and requirements in order to become or remain a Special Constable.					
2. Relevance: How does the aim and purpose of the proposals relate to each of the aims of the public sector equality duty?					
a. To eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010		The recruitment and retention of Special Constables will be in line with appropriate legislation including the Equality Act. In the main Special Constables will be held to account through the same code of ethics and conduct that applies to Regular Officers.			
b. To advance equality of opportunity between people from different groups		By having Special Constables in our force, we are recruiting a large number of volunteers into the workplace. The requirements of a special are based on the role and the process of becoming and maintaining as a Special does not discriminate.			
c. To foster good relations between people from different groups.		Special Constables provide that additional resource in helping prevent/detect crime and being a further visible force asset. In a time where Force resources are stretched, these volunteers can have a huge impact providing additional presence in the community and in turn foster good relations between many groups in the community.			
3. Is it likely that the proposals could affect particular protected groups differently? (this could be positively or negatively)					
Age	Yes	Disability	Yes	Gender reassignment	No
Marriage or Civil Partnership Status	No	Pregnancy & Maternity	Yes	Race	Yes
Religion or Belief	Yes	Sex	Yes	Sexual Orientation	No
<p>Disability – Those with certain disabilities may not be able to apply for the role of a Special Constable. The Force will not discriminate against disability but certain roles such as a Special Constable mean that not all individuals will be able to perform the role sufficiently without compromising the safety of that individual, colleagues, and members of the public. It may be that another volunteer role within the Force could be considered more appropriate and support can be given to support eh individual to explore this option.</p> <p>Pregnancy/maternity – as above, if a Special Constable is pregnant the Force would need to ensure they do not put that constable and the foetus at risk whilst on duty/performing the role of a Special Constable, therefore, their duties may alter during this timeframe but a thorough risk assessment would be conducted with the individual prior to reviewing their duties.</p> <p>*Note – religion and belief There may be days, times, or dates that Special Constables may not wish to work due to religious or belief reasons. Mitigation: due to the voluntary nature of the role a Special Constable would be allowed to choose the shifts they wish to work.</p> <p>*Note - Positive action: Positive action may be undertaken to support the recruitment of individuals from certain protected groups that are underrepresented in the Special Constabulary.</p>					
4. What are the issues that you have identified and considered in relation to Human Rights? (see Guidance)					
a. What is the potential for interference with an individual’s rights?		Article 24, right to rest and leisure. Some could argue that 16 hours per month is a big commitment on top of an individual's paid employment. However, this is mitigated by the fact the role of a Special Constable is entirely voluntary so an individual should consider any impact these mandatory hours may have on their 'rest'.			

b. What is the legal basis?	As above/below, this is a voluntary role with the requirements clearly shown.
c. Are the interferences justified/necessary?	Yes, the interferences are justified, a volunteer should weigh up the impact the voluntary role may have on their lives before joining and once sworn in as a Special Constable to ensure their health and wellbeing. The Force uses Special Constables as an additional voluntary role and this role is not to replace that of the employed police officer.
d. Are the interferences proportionate?	As above.
e. Do the interferences have a right of appeal? (through, grievance IOPC, tribunal etc)	Yes

STEP 3: EQUALITY RELEVANCE ASSESSMENT:

5. Significance & Impact: The relevance for equality depends on the nature and extent of the impact not just the numbers of people affected.	
a. Do the proposals affect service users, employees or the wider community?	yes
b. Is it likely to affect people with particular protected characteristics differently? (this could be positively or negatively)	no
c. Do the proposals significantly affect service delivery, business processes or policy?	yes
d. Does it involve a significant commitment of resources?	yes
e. Will the strategy, policy, procedure, project, plan, or guidance have a significant impact on how other organisations operate in terms of equality? (e.g. multi agency strategies or protocols)	no
f. Does the strategy, policy, procedure, project, plan, or guidance relate to functions that consultation and engagement has identified as being important to people with particular protected characteristics?	no
g. Do the proposals relate to an area where there are known inequalities? (e.g. hate crime, domestic abuse, accessibility, recruitment & progression)	no
h. Do the proposals relate to the Force Equality Objectives?	no
Overall Relevance Score (Scoring where Yes = 1, No = 0)	3

NO RELEVANCE	LOW	MEDIUM	HIGH
Zero	1 – 3	4 – 5	6 and over

Is a full EIA required (score of 4 or more)?	No
If yes, please refer to Corporate Equality and Diversity Team, Devon and Cornwall or Legitimacy Team, Dorset Police.	



Review Date

Business Risk Score	Equality Relevance Score	Review Period
Very High	High	1 year
High		1 year
Medium		1 year
Low		1 year
Very High	Medium	1 year
High		1 year
Medium		2 years
Low		2 years
Very High	Low	1 year
High		1 year
Medium		2 years
Low		3 years

Date of next scheduled review: (* please delete as appropriate)	1 year from date of publication
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Formal Consultation Required: (If this is a new document or significantly changed i.e. full version change consultation will always be necessary) External consultation should be guided by negotiations between Equality/Legitimacy, owners, policy authors and Policy Officers	Please select
Key Stakeholders	
Internal (please list): <ul style="list-style-type: none"> Mandatory DCP list of consultees and SC SPOCs. 	
External (please list): <ul style="list-style-type: none"> No external consultation at this time 	

STEP 4: VERSION CONTROL

Version	Date	Details of the version
1.0	22/03/2021	First DIA in new template to go with new templated policy and procedure