

Special Constabulary

Contents

Policy Statement	2
Definitions	2
Principles	3
In-Training	4
Code of Conduct	6
Undertaking	6
Rank Structure	7
Responsibilities	8
Deputy Chief Constable	8
District Officers	8
Section Officers	10
Senior Section Officers	11
Police Staff Working as a Special Constable	12
CARM and DutySheet	13
Tasking and Deployment	14
Duty Elsewhere	16
Hours of Duty	16
Crisis and Emergency Planning	17
Sickness Reporting and Injuries on Duty	17
Insurance	18
Loss of Earnings	19
Pensions	19
Training	20
Legal Protection and Representation	21
Driving Permits	22
Additional Information	23

Policy Statement

Summary

All special constables recruited by West Yorkshire Police will join a body of trained volunteers, who provide a valuable link between the police and the local community.

The aim of the special constabulary is to:

- Provide visibility;
- Tackle crime, disorder and anti-social behaviour issues;
- Provide community reassurance and confidence;
- Increase the numbers of offenders brought to justice; and
- Support the policing of Force events.

This policy procedure aims to explain the role of the special constabulary, the roles and responsibilities of officers in a supervisory capacity, tasking and deployment and hours of duty.

Scope

This policy applies to all special constables, section officers and senior section officers and includes any police officer or police staff member involved in or with the special constabulary.

Definitions

Special Constabulary

- The special constabulary is a body of trained volunteers who provide a valuable link between the police and the local community.
 - With the same powers as regular police officers, special constables work in their free time on a variety of police duties.
 - Special constables in England and Wales have the same responsibilities, powers and privileges as the regular police force. They also have authority to call on other subjects of the Queen to assist in the preservation of the peace and the prevention of offences against people and property, and to arrest anyone who assaults them in the execution of their duty.
-

'On duty'

A special constable is deemed 'on duty' when:

- Patrolling or performing other duty as a special constable;
- Not performing their special duties, they come across an incident which necessitates them to exercise their powers as a special constable.

This must only be done in cases of real emergency where there is a risk to the safety and interests of the public. A full report of the circumstances

must be submitted to the district nominated Chief Inspector as soon as possible via their CIPLO; and

- Travelling to or from a place of work where they have been performing duty.

Principles

Role of the special constabulary

- The special constabulary can be called on to help police during times of public emergency, or to volunteer for duty at other times when required.
 - Unless directed to undertake additional duties under emergency powers legislation, special constables will not be asked to undertake duty at times which interferes with their full time or part time employment unless their employer consents for them to do so.
-

Identification of officer availability

- Districts must use DutySheet to identify in advance the days and times when special constables are required for, or can attend for, duty, taking account of their availability.
 - The special constabulary service is voluntary and officers should not in any way feel compelled to perform a particular duty.
-

Promotion – Citizen in Policing Hub

- The Citizen in Policing Hub will manage the process of substantive ranks for special constables, i.e. section officers (SOs) and senior section officers (SSOs).
 - This will begin from the advert of expression of interest/application form, paper sift to presentations and interviews right through to being made substantive rank.
 - The Hub will arrange with the Chief Officer Team (COT) appointments, where successful substantive officers will have the opportunity to meet the Chief Constable.
 - Whenever possible, on recruitment special constables will be posted to the district of their choice.
 - However, in the case of a section officer or senior section officer this may not always be possible. If the higher posts are not available in the parent district, then newly promoted specials have the option of transferring district or waiting in their current post until a position becomes available in their preferred district. However, individuals can only wait for a maximum of 12 months for a posting, after which they will have to re-apply for promotion.
-

- Transferees**
- Specials transferees who are already promoted may be allowed to transfer into West Yorkshire Police with the equivalent or lower rank, subject to a vacant position being available in their preferred district and receipt of satisfactory references.
 - This option is available for 12 months from the date of transfer, after which the individual would have to re-apply for promotion in the usual manner.
 - All transferees must be independent at time of transfer and come with suitable references.
-

- Operations or events**
- On occasions, districts support each other or the force by supplying individuals or serial(s) comprising wholly of special constables or regular officers as aid for operations or events.
 - Where there is a need for public order trained officers, only those special constables suitably trained will be utilised.
 - Support resource requests will be generated by HQ Planning and Logistics within Operational Support and by District CIPLOs and the HUB.
-

- Business and contingency plans**
- District commanders must ensure that the special constabulary is included in business continuity and contingency plans for their district, and that a robust call-out system is in place should the need arise to call them to duty at short notice.
 - In the event of a major emergency, call out will be coordinated by HQ Planning and Logistics.
 - In support of this, SSOs/SOs must ensure that contact details (including next of kin) for all special constables are kept up to date on HR Systems and DutySheet and copies are made readily available to Duties Teams and Operational Support Planning Units.
-

In-Training

- Principles**
- The in-training period for special constables is between one to two years, starting from the date the special constable is attested.
 - Prior to attestation a special constable is required to successfully pass an initial training programme at Force Training School. This includes passing a final knowledge check, with a pass mark of 60% or above.
 - During the two-year period special constables will continue to learn basic street skills and procedures, and only patrol with a regular officer or experienced special constable.
 - For safety reasons, special constables who are in their in-training period or who have not been approved to undertake independent patrol are not allowed to be deployed with PCSOs.

Requirement to pass in-training period	<p>To pass the in-training period, special constables are required to:</p> <ul style="list-style-type: none"> • Attend district training sessions to support their learning; • Ensure all mandatory eLearning is completed in a timely manner; • Perform a minimum of 16 hours' duty time per month; • Record further examples of learning and development in their personal learning portfolio; • Complete their PDP; and • Maintain regular contact with their SO/SSO/Citizens in Policing Liaison Officer.
Independent patrol status	<ul style="list-style-type: none"> • Citizen in Policing Liaison Officer (CiPLO) will aim to ensure special constables attain independent patrol status within 18-21 months of attestation, and in any case this must have been achieved within two years of an officer's start date with West Yorkshire Police. • A tutor constable, experienced regular officer, SO or SSO is required to assess the skills and competencies of the special constable and make recommendations on their ability to independently patrol. • Appointment in role is confirmed by CiPLO in district, in consultation with the SSO/SO and, where necessary, CiP HUB. • Only when the CiPLO is satisfied that they have reached a standard level of competence can authority be given for the special constable to patrol independently. • Formal recognition from either the district CiP Chief Inspector or district commander must be given to the special constable on completion of their in-training period.
Extensions to in-training	<ul style="list-style-type: none"> • Extensions to an in-training period will only be considered in exceptional circumstances. • Approval for the extension will be determined by the CiP Chief Inspector. • The CiPLO and line manager will meet with the individual and agree an action plan to develop their skills and abilities, within a suitable timeframe. • The individual's progress will be reviewed and any issues addressed during this process.
Meal and expenses	<ul style="list-style-type: none"> • No meal claims can be made by student special constables whilst in their initial foundation training. The meal allowance is paid to cover additional expense incurred. • The training day is typically weekends 0800x1600 with fridge/microwave facilities freely available during training and as such there should not be additional expense to any special constable, or any other officer, in relation to food expense when attending Force Training School.

- Mileage/travel expenses must be approved, as this is a real additional cost incurred. Please refer to the Travelling Expenses and Time policy.
 - See Employer Supported Policing section.
-

Code of Conduct

Police Conduct Regulations

- Special constables are appointed by, are under the direction and control of and are subject to dismissal by the Chief Constable.
 - As special constables have the same authority and bear the same responsibility as a regular police constable, they are subject to the misconduct regime established by the Police Reform Act 2001 as amended, Police (Conduct) Regulations 2020, Police (Performance) Regulations 2020 and the Code of Ethics.
-

Discipline

- Special constables who are alleged to have breached the Code of Conduct will be dealt with under the Police (Conduct) Regulations 2020.
-

Lawful orders

- Special constables will come under the command and control and take directions from the senior officer in command at operational incidents.
 - Special constables will work in line with district tasking processes as directed by district supervision.
 - Operational authority rests with the regular officer, irrespective of the rank or grade of either party.
 - Disobedience to lawful orders will constitute a breach of discipline.
-

Gifts and hospitality

- It is important to understand the restrictions for accepting gifts, as acceptance of gifts could potentially affect public trust and confidence or conflict with the Code of Ethics or Standards of Professional Behaviour.
 - Please refer to the Gifts and Hospitality policy.
-

Undertaking

Principles

- Special constables will be expected to:
- Sign a volunteer agreement upon commencement of service.
 - Fulfil the duties of a police officer in line with their training and part-time involvement.
 - Acquaint themselves with the geography and community of the districts in which they serve, and the policing objectives of that district.

- Submit a notification on the Per 5 form to line managers, stating all the relevant details of an intended change in their main or secondary occupation/business interest, at any stage of their career. If they have a change of personal circumstances, they must submit a PSD7 to report an association where appropriate.
 - Obtain a working knowledge of law and police procedures.
 - Apply sound judgement in exercising their powers in line with the objectives of their district.
-

Expectations

Whilst on duty, officers will perform duty under the supervision of, and supported by, regular police officers. Operational authority rests with the regular officer, irrespective of the rank or grade of either party.

Special constables will:

- Be bound by the conditions of service set out by the Police Regulations and the Chief Constable, as shown in annex A of the volunteer agreement;
 - Maintain personal circumstances in accord with the conditions of service, retaining their eligibility to hold the office of special constable and notifying any change forthwith to the Chief Constable. The Chief Constable may seek a special constable's resignation or may dismiss them if their personal circumstances render them unsuitable or unable to serve as a special constable;
 - Achieve and maintain a level of proficiency which will enable them to support regular officers in solving policing problems and thereby to enhance overall contribution and effectiveness of the local partnership between the police and the public;
 - When on duty, carry out all lawful orders and punctually and promptly perform appointed duties and attend all matters within the scope of their office as constable; and
 - Act at all times in keeping with:
 - West Yorkshire Police policy;
 - Official Secrets Act 1989;
 - Data Protection Act 2018;
 - Computer Misuse Act 1990;
 - Working Time Regulations 1998; and
 - The Policing Principles and Standards of Professional Behaviour set out by the Code of Ethics. These cover both on duty and off duty conduct.
-

Rank Structure

Structure and

- The rank structure and the insignia of the West Yorkshire Police Special Constabulary are:

- insignia**
- Senior section officer (equivalent to inspector rank) – collar number and two bars.
 - Section officers (equivalent to sergeant rank) – collar number and one bar.
 - Special constable – collar number.
 - The collar numbers of West Yorkshire Police special constables commence with the number '7' or '8'.
 - All insignia must be correctly displayed and worn at all times. Any special constable who does not wear this insignia may be subject to disciplinary action.
-

- Forcewide coordination**
- A Citizens in Policing (CiP) Chief Inspector within West Yorkshire Police acts as the special constabulary coordinator and is responsible for the strategic development and forcewide coordination of the special constabulary.
 - The specials hub, based at Force Training School, provides support in the implementation of such strategic development and provides assistance to districts in the management of special constables. The hub is also responsible for the initial training of special constables and management of the DutySheet system.
-

- Specials management**
- It is for districts to decide the ratio for their specials management, according to their establishment and numbers of special constables.
-

Responsibilities

Deputy Chief Constable

- Responsibilities**
- The Deputy Chief Constable has responsibility for the special constabulary in terms of:
 - Identification;
 - Development;
 - Deployment; and
 - Practices relating to the recruitment, retention and use of the special constabulary.
-

District Officers

- District co-**
- District responsibility lies with the nominated:
- Chief Superintendent;

OFFICIAL

ordination	<ul style="list-style-type: none">• District SLT SPOC;• District Inspector SPOC; and• CiPLO. <hr/>
Chief Superintendent	<ul style="list-style-type: none">• District commanders have overall responsibility for all special constables attached to their district.• Individuals must maintain regular contact with their CiPLO and senior section officers to ensure the effective and efficient use of special constabulary personnel. <hr/>
District SLT SPOC	<p>Each district has a SLT SPOC responsible for the special constables. The District SLT SPOC is responsible for:</p> <ul style="list-style-type: none">• Ensuring the Special Constabulary policy procedure is adhered to;• Managing the level of commitment by district personnel in enhancing and supporting the image and effectiveness of the special constabulary; and• Advising and managing processes around grievance and disciplinary matters that arise, including any rank of the constabulary. This will be in conjunction with the CiPLO Inspector and People Officer. <hr/>
Citizen in Policing Liaison Officer (CiPLO)	<p>District CiPLOs are responsible for the co-ordination of special constables within their district. Their main responsibilities include:</p> <ul style="list-style-type: none">• Managing the work of special constables within the district to ensure that Force policy and district procedures are implemented;• Organising the special constabulary following the recognised best practice model as supplied by the Hub;• Maintaining regular liaison with special constables and assisting them with personal welfare and development issues;• Organising the training for substantive special constables within the district, including Force required training such as OST/First Aid, carrying out team briefings and assisting the completion of the officer's PDP where applicable;• Assisting the district training officer in the planning and delivery of training within district;• Maintaining and monitoring special constable attendance records, work data system and expenses claims;• Ensuring that changes to special constable personal details and training are accurately entered onto DutySheet;• Organising special constable attendance and deployment, and compliance with Working Time Regulations 1998;• Liaising with supervision regarding the special constables to ensure that:<ul style="list-style-type: none">○ Concerns or issues are addressed; and○ Good work and initiatives are promoted; and

OFFICIAL

- Advising and assisting with the implementation processes around grievance and disciplinary matters that arise, including any rank of the constabulary. This will be in conjunction with the Inspector, Chief Inspector CiP Lead and People Officer.
-

Operational Inspectors and Sergeants

Operational Inspectors and Sergeants have day-to-day responsibility for their special constables. Operational Inspectors and Sergeants are responsible for:

- Briefing, tasking and deploying specials in a way that adds value to their team and its priorities;
 - Monitoring their attendance and reporting any concerns to the SO/SSO/CiPLO;
 - Supervising their activity in liaison with the SO/SSO/CiPLO and managing their development and training needs;
 - Encouraging the use of PEN to record good and poor performance, reporting concerns to the SO/SSO/CiPLO;
 - Jointly with the CiPLO, action planning any developmental needs, taking action on any unauthorised absence;
 - Where the special constables, or a team of specials, have done good work promoting this through the West Yorkshire Policing Awards; and
 - Advising and managing processes around grievance and disciplinary matters that arise, including any rank of the constabulary. This will be in conjunction with the CiPLO, Chief Inspector, SO, SSO and People Officer.
-

District People Officers

The People Officers have a key role within the specials programme. They are responsible for:

- Ensuring that the People IT systems are kept up to date with the specials details;
 - The processes that govern management of special constables who are not developing necessary skills and abilities within the training process;
 - Supporting the senior section officer, CiPLO and supervision in their processes for the development or termination of a special within the district; and
 - Offering welfare support, where appropriate, to the special constables within their district including those within the grievance/discipline process.
-

Section Officers

Responsibilities

Section officers are first line supervisors. In addition to being able to fulfil the role of a special constable, they are responsible for:

- Supporting the regular constabulary in providing a uniformed presence in the community which includes:

- Community contact;
 - Education;
 - Reassurance;
 - Directed patrols;
 - Pro-active patrols and arrests; and
 - Intelligence gathering;
 - Providing support and assistance throughout the Force at galas, sporting events, pop concerts and other such similar events;
 - Leading the policing operations of the special constabulary and assisting with the deployment of resources;
 - Providing support and guidance to new and existing special constables and facilitating opportunities for them to meet their required competencies;
 - Continuously liaising with senior section officers and regular officers, encouraging best use of the special constabulary within district policing plans given the competencies and training of the officers available;
 - Actively promoting the Standards of Professional Behaviour as defined in the Police Conduct Regulations and Code of Ethics, ensuring that all special constables are fully briefed on the required standards; and
 - Actively encouraging recruitment whenever the opportunity presents appraising the performance of special constables, and ensuring that personnel records are kept up to date.
-

Senior Section Officers

- Responsibilities** Senior section officers are responsible to the district commander for the proper discharge of district responsibilities. They are responsible for:
- Supporting the regular constabulary in providing a uniformed presence in the community which includes:
 - Community contact;
 - Education;
 - Reassurance;
 - Directed patrols;
 - Pro-active patrols and arrests; and
 - Intelligence gathering;
 - Providing support and assistance throughout the Force at galas, sporting events, pop concerts and other such similar events;
 - Leading the policing operations of the special constabulary and assisting with the deployment of resources;
 - Continuously liaising with CiPLO, senior regular officers, community safeguarding partners and special constable colleagues, including attendance at meetings, encouraging best use of the special constabulary within the district policing plan given the competencies and training of the officers available;

- Ensuring all officers are regularly and appropriately briefed so that they are fully conversant with the requirements of their role;
 - Carrying out regular visits to all special constabulary units within the district, ensuring that all officers have appropriate equipment and training to allow them to undertake their role effectively;
 - Actively promoting the Standards of Professional Behaviour as defined in the Police Conduct Regulations and Code of Ethics, ensuring that all special constables are fully briefed on the required standards;
 - Overseeing the development and career progression of special constables and section officers, and actively encouraging recruitment into the special constabulary;
 - Ensuring that personnel records are kept up to date; and
 - Championing the continued development of the special constabulary, both within their district and at Force level, to improve the role and added value to the Force.
-

Police Staff Working as a Special Constable

Submitting an application

If a police staff member wants to become a special constable, they must:

- Request permission from the Chief Constable in writing;
 - Sign a declaration stating that they have discussed their application with their manager and agree not to use the additional powers granted to a special constable during their paid employment, i.e. they must not put themselves on duty as a special constable at any time when they are working in their police staff capacity;
 - If a situation arises during the course of their paid employment which may result in a conflict of interest, immediately bringing this to the attention of a supervisor and CiPLO;
 - Understand that if they work in a critical role, e.g. communications operator, their priority is to perform paid employment. Any deviation from this will be managed locally on a case-by-case basis, subject to the exigencies of duty; and
 - Have their manager endorse their application form to endorse that they have understood the above.
-

Postings

- Police staff are permitted to be a special constable in the same district where they work as police staff, however there must be consideration to minimise the risk of any conflict of interest between roles.
-

Employer Supported

- Employer Supported Policing (ESP) is for members of police staff who are special constables with West Yorkshire Police and may be granted time

Policing

from their paid role to perform special constabulary duties and/or attend training.

- When individuals have performed a minimum of 16 hours of special constabulary duty in their own time during the previous calendar month, they will (subject to the exigencies of their normal role) be granted 8 hours' ESP leave from their paid role to perform duties as a special constable.
- ESP leave can be accumulated or "banked" for a period not exceeding three calendar months (that is, to a maximum of 24 hours) to facilitate their attendance at a special constabulary training event or course.
- For specials who are an ESP worker, either internal WYP member of staff and also a special constable or an ESP worker with a registered employer, the following applies:

- Employer Supported Policing – Claiming Subsistence as a Special Constable

Tax advice received from a tax specialist has confirmed that all special constables can claim subsistence when on ESP leave (whether internal police staff special or external).

Travel can be claimed by internal police staff who are special constables if there is a difference between usual place of paid work and location of parading on as a special constable.

Note: The tax specialist also stated that, provided the total amount of expenses claimed by a special does not exceed the rate of £8,500 per annum, generally it is tax free.

Separate ID card and email address

- When appointed as a special constable, individuals will:
 - Be given a separate email address so it is clear in which capacity they are sending emails; and
 - Have a separate special constabulary ID warrant card and must only use this ID card when conducting themselves under the regulations of the special constabulary.
- Any computer skills gained from their police staff role can be used when volunteering as a special constable, however the correct log on details must be used for the role being carried out.

CARM and DutySheet

Principles

- Duty times performed as a special constable must be recorded on DutySheet.
- There is an interface which automatically updates CARM with any duties booked using DutySheet.
- Using DutySheet to select tours of duty, the individual must make every effort to give sufficient notice.

- Each district must use DutySheet to take notice of advance duties being selected by specials and communicate these to sergeants so specials can be factored into planning and deployments.
-

Tasking and Deployment

Principles	<ul style="list-style-type: none">• The core role of the special constabulary is to provide ‘added value’ support to the regular police service by visibly and positively engaging with the local community.• All special constables will initially be aligned to Neighbourhood Policing Teams (NPT) or Response.
Integrating specials	<ul style="list-style-type: none">• CiPLOs and district commanders have responsibility for ensuring that the special constabulary is fully integrated with the regular constabulary and used to maximum effect.• To achieve this, district commanders must consider inviting a senior section officer or a nominated deputy to attend appropriate district management meetings.
Primary tasks	<ul style="list-style-type: none">• Tasks that must be allocated to special constables are primarily to be directed towards:<ul style="list-style-type: none">○ Reducing crime and anti-social behaviour; and○ Supporting local neighbourhoods in support of their regular colleagues.
Briefing and specific tasking	<ul style="list-style-type: none">• On starting duty, special constables must receive a relevant up-to-date briefing and be specifically tasked.• Tasking areas may include:<ul style="list-style-type: none">○ Crime reduction tasks (e.g. proactive patrols, bail checks);○ Public reassurance tasks (e.g. incident response, uniform patrol);○ Investigation of minor crime (e.g. arrests of suspects, handovers);○ Anti-social behaviour;○ Drink driving and vehicle checks;○ Automatic number plate recognition vehicle stops;○ Critical incident; and○ Deployment to logs/calls.• This list is not exhaustive and the imaginative deployment of special constables greatly increases the value added to the organisation and to the community and must be encouraged.

Attachments

- Special constables are usually assigned to either a Neighbourhood Team or Operational Support.
 - Attachments can be arranged with other departments or units in order for officers to fulfil their competencies.
 - Arrangements for attachments must be made by section officers in conjunction with the special constable seeking the attachment.
 - District CiPLOs must be kept informed of any planned attachment.
 - It is sometimes necessary to attach special constables from one district to another or a unit, on a temporary basis. Special constables of any rank can go on attachments to assist with short term tasks, but they must be authorised by the CiPLO and relevant district's Chief Inspector CiP. On completion of the attachment the special constable must return to their parent district.
 - The section officer will ensure (in conjunction with their District CiPLO), in writing, that special constables are aware of the details of their attachments, the duties and the date of their return.
 - An attachment may be extended or terminated at any time.
-

Attachments from other Forces

- Requests from special constables from other Forces to temporary work with West Yorkshire Police will be considered on an individual basis, taking into account their length of service, training and reason for the secondment.
-

Specific Force and national initiatives

- While individuals will primarily be deployed locally, they will also be given the opportunity to be involved in specific Force and national initiatives.
 - These initiatives give individuals a chance to work together and to make a valuable contribution towards meeting Force strategic needs and national key theme areas.
 - Individuals must work a minimum of eight hours at their district/department in the month before being permitted to work elsewhere.
 - While the training received by the special constabulary dictates the type of duties individuals can be engaged on, bespoke training can be arranged if required to meet a specific need.
-

Specialist roles

- There is an expanded opportunity to become a PSU Level 2 trained operative.
- If selected and trained in this skillset, individuals will be deployed to support Forcewide PSU operational deployments whilst remaining as a district special constable.
- West Yorkshire Police remain open to special constables being deployed into other specialised departments where there is clear rationale for doing

so.

- The CiP Chief Inspector will be the arbiter on a case-by-case basis.
-

Plain clothes

- Individuals may be deployed on plain clothes operations with the authority of a regular supervisor.
 - Such deployment is not routine, and is limited to specific operations and action plans which:
 - Adhere to the deployment guidelines;
 - Have been subject to proper risk assessment; and
 - Are closely supervised by a regular officer.
-

Skills directories

- DutySheet and People IT records will incorporate a personal skills directory to enable local commanders and managers to best use available resources and help volunteers contribute to local policing plans.
 - The skills directory will take account of individuals' expertise outside the police service.
-

Duty Elsewhere

Principles

- When individuals are on duty away from their usual place of duty, they must record details (including travelling times) in their pocket or electronic notebooks.
 - Details recorded must include the:
 - Time in which they set off to the other place of duty; and
 - Start of the return journey back to either their usual place of duty or their home address.
 - This applies to:
 - Recruits in training and any training conducted away from the parent district; and
 - Those officers who, by prior arrangement, have authority to perform an attachment at another district.
 - The officer in charge of the duty where the individual has reported must countersign the pocket or electronic notebook.
-

Hours of Duty

Principles

- Hours of duty must be long enough for special constables to be able to make a useful contribution to their districts, but must not be excessive to harm the special constable's welfare.

- For West Yorkshire Police a tour of duty is normally four hours.
 - Special constables are expected to perform a minimum of 16 hours' policing duty per month.
 - As an exception special constables may perform duty for shorter periods, for example for training reasons or for the completion of paperwork and reports, or for more lengthy periods at special occasions, e.g. ceremonial events.
-

Working Time Regulations

- West Yorkshire Police does not allow its special constables to 'opt out' of the Working Time Regulations.
 - Any breaches must be dealt with in a proportionate and reasonable manner by districts, with the wellbeing of the officer concerned at the very centre of any discussion around the subject.
-

Crisis and Emergency Planning

Principles

- The special constabulary can provide a valuable support in times of crisis or emergency, particularly when regular officers are abstracted for other duties.
 - See Business and Contingency Plans section.
-

Sickness Reporting and Injuries on Duty

Principles

- If an individual is due to work and is unable to do so because of illness or injury, they must report sick to the district supervision who must record a Per 26.
 - The Per 26 will be forwarded to the local People department and copied to the district CiPLO, who will then manage the individual's welfare and return to operational deployment.
 - If the individual has an illness or injury which prevents them from attending and performing special constabulary duties for beyond 28 days, they must contact their district CiPLO who will record their absence on a Per 26 and, again, take responsibility for managing their return to work in line with district supervision.
 - If an individual receives an injury of any description while on duty, irrespective of whether the injury requires absence from duty, they must report it immediately to their line manager and complete a Per 15 Injury on Duty report.
-

Support and advice

- Nominated Chief Inspectors and appropriate police staff will provide the individual with support and advice to meet their welfare needs and support in claims for compensation as set out in Police Regulations.
 - Occupational Health must also be informed, regardless of the nature of the injury. Referrals will be made by the line manager (CiPLO, senior section officer or section officer).
 - Special constables can be referred to Occupational Health as a management referral for advice in relation to their special role and encouraged to uptake the offer of the Hep B vaccinations or any other statutory requirements.
-

Return to duty

- When an individual wishes to return to duty following a serious or long term illness or injury, they must supply a medical certificate stating they are fit to return to operational policing duties.
 - This certificate must then be forwarded to the CiPLO and People Officer, and the individual's personal file updated accordingly.
 - A Return to Work interview will be required for all special constables who have been recorded as sick and this will be endorsed on the officer's HR record and DutySheet.
 - In cases where individuals cannot return to full operational duty but are fit enough to undertake recuperative non-public facing duties, they must be referred to the local People manager. It may also be necessary for a referral to be made to the Occupational Health department.
 - A training needs analysis must be considered to identify any training requirements for the individual prior to their return to full duty.
-

Insurance

Principles

- West Yorkshire Police has insurance policies, should individuals be subject to injury while on duty.
- These are:
 - Employers Liability Insurance, in place for the Force and Authority to cover legal liability for death, bodily injury or disease suffered by any person under a contract of service or apprenticeship; and
 - Public, Products and Pollution Liability Insurance, in place for the Force and Authority to cover legal liabilities to third parties for accidental death, injury, disease or damage to property, e.g. wrongful arrest, false imprisonment, assault, malicious prosecution, trespass, seized goods, breach of Human Rights Act, racial discrimination, unlawful stop and search and death in custody and including liability arising from products supplied and pollution. Indemnity includes costs and expenses.

- All claims are handled by Legal Services.
-

Loss of Earnings

Principles

- If an individual is injured or becomes ill as a result of duty and, as a result, loses remuneration in their private employment, they are entitled to an allowance by way of sick pay under the Special Constables Regulations 1965. This applies as long as the individual continues to lose remuneration in their private employment and for a maximum period of 28 weeks at the rate of actual loss of remuneration.
 - If the individual remains injured or ill beyond the statutory 28 weeks, they will be entitled to half the pay of their regular employment, or half pay of a police constable of 10 years' service (this being the top of the pay scale), whichever is the lower. This additional period must not exceed 24 weeks, equating to a total of one year in entitlements.
 - Individuals can also claim for loss of earnings if they have been recalled to duty during their normal work time during an emergency.
 - Anyone wishing to make such a claim must send their application direct to the Legal Services mailbox.
 - See NPIA Circular 04/2010.
-

Pensions

Principles

- The granting of a pension for injuries on duty is regulated by the Special Constables (Pensions) Regulations 1973 as amended. These regulations apply to the injury and other relevant provisions of the Police Pensions Regulations 1987 with modifications.
- Special constables do not pay pension contributions and they are entitled to benefits only in the event of death or permanent disablement as a result of an injury received without default in the execution of duty as a special constable.
- The benefits include:
 - An injury award;
 - A widow(er)'s special award;
 - A widow(er)'s augmented award;
 - A child's special allowance;
 - A child special gratuity; or
 - A dependant relatives' special pension.
- The injury pension will vary according to the degree of disablement.

Training

Principles

- Individuals can attend training that is available to regular officers, providing it is necessary and appropriate to them and their district.
 - The application process is as follows:
 - A development need is identified by the individual, their CiPLO or supervisor.
 - The district and their CiPLO identify it would add value to have a special constable trained in a particular area of policing.
 - The individual must submit their request on a Per 30 for approval by their CiP SLT.
 - Once approved, the request must be considered by the CiP SLT.
 - If approved, the Per 30 is forwarded to the course administrator at the Force Training School.
-

District training evenings

- District CiPLOs are responsible for the continued training and development of their special constables.
 - Districts are expected to hold regular training evenings. Content of the training evenings is decided by the district under three categories: Essential, Mandatory or Desirable.
 - The DTO must ensure that the individual receives the same essential training that is offered to regular officers.
 - The individual is expected to attend a minimum of 80% of district training sessions to support their ongoing learning. Failure to meet this without authorised absence will initiate management intervention.
-

In-training

- See In-Training section.
-

Termination

- If, following reasonable steps to address any shortcomings, it appears that the individual will not meet the competency levels to perform the duties of a special constable, consideration must be given to terminating their services.
- This may be via Unsatisfactory Performance Procedures – Police (Performance) Regulations 2020.
- In circumstances where it is believed an individual should be retired from service on account of:
 - Age; or
 - On the grounds they are disabled to perform the ordinary duties of a special constable and the disablement is likely to be permanent; or

- As an alternative to dismissal, where they have been remiss or negligent in the discharge of their duty or otherwise unfit for the same,
their particular case will be referred to the Chief Constable to consider their retirement, in accordance with Regulation 3 of the Special Constabulary Regulations 1965.
 - The process for this is as follows:
 - Evidence will be gathered by the individual's CiPLO of why their retirement should be recommended and endorsed on a Minute Sheet. Once compiled, a Form Per 16a will be sent to the individual explaining the exact reasons why their retirement is being sought. Part B of the form allows an opportunity for the individual to respond.
 - The completed Minute Sheet and Per 16a (with Part B if returned) will then be sent to the District SLT SPOC. If that officer decides that the individual should be recommended for retirement, all relevant paperwork will be sent to the CiP Chief Inspector for their endorsement. If retirement is still sought, the relevant paperwork will be submitted to the Chief Constable's Office for consideration.
 - A decision will then be made by the Chief Constable whether to require the individual to retire from service.
-

Legal Protection and Representation

Police Federation

- The Police Federation of England and Wales (PFEW) is the representative body of the federated ranks of the police service.
- It is responsible for negotiation with the government, MPs, policing leaders, and other stakeholders to improve officer's terms, conditions and entitlements.
- It also provides representation to its membership on individual matters such as misconduct, discrimination or health and safety.
- Special constables are now able to join PFEW as a subscribing member. The individual will be responsible for paying their membership fees directly to PFEW but will be able to claim reimbursement as a professional expense from West Yorkshire Police.
- Special constables in training will receive a briefing from West Yorkshire Police Federation (WYPF) and an invitation to join prior to their attestation. Transferees and re-joiners will be briefed on a one-to-one basis.
- Membership fees are £23.58 per month (as of 1st July 2022) and special constables in their first year since joining have this reduced by 50%.
- The full range of services provided by PFEW are explained on the PolFed website and further advice can be sought from WYPF via local workplace Federation Representatives.

Driving Permits

Principles

- Special constables are able to drive and use police vehicles for operational need. This is in accordance with the permit they hold.
 - All applications for permits must follow the correct process and, where applicable, a Per 30 must be submitted via supervisors.
 - The permits available for special constables are as follows:
 - Transport Permit – all officers can apply providing they meet the specific criteria (full current UK driving licence, six penalty points or less).
 - Response Driving Course – specials must be at Independent Patrol status and be committed to completing the three-week course and required refresher elements.
 - Initial Phase Pursuit (IPP) – specials must have held a standard response permit for at least six months and have had a meeting with a Post Incident Manager, to discuss increased risk, with an officer of at least the rank of Inspector.
 - AD1 can only be requested if a special constable is Independent Patrol (IP).
-

Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Police (Conduct) Regulations 2020
 - Police (Performance) Regulations 2020
 - Schedule 33 Section 321 Criminal Justice Act 2003
 - Special Constables Regulations 1965
 - Data Protection Act 2018
 - Home Office Statutory Guidance
 - Code of Ethics
 - SI 1961/2012 The Special Constables (Amendment) Regulations 2012:
This makes amendments to the Special Constables Regulations 1965 by inserting provisions about:
 - Biometric vetting of candidates wishing to become specials through the taking of fingerprints and DNA samples;
 - Testing of existing specials and candidates for substance misuse (controlled drugs and alcohol); and
 - Notification and approval of business interests held by specials, candidates and their relatives.
-