

POLICY & PROCEDURE**SPECIAL CONSTABULARY**

Owning Department:	HR		
Department SPOC:	Citizens in Policing Manager		
CPU Lead:			
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Approved by

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Legal Basis

List the relevant legislation which is the legal basis for this policy. You must update this list with changes in legislation that are relevant to this policy and hyperlink directly to the legislation.

Legislation specific to the subject of this policy document

Section	Act (title and year)

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Other legislation which you must check this document against (required by law)**Act (title and year)**[Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)[Equality Act 2010](#)[Crime and Disorder Act 1998](#)[Health and Safety at Work etc. Act 1974 and associated Regulations](#)[General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)[Freedom Of Information Act 2000](#)[The Civil Contingencies Act 2004](#)**Other documentation which you must check this document against****Document**[College of Policing – Code of Ethics](#)[Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)[College of Policing – Authorised Professional Practice](#)**1. Summary of changes**

1.1 This is a review of an existing Suffolk policy.

2. Introduction

2.1 Special Constables are volunteers who dedicate some of their spare time towards helping make Suffolk a safer place to live, work, travel and invest.

2.2 Special Constables are valued members of the Constabulary who not only provide additional resources but also provide a vital link between the police and the community. They play an active role in the policing of Suffolk.

2.3 The Special Constabulary is led by the Special Chief Officer and Special Deputy Chief Officer and is made up of Special Constables at Superintendent, Chief Inspector, Inspector, Sergeant and Constable levels. There is also a Specials, Volunteers and Cadets Manager who manages the Specials and Volunteers team and who is responsible for the recruitment and HR requirements of all Special Constables.

3. Role and Purpose of the Special Constabulary

3.1 Specials provide support to regular officers, for which, they are a supplement to, and not a replacement for. They work alongside regular officers and have the same powers in law, including the power of arrest.

3.2 Specials are involved in all aspects of modern policing.

3.3 A Special Constable, at all ranks (including non-independent and independent Specials) are required to carry out a minimum of 16 hours

operational duty plus a minimum of two hours training/personal development per month.

- 3.4 A Special Constable must also complete yearly Personal Safety Training (including the job related fitness test), First Aid training and all required Mandatory training including NCALT. If they fail to meet this requirement then the Special Constable will be placed non-operational and unable to undertake any operational duties. If they fail to make reasonable attempts to meet this requirement without prior arrangement with the area Special Superintendent in consultation with the Specials, Volunteers and Cadets Manager, they may be asked to leave the Special Constabulary.
- 3.5 All Special Constables will conduct themselves both on duty and off duty, in compliance with Constabulary Code of Conduct, Code of Ethics and Police Regulations 2012.
- 3.6 A Special Constable is bound by the Official Secrets Acts. It is an offence to disclose any official information without lawful authority. They will also be subject to similar restrictions on disclosures by the [General Data Protection Regulation and Data Protection Act, 2018](#). These statutory duties continue after service has ended. Breaches will be taken seriously and could result in criminal proceedings. Information obtained by you in the role as a Special Constable must not be used or disclosed without consent unless for an authorised policing purpose.
- 3.7 A Special Constable must not be involved in any conduct which brings the Constabulary into disrepute, by doing so their services may be dispensed with, in accordance with the Police Conduct Regulations 2012.
- 3.8 A Special Constable (at all ranks) will be posted according to operational needs and personal circumstances at the discretion of the Specials, Volunteers and Cadets Manager in consultation with the area Specials Superintendent. All postings will usually be within 25 miles of the individual's home address. The Specials, Volunteers and Cadets Manager in consultation with the area Specials Superintendent reserves the right to move a Special Constable for operational reasons.

4. Recruitment Process

- 4.1 Recruitment events for Special Constables will be the responsibility of the Specials, Volunteers and Cadets Manager.
- 4.2 To be able to apply, applicants must be:
- Have the right to reside in this country without restrictions;
 - At least 18 years of age;
 - Able to commit to at least 16 hours operational service a month as well as the required training elements, [as detailed in 2.3](#);

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- Must pass the fitness test facilitated by Constabulary Personal Safety Trainers and be able to meet the standard eye-sight regulations (Corrected distance visual acuity must be 6/12 in either eye, and 6/6 or better binocularly).
- 4.3 All applicants must pass a force vetting check and if applicants have employment/volunteering roles elsewhere, they must not be roles which could be considered as being possible conflicts of interest for themselves or others. Refer to the [College of Policing Vetting Code of Practice](#).
- 4.4 If, having been appointed, the officer has any changes to their personal circumstances, it must be reported to the Vetting Unit. In this way the information can be handled confidentially and properly assessed in accordance with the Vetting Code of Practice. The Officer must also advise their S/Supervisors and Specials, Volunteers and Cadets Manager
- 4.5 A change to a Special Constable primary occupation must be notified to Professional Standards Department (PSD) in accordance with the Constabularies' [Business Interests and Additional Occupations policy](#). The Officer must also advise their S/Supervisors and Specials, Volunteers and Cadets Manager.
- 4.6 A disclosable association must be notified to PSD in accordance with the [Disclosable Associations policy](#). The Officer must also advise their S/Supervisors and Specials, Volunteers and Cadets Manager
- 4.7 changes to their occupation, notifiable associations or any civil/criminal proceedings then they must notify their line supervisor and the Specials, Volunteers and Cadets Manager immediately.
- 4.8 If any change is not disclosed to the Specials, Volunteers and Cadets Manager and it is later discovered that the change could, or does, have implications on the officer's position in the Special Constabulary a review will be undertaken by the organisation to decide upon the suitability of the Special Constable to remain within the organisation.
- 4.9 Applicants will follow the Constabulary approved recruitment process, stages which are as follows:
- Completion of application form.
 - Completion of Assessment Centre.
 - Local Interview.
 - Fitness Test.
 - Drug Screening.
 - Uniform fitting.

- Medical Check – completion of a medical declaration to be evaluated by the Workplace Health & Wellbeing Unit, who will arrange, if necessary, a medical examination.
- Vetting checks.
- Reference Requests.

4.10 Upon acceptance as a Special Constable the candidate will be required to sign a volunteer agreement.

4.11 The HR Recruitment Department will be responsible for inviting the successful candidates to their induction event.

5. Initial Training

5.1 Dates, timings and duration of initial training will be the responsibility of the Learning and Development department.

5.2 The initial training course will cover all necessary elements required for a Special Constable to reach accompanied patrol status.

6. Attestation

6.1 All new Special Constables will be attested during their initial training.

6.2 The Learning and Development Department are responsible for arranging for attestations to take place.

6.3 On completion of initial training a Special Constable will be invited to attend a 'passing out' ceremony. Arranging the ceremony is the responsibility of the Learning and Development Department.

6.4 Having successfully completed the initial training course the Special Constable will, for the remainder of their probationary period, undertake their duties with at least one other regular officer (not PCSO) or non-probationary Special Constable.

6.5 During their probation period, new officers will be expected to complete the required hours as detailed in 3.3. This will form part of the evidence to support that officers are suitable for independent patrol.

7. Police Federation, Legal Advice and Welfare Support

7.1 The Suffolk Police Federation is available to offer support to Special Constables in the same way as they do for Regular Officers who are none subscribing to the voluntary fund.

7.2 An approved organisation will provide funding for legal proceedings, as per their funding criteria document. The Specials, Volunteers and Cadets Manager will offer support and guidance through this process.

7.3 Any Special Constable is invited to join a number of staff/police networks as well as having the option to become a paid member of the Specials Welfare Fund. Full details can be obtained by contacting the Specials, Volunteers and Cadets team.

8. Biometrics

8.1 All Special Constables will be required to have their fingerprints and DNA taken prior to commencing operational duties, records of which will be held on the Suffolk Constabulary database.

9. Uniform and Equipment

9.1 All Special Constables will be provided with the necessary uniform and equipment needed to fulfil the role, excluding footwear. Please refer to the [Uniform Standards Policy](#).

9.2 Special Constables must ensure they comply with the standards set out in the Uniform Standards policy at all times.

10. Initial Probationary Period

10.1 After successful completion of initial training a Special Constable will undertake a probationary period for a minimum of nine months, during this period they must successfully complete all modules of their PDP (excluding CIU awareness) and attend a minimum of nine area training sessions.

10.2 During this probationary period a Special Constable will only be able to undertake operational duties with either a Regular Police Officer (not a PCSO or Roads and Armed Policing Team (RAPT) regular officer) or a confirmed Independent Patrol status Special Constable (including RAPT SC).

10.3 Once the Special Constable has met the set criteria, they can be considered suitable for independent patrol. An [electronic 864 form](#) will be completed by line supervisors, sent to Area Special Superintendent and then forwarded to the Specials, Volunteers and Cadets Manager.

10.4 The Chief Officer/D Chief Officer will ultimately authorise that the officer is safe, competent, legal and able to undertake independent patrol.

11. Promotion Process

11.1 All Special Constables have the opportunity to progress through the ranks once they have been confirmed as independent patrol status.

11.2 A Special Constable may apply for any vacancy within the Specials Constabulary provided they meet the role criteria and follow the relevant application process.

- 11.3 A Special Constable may be requested to temporarily cover a vacant post. This must be authorised by the Chief Officer Team and the Specials, Volunteers and Cadets Manager and be reviewed on a quarterly basis.
- 11.4 All vacancies will be advertised on Force Orders and Duty Sheet with a minimum 14 day turn around.
- 11.5 If there is more than one applicant those scoring above the pass mark will be invited to interview. Following the interview the highest scoring candidate will be offered the role.
- 11.6 If any unsuccessful candidate reaches the pass mark for the rank that they are applying for then their result will remain valid for a maximum of 12 months from the date of interview. This will mean that any equivalent rank vacancies may be offered to the officer (subject to operational need and at the discretion of the Chief Officer Team & Specials, Volunteers and Cadets Manager) and only advertised if not accepted by the officer.
- 11.7 When offered a promotion the successful candidate will complete a three month probationary period which will be monitored by their immediate Supervisor in consultation with the Area Special superintendent. Details will be recorded within the dutysheet system/HR system.

12. Professional Development Reviews

- 12.1 All Special Constables of all ranks will be subject to a Professional Development Review (PDR) which will be carried out by their supervisor.
- 12.2 The Assistant Chief Constable will carry out the PDR of the Special Chief Officer and Special Deputy Chief Officer.
- 12.3 Supervisors must hold a quarterly review with every non-independent Special Constable and a yearly review will all independent patrol Special Constable they are responsible for. At these meetings, Special Supervisors must also ensure that the Special Constable's ERP (Enterprise Resource Planning HR program) details are current and complete.

13. Postings and Moves

- 13.1 A Special Constable, who, for whatever reason, decides they would like to transfer locations within the county, may do so with the approval of both relevant Area Special Superintendents and the Specials, Volunteers and Cadets Manager in consultation with the regular area commander.
- 13.2 Special Constables will not be allowed to transfer locations during their probationary period unless approved by the relevant Area Special Superintendents and Special, Volunteers & Cadets Manager.

13.3 The Specials, Volunteers and Cadets Manager will inform the Chief Officer and Deputy Chief Officer of all moves and postings.

13.4 When offered a move or posting the successful candidate will complete a three month probationary period.

14. Duty Sheet

14.1 Dutysheet.com is the approved Management System that allows officers to book on and off duties, claim expenses, communicate and record skills and training.

14.2 All Special Constables at all ranks, must keep their personal records up to date and relevant, including certification dates.

14.3 All relevant comments relating to performance, training, duties or LOA must be entered and regularly updated in the Officer Notes section of the Duty Sheet by Special Supervisors or Specials and Volunteers team.

14.4 Special Constables must register and record their duties on dutysheet.com. and are requested to record their advance duties with as much notice as possible.

14.5 Supervisors must undertake a quarterly review to ensure that Special Constables' details are current and complete and that the minimum hours of duty have been performed.

14.6 The Specials and Volunteer team will be responsible for setting up new recruits on dutysheet.com and maintaining accuracy regarding moves/postings/transfers and leavers.

14.7 Duty Sheet training will be given to Special Constables as part of their initial training by the Learning and Development Department and area Specials supervisors will be responsible for any further training required individually.

14.8 Specials Supervisors and Specials and Volunteers team will be responsible for booking their own relevant events and sending the invite to Special Constables to register for such events.

14.9 All Officers must respond as soon as practicably possible to any event/invite they receive via Duty Sheet. No response to event invites will result in the officer's supervisor contacting them for an explanation.

15. Working Time Regulations

15.1 Special Constables are subject to Working Time Regulations (WTR) (1998) and Suffolk Constabulary has a duty of care towards all officers and are obliged to ensure that adequate rest periods are taken before and after performing Special Constable duties.

15.2 Special Constables are required to agree to the attached [Working Time Regulations](#). The Special Constable must opt in or out of this agreement via the WTR section on Duty Sheet. This must be repeated every 90 days.

16. Employer Supported Policing Scheme (ESP)

16.1 The Employer Supported Policing Scheme is a national strategy whereby a Special constable's employer agrees to release their employee to undertake duties.

16.2 Police Staff who are Special Constables are entitled to 12 days per annum (7.24 hours per day), pro rata for part time staff, paid leave to carry out Special Constabulary duties and training. These days are to be termed 'Special Constable Days'.

16.3 Special Constable Days can only be taken with the agreement of the police staff role line manager after consideration of organisational and departmental requirements. For a Special constable who wishes to take more than one ESP day in a month, this must be approved by their line manager and the Specials, Volunteers and Cadets Manager.

16.4 Full entitlement may be taken in one period, however, further entitlement will not be granted for the remainder of that financial year. This is subject to line manager's approval.

16.5 Special Constable Days are to be used for Special Constabulary purposes only, and can consist of both operational and training duty purposes.

16.6 With the exception of induction training, entitlement can only be claimed subject to completion of the minimum 16 operational hours per month over the previous three months, prior to requesting a Special Constable Day. The 16 operational hours per month cannot be averaged out over consecutive months.

16.7 Entitlement can be used for induction training.

16.8 Any unused entitlement cannot be claimed as payment or carried over to the following year, or claimed as payment on resignation from the Special Constabulary or Police Staff role.

16.9 For Police Staff all requests for a Special Constable Day are to be submitted to the line manager via the Duty Management System (DMS) with at least one month's notice.

16.10 A line manager may cancel a Special Constable Day with appropriate justification for cancellation.

17. Subsistence whilst on Duty

17.1 Where a member of the Special Constabulary is on duty for a continuous period of over 4.5 hours or more (excluding travelling time) then they are entitled to claim Subsistence Allowance. Period of retention or engagement on duty:

- Over 4.5 hours but not exceeding 8.5 (excluding travelling time): £7.23.
- Over 8.5 hours but not exceeding 12.5 (excluding travelling time): £14.66.
- Over 12.5 hours (excluding travelling time) = £24.15 only claimed when accompanied by a CAD Number as an operational need which required the Special Constable to remain on duty. To be authorised by the Specials, Volunteers and Cadets Manager. Pre-planned or voluntary retention on duty will only be authorised for the over 8.5 hour rate.
- Where Special Constables are required to attend an 'induction course' they are entitled to claim a flat rate of £4.50 per full day for the duration of the course.
- If a meal is provided whilst on duty then no subsistence can be claimed.

17.2 Special Constables will need to complete their mileage claims on Duty Sheet **within one month** of the mileage being incurred. Special Constables must print and send their claim form to be authorised by the Specials, Volunteers and Cadets Manager who will submit to the Finance department. Any claims older than three months will not usually be paid.

18. Boot Allowance

18.1 Special Constables are entitled to a boot allowance, which is payable in arrears. This allowance will only be payable where the claimant has completed an average of a minimum of 16 hours duty per month and endorsed by the Specials, Volunteers and Cadets Manager.

18.2 An initial claim for Boot Allowance of up to £50 supported by a receipt for boots after the first 12 months of service following Attestation/passing out will be paid, then one claim per two years, up to £50, supported by a receipt. Subsequent claims for Boot Allowance can be made every two years thereafter, up to £50 supported by a receipt for boots.

18.3 Non-operational Special Constables can claim every three years up to £50 supported by a receipt for boots.

18.4 The allowance will be paid in arrears annually no later than 31st March which will be paid via the payroll system.

18.5 Special Constables should complete their claims via Dutysheet and submit to the Specials, Volunteers and Cadets Manager, **within one month** of the expense being incurred. Any claims submitted without the

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necessary accompanying receipts/copies or not submitted on time will not be reimbursed.

19. Travel Expenses

- 19.1 Special Constables are entitled to claim for mileage incurred each time they report for duty or attend training, provided they have the appropriate endorsement on their motor insurance policy. An officer without the appropriate insurance cover cannot claim mileage.
- 19.2 Special Constables will need to complete their mileage claims on Duty Sheet **within one month** of the mileage being incurred, print and send to be authorised by the Specials, Volunteers and Cadets Manager who will submit to the Finance department. Any claims submitted older than three months will not usually be paid.
- 19.3 A Special Constable who uses their own vehicle to get to their place of duty may be reimbursed for the cost of the mileage at 45p per mile, maximum 50 mile round trip. Any exceptions must be referred to the Specials, Volunteers and Cadets Manager.

20. Claiming Loss of Earnings for Court Attendance

- 20.1 Special Constables are entitled to claim for any loss of earnings incurred from their private employment due to having to attend Court for police purposes.
- 20.2 The Special Constable must obtain a letter from their employer confirming the net loss incurred as a result of the absence from work. (The gross figure is not needed.)
- 20.3 If the Special Constable is self-employed then the supporting evidence should be obtained from their accountant who would normally be able to confirm the loss. (This amount will be gross, as tax is not deducted at source for those who are self-employed.)
- 20.4 [Form 247](#) should then be completed and must be authorised by the Specials, Volunteers and Cadets Manager confirming that the court attendance was required on that date.
- 20.5 Special Constables must complete and submit their claims to the Specials and Volunteers department **within one month** of the loss of earnings being incurred. Any claims older than three months will not be paid.

Please note that for sections 17 to 20, any fraudulent claims made by a Special Constable will be referred to the Professional Standards Department for further investigation.

21. Professional Development

21.1 All Officers will be given the opportunity to develop their skills during their time as a Special Constable linked to their PDR, as set out in the [PDR section](#) of this policy.

21.2 An Officer's professional development will take the form of mentoring/coaching, exposure to other departments, classroom training sessions, driver training and any other appropriate channels.

21.3 All professional development requests will only be considered if the Special Constable is up to date with all mandatory aspects of being a Special Constable e.g.: minimum hours for previous three months, PST, NCALT, First Aid etc. and not subject to any disciplinary or misconduct investigations. Also it will be checked that the criteria as set out in the Duty Sheet section [above](#) has been complied with.

21.4 Special Constables will not directly organise their own professional development sessions. They will follow a clear process of application for onward development as below:

- Application by Officer to their Special Supervisor detailing the reason for the request and the benefits to the organisation of undertaking the training.
- Special Supervisor will either authorise or decline the request. If the request is declined then the Special Supervisor must give clear written explanation. If approved Special supervisor will forward to Special Superintendent for approval. If declined at this stage Special Superintendent must give clear written explanation.
- All authorised request must be forwarded to Deputy Chief Officer who will organise the requested training.

21.5 Should any training request be declined at any stage, the requesting Special Constable may lodge an appeal against the decision directly with the Chief Officer.

22. Leave of Absence

22.1 All members of the Special Constabulary are eligible for leave of absence as long as the following criteria are met:

- Duration requested is between three and twelve months.
- The officer is not suspended from duty or the subject of an ongoing investigation by Professional Standards.
- Minimum duty has been performed by the officer, however this will be at the discretion of the Area Special Superintendent in consultation with the Specials, Volunteers and Cadets Manager.

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- The officer has completed their probationary period, however this will be at the discretion of the Area Special Superintendent in consultation with the Specials, Volunteers and Cadets Manager.
- No other leave of absence has been taken within the last twelve months.

22.2 Leave of absence will be recorded as starting from their last recorded operational duty.

22.3 Officers will be required to attend a meeting with their Special Superintendent where the [Leave of Absence Application Form](#) will be completed, this will then be forwarded to the Specials, Volunteers and Cadets Manager for endorsement.

22.4 All items of personal issue uniform and equipment, including warrant card, PAVA spray, Airwave radio, keys and SALTO card must be brought to the LOA meeting for storage in the Special Constable's lockers for the duration of the leave of absence. If it is believed that the officer will be on leave of absence for longer than three months then the PAVA spray should be returned to the PAVA store for potential re-issue. Location details within the canister's TranSearch asset tracking system record must be updated by the relevant authorised officer handling the transaction.

22.5 The officer's warrant and SALTO card must be sent together with the LOA form to the Specials, Volunteers and Cadets Manager.

22.6 When LOA has been authorised, the Specials and Volunteers team must contact ICT to have the Officer's IT accounts suspended.

22.7 While the officer is on leave of absence, the Special Superintendent will nominate a welfare SPOC (Single Point Of Contact) to maintain regular contact on an agreed basis for the duration of the leave. A record of contact will be kept on Duty Sheet.

22.8 Once the officer is ready to return to duty a 'return to work' meeting must be held. The [LOA form](#) must be signed off and the relevant additional documentation completed, e.g.: PSD – Change of Circumstances form.

22.9 The Officer will not be able to return to work until all vetting procedures and training needs analysis has been submitted and satisfactory vetting clearance has been confirmed to the Specials, Volunteers and Cadets Manager. The Officer and area Superintendent will then be informed that duty can be resumed and a return to work date will be agreed between the officer returning and their supervisor.

23. Maternity/Paternity Leave

23.1 Special Constables who are pregnant must advise their supervisor and the Specials, Volunteers and Cadets Manager immediately via the [Notification of Pregnancy Form](#).

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- 23.2 Special Constables who are pregnant are not allowed to undertake any frontline / public facing / operational duties.
- 23.3 The Special Constable's supervisor must complete a [Risk Assessment](#) with the Special Constable concerned and forward to the relevant departments. It is the responsibility of the officer's supervisor to ensure that the Maternity Health and Safety process is followed with guidance from the Specials, Volunteers and Cadets Manager.
- 23.4 It is the officer's responsibility to keep their supervisor up to date with progress, e.g. when they will no longer be available for duty at this point the [Leave of Absence](#) process should be followed.
- 23.5 Special Constables who go on maternity leave, are expected to return to duty within one year after the birth, unless alternative agreements have been made with the Area Special Superintendent and the Specials, Volunteers and Cadets Manager.
- 23.6 A Special Constable returning from maternity leave will be subject to the same re-check processes as an officer returning from a [Leave of Absence](#).

24. Sickness

- 24.1 If a Special Constable is unable to perform their duties due to sickness they should inform their supervisor directly as soon as possible who will update duty sheet and inform the Specials, Volunteers and Cadets Manager.
- 24.2 If the Officers sickness is likely to mean they are unable to perform any duties for longer than a three month period, the [Leave of Absence](#) process should be considered.
- 24.3 If a Special Constable is unable to attend their regular employment due to sickness they must not perform any of their Special Constabulary duties. A copy of a medical certificate should be sent to the Specials, Volunteers and Cadets Manager where appropriate.
- 24.4 If appropriate the Specials, Volunteers and Cadets Manager will make a referral to the force's health and wellbeing team.
- 24.5 If the Special Constable is a paid up member of the Special Constabulary welfare fund then the Specials, Volunteers and Cadets Manager may consider contacting them should the Special Constable need any financial support.

25. Illness/Injury Sustained on Duty

- 25.1 Special Constables who are permanently incapacitated, as a result of duty, to the point that they are incapable of any kind of employment, or

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those who die on duty are provided for under [the Special Constables \(Injury Benefit\) Regulations 1987](#).

- 25.2 Special Constables who are permanently incapacitated, as a result of duty, to the point that they are incapable of continuing in their ordinary employment are provided for under [the Special Constables \(Pensions\) Regulations 1973](#).
- 25.3 Special Constables injured or who become ill as a result of duty, and, as a result, lose remuneration in their private employment, are entitled to an allowance by way of sick pay under [the Special Constabulary Regulations 1965](#).
- 25.4 Where a Special Constable qualifies for the entitlement by way of sick pay as outlined in 24.3 above, they will be paid at the rate of actual loss of remuneration or the rate of a regular police Constable with ten years' service (whichever is less) for a period of up to 28 weeks.
- 25.5 In the case of Special Constables who are self-employed (where their earnings can vary over time), it is recommended that an average income be calculated of the income the Special Constable has received over the previous 28-week period, prior to the injury/illness taking effect. Special Constables who fall into this category, may therefore be asked to provide the necessary information for this calculation to be made.
- 25.6 Where the necessary information is not available, incomplete or contentious, it may be appropriate for an ex-gratia payment to be made instead.
- 25.7 After 28 weeks, if the Special Constable is still injured or ill as a result of their duty, they are entitled to a further 24 weeks pay at half the rate of pay of their regular employment (in the case of self-employed Special Constables, half the rate of their earnings as calculated in 23.5 above) or at half the rate of pay of a regular Constable with ten years' service (whichever is less). Equating to a total period of sickness pay entitlement of one year.
- 25.8 In situations that fall outside of the above scenarios, e.g. unemployed Special Constables, an ex-gratia payment may be appropriate in the interests of fairness.
- 25.9 Any payment given under 24.8 will be determined on a case-by-case basis and should not exceed a period of 28 weeks at no more than the rate of pay of a regular Constable with ten years' service. Any further payments should not exceed a period of 24 weeks at a rate of no more than half the rate of pay of a regular Constable with ten years' service.

26. Non-operational Officers

- 26.1 It is expected that all Special Constables will remain fully operational during their career. However if a Special Constable finds themselves unable to meet this requirement then they are expected to inform their Supervisor immediately. This will then be discussed by the Area Superintendent in consultation with the Specials, Volunteers and Cadets Manager who will formulate an appropriate plan to support the Special Constable.
- 26.2 If a Special Constable has been Non Operational for 12 months or more but has continued to undertake appropriate non-operational duties/training they must complete a Learning and Development training needs analysis facilitated by the L&D Sergeant.
- 26.3 Depending upon the results of the training needs analysis a discussion will be had with the Special Constable around an agreed return to full operational duties.
- 26.4 If appropriate, consideration will be given by the Chief Officer Team, Area Special Superintendent and Specials, Volunteers and Cadets Manager, to allow the officer to remain non-operational but still contribute the minimum number of hours required. A discussion will also be had around the rank/role that the Special Constable is allowed to undertake whilst non-operational.

27. Leaving the Constabulary – Resignation and Transfers

- 27.1 A Special Constable who wishes to resign from the Special Constabulary voluntarily must advise their supervisor who will arrange an exit meeting. During this meeting the [Form 249](#) and all other relevant documentation must be completed. All Force property must be returned during this meeting. [Equipment and Uniform Collection Record](#) must be completed.
- 27.2 The relevant documents, warrant and SALTO cards must be forwarded to the Specials, Volunteers and Cadets Manager immediately.
- 27.3 The above process will also apply to a Special Constable who has successfully been accepted to transfer to another Constabulary.
- 27.4 The last day of service, for a Special Constable will be recorded as their last day of duty performed.
- 27.5 A Special Constable, who resigns during a leave of absence, will not have the leave of absence recorded in their length of service and the last day of service will be recorded as the last day of duty performed.
- 27.6 The leaving officer should complete a National [Exit Interview Questionnaire](#) and if an exit interview is requested this must be conducted by the Specials, Volunteers and Cadets Manager.

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27.7 If the Special Constable resigns to become a Regular Officer within Suffolk, then the Supervisor conducting the resignation must refer to the relevant section on the [Form 249](#).

28. Retirement

28.1 There is no compulsory retirement age given for Special Constables however, officers must be in good health and able to satisfy the Constabulary's fitness, medical and eye sight standards as set out [above](#).

29. Long Service Awards

29.1 The Chief Constable recommends members of the Special Constabulary who have served for nine years and who have given dedicated and loyal service, to the Home Secretary for the Award of the Special Constabulary Long Service Medal.

29.2 Bars to the Special Constabulary Medal are likewise awarded for each succeeding ten years of service i.e. 19 years, 29 years.

29.3 The Home Secretary approves the awards on behalf of Her Majesty the Queen.

30. Transferees (into Constabulary)

30.1 Transferees into the Constabulary will be considered on an individual basis and will be required to complete the relevant parts of the recruitment process.

30.2 Upon successful completion of the recruitment process, transferees may be required to attend the same induction training as a new recruit, subject to assessment by the Learning and Development department.

31. Unsatisfactory Attendance

31.1 All Special Constables are expected to perform a minimum of 16 hours of operational duty a month plus the required training elements detailed in [section 3](#). (Excluding officers mentioned in [section 26](#)) In certain circumstances it may be acceptable to allow a Special Constable to perform an average of 16 operational hours (plus training) over a period of six months but this will only be authorised by the Special Constabulary Chief Officer Team in consultation with the Specials, Volunteers and Cadets Manager and will be considered on a case-by-case basis.

31.2 The Specials and Volunteers team will provide a quarterly report to Special Superintendents detailing area performance.

31.3 Supervisors are expected to carry out a monthly check of their staff via Duty Sheet to ensure the officers they manage are performing this minimum.

- 31.4 When it is noted that an officer has not performed their minimum duty hours for a period of one month, their supervisor should make verbal contact to try to ascertain any possible reasons why the officer has not been able to perform their duties. A duty plan will be agreed between the Supervisor and the Officer concerned. ([Flowchart guidance](#)).
- 31.5 If after two months the Officer has not performed the minimum requirements their Supervisor will make further contact to arrange a face to face meeting with the Officer to discuss their minimum hours.
- 31.6 If after three months, the officer has still not been performing their minimum duty hours, the supervisor must send [letter 1](#) and advise the Specials and Volunteers Team who will update duty sheet.
- 31.7 If after 14 days from letter 1 being sent the officer has not responded to either the Specials, Volunteers & Cadets Manager or the Specials Supervisor, [a second letter](#) will be sent from the Specials, Volunteers and Cadets team.
- 31.8 If after 14 days from letter 2 being sent the officer has not responded to either the Specials, Volunteers and Cadets Team or the Specials Supervisor, a [third and final letter](#) will be sent from the Specials Chief Officer and the Specials, Volunteers and Cadets Manager.
- 31.9 Exceptions may be made in certain circumstances where it is evident that an officer has legitimate reasons for not having completed their minimum duty hours. These situations will be considered by the Area Special Superintendent and line supervisor on a case-by-case basis and a duty plan developed to allow the officer to, if necessary, gradually work back up to the minimum duty hours. All duty plans created in these circumstances will be sent to the Specials, Volunteers and Cadets Manager for endorsement.
- 31.10 If the officer chooses to resign then the [resignation process](#) will be followed.
- 31.11 If the Officer refuses to make contact, then the Specials, Volunteers and Cadets Manager and area Superintendent will arrange for a home visit to collect all items of force property and the officer will be resigned from the Special Constabulary.

32. Performance/Misconduct

- 32.1 The Police (Conduct Regulations) 2012 relate to Special Constables as well as regular officers. Any public complaint or misconduct matter relating to special constables must be dealt with in accordance with the [Misconduct \(Police Officers\) policy](#).

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32.2 PSD should advise the Chief Officer/Deputy Chief Officer and Specials, Volunteers and Cadets Manager of all referrals made to them directly, involving a member of the Special Constabulary.

33. Barring and Advisory List

33.1 The Police [Barred and Advisory List](#) Regulations 2017 applies to all Special Constables and will impact on anyone who is subject to disciplinary proceeding/sanctions.

34. Health and Wellbeing

34.1 A Special Constable who is unable to perform their operational duties due to injury, ill health or any other health related issue should be referred to the Health & Wellbeing team ([Referral form](#)). The Chief Officer Team and the Specials, Volunteers and Cadets Manager must be informed so that a welfare plan can be put in place.

34.2 Each case will be considered on its own individual circumstances and where the officer is unable to return back to operational duties, and organisationally appropriate, then a non-operational role will be considered.

34.3 However, in circumstances where a return to full operational duties is unlikely and/or an alternative non-operational role is available, the Police Support Volunteer Scheme may be an alternative option and this should be discussed with the Special Constable concerned.

Appendix A – Notification of Pregnancy Form**Special Constabulary - Notification of Pregnancy**

Name _____

Address _____

Home Telephone Number _____

Mobile Number _____

Home Email _____

Preferred point of contact Home Phone / Mobile / Email

Station _____

Epaulette Number _____

Line Manager _____

Line Manger contact details _____

Weeks Pregnant _____

Expected Date of confinement _____

Signed:

Dated:

Please forward a copy of this form to HR including a copy of your Risk Assessment

Appendix B – Unsatisfactory Attendance Letter 1 Template

Name
 Address 1
 Address 2
 Town
 County
 Postcode

Your Ref:
 Our Ref

 Direct Dial:

 Date

Dear Name

I am writing further to our telephone discussion regarding/as I have been unable to contact you by telephone to discuss the limited number of duty hours that you have been able to carry out as a Special Constable/Sergeant/Inspector.

I am concerned to note that during the last month you were only able to undertake XX hours of duty, although you will be aware that the Volunteers Agreement that you have signed states that you will perform a minimum of 16 hours duty per month.

I am always happy to discuss this with you, and would ask you to please keep in regular contact with me so that we can work together to ensure you meet these minimum requirements.

I should point out that failure to do so, could ultimately lead to your services as a member of the Special Constabulary being dispensed with.

I look forward to seeing you performing duty soon.

Yours sincerely

CC. Specials, Volunteers and Cadets Manager

Appendix C – Unsatisfactory Attendance Letter 2 Template

Name
 Address 1
 Address 2
 Town
 County
 Postcode

Your Ref:
 Our Ref:

 Direct Dial:

 Date

Dear Name

Further to recent correspondence dated xx/xx/xxxx from your line manager, Special/Sgt/Insp/Supt XXXXX, you have yet to respond to discuss your absence.

According to our records, the last time you performed training/duties as a Special Constable/Sergeant/Inspector; was over three months ago.

We have tried to contact you on a number of occasions, to check on your well-being and offer to discuss any issues with you, which may be preventing you from carrying out your duties.

Please could you get in touch within the next seven days; by either, phone, post or email to confirm your current status and intentions in terms of your Special Constabulary post. I would remind you that failure to do so, could ultimately lead to your services as a member of the Special Constabulary being dispensed with.

If you have any concerns, or a change of circumstance is affecting you, or if you would prefer to talk to someone, in complete confidence, within Human Resources; please contact them on 01473 613720.

Yours sincerely

Specials, Volunteers and Cadets Manager

CC. Special Superintendent

Appendix D – Unsatisfactory Attendance Letter 3 Template

Name
 Address 1
 Address 3
 Town
 County
 Postcode

Your Ref:
 Our Ref:
 Direct Dial:
 Date

Dear

According to our records, the last time you performed training/duties as a Special Constable/Sergeant/Inspector; was over six months ago.

I have been informed that your line supervisor has attempted to contact you on a number of occasions, and to date has received no response.

As we have not been notified of any pre-arranged periods of leave of absence by your direct line supervisor and you have not responded to any requests for contact, we can only conclude that you no longer wish to continue active duty for the Special Constabulary.

May we remind you of the Voluntary Agreement Form you signed on becoming a Special, agreeing to carry out your duties on a regular basis.

[This sentence is to be removed for those who joined prior to Voluntary Agreement forms being introduced]

If we do not hear from you within the next 14 days, we will take this as confirmation of your decision to leave the Special Constabulary, ultimately leading to your termination of service. Further arrangements will be made for the collection of your warrant card and equipment.

If you have any queries or concerns you wish to discuss further, please do not hesitate to contact us on 01473 613720.

Yours sincerely

Specials, Volunteers and Cadets Manager

CC. Special Superintendent