



Special Constabulary Policy (1122/2025)

Abstract

This policy sets out a clear structure for the Special Constabulary including the process and management that reflects the unique nature of this volunteer role.

Policy

1. Introduction

1.1 Sussex Police recognise that there is scope to use warranted volunteers to help deliver a quality service to the community of Sussex and enhance the Force's performance. This policy and the associated procedures are required to ensure the effective utilisation of the Special Constabulary by;

- Identifying the distinctive role and ethos: this will enable Sussex Police to manage the Special Constabulary effectively and efficiently.
- Ensuring that there is a consistent approach across the Force with regard to effective management and deployment of the Special Constabulary.

2. Scope

2.1 This policy provides a comprehensive framework for the recruitment, retention, training, management and deployment of Special Constables (SC).

3. Statement

3.1 Sussex Police is committed to having a Special Constabulary that is active, capable, supported and cost effective. The Force recognises that volunteer officers enhance our service by supporting policing in Sussex. The Force vision is to have a Special Constabulary that fully supports the operational policing delivery plan, supporting Force and local priorities whilst being effectively embedded in regular operational policing.

3.2 Sussex Police recognises the benefit of a diverse and representative workforce and is committed to promoting equality and ensuring every individual is treated with dignity and respect. Sussex Police actively promote equality, fairness and respect for all police officers and police staff, to enable all individuals to reach their full potential and to recruit and retain a workforce that reflects the diversity of the communities it serves. For more information, please refer to the Equality, Diversity and Inclusion Policy (Surrey and Sussex) (193) and Sussex Police Equality and Diversity.

All individuals have the right to work in a safe, healthy, fair and supportive environment free from any form of discrimination or victimisation due to their protected characteristics and the supporting procedures will ensure there is a mechanism in place for dealing with all issues raised in a sympathetic, consistent and timely manner. All Sussex Police

policies are applicable to all officers and staff, regardless of their personal characteristics or identity.

Sussex Police are aware of the impact and harm to our officers of assaults, racism and hate speech.

It is important that both the management and culture around reporting offences changes, and the Force's 7-Point Plan is adopted in order to provide a consistent approach to the investigation of assaults and hate crimes on police officers (including Special Constables) police staff and Police Support Volunteers (PSVs). The overall perception must be that being assaulted or abused is NOT 'part of the job'. Please refer to the Investigation of Assaults and Hate Crimes on Police Officers, Police Staff and Volunteers whilst on Duty Policy (Surrey and Sussex) (903).

3.3 Sussex Special Constabulary take best practice from the Special Constabulary Policy Manual for Force Practitioners 2024 (SCPM). This manual is aimed at those in force whose roles involve the specific engagement of the SC. As a rule, the manual is updated every 18-24 months in order to assess and reflect changes in policing and the Special Constabulary Policy. The manual is stored on the SC Knowledge Hub. Pages references to the SCPM have been included where best practice has been referred.

Procedure

1. Special Constabulary

1.1 The Special Constabulary comprises a force of trained volunteers who provide a valuable link between the police and the local community. A SC in Sussex Police has exactly the same powers and authority as a regular officer, and they are a visible sign of the partnership between the public and the police and volunteer their time freely supporting with a variety of police duties. If a SC is involved in an incident that falls outside of the role, they will recognise this and request the appropriate assistance. It is important to engage with the SC Special Sergeant (SC S/Sgt) with regards to welfare, wellbeing, training and development opportunities. The Operational Head of the Special Constabulary and Citizens in Policing Manager sends out regular update bulletins, these contain important information and are sent to officer's police email accounts and Teams accounts.

1.2 SCs make a unique contribution to make to all aspects of policing; they are a visible presence on our streets working alongside their colleagues to tackle issues and respond to incidents locally and they are also a key link with the communities in which they work and serve.

Governance of the Special Constabulary

The Governance of the Special Constabulary are detailed as follows:

- The Board led by the Assistant Chief Constable of Neighbourhood Policing will be responsible for monitoring the policy.

- Post IP, it is the SC S/Sgt responsibility along with any other nominated line manager, to welcome and induct the individual to the Division. Where possible Neighbourhood Inspectors should also meet and greet the new starters.
- After the posting decision has been made, a SC is a deployable resource for the District Commander and should be managed locally by a SC S/Sgt, and whilst on operational duties by the on-duty police Sergeant of the team they are working alongside. The SC S/Sgt is responsible for supporting the individual's welfare, attendance and development. SCs should be fully integrated with their policing team.

2. Introduction to the Sussex Police Special Constabulary

2.1 The core role / aim of the Special Constabulary is to provide 'added value' support to the regular police service by visibly and positively engaging with the local community. The Special Constabulary is usually aligned to Neighbourhood Policing Teams (NPT) and Neighbourhood Response Teams (NRT). However, SCs can also work within agreed specialisms.

2.2 SCs will:

- Fulfil the duties of a police officer in line with their training.
- Uphold the principles set out by the Code of Ethics.
- Acquaint themselves with the geography and community of the Divisions in which they serve and the policing objectives of that Division.
- Maintain and develop a working knowledge of law and police procedures.
- Apply sound judgement in exercising their powers in line with the Code of Ethics.
- Maintain a minimum commitment of 16 operational hours per month.
- Ensure College Learn training packages are kept up to date.

2.3 The full role profile of a SC is available on the Special Constabulary Teams Page also by following this link [Special Constable Role Profile](#)

3. Recruitment, Selection and training

3.1 Recruitment

Shared Business Services (SBS) oversee recruitment for SCs.

3.2 All applicants for the role of SC are required to complete an online assessment form and are recruited in the same way as regular officers and police staff.

- Be aged 18 years or over when applying. There is no upper age limit.
- All applicants will undertake a skills test which will assess the candidate's maths and English level. Candidates will need to achieve Level 2 (GCSE standard). If the candidate holds maths and/or English GCSE (A*-C 9-4) or equivalent level 2 qualification, they will then be able to bypass the relevant assessment.
- All candidates must have lived in the UK for three continuous years, immediately prior to application.

- Have leave to enter or leave to remain and work in the UK for an indefinite period.
- Not be a current or previous member of a proscribed terrorist.
- Be able to volunteer at least 16 hours a month.
- Not have any tattoos which can be seen as discriminatory, violent, or intimidating or could be offensive.
- Not have 6 penalty points or more on a driving license (a driving licence is not needed to apply).

3.3 Please note certain occupations can preclude an individual becoming a SC. This is outlined in section 4.

4. Ineligible Occupations

4.1 Certain occupations preclude individuals from becoming a SC. This is due to the potential to abuse the powers of a police officer on or off duty. Some roles have a conflict of interest with the role of SC. All decisions are made by the Joint Force Vetting Unit (JFVU).

4.2

1. Occupations where staff are ineligible to be appointed as SCs: Please note this list is not exhaustive and all occupations will be considered by the JFVU:

- Neighbourhood and street wardens and other uniformed patrol wardens.
- Traffic wardens, civil enforcement officers and school crossing patrols.
- Highways Agency Traffic Officers employed in an “on-road” or “off-road” capacity (and traffic officers who are employed by other organisations, such as vehicle and operators services agency).
- Police Community Support Officers (PCSOs) and community support volunteers.
- Police and Crime Commissioners.
- Members of employers’ police forces and private constabularies.
- Barristers, magistrates, solicitors, judges, justices’ clerks, clerks to courts, and all Crown Prosecution Services (CPS) employees
- National Crime Agency staff designated with immigration officer and/or HM Revenue and Customs Officer powers.
- UK Border Force Immigration Officers with powers to arrest.
- Serving members of HM Armed Forces.
- Members of the Royal Auxiliary Air Force.
- Royal Navy Auxiliary Service.
- The National Hospital Service Reserve.
- Member of the Fire Service, unless written permission is given by their Chief Officer.

- Probation officers.
- Youth Workers and Social Workers involved in administration of criminal law.
- Bailiffs, warrant officers, private detectives and inquiry agents.
- Custody escort officers.
- Anyone working for a security company including security personnel, guards and doorstaff.
- Employees of security organisations.
- Prison custody officers (Prison officers are eligible but with written permission from their Prison Governor).
- Persons taking an active part in politics.
- Customs officers.
- Transport network revenue protection inspectors.
- Local Authority field officers e.g. trading standards officers.
- Civilian enforcement officers.
- Vehicle removal officer.
- A local authority parking warden.
- Cash in transit guards and security.

2. Occupations where staff are eligible to be appointed subject to the agreement of their employer and at the discretion of the Chief Constable.

- Civilian staff employed by Sussex Police with designated powers (with the exception of PCSOs).
- Those employed in areas which bestow client privilege.
- Holders of premises licences, designated premises supervisors, holders of personal licences and licences of betting / gaming premises.
- Individuals working directly to Police and Crime Commissioners.

3. Occupations where staff are eligible to be appointed subject to careful scrutiny by the Chief Constable.

- Police Support Volunteers engaged by Sussex Police with designated powers.

5. Selection

5.1 For appointment to the role of Special Constable, candidates must meet the eligibility criteria and successfully complete the selection process as set by the College of Policing and Sussex Police.

5.2 Candidates will be assessed against Level 1 of the Competency and Values Framework (CVF) throughout the selection process.

5.3 Following the selection process, candidates must complete and pass vetting, medical, substance misuse, biometric vetting, fitness testing and references.

5.4 Vetting

Everyone in policing must maintain the highest and ethical standards and act with the upmost integrity. It is essential the public has confidence in vetting procedures and the force is able to identify any individuals who pose a risk to others, or those unsuitable to join the Force. Vetting is an integral part of the recruitment process. The Vetting Code of Practice can be found Vetting Code of Practice

All candidates applying to the SC are subject to vetting checks. Vetting should be taken in accordance with Vetting | College of Policing

5.5 It is the individual's responsibility to notify Sussex Police if they change their employer at any stage of their career or have a change of personal circumstances. All officers must submit a Change of Circumstances Form to JFVU. This is to ensure compliance with vetting and the eligibility criteria. Please refer to Joint Force Vetting Policy (Surrey and Sussex) (592) (Professional Standards Department (PSD) Risk Assessment Panel document). Passing the vetting process, forms part of the recruitment process, please refer to the Joint Force Vetting Policy (Surrey and Sussex) (592).

6. Fitness

6.1 Applicants to the Special Constabulary will undertake job-related fitness training (JRFT). SC are required to complete Officer Safety Training in order to perform their role. More information about the JRFT available on the College of Policing website <https://www.college.police.uk/support-forces/health-safety-welfare/job-related-fitness-standards>

6.2 Eligibility Criteria and Application Process for Police Staff to become a SC

Sussex Police encourage and support its staff members to become SCs. As above, there are roles determined through legislation that preclude a staff member from being a SC, e.g. PCSO.

6.3 If a member of police staff wishes to apply to become a SC, they must complete and consider the following:

- Apply via the recruitment section of the Sussex Police website.
- If a situation arises during the course of their paid employment which may result in a conflict of interest, they will immediately bring this to the attention of their supervisor.
- Understand that if they work in a critical role, e.g. communications, 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.

6.4 If a police staff member is appointed as a SC they will be given a completely separate IT personal account in respect of all IT systems, so it is clear in which capacity they are working. They will also have a separate Special Constabulary ID warrant card which should only be used when conducting themselves under the regulations of the Special Constabulary.

7. Process for a former police officer to become a Special Constable

7.1 Sussex Police welcomes retiring and resigning regular police officers into its Special Constabulary. However, there is no automatic entitlement for a former police officer to become a SC. In the event of a police officer retiring and considering returning as a SC, consideration will be given on a case-by-case basis for the officer to return to specialist teams / departments.

7.2 If a former police officer applies to join the Special Constabulary within 12 months, they will go through the same recruitment process.

7.3 The process will be the same for retiring / resigning officers applying from other police forces.

7.4 If a former police officer has left the police service for more than 12 months, they will be required to undergo the full application and selection process and may be required to attend a Foundation Training Course.

7.5 All former police officers who re-join the police Force as a SC must be attested as a SC regardless of their previous rank, and they will be issued with a warrant number.

7.6 Following a successful application, a training needs analysis (TNA) may be undertaken to determine the level of training required and this will depend on the officer's most recent role and their likely posting.

7.7 Driving authorisation may be retained following confirmation from the relevant department.

7.8 S/Sgts and S/Insp will not hold rank over regular officers. The Special's rank will not afford the officers any extra powers than those they already hold. Special Constable rank will not be recognised by regular officers in a normal operational environment, but it is asked that it is respected.

8. Transfers into Force

8.1 Applications from SCs from other Home Office forces are welcomed. Individuals are required to contact SBS for an application form. If successful, transferees will be asked to attend an interview at Sussex Police Headquarters in Lewes or virtually for a professional discussion. A TNA will be conducted.

8.2 Transferees must have IP status in the force they are transferring from and should have at least 12 months post IP experience and be consistent in voluntary hours. IP will not be automatically awarded to transferees.

8.3 If the candidate is successful at the interview stage and transferring from another Home Office force; they will undergo a full TNA by a Qualified Assessor to determine the level of training they will require in order to become a Sussex SC with IP status. If required a training plan will be created with a timeline to complete.

8.4 To ensure a consistent level of training, transferees from a non-Home Office force that has not completed the College of Policing SCLP syllabus will be required to complete our Specials Initial Foundation Training Program and the Specials Police Action

Checklist (PAC) List. More information outlining the transfer process can be found in the SCPM pages 39-43.

9. Training

9.1 Special Constabulary Initial Training Programme

New recruits are required to fully complete the Special Constabulary Initial Foundation Training Programme.

Part of the training also requires recruits to undertake the JRFT. All individuals must achieve the minimum required JRFT / Job Related Alternative Fitness Test (JRAFT) standard to complete the recruitment process. Please refer to Job Related Fitness Test Policy (Surrey and Sussex) (1140).

9.2 Attestation takes place at the start of training as set out in Section 29 of the Police Act 1996. SCs are attested by a magistrate and officers are presented with warrant cards. New recruits are given an input from PSD regarding use of warrant cards at the start of their training.

9.3 Prior to training there is a requirement to sign the Official Secrets Act – all officers, staff and volunteers are all bound by the Act which means it is an offence to disclose any restricted or sensitive information without lawful authority. The Data Protection Act 2018 applies to all staff.

Every member of Sussex Police must sign this Act upon joining the organisation.

Any protected, sensitive or restricted information obtained in the course of the SC role must not be disclosed without consent unless it is for a specific policing purpose. When an individual leaves the Force these Acts continue to apply. The sensitive nature of the work mean that breaches of these statutory duties could result in criminal proceedings.

The Information Management Team can provide guidance on the information which can be disclosed.

9.4 Training dates may include evenings and weekends, the exact days and times may change as Sussex Police develops its Initial Foundation Training Programme, taking into account, the changing needs of the public, the police service and the students. Exact dates and times will be provided prior to attending the programme.

9.5 Some recruits who have experience of recent operational policing (for example, former regular officers / SCs or SCs transferring from another force) may be exempt from certain aspects of the Initial Foundation Training, however, it is likely that the SC will be required to undertake some form of training. This will be reviewed on a case-by-case basis

9.6 Whilst undertaking Initial Foundation Training, students must comply with the following:

- Wear uniform.
- Wear ID Badges at all times in accordance with Identification Passes and Access to Police Premises Policy (Surrey and Sussex) (1135).

- Contact their trainers if they are unable to attend any of the training days.
- Have an acceptable level of behaviour in line with the Code of Ethics. Any unacceptable behaviour may result in the individual being asked to leave the course.

10. Post Foundation Training

10.1 Following successful completion of Initial Foundation Training, Recruits will be offered a first and second choice preference for their posting in a NPT.

10.2 Initial Posting

SCs will be given the opportunity to request 2 geographic preferences for placement. Although please note, while this request will be considered, posting will also be dependent on Force need.

On posting the SC will be managed by their S/Sgt, who will be responsible for the individual's performance and their Focus meetings.

10.3 Whilst non-IP, the SC S/Sgt in conjunction with the student Professional Development Assessor (PDA) will also be responsible for officers' performance and hours.

10.4 Local Single Point of Contacts (SPOCs), SC S/Sgt and District Commanders should be encouraged to meet with new recruits to engage and facilitate shifts.

10.5 Tutor / Assessors

After successful completion of initial foundation training, the assessment process for all non-IP officers will be managed by the Force Assessment & Verification Team.

10.6 Post Foundation Training

During their deployment they will work towards completion of the PAC and Direct Patrol Status (DPS). A liaison to assist PDAs, SC S/Sgts and non-IPs is available if requested. The time frame to achieve IP (DPS) is 18 months.

10.7 Welfare, focus meetings, integrity reviews and Divisional management of non-IPs will be managed by the SC S/Sgts.

11. Probation

11.1 SCs in Sussex will be expected to complete a probationary period which is the term used to describe the period of time taken to achieve IP status or full completion of their mandatory professional development.

11.2 A qualified Tutor Constable Assessor is required to assess the skills and competencies of the SC and make recommendations on whether they have the ability to achieve IP.

11.3 To achieve IP (DPS) status SCs are required to:

- Complete a minimum of 16 operational hours per month (on average).
- Attend and complete all the mandatory training (including College Learn).

- Maintain regular contact with their tutor / S/Sgt and PDA.
- Regularly submit work-based assessments to their PDA.
- Maintain a satisfactory and timely progress towards the completion of their work-based assessment portfolio.
- Students must adhere to guidance and rules provided to them by their PDA and other stake holders regarding submission of their work-based assessments. Students are not permitted to write their own witness testimonies.

11.4 The Internal Quality Assessor (IQA) will confirm that the PACS (Operational Competence Portfolio (OUP)) for IP (DPS) has been achieved by the officer. The officer's PDA will then send the officer's SC S/Sgt confirmation of DPS. The SC S/Sgt can then confirm the officer has shown continuous appropriate behaviours, knowledge and understanding to patrol independently.

Please note while the Forces transitions towards the new SCLP, there will be new terminology but for the purposes of this policy update IP will be used for the terms referring to officers needing to gain Independent Patrol
<https://www.college.police.uk/guidance/training-special-constables>.

11.5 On obtaining IP SCs have the opportunity to apply for their Basic Driving Assessment (BDA). Please refer to section 22 below for more information.

11.6 If a probationer SC does not meet the required standard during their probation period, they may be retired under the Special Constables Regulations 1965.

12. Extension to Achieving Independent Patrol

12.1 The probationers tutor or assigned supervisor, in consultation with the officers PDA or IQA will be required to extend the period of probation of the student in order to complete their portfolio of work-based assessments.

12.2 The students PDA, Special Constabulary and other stake holders the necessity for any extension.

13. Termination of Service

13.1 If a learner on the initial or pre-join course fails to meet the competency levels expected of them during their training or conducts them self in such a manner that is not compatible with the Code of Ethics or the Policing Principles, they may be asked leave the course.

13.2 If the SC fails to meet the competency levels in a timely manner to discharge the duties of a SC and following additional supported intervention, consideration must be given to terminating their services. Refer to

Attendance Management Policy (Surrey and Sussex) (950)

Performance and Gross Incompetence Management Policy (Surrey and Sussex) (1228)

14. Deployment to events whilst still non-IP

14.1 Special Constabulary Initial Training Programme

There may be occasions when Districts and Divisions need additional assistance to support local events and patrols. On such occasions, SCs who have not gained IP status could be requested. However, the following conditions must apply:

- The student must be near completion of their work-based assessment portfolio, have maintained mandatory hours during their time and have the support of their PDA or SC S/Sgt to attend such events.
- The event duty SPOC, event administrator or event requester must ensure that there is adequate supervision by a suitably trained officer for each student at all times, and that the supervising officer is aware of the limitations of the student and will task accordingly.

15. Ongoing Training

15.1 SCs must attend core mandatory police officer training in addition to their operational duty hours.

15.2 This includes the initial training, professional development attachment or training and the on-going mandatory training. Mandatory training includes two complete days combined Personal Safety Training (PST) and First Aid training. Please refer to the Public and Personal Safety Training and Equipment Policy (Surrey and Sussex) (586) for more information.

15.3 In addition, there may be mandatory training which the Force identifies via the Strategic Learning and Development Board (SLDB).

It is the responsibility of the SC to ensure that all mandatory courses (including College Learn) are completed and up-to-date. SC S/Sgt are required to ensure their team members complete all mandatory training in line with Force guidelines.

15.4 SCs will also be required to complete relevant e-learning packages as directed by the Force.

15.5 All SCs are required to meet and maintain a fitness level required for the role and must complete an annual JRFT. For further information refer to the following policies:

- Job Related Fitness Test Policy (Surrey and Sussex) (1140).
- Public and Personal Safety Training and Equipment Policy (Surrey and Sussex) (586).

16. Failure to Attend Training

16.1 The training of staff is a considerable expense and non-attendance by officers has a significant impact on the organisation. If a SC fails to attend the training required of them, without contacting the training provider with a suitable explanation, the matter will be drawn to the attention of their supervisor for management intervention.

16.2 Any officer who does not attend staff safety training within the specified 12 month period will be deemed as 'unfit for operational duties' and a report will be sent to their regular supervisor and SC S/Sgt who will decide what action needs to be taken.

16.3 All information regarding expiration dates for staff safety are contained on SAP (which is a mandatory recording system administered by Central Admin Team (CAT) and HR).

17. Operational Powers

17.1 SCs have full policing powers which means they can legally exercise throughout England and Wales.

17.2 Public Emergency and Volunteering for Duty

The Special Constabulary can be called upon to help police during times of public emergency or to volunteer for duty at other times when required.

17.3 SCs are volunteers and cannot be compelled by law for duty. Employers cannot be mandated to provide paid time off for employees seeking to perform Special Constabulary duties in cases of emergency.

17.4 Where possible regular supervisors should identify, in advance, the days and times when SCs are required or, or can attend for duty considering their availability.

18. Tasking and deployment post IP

18.1 Sussex Police Commanders have responsibility for ensuring that the Special Constabulary is fully integrated with the regular Constabulary and utilised to its maximum potential.

18.2 Effective integration can be demonstrated by:

- Involving the SCs in solving identified Divisional or Force objectives.
- Recognising the unique community involvement that the Special Constabulary represents.
- Make SCs feel valued as members of the Sussex policing family.

18.3 The demands made on the Special Constabulary must be realistic and should therefore be set within a framework of attainable objectives.

18.4 The primary tasks to be undertaken by SCs fall within the following areas of responsibility:

- Attendance at the initial scene of incidents.
- Crime reduction activities.
- Providing public reassurance.
- Reducing anti-social behaviour.
- Supporting with anti-drink driving and vehicle checks.

18.5 Whilst SCs are primarily deployed locally, they will also be given the opportunity to be involved in specific Force and national initiatives. These initiatives give the SCs a chance to work together and to make a valuable contribution towards meeting Force strategic needs and national key theme areas.

18.6 Upon achieving IP, Specials will be encouraged to continually develop their career as a Special and where appropriate seek additional training including online with their role, of which courses may be reviewed on a case-by-case basis.

18.7 Upon completion of the PAC list, the Special Constabulary will be aligned with Divisional teams and will therefore be tasked and deployed in accordance with officers on such teams.

18.8 SCs will be assigned a SC S/Sgt who will be responsible for their welfare and development. However, this may differ from operational supervision as this will be the supervisor on duty when they perform a shift. There will also be a nominated regular Inspector who will be their second line supervisor, alongside monitoring workload through Power BI.

18.9 SCs should not go out on patrol until they have been fully briefed and tasked by the SC S/Sgt, Event SPOC, regular Sergeant or regular Inspector.

18.10 Even though a SC may have attained IP status, it is recognised that their policing training or experience is often much reduced compared to that of their regular counterpart. To that end, wherever possible, SCs should be crewed with a regular officer. This will ensure that they are provided with ongoing informal training in the wide-ranging aspects of policing.

19. Duty and Event Planning

19.1 During Initial Training SCs will book pre-planned shifts via the Duty Sheet or via their coach / mentor / assessor.

19.2 If a SC cannot attend a shift, they must make every effort to inform the relevant supervisor of their non-attendance.

19.3 Districts are expected to utilise the pre – planned event process on Duty Sheet to maximise the use of SCs for activities within their district, e.g., warrants, operations etc.

19.4 Force planning teams are expected to engage SCs in Force events, by using the Duty Sheet.

19.5 Failure to turn up for planned attendance without explanation will result in follow up calls from a SC S/Sgt.

20. Contingency Planning

20.1 The Special Constabulary can provide a valuable support in times of crisis or emergency, particularly when regular officers are abstracted for other duties.

20.2 The Duty Sheet system provides the Force with the ability to call out SCs via personal email, Force email or a texting service. As a general rule, only email call outs will be used, due to the cost implications of texting. However, in a Force emergency the texting service can be utilised.

20.3 Divisional Commanders should ensure that the Special Constabulary is included in business continuity and contingency plans for their Division and that a robust call-out system is in place should the need arise to call them to duty at short notice.

20.4 In the event of a major emergency, call out will be coordinated by HQ Emergency and Operations Planning Team.

20.5 In support of this the district single points of SPOCs must ensure that contact details for all SCs are kept up to date via the Duty Sheet and SAP. Primarily it is the SCs responsibility to ensure their details are current.

21. Transfers between Divisions or Districts

21.1 Any officer within the Special Constabulary may apply in writing for a transfer to another station; however, decisions to transfer will be primarily made on business needs rather than personal preference. All requests should be submitted in writing to the Head of Special Constabulary, copied to the SC DS to approve the transfer.

21.2 When considering a transfer request, the following should be taken into account:

- Legitimate reasons for transfer.
- If appropriate to the circumstances, whether remedial action has been taken as an alternative to transfer.
- Whether the transfer request is reasonable and justifiable.
- The financial implications of such a request.
- Preferred start date.

21.3 Following approval of the transfer by both parties, MINT, SAP (mandatory system) and the secondary booking on system for SCs called Duty Sheet must be updated via the SC DS. The approver from the initial district should contact the SC DS of the new district to inform them of the transfer.

22. Driving

22.1 SCs may be authorised to drive police owned or insured vehicles to maximise their ability to deliver a neighbourhood policing service. Refer to the Police Driving Policy (Surrey and Sussex) (616) and The Use and Safeguarding of Police Vehicles and Non-police Vehicles for Policing Business Policy (Surrey and Sussex) (1000) for further information.

22.2 SCs will be able to apply for additional driving courses that are required for their role. These courses reviewed on an individual basis and will be promoted to all officers eligible to apply:

- Must have IP.
- Have at least 12 months operational experience after obtaining IP.
- Have maintained minimum hours.
- Have no College Learn packages outstanding at the point of application.

22.3 The SC Leadership Team has the right to withdraw the offer of a course to an officer if hours are not maintained and College Learn Courses are not completed. Officers are encouraged to speak to SC S/Sgt about any issues regarding hours and courses prior to this decision being taken.

23. Using Controlled Energy Devices CED / Firearms

23.1 CEDs such as Taser are not routinely issued to SC. However, a change in legislation now permits experienced SC to undertake the required training needed to be deployed with Taser on operational duty. To be eligible a SC must:

- Have achieved IP.
- Have completed 12 months as a SC since achieving IP.
- Have completed 200 hours since achieving IP.
- Have completed 192 operational hours in the last 12 months at point of application.
- Have not taken a career break in the last 12 months.
- Have all mandatory College Learn Packages up to date at time of application.

23.2 Application Process:

1. SC must submit an application form (available on Duty Sheet). All applicants should be aware that the eye test requirement is an enhanced eye test. Dates for the eye test and Officer Safety Training should be added to the application form.
2. All application forms sent to the Citizens in Policing Manager.
3. Citizens in Policing Manager will seek endorsements from PSD, SC S/Sgt and regular supervisor for conflict sign off.
4. Once all the elements of the form are complete, the SC Leadership Team will endorse the application.
5. Final endorsement will be conducted by the Thematic Lead of the SC.
6. Successful SC will be notified that they will be offered a taser course and their details passed to the Taser instructors.
7. Course dates will be provided for the SC to choose an allocation.

23.3 SCs who meet the above criteria, undertake the same robust training as regular officers. If they pass the course a SC will be issued with a Taser. It is suggested that officers are members of the Police Federation as this offers additional protections and professional support for SCs who deploy with Taser as part of their role.

24. Non-operational Procedures

24.1 Warrant Cards

All SCs are issued with a warrant card. The warrant card is evidence of the holder's status as a SC.

24.2 SCs are required to carry their warrant card at all times whilst on police premises and display it when inside police premises. Whilst officially 'off duty', a SC can put themselves 'on duty' in order to deal with an incident. However, this should only be in exceptional circumstances, for example to ensure their own personal welfare and safety or that of anyone else present.

24.3 Unauthorised possession, use, retention, alteration, destruction or the transfer to another person of a warrant card are all criminal offences.

24.4 Warrant cards and Airwave set must be surrendered and returned to their SC S/Sgt when:

- A SC takes a Leave of absence of up to 12 months.
- A SC is suspended.
- On leaving the Special Constabulary

24.5 Each SC is responsible for the safe keeping of their warrant card. Should it become lost, stolen or damaged the SC must immediately notify their regular line manager and reception at HQ (during office hours) who can block the cards access to police buildings. Out of hours you should report to the IT Service Desk in Sussex. See Identification Passes and Access to Police Premises Policy (Surrey and Sussex) (1135). All officers must complete a report via the Security and Beach Reporting (SABR) tool.

25. Uniform and Standards of Appearance

25.1 Sussex Police require all of their personnel to portray a professional and corporate image to the public and the community it serves.

25.2 The individual SC is responsible for ensuring they are dressed appropriately and that they represent Sussex in the highest of standards. Refer to the Uniform Policy (Surrey and Sussex) (1219).

26. Equipment

26.1 All members of the Special Constabulary must store their Personal Protective Equipment (PPE) at their assigned police station and under no circumstances must PPE be taken home.

26.2 Where no lockers are available, other arrangements to secure the equipment at the police station must be made by the officer concerned in consultation with their SC S/Sgt.

27. Recovery of Uniform and Equipment

27.1 At all times, all property issued to any officers, including SCs, remains the property of Sussex Police.

27.2 Should a SC retire, resign or be terminated from service, then all articles of clothing, equipment, (including serial numbered items), warrant cards and security passes must be handed to their SC S/Sgt or Citizens in Police Manager who must ensure that all items are recovered. All equipment should be returned at point of leave and within 4 weeks of the date of leaving.

27.3 If a SC fails to attend duty or contact their SC S/Sgt after a period of 3 months then the SC S/Sgt should make every effort to recover the warrant card and uniform.

Uniform stores are responsible for ensuring that SCs are included in any new issue of equipment, uniform and appointments. If a SC subsequently joins the regular Force, they

are not required to send back their uniform but should attend stores with all of their kit which will then be reissued. The Airwave set will need to be reprogrammed.

28. Boot Allowance

28.1 As per Home Office guidelines, SCs are required to purchase their own suitable footwear to the value of £50. Boot allowance can only be claimed by a SC once they have passed their initial training course

28.2 Where footwear has been damaged beyond repair during the course of duty, consideration will be given for replacement footwear. If this occurs, the officer concerned is to submit a report outlining the circumstances and to request replacement.

Authorisation is required from the SC S/Sgt and the individual will be entitled to claim up to £50 – individuals must show and attach the receipt to their claim.

28.3 As a general guide, it is recommended that claims for replacement footwear (due to fair wear and tear) should be at least two years apart.

29. Booking On and Off Duty

29.1 SCs are required by Sussex Police to book on and off duty via their SAP account in line with Force policy. This is because SAP links to operational functions i.e., Airwave.

29.2 Sussex Police also has a secondary system called 'Duty Sheet' which allows individuals to pre plan shifts.

29.3 Once a SC books on to the Duty Sheet, line managers will be able to access their information. SCs should endeavour to give sufficient notice when selecting the shifts that they will be available for. This information should be placed on the Duty Sheet, thus enabling supervisors and SC S/Sgt to plan ahead and ensure that individuals are tasked accordingly.

29.4 A SC is deemed 'on duty' while;

- Patrolling or performing other duties as a SC Constable.
- Whilst not performing their SCs duties they come across an incident which necessitates them to exercise their powers as a SC. 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 should be submitted to the SCs line supervisor and SC S/Sgt.

29.5 Individual SCs are responsible for ensuring they are booked on and off duty. This is necessary to keep an accurate record of available resources and to ensure the safety of SCs.

29.6 SCs should also record their duty hours on the Duty Sheet and provide information regarding the activities they performed during their shift. Although there is no requirement to update the Duty Sheet at the end of their shift, it should be done as soon as practicable after the shift has been worked.

30. Focus Meetings and Future Focus Meetings (FFM)

30.1 Once the SC has achieved IP status, regular Inspectors, regular Sergeants and SC S/Sgt are responsible for the development of individuals and their performance should be reviewed annually via Focus meetings. It should be noted that SCs cannot request courses via the training panels if they do not have a Focus report.

30.2 As it will not always be possible to work with their respective SC, supervisors should consult with their peers and SC S/Sgt on a regular basis to discuss their individual SCs to enable them to compile information throughout the year to evidence individuals' work, skills and abilities.

30.3 Regular supervisors should inform their local SPOCs and SC S/Sgt of any good work and initiatives and if appropriate, their work can then be promoted for Force-Wide and national recognition.

30.4 It is important that the annual review includes action planning where development issues arise; this can then be used later as evidence in Unsatisfactory Performance Policy (UPP) procedures if appropriate. It should be noted that the SC S/Sgt / regular supervisor should not wait until the yearly review in cases of UPP.

30.5 SC S/Sgt should hold regular one to one meetings with their SCs to discuss their development, duty hours and mandatory training status.

30.6 Future Focus Meetings will give SCs the opportunity to talk about their future ambitions, e.g. progressing into ranked roles.

31. Performance / Conduct / Discipline and Unsatisfactory Performance

31.1 Special Constables are subject to Police Performance Regulations 2020 and the Police Conduct Regulations 2020.

31.2 SCs are appointed by, are under the direction and control of, and subject to dismissal by the Chief Constable of the Force. As SCs 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 2002 as amended and regulations enacted pursuant to it.

31.3 All officers of the Sussex Special Constabulary are expected to observe and abide by the Policing Principles and Standards of Professional Behaviour set out by the Code of Ethics and created by the College of Policing. These cover both on duty and off duty conduct.

For more information on the Policing Principles and Standards of Professional Behaviour please ask the S/Sgt, Interim Operational Head of the Special Constabulary, Thematic Lead of the Special Constabulary or Citizens in Policing Manager. The Policing Principles and Standards of Professional Behaviour will be covered during initial training.

If a situation arises where the Code of Ethics or any aspect of policing has been compromised by other officers or staff, individuals are encouraged to speak to their SC S/Sgt, Interim Operational Head of the Special Constabulary, Thematic Lead of the Special Constabulary or Citizens in Policing Manager. Refer to the Anti-Fraud, Bribery and Corruption Policy (Surrey and Sussex) (612) for information on reporting procedures.

32. Discipline and Code of Conduct

32.1 Police officer discipline applies to SCs in the same manner as regular officers.

32.2 As SCs have the same authority and bear the same responsibility as a regular police constable their level of discipline and conduct is expected to be the same as regulars.

32.3 SCs who are alleged to have breached the Code of Conduct will therefore be dealt with under the Police Conduct Regulations 2020

32.4 When circumstances allow, consideration should be given to the possibility of a supervisor inviting a SC to resign their position. However, as SCs are appointed by and are under the direction and control of the Chief Constable, they are subject to their dismissal.

33. Unsatisfactory Performance Policy (UPP)

33.1 SCs are subject to the UPP.

33.2 UPP is defined as 'an inability or failure to perform the duties of the role or rank they are currently undertaking to a satisfactory standard or level'.

33.3 There may be occasions when it is appropriate to invite SCs to resign from their post as an alternative to invoking the UPP.

33.4 A SC can be retired as an alternative to 'dismissal' or UPP under the Special Constables Regulations 1965 – Regulation 3 (2) I as an alternative to dismissal, where they have been remiss or negligent in the discharge of their duty or otherwise unfit for the same.

34 Code of Ethics – Policing Principles and Standards of Professional Behaviour

34.1 A new Code of Ethics was launched in January 2024. The Code reflects the challenges of modern-day policing and brings ethical decision-making to the forefront of policing. It replaces the previous 2014 version, reducing nine policing principles to three:

- Public Service.
- Courage.
- Respect and Empathy.

More information can be found [Code of Ethics | College of Policing](#)

35. Promotions

35.1 Introduction of the Rank Structure

In 2023, the rank structure was introduced to the Special Constabulary. The Special Constabulary remains under the operational command of regular and senior officers. The SC Rank structure:

- Special Constable.
- Special Sergeant (S/Sgt).
- Special Inspector (S/Insp).

- Deputy Chief Officer of the Special Constabulary.
- Chief Officer of the Special Constabulary.

35.2 Please note this is a staged process started with S/Sgts. The role of S/Insp and Deputy Chief Officer of the Special Constabulary will be brought into Force at a later date. The Special Constabulary will have an Interim Operational Head of the Special Constabulary who will continue to oversee the SC S/Sgts in a supportive capacity and will provide line management to them.

35.3 All ranks will be expected to complete 16 hours of operational hours per month as well as their additional ranked duties.

35.4 SC S/Sgts and SC S/Insp will not hold rank over regular officers. The Special's rank will not afford the officers any extra powers than those they already hold. Special Constable rank will not be recognised by regular officers in a normal operational environment, but it is asked that it is respected.

35.5 Application Process

Applications will be managed via Future Focus meetings. Prospective officers that apply are expected to have maintained regular volunteering hours prior to application.

35.6 Recruitment Process

All successful applicants will be invited to attend a face-to-face interview that will follow the Competency Values Framework (CVF) format and will have an operational scenario (this is based on the SC S/Sgt role profile).

35.7 Training and Work Based Assessments

It is essential that all ranked leadership roles have the skills and tools to support them in their duties. Training courses will be outlined for each different rank, and officers will also be required to complete work-based assessments (WBAs) as part of this process.

All roles will initially be in an acting capacity and officers will be confirmed substantive in rank once all the training has been completed and WBAs signed off to the expected standard.

36. Specialisms

36.1 There are a number of specialist posts which SCs can apply for, e.g. example Roads Policing Unit (RPU). This will be by way of a selection process advertised via Duty Sheet and application for these roles is made via Talentlink.

36.2 SCs posted into specialist roles must ensure that they maintain occupational competency in policing as they may be re-deployed back to NPT according to Force and Divisional needs.

36.3 Officers applying for specialisms must have IP and 12 months operational experience following IP being awarded. Officers should have maintained their hours and be up to date with their College Learn packages.

36.4 Officers who successfully apply for a specialism will need to submit a Change of Circumstance form to the JFVU. An officer cannot start in their new role until vetting have completed any additional vetting checks. Some roles may require an enhanced level of vetting, this will be communicated to the officer at the time of application, no posting will be granted until clearance is received.

37. Attachments to other Units / Departments

37.1 Attachments are for the learning and development of a SC within their current role or to equip them successfully to perform a future role, and to allow them to gain experience in areas of policing to which they may not yet have been exposed.

37.2 SCs are initially assigned to an appropriate team upon completion of their initial training.

37.3 Arrangements for attachments to other units should be organised locally between the respective department, the regular supervisor of the team they are aligned to and the SC S/Sgt.

37.4 There are no criteria governing eligibility for attachments but the SC line manager and named manager overseeing the attachment should satisfy themselves that the SC has the basic skills and knowledge to operate safely within the area of the attachment.

37.5 It is sometimes necessary to attach SCs from one Division or unit to another, on a temporary basis. SCs can go on attachments to assist with short term tasks but they must be authorised by the relevant districts and their SC S/Sgt.

37.6 The regular supervisor will confirm in writing to the SC, details of their attachments, the duties expected and the date of their return. An attachment may be extended or terminated at any time.

37.7 The SC will return to their previous posting unless they make a successful application to that department following an advertised vacancy. There are to be no ad hoc arrangements by the SC outside of this guidance.

38. Absence from Duty / Leave of Absence / Maternity / Career Breaks

38.1 The SC is an integral part of Sussex Police. SC are volunteers but hold full warranted powers of a Constable. SC are subjected to the same legislative regulations and national guidance as their regular colleagues. The national guidance is for SC to volunteer a minimum of 16 hours a month to the Force, but as volunteers, police forces have to consider flexibility around planned leave of absence (LOA) for Special Constables if they require it for a variety of reasons. Sussex Police Constabulary recognise that in order to retain individual members of the Special Constabulary longer term it may be necessary to allow individuals to take a LOA from their role.

38.2 A Special Constable requiring a substantial break from their duties can apply for a LOA of up to a maximum of 12 months, providing they meet the following criteria:

- They have completed their probationary period.
- Performance, conduct and attendance is regarded as satisfactory by their line manager.

- There are no discipline or complaint enquires being conducted.
- A LOA for longer than 12 months could potentially result in an officer having to attend a Foundation Course, due to operational skills and knowledge fading.

38.3 Any officer requesting a LOA should discuss this request with their SC S/Sgt. To request a LOA, the officer should complete a form and send it to their SC S/Sgt. Follow this link for the Leave of Absence Request Form.

38.4 The SC S/Sgt should negotiate a LOA time frame and then prior to the LOA a face-to-face meeting will take place at the officer's assigned police station. During this meeting, the officer is to bring all their police equipment, Mobile Data Terminals (MDTs), Airwave and any other equipment to the station for it to be locked away in their locker. No PPE is to be retained, and warrant cards are to be deactivated via Reception HQ and retained at the station. The locker key will remain with the SC S/Sgt for the duration on police premises.

38.5 All requests for LOA should be forwarded to both the Interim Operational Head of Special Constabulary and the Citizens in Policing Manager for oversight, along with the name of the SC S/Sgt manager within the Special Constabulary.

38.6 Officers considering a LOA must consider the following information prior to commencing a LOA:

I. Members of the SC are discouraged from acting in any way that would suggest they are on duty during a LOA, except where it would be reasonable to expect a good citizen to act.

II. Re-entry will be subject to vetting. A Change of Circumstance form will need to be submitted to the JFVU. Any integrity issues will be considered in the usual way with disciplinary action being taken if required.

III. Any conduct during the LOA which calls into question the individual's suitability to serve as a SC may result in action being taken under the relevant misconduct procedure.

IV. SC may be recalled from a LOA to address any issues relating to misconduct.

V. SC who absents themselves from the Sussex Special Constabulary without prior approval may be subject to discipline procedures or attendance management procedures under the UPP.

38.7 Keeping in Touch

Members of the SC on a LOA are expected to keep in touch on a regular basis. The SC S/Sgt will become the officers designated contact manager and contact should generally be every 3 months, and a record of this contact made and held on the officer's personal file. This contact can be conducted by telephone, in a social setting or by visiting the officer at home. The contact agreement form can be used to record agreements made with individuals about contact.

Members of the SC on a LOA must inform their contact manager of changes to contact details and any changes to their circumstances which may affect their return to duty.

If a member of the SC on a LOA decides not to return, they are required to notify their contact manager at the earliest opportunity. The contact manager will then arrange the resignation process to be completed.

If the contact manager leaves their role, they must pass the responsibility of keeping in touch to the SC Team who will appoint a new contact manager.

38.8 Return to Duty

Officers should contact their line manager to confirm their intention to return to duty 6 weeks before the proposed return date. Where an officer has been away for over 12 months, they must be re-vetted prior to their return.

Upon returning officers will require a TNA to review any training requirements for the officer to ensure they are up to date with legislations and procedure and instigate a suitable training action plan.

Prior to return to duty, mandatory training must be completed including College Learn packages, JRFT and first aid course.

If a member of the SC wishes to postpone their return date and extend their period on their LOA, they should set out their reasons in writing and send to their contact manager. Extensions will normally be approved provided the overall period of time does not exceed the maximum period of 12 months. The Operational Head of the Special Constabulary and Citizens in Policing Manager should be made aware of any requests.

38.9 Factors which may cause authorisation to be refused:

Granting of a LOA for non-IP Specials should ideally only be given in exceptional circumstances for example illness / injury and then this should be managed via Occupational Health in order not to prolong the pathway to becoming an IP Special. Recruit officers attending Foundation Training cannot request a LOA due to the strict timetable that the courses run.

LOA should not be granted to any Special who has current performance issues, however there may be exceptional circumstances where this may be necessary. Where this is the case, circumstances will need to be carefully considered on a case-by-case basis.

LOA should not be routinely granted for any Special who is not regularly maintaining their hours. Careful consideration will need to be given to the reason why hours are not being completed.

39. Absence due to Ill Health

39.1 If a SC is absent from planned duties due to ill health then it is their responsibility to make telephone contact with the SC S/Sgt / regular supervisor and inform them of their absence. Notes of any communication should be recorded on the contact agreement. Text messages and/or email is not acceptable, other than in exceptional circumstances.

The SC is encouraged to provide brief details on: -

- Symptoms and condition;

- Why the illness prevents them from completing a tour of duty;
- Whether the absence is caused by an accident or injury at work;
- Anticipated return to work day;
- Full details of any work commitments.

During the period of absence, the SC S/Sgt must maintain regular contact with the SC (frequency to be agreed between them) to gain an update of the condition and the expected return to work date. If the sickness absence continues then agreement may be sought from the SC to be referred to the Occupational Health and Wellbeing Service (OHWS) for a medical assessment of the condition and any action necessary to assist recovery and return to work. If the SC is absent due to ill health, then the Force will make reasonable workplace adjustments to assist officers with medical conditions to contribute effectively and deal with their sickness in a sensitive manner. It is imperative that in such situations the appropriate risk assessments are conducted and that OHWS have been notified.

Occupational Health referrals can be conducted by the SC S/Sgt / regular supervisor or the Citizens in Policing Manager with the consent of the SC.

When an officer is under Occupational Health and non-operational:

- The officer's uniform and kit must be kept in a locker at their station along with their MDT and airwave. Their locker key must be kept with regular supervisor.
- The officers warrant card will also be suspended, pending their return.

40. Maternity / Paternity / Adoption / Parental Leave

40.1 Please refer to the Parenting Leave Policy (Surrey and Sussex) (913)

41. Unauthorised Absence

41.1 There is no specific time limit regarding the initiation of formal action and each case needs to be assessed on its individual merit.

However, it is advised that if a SC has not worked for a period of three months or more, (and is not on maternity leave, career break) or where the SC S/Sgt / regular supervisor has exhausted all other avenues and attendance has failed to improve, then the SC S/Sgt should recommend to the regular manager the use of UPP proceedings.

42. Jury Service

42.1 Schedule 33 Section 321 of the Criminal Justice Act 2003 states that police officers, police staff and SCs are qualified to serve as jurors.

SCs must tell the court official at once if they know:

- The defendant.
- A witness.
- The Judge.

- An advocate.
- A Court Clerk; or
- A Court Usher.
- Have any other connection with the trial.

This may or may not exempt them from the case but will be subject to a judicial decision.

42.2 Public transport costs will be paid by the court. If a SC wishes to claim mileage / parking costs or use a taxi, then they must get permission from the court before doing so.

43. Court Duty

43.1 If a police employee is required to attend court as a SC, they will take special leave on SAP, and hence be paid for attending court. If a SC is court warned to attend court, they must confirm if they can attend with the Witness Care Officer.

43.2 The force recognises that officers could incur a loss of earnings, due to a court attendance. For individuals in this situation, officers can claim for this loss of earnings. The officer is required to produce a letter from the SC's workplace to confirm the amount of their loss of earnings. This payment will then be processed via an approved staff reimbursement form. Refer to Crown and Magistrates Court Attendance and Policing Policy (568).

44. SC Long Service Medal (LSM) and additional bars

44.1 Special Constables are eligible to receive long service medals (and sequent bar(s) to such medals) after having serviced for a Set period of time. These medals are administered by the Home Office.

44.2 The service threshold point at which SC are entitled to receive a long service medal is upon completing nine years' service. Since 11 March 2022, SC can be awarded long service bars every further five years, after having received their first SCLSM. Prior to March 2022, such bars were awarded every 10 years. These changes will not be backdated, and no bars issued retrospect.

45. Sick pay / Injury benefit for Special Constables / Loss of Earnings (Pensions and Sick Pay)

45.1 This issue is address by The Special Constables Regulations 1965 in Regulation 5.

45.2 SCs may in some circumstances be eligible to reclaim sick pay from Sussex Police. This refers to the reimbursement of lost remuneration from a SCs regular employment because of a temporary injury or disease contracted whilst on duty or when travelling home to duty or returning home from duty, through no fault of their own.

45.3 The Special Constables (Injury Benefit) Regulations 1987 makes provision for enhanced benefits in cases of death or total disablement resulting from an injury received by a SC in the execution of duty, similar to that made for members of police forces by the Police (Injury Benefit) Regulations 2006.

45.4 The granting of a pension for injuries sustained whilst 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.

45.5 SCs do not pay pension contributions. However, they are entitled to benefits in the event of death or permanent disablement as a result of an injury received without default in the execution of duty as a SC.

46. Injury on Duty

46.1 Please refer to the Injury and Accidents at Work Guidance Document

47. Pensions and Payments after death of a serving officer

47.1 This is covered in the SCPM on page 28.

48. Retirement of SCs

48.1 This is covered in the SCPM on pages 27-28. When a SC retires from Sussex Police, they will be offered the same exit process as a regular officer and will receive an invite to a private meeting with the Chief Constable, where they will be presented with a Certificate of Service and an official photograph will be taken and posted to their home address after the event.

49. Special Constable Legal Insurance Scheme (ARC)

49.1 The Special Constable' Legal Advice Service, administered by ARC legal assistance, provided by the Home Office provides SC with legal assistance and insurance. The national insurance scheme means police forces do not have to provide cover for SCs on an individual basis. Contact details for ARC Legal Assistance can be found in ARC Legal Assistance Policy Summary.

50. Police Federation – Membership and Representation

50.1 From 2022, SC can now become members of the Police Federation. Joining the Police Federation is free for Special Constables and membership affords officers extra support and guidance should it be required as part of their role as well as a range of offers and discounts. Please refer to the SCPM on page 28 for additional information.

51. Resignation / Leaving the Force

51.1 If a SC wishes to resign from their post, then they should inform their SC S/Sgt. Every effort should be made by the SC S/Sgt to retain the individual where appropriate; this may include a career break or temporary reduction in hours for an agreed period of time.

51.2 When a SC has left the organisation the leaver process will be adhered to.

51.3 All SC resignations are monitored via the Retention Boards.

51.4 All SCs who resign will be sent an exit interview form to complete.

51.5 The form is optional but will allow the Special Constabulary and the Force to gain feedback from the officer's experience in the Special Constabulary.

52. Expenses (Allowances, Mileage and Travelling Expenses)

52.1 SCs will be paid reasonable allowances and expenses for any travel expense they incur.

52.2 The current guidance on the payment of allowances and expenses is published in Home Office Guidance Special constables: expense and allowance rates.

52.3 All travel expenses and allowances relevant to SCs are outlined in Allowance Mileage and Travel Expenses and Special Constable Expenses Claim Electronic Form User Guide.

53. Tax Implications and Expenses

53.1 Please refer to Tax Implications and Expenses for more information.

54. Subsistence and Refreshment Allowance

54.1 In line with Home Office guidance SCs are entitled to claim either refreshment or subsistence allowances, provided that certain conditions have been met. Refer to the intranet for subsistence and refreshment allowance guidance.

55. Claiming Expenses

55.1 All SC expenses are claimed via the Special Constables Expense Claim form on Duty Sheet. This is downloadable on Duty Sheet. Claims above £250 require an authorisation form from the Interim Head of the Special Constabulary or a regular Inspector or above. SC must submit their bank details to Finance Operations to claim expenses.

56. Travel

56.1 Police officers and SCs can travel for free with some local bus companies if you are willing to assist in any situation requiring police assistance. It is important that you exercise discretion as to when to use this concession Full details can be found on the People Services Benefits Hub Travel - Free Bus Travel.

57. Business interests / secondary employment and political activity

57.1 Please refer to SCPM pages 34-35.

58. Hours of Duty and Working Time Directive (WTD)

58.1 The Working Time Regulations (WTR) came into effect on 1 October 1998 and were amended in 2003 and implements the European Working Time Directive (WTD) as well as parts of the Young Workers Directive.

58.2 In essence they:

- Protect the health of workers by restricting their hours of work.
- Protect the rights of those who are required to work beyond these hours.
- Apply to anyone who performs work for another party under a contract. This means that SCs are covered by the regulations.

58.3 This section gives a brief overview of the regulations and how they apply to SCs. The regulations provide protection in a number of ways as detailed below:

- Set a maximum average working week of 48 hours, excluding daily rest periods.
- Provide a rest period of not less than 11 consecutive hours in a 24 hour period.
- Provide an uninterrupted rest period of not less than 2 x 24 hour periods each 14 days.
- Entitle a worker, whose normal working time exceeds 4 hours, to a rest break.

58.4 As a SC, it is likely that your role with the Force is secondary. That is to say, SCs are also employed elsewhere on either a full or part time, paid or unpaid basis. This means that hours of work could exceed 48 hours on a regular basis.

58.5 The regulations allow SCs to work more than 48 hours per week provided they give their consent in writing. SCs will be asked to sign a waiver agreeing to this during their initial induction on the Foundation Course which will help ensure the Force complies with the legislation. SCs will also need to notify their other employers of the hours they work for the Special Constabulary. Follow this link for the Working Time Regulations form.

58.6 SCs must be given and take adequate rest breaks on a daily and weekly basis.

58.7 When SCs volunteer for duty every effort must be made by the SC themselves and their supervisor to comply with the specified rest periods.

58.8 SCs are expected to perform a minimum 16 operational hours a month or 96 hours over a 6-month rolling period. Operational policing is defined as:

“Those activities requiring the powers of a police constable to carry out the intended duty”.

The intent of this section is not to impose unreasonable restrictions, however, it is recognised that we have a duty to the public of Sussex, and to the officers themselves, to not allow fatigue to become a factor within operational policing and decision making.

58.9 As for regular officers, there should be a minimum rest period of 11 hours between consecutive operational policing duties; and in addition, between ANY duty in excess of 4 hours. SCs must ensure they inform their regular supervisor and SC DS of any shift they are proposing to do outside of this.

58.10 In considering the welfare of the individuals, Sussex Police would not expect a SC to work more than ten hours in any one shift, unless there are exceptional circumstances. WTR should be taken into account where appropriate, and the hours worked by each SC must be monitored by supervisors and managed accordingly. It is also the responsibility of each SC to manage their hours.

58.11 When making the decision to authorise working beyond ten hours, a regular Inspector should consider

- What the organisational need is to justify continue working.
- How many hours the SC has worked that day (in any job).
- How much rest the SC has had.

- When the SC is next required to work in any role and how much rest they would have had.
- What they are staying on to do (e.g., scene guard, driving, prisoner etc.).
- Health and Safety legislation.

58.12 In order to combat the cumulative effects of fatigue, there is a recommended maximum of 1,000 operational policing hours per year on a rolling basis. In addition to this recommendation, there is a limitation of 1,200 operational policing hours per year unless permission is granted, in writing, in exceptional circumstances by the individuals SC S/Sgt.

58.13 If a SC has opted in to the WTR, the hours worked in paid employment are added to the hours they volunteer as a SC and the combined figures count towards the 48 hours limit. Each employer must then consider the health and safety implications of an individual's total working hours.

58.14 European Union (EU) driver's regulations provide specific instruction in respect of how much rest a driver must have if their employment requires them to drive a vehicle exceeding 3.5 tonnes or the capability to carry 10 people or more including the driver.

58.15 The SC S/Sgt is responsible for monitoring hours completed each month from a monthly report generated from HR. More information regarding the WTR can be located in The Working Time Regulations (WTR).

59. Wellbeing

59.1 Benefits

SC are entitled to apply for the discounts and money saving benefits that are available to Sussex Police. Please note there are some exceptions, full details can be found on the Benefits hub.

59.2 Support - Employees and Volunteers Assistance Programme (EVAP)

Our EVAP is a free benefits service that is provided to all police officers, police staff, SCs and police support volunteers and is fully funded by Surrey and Sussex Police. The EVAP offers additional professional support and guidance for when things are challenging at work or home. Refer to - Employees and Volunteers Assistance Programme.

59.3 Sussex Police Charitable Trust

SCs are entitled to join the Sussex Police Charitable Trust which offers SCs and their family's confidential, independent support and guidance at times of need, hardship or distress.

59.4 Substance Misuse and Testing

If a SC is suffering from substance misuse, the Force will promote help and support to the individual. If a SC suspects that a colleague has substance issues, they are encouraged to report concerns regarding misuse. Please refer to the Substance Misuse and Testing Policy (Including Alcohol and Drugs) (1070).

60. Reward and Recognition

60.1 Awards – Local and National

For more information on local and national awards please refer to the intranet.

60.2 SC Service Pins

Service Pins are awarded recognising 3,6,12, 15, 18 and 25 years of service.

60.3 King's Police Medal (KPM)

See SCPM page 37.

61. Employer Supported Policing (ESP)

61.1 ESP has been described by the College of Policing (CoP) as “An effective partnership between employers, their staff and the police service to support SCs in their duties to increase public safety and confidence.”

61.2 ESP is an opportunity for employers to support neighbourhood policing and the benefits to the community in adopting the ESP scheme include:

- Increased direct engagement with local police.
- Increased reassurance due to more visible policing on the streets.
- Increased public confidence in the police.
- Greater resources for tackling crime and disorder, resulting in lower levels of crime and a higher sense of security.

The benefits to Sussex Police include:

- Supporting their local community.
- Staff development in terms of understanding the role of frontline officers.
- Improved staff morale and motivation.
- Improved recruitment and retention.
- Wider pool of available resources.
- Potential rise in public reassurance and satisfaction.
- Positive marketing opportunity.
- More integration with community and local businesses; and partnership working in accordance with Section 17 Crime and Disorder Act 1998.

61.3 The benefits to staff / SCs include:

- Personal development; enhanced skills.
- Training giving more back to the community.
- Fulfilment and improved relationships with their employer.

Sussex Police as an employer supports ESP and leave will be granted in accordance with the Employer Supported Policing Policy - Special Constables (Surrey and Sussex) (1204)

62. External ESP Schemes in Sussex

62.1 There are many companies, both nationally and locally, that support Sussex Police by affording their staff paid time to work as a SC. However, each company will have their own individual policies regarding the time a member of their staff will be permitted to work as a SC. The Sussex Police SC co-ordinator is tasked with promoting this scheme for Sussex SCs.

63. Social Media

63.1 SCs are required to ensure they comply with the Force's policy around social media. In particular users of social media should remove any personal information which could reveal their status as a Sussex Police employee or identify colleagues. Please refer to the Social Media Policy (1086) for more information.

Officers should not set up any social media account relating to their policing role without written permission from the Media and Communications Department.

64. Gifts, Gratuities and Hospitality

64.1 It is important to understand the restrictions for accepting gifts as the 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, Gratuities and Hospitality Policy (Surrey and Sussex) (1201).

65. Applying for Internal Vacancies

65.1 Members of the Special Constabulary are entitled to apply for roles advertised by Sussex Police as internal vacancies in the same way as paid employees.

Team: Local Policing Support Team