

WILTSHIRE POLICE FORCE PROCEDURE



Regulation 13 Equivalent – Special Constable Student Officers (SCSO)

Effective from: October 2020
Version: 1.0
Next Review Date: October 2023

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PROCEDURE OVERVIEW

The application of this procedure should be timely, open, fair and provide the Special Constable Student Officer (SCSO) with the opportunity to achieve the required standard, where appropriate.

Managers will need to have regard to other relevant policies and processes which would have an effect on the set of circumstances they are dealing with.

Each SCSO will have reviews during the Accompanied and Directed Patrol phase of their programme. These reviews will involve formally reporting on a SCSO's progress and performance at regular intervals to the CPT Inspector and into the SC working group.

Should managers become concerned regarding a SCSO's performance, attendance, conduct, examination results or behaviour, they should make early contact with the relevant Human Resources Officer and Force Training Supervisor.

An SCSO's competency is measured against the 10 National Occupational Standards (NOS) for a Police Constable, which are the National Common Minimum Standards set out by the College of Policing. Wiltshire Police strive for full integration of their Special Constabulary therefore the standards have been retained for SCSO's in line with PC's. These NOS are recorded in the Policing Professional Framework (Roles) compiled by Skills for Justice. SCSO's have a responsibility to progress through the standards, working with assessors and provide evidence of competency where and when required. Failure to progress through NOS without reasonable justification for this failure will constitute a performance issue.

GLOSSARY OF TERMS

Term	Meaning
SCSO	Special Constable Student Officers
SC	Special Constables
NOS	National Occupational Standards

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

Whilst not directly governed by the same policies, guidance will be taken from the below documents to ensure SC's are dealt with in accordance with PC's to ensure full integration:

The Police Regulations 2003

Conduct Regulations

National Occupational Standards

Force values and behaviours

AUTHORISED PROFESSIONAL PRACTICE AREAS ASSOCIATED WITH THIS PROCEDURE

There are no directly related areas of APP linked to this Policy.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this policy will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING and REVIEW

This policy will be reviewed in October 2023 by the People Services Department.

WHO TO CONTACT ABOUT THIS PROCEDURE

The People Services Centre

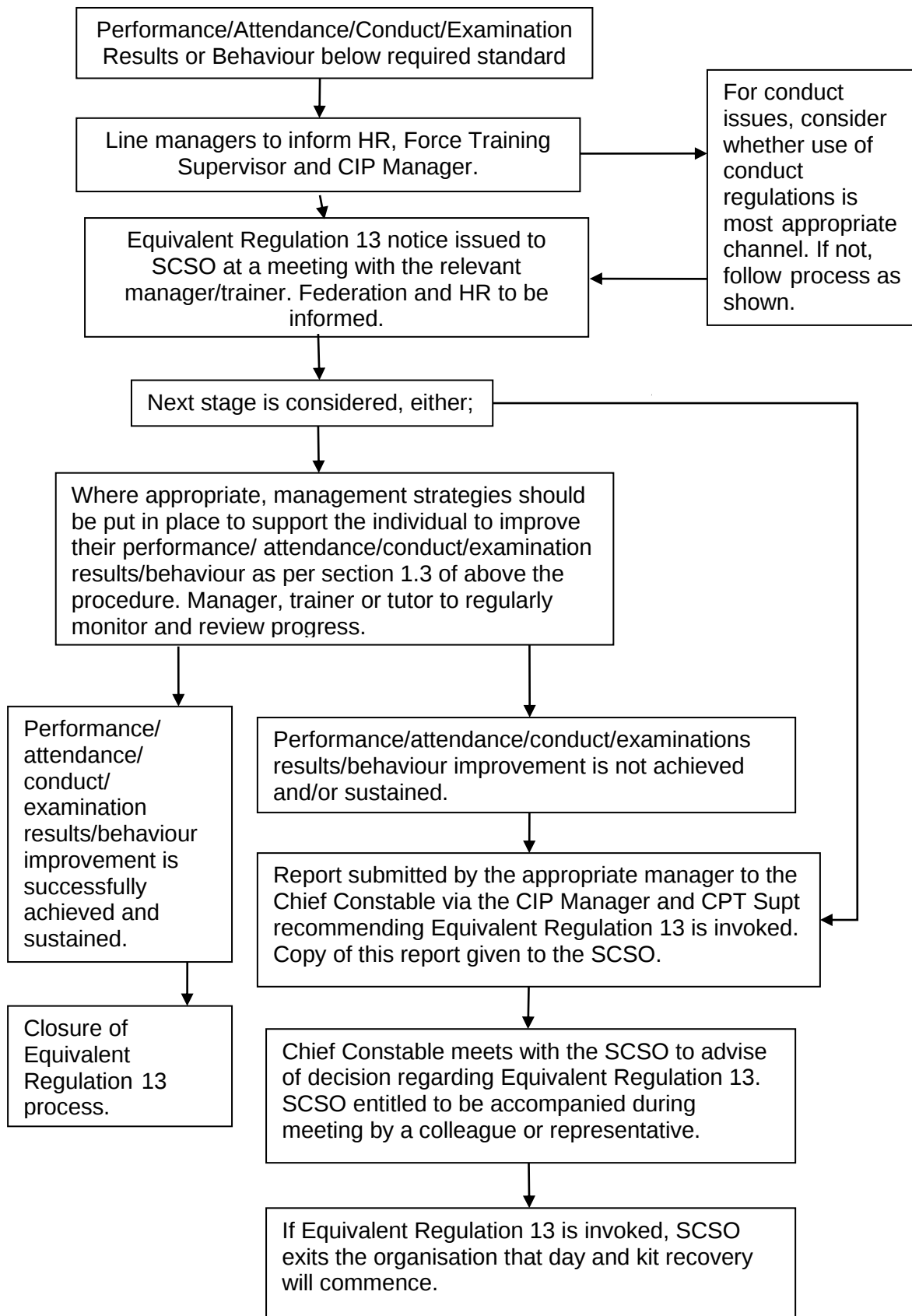
1. Regulation 13 Procedure - Performance, Attendance, Conduct, Examinations and Behaviour

- 1.1 When it is considered that an SCSO is not performing to the required standard in an area(s) relating to performance, attendance, examinations, or the SCSO is not complying with the Force's Values and Behaviours or the Standards of Professional Behaviour, the relevant manager should inform HR, the Force Training Supervisor and the Citizens in Policing (CIP) Manager. The SCSO's line manager will then need to meet with the SCSO to issue them with an Equivalent Regulation 13 Notice informing them of the area(s) that is not being demonstrated to the required standard which may result in their services being dispensed with under Equivalent Regulation 13. The Police Federation need to be informed that an Equivalent Regulation 13 notice has been issued.
- 1.2 All exams will have a pass mark of 44%. If the SCSO obtains a 43% or below mark for two examinations (including any re-sits), this procedure will be applied unless practical skills can be demonstrated through workbased assessments by trainers.
- 1.3 Where appropriate, management strategies should be put in place to support the individual to improve their performance/attendance/conduct/examination results/behaviour. Measures may include constructive feedback from line managers and/or tutors, documented action plans to demonstrate support and guidance, alternative assessment methods for examinations, consideration of training or refresher training if appropriate, consideration of health issues and reasonable adjustments. Any measures put in place should be the subject of regular monitoring and reviews by the line manager, trainer or tutor with the SCSO.
- 1.4 If improvement to the required standard is successfully achieved and sustained by the SCSO, this will result in closure of the Equivalent Regulation 13 process.
- 1.5 If improvement to the required standard is not achieved or sustained, or it is not deemed appropriate to implement management strategies, then a summary report will be submitted to the Chief Constable via the relevant CPT Superintendent and CIP Manager recommending Equivalent Regulation 13 be invoked. A copy of this report should also be given to the SCSO.
- 1.6 The Chief Constable will meet with the SCSO to advise of a decision regarding Equivalent Regulation 13. A Police Federation representative or a Special Constable Section Leader may accompany the SCSO to this meeting.
- 1.7 If Equivalent Regulation 13 is invoked, the SCSO will exit the organisation on that day and recovery of kit will commence.
- 1.8 Breaks during the initial training course will not be authorised. Should a period of two weeks or less be missed, it is at the discretion of the course trainer to authorise continued progress through the course. Every effort should be made to catch the SCSO up to the point of the rest of the class by the course trainers.

2. Monitoring

- 2.1 In order to maintain a standardised approach to the SCSO progress and provide an overall picture, the SC working group will regularly review SCSO cases.

Appendix 1: Procedure Flowchart:



DOCUMENT ADMINISTRATION

Ownership

Department Responsible: People Services
Procedure Owner / Author: Head of People Services / Jennifer HOLTON
Technical Author:
Senior Officer/Manager Sponsor: Director of People and Change

Revision History

Revision Date	Version	Summary of Changes

Approvals

This document requires the following approvals:

Name & Title	Date of Approval	Version
Force Policy Officer	05.10.2020	1.0
SC working group	01.10.2020	1.0
JNCC (Not required for all procedures)		

Distribution

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		

Diversity Impact Assessment

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the procedure.	☐ Yes ☐ No Date:
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Consultation

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
Police Federation		
SC Working Group		
Supt Phil Staynings – CPT Supt and CIP Lead		
Sue Gray – HR Manager		
Dave Sharp – Learning and Development		

Implications of the Procedure

Training Requirements

No requirement

IT Infrastructure

No requirement