



A guide to becoming a

Wiltshire Police Special

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Chief Officer Welcome

Assistant Chief Constable Debs Smith

Thank you for your interest in becoming a special constable with Wiltshire Police.

It is a unique volunteer role which gives you the opportunity to directly support the local community whilst building your own personal development.

Special constables are an integral part of the police force nationally, offering vital support to frontline policing, and here in Wiltshire they play a key role as part of our Community Policing Teams working alongside officers, staff and volunteers.

Valued members of our policing family, the contribution Specials make goes beyond the time they give and the resilience they offer. The skills and experience they bring from business and industry, along with local knowledge enriches our police Force and helps us to offer an improved service to the public of Wiltshire and Swindon.

Taking on any role in a voluntary capacity is a big commitment and special constables carry out the same role and have the same responsibility as a regular officer. It is a role that can provide massive personal rewards and give you the opportunity to develop your own skills, experience and qualifications.

I hope this brochure will give you further insight into the role of special constable, and the journey ahead should you decide to take your first steps on this path.

Whether you hope to gain experience, have a career in policing or you are taking on a long-term commitment to give back to your community, thank you.

As a special constable you can make a difference.



Special Constable Case Study

SPC Ben Manning

I joined Wiltshire Police in November 2018 becoming independent in December 2019, spending the first 14 months of my service at Trowbridge. I moved to Warminster in January this year.

I am a Project Manager by qualification and was working in such a role until May of this year. I'm now working as a Customer Experience Team Leader & Client Account Manager for a home furnishings company in Somerset. Alongside my day job and my work with Wiltshire Police, I am also a certified DoFE Assessor - assessing the award at all three levels.

My current and previous roles have allowed me to gain experience in people management and development, mentoring and coaching, and project performance, audit and analysis. All skills that I can use effectively to being of benefit to the Wiltshire Special Constabulary.

Despite having a relatively short service, I have been lucky enough to complete a significant number of operational hours and experience a wide variety of policing situations. I will also admit, I enjoy Traffic Duties, but anything proactive is very enjoyable.

This is an exciting time to be joining the Special Constabulary - if you have that interest and passion to make a difference in your local communities, please apply, join our team and be part of a volunteer role like no other.





Introduction to the Special Constabulary

Wiltshire Police recognises the valuable contribution volunteers bring to the Force. Volunteer police officers, who are known more commonly as special constables, are an integral part of the police force.

Specials come from all walks of life, business and industry. They volunteer their spare time for a minimum of 16 hours a month, have the same powers as regular police officers and wear the same uniform.

Special constables are highly trained and play an essential role in preventing, reducing and tackling crime and keeping the communities of Wiltshire safe.

In 2019, a new national Special Constabulary Strategy was launched. It sets out how police forces in England and Wales can use special constables to support their frontline services to the public.

The completion of the strategy enabled the College of Policing to develop a new learning programme for special constables. It underpins the new strategy and is based on the same learning provided to regular police constables.

The Special Constable Learning Programme has five phases:

- Phase 1 learning
- Accompanied Patrol Status
- Directed Patrol Status
- Phase 2 learning
- Qualified special constable

We are committed to continuing development of the Special Constabulary and look forward to announcing opportunities for officers to specialise in the future.

Your commitment

Special constables commit to giving a minimum of 16 hours a month to support and enhance the work of Wiltshire Police.

These 16 hours can include training and development.

As a special constable we ask that you commit to ongoing training and development, to upholding the values of Wiltshire Police, and that your volunteering with the Force and life at home and work reflects your role as an ambassador for Wiltshire Police.



per month to support and enhance the work of Wiltshire Police.

What can I expect from being a special constable?

- To be valued and appreciated
- To receive a high standard of training
- Uniform and equipment
- Professional development opportunities including training, the opportunity to specialise and be promoted
- To gain experience and transferable skills that enhances my CV
- To experience a variety of work
- To work alongside regular officers
- To be listened to
- To use my skills to enhance the work of the police
- To be recognised as part of the police force and police family
- To be recognised as a volunteer and thanked for my support and commitment



Code of Ethics

Whether at home, work or online, you need to consider whether your behaviour, in both your private and professional life, is of a standard that the public, your colleagues and the police force would expect from someone in a position of authority.

We expect all police officers, staff and volunteers to abide by the Standards of Professional Behaviour/Police Staff Code of Conduct in conjunction with the Code of Ethics, and special constables are no exception.

The Code of Ethics, produced by the College of Policing, outlines the national standards and professional behaviours for those who choose to work or volunteer in policing.

Here in Wiltshire, we follow these ten national standards:

1. Honesty and integrity

- I will be honest and act with integrity at all times and will not compromise or abuse my position.



2. Authority, respect and courtesy

- I will act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy. I will use my powers and authority lawfully and proportionately, and will respect the rights of all individuals.

3. Equality and diversity

- I will act with fairness and impartiality. I will not discriminate unlawfully or unfairly.



4. Use of force

- I will only use force as part of my role and responsibilities, and only to the extent that it is necessary, proportionate and reasonable in all the circumstances.

5. Orders and instructions

- I will, as a police officer, give and carry out lawful orders only, and will abide by Police Regulations. I will give reasonable instructions only and will follow all reasonable instructions.





6. Duties and responsibilities

- I will be diligent in the exercise of my duties and responsibilities.

7. Confidentiality

- I will treat information with respect, and access or disclose it only in the proper course of my duties.

8. Fitness for work

- I will ensure, when on duty or at work, that I am fit to carry out my responsibilities.

9. Conduct

- I will behave in a manner, whether on or off duty, which does not bring discredit on the police service or undermine public confidence in policing.

10. Challenging and reporting improper behaviour

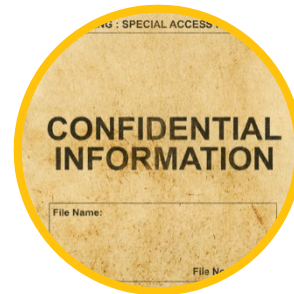
- I will report, challenge or take action against the conduct of colleagues which has fallen below the standards of professional behaviour

As a Special you carry out the same role as a regular officer. This means you have access to the same systems, the same information and the same people.

If you are thinking of becoming a special constable, you need to consider if you can uphold these standards of behaviour. If you cannot, the consequences will not only impact on your voluntary role, but other aspects of your life, including other careers and opportunities.

Misconduct may result in disciplinary action being taken, and depending upon the severity of the misconduct, could result in criminal charges.

If you cannot treat confidential information with respect, maintain professional boundaries, or always conduct yourself in an appropriate manner, please consider if this is the right voluntary role for you.





Recruitment Process

There's never been a better time to apply to become a special constable.

Our recruitment process allows you to find out more about the role and if you are eligible before you apply.

1. Online Registration and Eligibility

The recruitment process starts with online registration and eligibility.

If you pass this stage, you will be invited to complete an online behavioural styles questionnaire.

Candidates who are successful at this stage will then be invited to attend a Mandatory Information Event.

2. Mandatory Information Event

The information event gives you the chance to find out first-hand what it is like to be a special constable and you are encouraged to ask as many questions as you like.

At the end of the event, you will understand:

- the role of a special constable
- what is involved in the recruitment process and training
- the duties and responsibilities of being a special constable and our expectations of you.

Attendance at the information events are mandatory.

At the end of the event, you will be sent further information on how to proceed.



3. Assessments – Fitness Test, Group Discussion, and Verbal Tests

The next step is to complete certain assessments, which are usually held on a Saturday or Sunday.

Fitness Test - Do not be daunted by the name – it's more of a fitness check to ensure that you are physically capable of performing the role of a special constable. We test endurance through a fitness shuttle run, which is commonly known as the 'bleep test'. This will be six weeks after the induction event so if you are thinking of applying, you may want to start training.

Group Discussion - You will be given a period of time to read a scenario, before being asked to contribute in a group discussion to identify problem solving solutions. This discussion will be assessed by independent interviewers who will be reviewing your communications style and problem-solving ability.

Verbal Tests - You will be given two tests; a verbal usage test and verbal logical test. You will be required to read the questions and use an answer sheet to mark down your response. These tests must be completed within a specific timeframe.

If you are successful, you will be given a conditional offer and invited to join the Wiltshire Special Constabulary. Please note, **the offer is conditional on passing the vetting process.**

4. Vetting

We will ask you to complete a form so we can carry out security checks. We will check your financial status and ask all your previous employers in the last five years for references.

5. Medical appointment

Our dedicated occupational health nurses will meet face to face with you to go through the necessary initial medical assessment to ensure you're fit for the role.

6. Identification verification

We will ask you to bring in two forms of identification (ID), one of which must be a photographic ID such as passport or driving licence.

7. Drug and alcohol test

A few strands of hair are taken and tested for traces of any drugs then a breath sample is taken to analyse for alcohol.

8. Biometric vetting

A mouth swab will be used to take your DNA and your fingerprints will be taken.

We will arrange a time for you to come in for identification verification, drug and alcohol tests and biometric vetting



Training

If you are successful with the assessments and at vetting, you will be booked on one of our training programmes to start when it is convenient for you.

Phase 1

Introduction evening

The induction evening is your first opportunity to meet your new colleagues, and the staff who will lead on your training.

During the evening you will learn what is expected from you during the training and what you can expect from your trainers.

You will also be given your timetable, student ID and vehicle pass.

Initial training

A blended learning programme which includes online self-learning, webinars and classroom training. Training runs over an eighteen-week period, which includes weekday evenings and weekends (note leave will be built into this).

The initial learning phase will provide the theoretical knowledge and understanding of practical skills and behaviours needed for a new special constable to conduct a safe and lawful accompanied patrol.

You will be assessed appropriately before you can go out on patrol with an experienced officer to gain practical experience of what you have been learning.

During this phase you will also receive personal safety training.

Accompanied Patrol Status

On successful completion of phase one learning (and personal safety training) you will be deployed to Community Policing Teams across Wiltshire and Swindon to begin operating at Accompanied Patrol Status (APS). This is the stage of professional development at which you go out on patrol with an experienced officer. During this time, you will demonstrate basic operational skills in a safe and lawful manner.

At the beginning of this phase, you would be expected to mostly observe real incidents as your experienced colleagues handle them.

As you gain more exposure and confidence, you will begin to apply and demonstrate basic policing skills from phase one learning under direct observation.



Directed Patrol Status

On accompanied patrol you have the opportunity to demonstrate competence in your role. You will be expected to collect evidence of your competence in an operational competence portfolio. This will be assessed by a tutor to determine if you can carry out your role with a degree of independence, safety and lawfully under supervision. Once evidence has been gathered against all relevant assessment criteria you will reach Directed Patrol Status (DPS), unique to the Special Constabulary.

While DPS indicates an assessed level of competence, it does not equip you to be fully independent, you will only be deployed in a supervised or managed environment on your own or as part of a team.

It is estimated that on average, a special constable can achieve DPS in 18 to 24 months. A special constable can remain at DPS level or they can choose to progress to the next phase.



**FOLLOWING YOUR
ATTESTATION, YOU WILL BE
DEPLOYED TO COMMUNITY
POLICING TEAMS ACROSS
WILTSHIRE AND SWINDON
TO BEGIN ACCOMPANIED
PATROL**

Attestation

Your attestation takes place at the end of Phase 1 learning (before APS).

It is the moment you stand up in front of family, friends, colleagues and chief officers to take the oath of office of the constable.

All police officers and special constables must be formally attested before a Justice of the Peace.

At this point you will become a fully warranted police officer.



Phase 2 Learning

During this phase, special constables revisit core policing principles and can undertake more advanced learning in one or more of the five areas of policing practice

- Response policing
- Policing communities
- Policing roads
- Information and intelligence
- Conducting investigations
- Qualified Special Constable

Once you have successfully completed phase 2 learning in your chosen area(s), you will need to demonstrate competence in that area. This is done through further work-based assessment and collecting more evidence in the OCP – this time against specific criteria that are relevant to qualified special constable.

Again, the evidence will be assessed and if it meets the criteria, you will become a qualified special constable. At this point training is complete and you will be able to be deployed independently to your chosen area of policing.

It is estimated that, on average, a special constable would be able to achieve qualified special constable in their chosen area of policing within four to six months after achieving directed patrol status.

If you want to become a regular police constable, or have parity with independent patrol status, you will have to complete the phase two learning and provide evidence of competence against the relevant criteria in all five areas of policing practice. It is estimated that, on average, a special constable would be able to achieve qualified special constable status across all five areas of policing practice within two years following DPS.

Other key information

All the learning in SCLP is aligned with the first year of the PC Degree Apprenticeship. If a special constable wants to become a regular police constable, their learning and experience as a special constable can be taken into account, so that they will not have to duplicate any learning they have already completed.





Recording your duties

DutySheet is an online system used by all Wiltshire Police Specials that allows you to record your duties, and book on and off duties from any internet connected device.

You will be given a login which will allow you to access the site.

DutySheet can also be used for communication and sharing information about operations and events.

Expenses

As a special constable you can claim reasonable out of pocket expenses incurred whilst on duty.

- Mileage is paid from your home address to your station of work.
- More information about expenses and how to claim will be given during your training.





Support

Support is given to the Special Constabulary and special constables from across the Force. Individuals and departments play a key role in the development of officer skills, knowledge and expertise, supporting them through training, development and accompanied patrol, along with welfare support.

- **Mentor**

Mentors are police officers or qualified Specials who are based within Community Policing Teams and available to offer guidance and support.

- **Community Policing Team (CPT) Sergeants and Inspectors**

Community Policing Team Sergeants and Inspectors will support you in all aspects of your role including personal matters, training and professional development, transfers and equipment.

Special constables are line managed and supported by CPT Sergeants.

- **Regular colleagues**

Each Community Policing Team is overseen by a Superintendent with an Inspector and a deputy. The team will be made up of a mix of police officers, community coordinators, PCSOs, civilian local crime investigators and Specials. Support is also given by the Citizens in Policing team, SPOCs and Special Constable Section Leaders.





Where can I be based?

Following your attestation, you will be deployed to a Community Policing Team (CPT) across the county.

Community Policing Teams (CPT) combine neighbourhood policing, response teams, PCSOs and Local Crime Investigators, so there is a “one team” approach to policing. It means there is a bigger team of officers and police staff available to attend incidents and improves communication between teams and departments.

We will talk to you to identify the best CPT for you, also taking into account the operational needs of Wiltshire police.

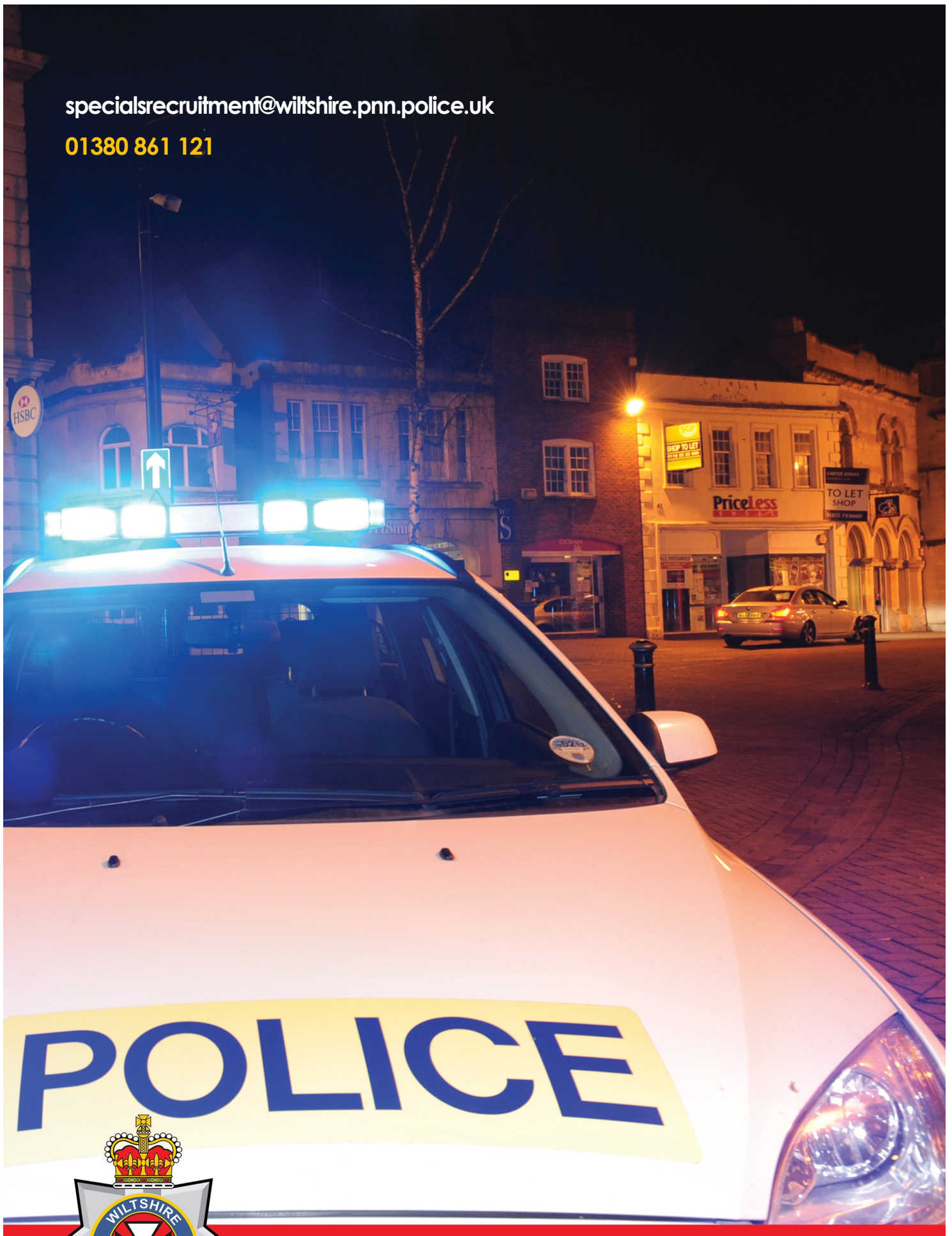
There are eight Community Policing Teams: Swindon, Chippenham area, Devizes area, Royal Wootton Bassett area, Amesbury Area, Salisbury area, Trowbridge area and Warminster area. These teams start and finish their day at the community policing hubs and work out across their community policing area.



Swindon CPT	based at Gablecross Police Station, Swindon
Royal Wootton Bassett area CPT	based at Royal Wootton Bassett Police Station
Chippenham area CPT	based at Monkton Park, Chippenham
Trowbridge area CPT	based at Trowbridge Police Station
Warminster area CPT	based at Warminster Police Station
Devizes area CPT	based at Devizes Police Station
Salisbury area CPT	based at Bourne Hill, Salisbury
Amesbury area CPT	based at Amesbury Police Station

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