

Policing Professional Profile Special Constable

Job Family:	Special Constabulary
Level:	Service Deliverer

Role Purpose

(This section summarises the key function of the role)

Special Constables work on a voluntary basis at the front-line of policing and the criminal justice system. They work in partnership on a day-to-day basis with local communities, stakeholders and colleagues to promote law and order, reduce the fear of crime, provide reassurance and build confidence to improve the quality of life for citizens.

This role carries the same legal powers as a Police Constable, making autonomous decisions in accordance with the National Decision Model and Code of Ethics, and exercising professional discretion, as appropriate to the role, in line with legal frameworks and policy guidelines.

Special Constables are required to meet and maintain the highest professional standards required of their role, by conducting all actions in a legal, balanced, proportionate and justifiable manner to uphold the law and achieve the best outcomes in a wide range of situations/incidents.

Special Constables commence within Response or Neighbourhood Teams and may move to specialise in other areas such as Operations - Roads Policing, Crime - Local Investigation and Criminal Justice. There may also be opportunity to progress into a supervisory role.

Key Accountabilities

(This section details the key responsibilities required of the role)

- Provide appropriate initial and ongoing frontline response to a wide range of incidents that include complex and confrontational situations, assessing immediate risk, threat and harm to determine a proportionate response in line with the law, policy and guidance.
- Assist police colleagues in establishing effective localised partnerships to problem solve, engage with, reassure and support organisations, groups and individuals across communities in line with the Force's planned approach.

- Effectively engage with victims, witnesses, suspects and the vulnerable, in accordance with equality, diversity and human rights considerations, to provide initial support, direct towards relevant services, establish relationships and gather information that prevents and reduces crimes.
- Maintain awareness of potential and actual risks to individuals, taking appropriate action to protect and support those in need of public protection to pre-empt or effectively address safety / vulnerability issues.
- Make an effective contribution to investigations as requested, in line with the standards of investigation, to inform the development of high-quality case files and initiation of criminal justice proceedings.
- Gather and handle information, intelligence, and evidence, from a variety of sources, in line with legislation, policies and guidance, taking the appropriate action to support investigations, law enforcement and criminal justice proceedings
- Interview victims, witnesses and suspects in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.
- Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence based policing.
- Justify and professionally account for actions to ensure adherence to legal frameworks and key working principles, policies and guidance.
- Identify opportunities for and support the exploration of new ways of working and innovation in policing, applying critical thinking and problem solving methodologies to identify solutions to problems in line with evidence based practice within area of work.
- Support the implementation of problem solving and evidence based policing initiatives by applying relevant methodologies approaches to area of work.
- Maintain a personal learning portfolio to record evidence to support the assessment of personal competence and progress towards achievement of accompanied patrol status (mandatory for all Special Constables) and independent patrol status (mandatory for supervisors).

Behaviours <i>(Outlines the behavioural requirements of the role)</i>	
<p>All roles are expected to know, understand and act within the ethics and values of the Police Service.</p> <p>The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.</p> <p>It is suggested that this role should be operating or working towards the following levels:</p>	
Resolute, compassionate and committed	
We are emotionally aware	Level 1
We take ownership	Level 1
Inclusive, enabling and visionary leadership	
We are collaborative	Level 1
We deliver, support and inspire	Level 1
Intelligent, creative and informed policing	
We analyse critically	Level 1
We are innovative and open-minded	Level 1

Education, Qualifications, Skills and Experience

(Outlines the skills and educational and qualification requirements to be able to fulfil the role. These should be considered for use as criteria within an individual's PDR.)

Prior Education and Experience:

- Special Constables will have met minimum requirements for English and Mathematics.
- Achieve the learning outcomes specified in Phase 1 of the Initial Learning for the Special Constabulary on entry, until the establishment of subsequent standards by the College of Policing.
- Complete the in-training period, demonstrating competence in a range of activities as assessed through the Police Action Checklist, and meeting or exceeding the specified minimum hours of duty.

Policing Education and Qualification Framework (PEQF):

- The College of Policing is working in partnership with the NPCC to implement the Special Constabulary National Strategy, as published in 2018. One of the elements of this work is the definition of the education provision for the role of Special Constable. Further updates will be provided, as available.

Skills:

- Able to develop a deep knowledge and understanding of a local community including society composition, the needs of the vulnerable and local safety issues.
- Strong communication skills with the ability to set out logical arguments clearly and adapt language, form and message to meet the needs of different people/ audiences.
- Good team working skills demonstrating awareness of individual differences and providing support as required.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders, understanding their needs and concerns.
- Able to identify the drivers of behaviour, acting with discretion and emotional intelligence to manage conflict and defuse difficult situations.
- Problem solving skills with the ability to identify cause and effect and develop a course of action designed to target root causes as well as manage impacts.
- Able to interpret and apply guidance to a specific activity.
- Able to critically question and identify potential opportunities to enhance efficiency and/or effectiveness within area of work.

- Able to identify, analyse and manage risk to inform balanced, proportionate, evidence based decisions.
- Able to review and reflect on performance objectively and to take steps to maintain and enhance competence and professional standards appropriate to the role.
- Good time management skills with the ability to appropriately prioritise and plan work.
- Skilled in the use of standard IT packages, systems and/or databases to fulfil role requirements.
- Skilled in applying personal safety tactics, including the use of equipment and restraints.

Continuing Professional Development (CPD) Requirements

(Outlines continuing professional development activities which will enable the individual to maintain and enhance competence in the role)

- Maintain an up to date understanding of Police Regulations and College of Policing Guidance, best practice and any local policy applicable to the operational police context.
- Maintain and update key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of operational policing.
- Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving, test and synthesise these into working practice, championing innovation and changes to practice.
- Maintain a working knowledge and understanding of new and evolving crime threats and priorities and current best practice to tackle these in order to enable a pro-active and preventative approach.
- Complete all annual and mandatory training including for example, fitness tests, personal safety training, first aid, and protecting information.