

## **Special Constable Job Description**

**Rank:** Special Constable      **Reports to:** Special Sergeant

**Role Code:** S 01 04      **Location:** Various

**Responsible for:** No Subordinate Staff



### **Special requirements**

All special Constables are unpaid volunteers. They are a manifest sign of partnership between the public and the police.

A Special Constable enjoys all the powers, privileges and protection of a Regular Police Constable in the Essex Constabulary and adjoining Police areas.

The solemn declaration is made at the time all Special Constables are attested is identical to that made by Regular Police Officers and has the same legal consequence

### **Main Purpose of the role**

To perform and exercise Police duties and powers, under the supervisor of, and supported by the Regular Police. The post is part of a voluntary organisation designed to assist the Regular Police in solving local Police Problems, and contributes to the overall effectiveness of policing in Essex.

### **Main Responsibilities**

1. Achieve and maintain a personal level of proficiency, which will enable you to assist the Regular Police in taking action to protect life and property, prevent and detect crime and maintain the peace. This will incorporate successfully completing initial training, undertaking refresher training as necessary.
2. Deal with members of the public and colleagues in a calm, professional, non-judgemental, non-discriminatory manner, being mindful of diversity and integrity issues.
3. Remain up to date with force orders, standards, policies, procedures and laws and maintain knowledge of all legislative issues affecting the role.
4. Perform Police duties alongside Regular Officer and Special Officers to deal with incidents undertake investigations/solve local policing problems, ensuring high standards of integrity and quality are maintained.
5. Perform Police duties at special events to complement the Regular Police provision including recruiting events.

6. Perform Police duties in times of emergency to assist the Regular Police provision.
7. Principle accountabilities allocated to individual Special Constables may change from time to time and all Special Constables must be willing and able to adapt to and work effectively in a variety of situations, as directed by Supervising Officers.

<b>Behaviour</b>	<b>Category</b>	<b>Definition</b>
<b>Resilience</b>	B	Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.
<b>Effective Communication</b>	C	Speaks clearly and concisely, and does not use jargon. Writes in plain English and uses correct grammar. Listens carefully to understand.
<b>Respect for race and Diversity</b>	A	Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences
<b>Team Working</b>	C	Works effectively as a team member and helps builds relationships within it. Actively helps and supports others to achieve team goals.
<b>Personal Responsibility</b>	B	Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results required standards and developing skills and knowledge.
<b>Planning and organising</b>	C	Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures.

<b>Core responsibility Area</b>	<b>Technical Activity</b>
<b>COMMUNITY SAFETY</b>	Conduct patrol Respond to road related incidents, hazards, offences and collisions
<b>POLICE OPERATIONS</b>	Provide initial response to incidents Prepare for, and participate in, planned policing operations
<b>INVESTIGATION</b>	Conduct initial investigations Provide care for victims and witnesses Search premises, vehicles and land Search person(s) or personal property Investigate allocated enquiries Interview victims and witnesses (only if successfully completed PDP Unit 3.5) Interview Suspects (only if successfully completed PDP unit 3.5)
<b>CUSTODY AND PROSECUTION</b>	Conduct arrest and process procedures Conduct custody reception procedures (arresting officer) Complete prosecution procedures Prepare and present case files (only if successfully completed PDP unit 3.7) Present evidence in court and other hearings (only if successfully completed PDP unit 10.1)
<b>PERSONAL RESPONSIBILITY</b>	Comply with Health and Safety legislation Complete administration procedures Make best use of technology Maintain standards of professional practice Promote equality, diversity and Human Rights in working practices Work as part of a team Provide an organisation response recognising the needs of all communities
<b>INTELLIGENCE</b>	Use intelligence to support Policing objectives Gather intelligence to support Policing objectives
<b>HEALTH, SAETY AND WELFARE</b>	Provide first aid

Postholders need to be aware of their responsibilities towards Essex Police Information Technology Security Policy, Computer Misuse Act 1990, Copyright Designs and Patents Act 1988, Police and Criminal Evidence Act, Data Protection Act 1998, Health and Safety at Work Act 1992 and Official Secrets Act 1989.