



Special Constabulary Policy

Policy

1. Introduction

Surrey Police is committed to having a Special Constabulary that is fully integrated, active, supported and valued. Surrey's Special Constabulary adds to the overall capability of the Force offering an extensive pool of knowledge, skills, talent and experience.

2. Scope

- 2.1 This document provides important information for the Special Constabulary, highlighting where differences to Force policies and procedures exist.
- 2.2 The document will ensure that there is a consistent approach across the Force with regard to effective management and deployment of the Special Constabulary.
- 2.3 In absence of any specific guidance within this document, Force policies and procedures will apply (relevant links are included).
- 2.4 Throughout this document, the term 'special constable' is used to describe a special constable of any rank unless stated otherwise.

3. Policy Statement

- 3.1 This document will be updated by the Special Constabulary Management Team and People Services.
- 3.2 A review of the document will take place every two years in accordance with Force policy.
- 3.3 In the interim period, minor updates can be made without consultation where appropriate.

Procedure

Table of Contents:

- 1. [Recruitment](#)
- 2. [Standards and Expectations](#)
- 3. [Initial Training and Probation](#)
- 4. [Professional Development](#)

5. [Performance Management](#)
6. [Management Structure](#)
7. [Governance](#)
8. [Duties and Deployment](#)
9. [Expenses](#)
10. [Welfare](#)
11. [Absences](#)
12. [Unsatisfactory Performance](#)
13. [Recognition](#)
14. [Resignation and Retirement](#)

1. Recruitment

1.1. Recruitment and Selection

- 1.1.1 The recruitment and selection process for special constables will be initiated through the Volunteering Team in conjunction with the Recruitment and Retention Team.
- 1.1.2 Full eligibility requirements, and an overview of the recruitment process, can be found within the Surrey Special Constable Recruitment Guide.

1.2 Transferring into Force

- 1.2.1 Special constables wishing to transfer to Surrey from another force will be required to submit an online application via the Force recruitment system and follow the transferee recruitment process.
- 1.2.2 Following a successful application, a training needs analysis will be undertaken by Learning and Professional Development (L&PD), including consideration of transferring existing skills and qualifications. Requests for specific postings will be considered but are not guaranteed.

1.3 Regular Police Officer to Special Constable Process

- 1.3.1 Surrey Police welcomes applications from retiring and resigning regular police officers into its Special Constabulary. However, there is no automatic entitlement for a former police officer to become a special constable.
- 1.3.2 If a former police officer applies to join the Special Constabulary within 12 months of leaving, they will undertake Special Constabulary transferee process (refer to [1.2](#)).
- 1.3.3 If a former police officer has been out of the police service for a period of time exceeding 12 months, they will be required to undergo the full application and selection process.
- 1.3.4 Following a successful application, a training needs analysis will be undertaken by L&PD, including consideration of any existing skills and qualifications. Requests for specific postings will be considered but are not guaranteed.

- 1.3.5 All former police officers who re-join as a special constable must be attested as a special constable (regardless of their previous rank) and will be issued with a new Force Identification Number (FIN).

1.4 Commencement of Service

- 1.4.1 The joining date of any special constable for administrative purposes (including determination of length of service), will be deemed to be from the first date of training or attestation, whichever comes first.
- 1.4.2 Special constables are appointed by, and are under the direction and control of, and are subject to dismissal by the Chief Constable.

2. Standards and Expectations

2.1. Statement of Expectations

- 2.1.1 All special constables will be required to sign the Special Constabulary Statement of Expectations (refer to **Appendix A**). This document is not a contract, it is an agreement made between the individual and Surrey Police and forms the basis of the conditions of service for all special constables within the Force.
- 2.1.2 Special constables will be required to reaffirm this Statement of Expectations on a regular basis via Duty Sheet.

2.2 Conduct

- 2.2.1 As special constables have the same authority and bear the same responsibility as a regular police constable, they are subject to [The Police Conduct \(and Complaints\) Regulations 2020](#) and [The Special Constables Regulations 1965](#).
- 2.2.2 Following consideration of their personal safety, the specific circumstances, and their duty to act, a special constable may choose to intervene in an incident whilst off duty, thereby placing themselves 'on duty'. However, such actions should be reserved for exceptional circumstances (it is equally valid to notify the emergency services and act as an impartial witness).

2.3 Warrant Cards

- 2.3.1 Special constables are required to carry their warrant card at all times whilst on police premises and display it when inside police premises.
- 2.3.2 Special constables are responsible for the safe keeping of their warrant card. Should their warrant card be lost, stolen or damaged the special constable must immediately notify the Force Incident Manager and their supervisor. Special constables must also complete the Security and Breach Reporting Form.
- 2.3.3 Further information can be found within the Identification and Access Passes Surrey and Sussex.doc

2.4 Uniform Standards

- 2.4.1 Force uniform standards apply equally to special constables. Further information can be found within the Uniform Policy (Surrey and Sussex).docx.
- 2.4.2 Uniform should not be worn when off duty. Special constables will be issued with secure lockers for storage of their uniform and personal protective equipment.
- 2.4.3 When travelling to and from duty, uniform may be worn providing no identifiable police markings or insignia are displayed.

2.5 Social Media

Special constables are required to adhere to the Social Media Policy. Special constables should not set up any social media account relating to their policing role without the relevant permission.

3. Initial Training and Probation

3.1 Initial Training

- 3.1.1 Trainee special constables will be required to complete the [Special Constabulary Learning Programme](#) (SCLP). The SCLP includes pre-course work, evening and weekend sessions, self-directed learning and online learning. The current course curriculum can be obtained from L&PD.
- 3.1.2 The lead trainer, supported by a sergeant within L&PD, will be responsible for the welfare and performance of all students undertaking the SCLP.
- 3.1.3 Trainee special constables will be required to complete Phase 1 of the SCLP and any additional training requirements such as College Learn packages before they are awarded Assisted Patrol Status (APS).
- 3.1.4 If a trainee special constable requests to be re-coursed, this will be considered by the lead trainer and L&PD sergeant before a decision is made.
- 3.1.5 The lead trainer and/or L&PD sergeant (supported by a senior member of the Special Constabulary if appropriate), will be responsible for informing any special constable that they will be re-coursed. The lead trainer will be responsible for initiating the subsequent processes.
- 3.1.6 If a trainee special constable does not meet the required standard, the lead trainer and L&PD sergeant (supported by a senior member of the Special Constabulary if appropriate), will be responsible for informing the individual accordingly.
- 3.1.7 Should a trainee special constable be terminated within their initial training phase under Regulation 13, the return of uniform and equipment will be coordinated by the course trainer and overseen by the L&PD sergeant. A welfare check will be conducted at the point of exit.

3.2 Uniform and Equipment

- 3.2.1 Initial issue of uniform and equipment, including Airwaves and Mobile Data Terminals (MDTs) will be initiated through the Learning and Professional

Development (L&PD) Administration Team on confirmation of new special constables by the Recruitment Team.

- 3.2.2 During initial training, special constables will be required to wear appropriate black footwear; a boot allowance may be claimed from the commencement of initial training (refer to [9.4](#)).

3.3 Initial Posting

- 3.3.1 During their initial training, trainee special constables will be asked to preference up to four geographical areas to which they would like to be posted.
- 3.3.2 Following consultation with special inspectors, posting decisions will be made by the deputy chief officer or chief officer, taking into consideration Force priorities workforce planning, tutoring capacity and operational requirements.
- 3.3.3 Upon release to divisional/command teams, each special constable and their line manager will be issued with a handover document from L&PD including details of their performance, reasonable adjustments and any uniform which is outstanding.

3.4 Attestation

- 3.4.1 Depending on the individual circumstances, special constables will either attest together as an intake, separately alongside regular officers, or on their own, in the presence of a magistrate.
- 3.4.2 Special constables will be issued with their warrant card at the point of attestation. The warrant card is evidence of the holder's appointment as a special constable (refer to [2.3](#)).

3.5 Probation

- 3.5.1 Special constables will complete a probationary period of 24-36 months by the end of which they will be expected to achieve Directed Patrol Status (DPS). During their probation period, special constables will be referred to as Assisted Patrol Status (APS).
- 3.5.2 Following initial training, special constables will be assigned a special sergeant who will support their development in the role, including the completion of the online police action checklist (PAC).
- 3.5.3 APS special constables may only patrol in the company of a regular officer or a special constable with Directed Patrol Status (DPS). They should not patrol alone, nor solely in the company of a PCSO or Assisted Patrol Status (APS) special constable.
- 3.5.4 To reach DPS status, Assisted Patrol Status (APS) special constables will collate the evidence required for their PAC. Upon completion, this will be reviewed by a special inspector.
- 3.5.5 Special constables will be required to complete all mandated training, including College Learn courses, prior to being assigned DPS status.

- 3.5.6 Final authority for special constables to be granted DPS will be given by the chief officer or a senior member of the Special Constabulary as designated by the chief officer.
- 3.5.7 The award of DPS signifies the end of the probation period of a special constable. At this point, special constables will be offered the opportunity to receive formal recognition of attaining DPS at a Force ceremony.
- 3.5.8 If a probationer special constable does not meet the required standard during their probation period, the Performance and Gross Incompetence Management Policy will be instigated and Regulation 13 may be applied.

4. Professional Development

4.1 Mandatory Training

- 4.1.1 Special constables must attend core mandatory police officer training in addition to their operational duty hours, unless posted to a non-operational role within the Special Constabulary.
- 4.1.2 Core mandatory training includes:
- Job-Related Fitness Test (annually) or Adjusted Job-Related Fitness Test (annually)
 - First aid input (annually)
 - Public and Personal Safety (phase A and B – see below)
- 4.1.3 To be operationally deployable, all special constables must attend two mandatory Personal and Public Safety Training (PPST) sessions a year; Phase A (1 April – 30 September) **and** Phase B (1 October – 31 March). They must also attend an annual first aid refresher day.

4.2 Specialist Training

- 4.2.1 Special constables who wish to be considered for specialist training should discuss this with their special inspector.
- 4.2.2 Some training courses are not offered to special constables for a variety of reasons, examples of these include:
- Firearms
 - Protest Removal Team (PRT)
 - Chemical Biological Radio Nuclear (CBRN)
 - Dog handler and associated courses
 - Family Liaison Officer (FLO)

4.3 Secondary Skills

- 4.3.1 There are a number of secondary skills which special constables can apply for; this will be by way of a selection process.
- 4.3.2 To be eligible to apply, special constables must have DPS status and all mandatory training (e.g. College Learn and PPST) must be up to date.

4.4 Driver Training

- 4.4.1 Prior to undertaking any police driving training or assessment, beyond a basic grade, an Occupational Health Assessment will be required.
- 4.4.2 Basic grade car driving is assessed through the completion of a College Learn package.
Special constables who have not driven for a period of 12 months (or more) or hold six points or more on their driving licence, are also required to complete a Driving School Assessment.
- 4.4.3 For consideration of courses beyond basic grade car (see below), an expression of interest form must be submitted via the Special Constabulary SharePoint site. Special constables should not approach Driving School directly to request training.
- 4.4.4 Courses beyond basic car grade are as follows:
- **Basic Stopping Authority:** The stopping of vehicles is normally now trained as part of the response course. Special constables who were trained to stop vehicles before this change, may continue to do so providing they have the relevant authorisation from Surrey Police's Driving School.
 - **Off Road Course:** The off-road course includes the use of 4x4 vehicles on and off road. A clear operational need for this course must be identified within the expression of interest (e.g. actively performing duties with rural crime officers).
 - **Response Course** (previously known as Standard and Initial Phase Pursuit Courses): A limited number of spaces are available for special constables to undertake response driving courses. These opportunities will be advertised and applications will be considered by the Special Constabulary Leadership Team on an annual basis.
 - **Advance Course:** These are only available to special constables posted within Roads Policing.

4.5 Attachments

- 4.5.1 Attachments are for the learning and development of a special constable within their current role, or to equip them to perform a future role, and to allow them to gain experience to areas of policing to which they may not have been exposed.
- 4.5.2 Attachments should be requested via the Special Constabulary SharePoint Site.
- 4.5.3 The timeframe of the attachment will be defined within the authorised attachment request form. Attachments will be agreed for a maximum of three months. Whilst on attachment, all duties (except force-wide events and training) will be carried out within that team.
- 4.5.4 The special constable will return to their previous posting unless they make a successful application to that department.

4.5.5 Attachments should not be arranged outside of this guidance.

4.6 Posting Changes

4.6.1 Any special constable may apply for a transfer to another borough, division or command via the Special Constabulary SharePoint Site.

4.6.2 Transfer requests will be considered on a case-by-case basis, taking into account the individual's reasons for the request and operational need.

4.7 Leadership Training

4.7.1 Specials in supervisory positions are offered relevant first- and second-line leadership courses provided by L&PD. Further information about these courses can be found within the Leadership Training Catalogue.

4.7.2 There may be opportunities for supervisors to attend external training events relevant to their rank.

5. Performance Management

5.1 Focus Discussions

5.1.1 Focus is Surrey Police's current approach to performance management. The Focus process has been designed to emphasise the quality discussions to assist with the performance and development of individuals. Further information on the process can be found here: Focus

5.1.2 Special supervisors should seek feedback from their regular and special colleagues in advance of their Focus discussions to enable an informed developmental conversation to take place.

5.1.3 Focus discussions should include reference to any individual future aspirations including promotion, secondary skills or training courses.

5.1.4 The minimum requirement for special constables is one Focus discussion each year unless there is a need for more regular discussions to take place.

6. Management Structure

6.1 Rank Structure

6.1.1 Surrey's Special Constabulary includes the ranks of special sergeant, special inspector, special chief inspector, deputy chief officer and chief officer.

6.1.2 The aim of this structure is to:

- Provide line management and welfare support to special constables
- Improve integration between special constables, regular officers and staff
- Provide a conduit for borough and divisional management to deploy special constables according to local demand
- Represent the Special Constabulary at all levels of the organisation
- Improve the retention of special constables

6.2. Role of Regular Supervision

- 6.2.1 Operational command remains with the regular supervision structure at all times.
- 6.2.2 Special constables should not deploy until they have spoken with the duty regular supervisor and have been briefed or tasked. If there is no regular supervisor present, special constables should self-brief and make contact with the Force Command Centre (FCC) identifying their call signs and shift times.

6.3 Role of Special Supervision

- 6.3.1 Special sergeants are responsible for the line management of their team and the welfare of their special constables.
- 6.3.2 Special inspectors are responsible for the line management of their special sergeants and their welfare.
- 6.3.3 The special chief inspector line manages special inspectors and special constables within specialist postings.
- 6.3.4 The deputy chief officer is responsible for operational matters pertaining to the Special Constabulary and line management of the chief inspector.
- 6.3.5 The chief officer line manages the deputy chief officer and is accountable for the Special Constabulary as a whole, working in collaboration with the head of volunteering. The chief officer reports into the Assistant Chief Constable for Local Policing.
- 6.3.6 The ranks listed above do not hold PACE proscribed authorities.

6.4 Acting Positions

- 6.4.1 Special constables who have achieved DPS may be given the opportunity to carry out acting special sergeant duties. Substantive special sergeants may be given the opportunity to carry out acting special inspector duties.
- 6.4.2 The timescales for acting positions will be in accordance with operational need and reviewed periodically.

6.5 Promotion

- 6.5.1 Special Constabulary promotion processes will be aligned to regular officer promotion processes where possible.
- 6.5.2 Opportunities for promotion will be advertised via the Force recruitment system and applications invited within a defined timescale.
- 6.5.3 Candidates successful at shortlisting will be invited to an assessment tailored to the rank. This will typically include:
 - An operational scenario requiring practical application of the [National decision model](#) | [College of Policing](#))

- A set of interview questions based on the [Competency and values framework \(CVF\) | College of Policing](#) and the [Code of Ethics | College of Policing](#).

7. Governance

7.1 Citizens in Policing Board

- 7.1.1 The Citizens in Policing Board will support the delivery of Surrey's Citizens in Policing (CiP) Programme by providing oversight and direction across all aspects of volunteering.
- 7.1.2 The CiP Board will ensure the CiP programme supports current Force priorities. The board will consider national and regional best practice and implement change accordingly. The board will also identify risks to the delivery of all elements of the CiP programme and ensure that these are mitigated by appropriate actions.
- 7.1.3 Members of the CiP Board will include the chief officer, deputy chief officer and head of volunteering.

7.2 Special Constabulary Management Board

The Special Constabulary Management Board (SCMB) is the forum special constables of the rank of inspector and above to identify and resolve the operational needs of their officers, to maintain consistency across the force, to share good practice and to enact/disseminate the requirements of the CiP Board.

Refer to Appendix B for the SCMB Terms of Reference.

8. Duties and Deployments

8.1 Duty Hours

- 8.1.1 Special constables are expected to perform a minimum of 16 operational hours a month or 96 hours over a six-month rolling period. Operational policing in this context is defined as those activities requiring the powers of a police constable to carry out the intended duty.
- 8.1.2 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.
- 8.1.3 Upon joining the Force, special constables will be asked to decide whether to opt out of the Working Time Directive (WTD). Some occupations such as drivers and night-time workers may not be eligible to opt out. Further information can be found here: [Maximum weekly working hours: Overview](#).
- 8.1.4 If a special constable has not opted out of the WTD, the hours worked in paid employment are added to the hours volunteered as a special constable and the combined figures count towards the 48-hour limit per week. The special constable is responsible for keeping their employer and Surrey Police updated.

8.1.5 Surrey Police has a duty to the public and to special constables themselves to ensure that fatigue does not impact on operational policing. Duty hours will therefore be monitored on a regular basis by special supervisors to ensure that the maximum hours are not exceeded.

8.1.6 Where a special constable is volunteering 100 hours a month or more, supervisors should liaise with the individual and record on Duty sheet that consideration has been given to the impact on the special constable's wellbeing and their regular employment.

8.2 Recording Duties

8.2.1 Special constables should endeavour to give sufficient notice when booking duties. This information should be recorded on Duty Sheet, thus enabling supervisors to plan ahead and ensure that special constables are tasked accordingly.

8.2.2 Details of duties should be recorded within MDT Pronto E-Notebook in accordance with Force policy.

8.3 Employer Supported Policing (ESP)

8.3.1. Surrey and Sussex's Employer Supported Policing Policy details the expectations of an individual, their supervisor and the wider organisation regarding the use of police staff duty time to carry out duties as a special constable.

8.3.2 All special constables are encouraged to record their employer on Dutysheet for local, regional and national reporting purposes.

8.3.3 Special constables who are supported by their employers under their ESP Scheme should ensure their ESP duties are recorded accurately on Dutysheet so that reports can be produced if required.

8.3.4 Special constables wishing to register their employer with the ESP Scheme should contact specials@surrey.police.uk for support.

8.4 Deployment of the Special Constabulary

8.4.1 The Special Constabulary may be called upon during times of public emergency or high demand.

8.4.2 Requests for assistance with pre-planned operations should be submitted to the relevant special supervisor or via email to specials@surrey.police.uk.

8.4.3 Unless directed to undertake duties under emergency powers legislation, special constables will not be asked to undertake duties at times which conflict with their employment.

8.4.4 Duty sheet enables special constables to be contacted via their personal email and phone should the need arise for fast-time deployment. The mechanism by which special constables are deployed in such situations can be found within Op Interlock which is held in the Force Command Centre (FCC). Op Interlock must be authorised by a member of the Special Constabulary Chief Officer Group.

9. Expenses

9.1 Claiming Expenses

9.1.1 All special constables are required to submit their expense claims online via the Exclaim system.

9.1.2 Expense claims will be authorised as follows:

Rank	Authorising Rank	
Special Constable	Special Inspector	
Special Sergeant		
Special Inspector	Special Chief Inspector	
Special Chief Inspector	Deputy Chief Officer	
Deputy Chief Officer	Chief Officer	
Chief Officer	Head of Volunteering	

9.2 Mileage and Travel Expenses

9.2.1 Travel expenses to and from a special constable's place of duty by vehicle or public transport may be reimbursed under out-of-pocket expenses within a maximum of three months of the date the expense was incurred (and within the current relevant financial year).

9.2.2 Special constables may claim reasonable parking expenses for locations where free parking is not available. Parking expenses will require a receipt or ticket which should be shared with the supervisor authorising the expenses.

9.2.3 Train and bus fare to a specific base may be claimed; taxi fares are not usually a permissible expense. Special constables are required to ensure they have made arrangements to get home after their shifts.

9.2.4 Mileage rates can be found here [Travel — mileage and fuel rates and allowances - GOV.UK](#) and within Force policy here [Travel and Subsistence Rates](#).

9.2.5 Mileage can be claimed from a special constable's home address to the station they are based at or the location they have been asked to deploy from based on the following principles:

- Special constables who joined the Force *prior* to 1st January 2023, and who live outside of Surrey, may claim mileage up to 12 miles from the Surrey policing border.
- Special constables who live outside of the Surrey policing border and joined the Force from 1st January 2023 onwards, may only claim mileage from or within the Surrey policing border.

- 9.2.6 Mileage can also be claimed between stations if the special constable is required to travel in their own vehicle.
- 9.2.7 Special constables are only entitled to the HMRC mileage rate; they are *not* entitled to receive the further £100 for each 500 miles claimed (this is only applicable to paid employees due to potential tax implications).
- 9.2.8 It is the individual special constable's responsibility to ensure their vehicle insurance provider is aware of the different uses of the vehicle (including travelling to and from their place of volunteering) to ensure that appropriate coverage is in place.
- 9.2.9 Police staff who are also special constables who travel to their place of employment and then perform a special constable duty at the same location, may only claim additional mileage expenses beyond their normal commute to/from their workplace. This is because this journey(s) does not represent additional expenditure.

9.3 Subsistence Allowance

- 9.3.1 Current Home Office Guidance regarding special constable expense and allowances can be found here: [Special constables: expense and allowance rates - GOV.UK](#).
- 9.3.2 In order to claim subsistence allowance certain criteria must be met:
- A special constable must have been retained for duty or engaged on duty beyond their normal daily period of duty. For the purpose of this document, it is considered that a normal period of duty will equate to 4 hours.
 - Following the qualifying period of 4 hours for the payment of a subsistence allowance, a special constable must have incurred expenditure, on a meal or appropriate refreshment, whilst retained for duty or engaged on duty in order to be eligible to claim reimbursement.
- 9.3.3 The periods of retention for duty or engagement on duty after which a special constable becomes eligible to claim the subsistence allowance and the associated allowance amounts for those periods are as follows (duty does not include travel to duty):
- Over 4 hours but not exceeding 8 hours: up to £7.23
 - Over 8 hours but not exceeding 12 hours: up to £14.66
 - Over 12 hours: up to £24.15
- 9.3.4 These amounts will be paid as flat rates at the amounts stated, or up to the amounts stated, and receipts are not required to be submitted.

9.4 Boot Allowance

- 9.4.1 Special constables are required to purchase their own suitable footwear; a boot allowance up to the value of £50 may be claimed for this purpose and a receipt must be provided.

- 9.4.2 As a guide, it is recommended that claims for replacement footwear due to fair wear and tear should be at least two years apart.
- 9.4.3 Where footwear has been contaminated or damaged beyond repair during the course of duty, a special constable may request a replacement pair. Individuals will be required to outline the circumstances within the request submitted to their special inspector for authorisation.

9.5 Loss of Remuneration Allowance

- 9.5.1 Under [Regulation 4\(2\)\(a\) of the Special Constables Regulations 1965](#), payment can be made to a special constable, who is required for duty during their normal work time, of an allowance equal to their actual loss of earnings on a daily basis from their regular (private) employment.
- 9.5.2 Special constables would normally only be expected to attend for duty outside their working hours but there may be occasions, such as attendance to give evidence at court, where such attendance is mandatory.
- 9.5.3 The circumstances in which a special constable can be required to attend for duty are to be determined by the chief officer.
- 9.5.4. To make a claim, a special constable will be required to complete the Loss of Earnings Form (refer to **Appendix C**)

9.6 Sick Pay

- 9.6.1 The term 'sick pay' refers to reimbursement of lost remuneration from a special constable's regular/private employment because of an injury or disease contracted whilst on duty, or when travelling to or returning home from duty, through no fault of their own.
- 9.6.2 A special constable who is injured or becomes ill because of an injury on duty and as a result loses remuneration in their regular/private employment, is entitled to an allowance by way of sick pay under the [Special Constables Regulations 1965](#).
- 9.6.3 Sick pay shall be paid for as long as the special constable continues to lose remuneration in their regular/private employment or for a period of 28 weeks, whichever is less.
- 9.6.4 There shall be a deduction from sick pay of an amount equal to the amount of sickness benefit or statutory sick pay the special constable is entitled to.
- 9.6.5 Circumstances which the legislation does not cover are as follows:
- an appropriate method of calculating lost earnings for self-employed special constables; therefore, this will be considered on a case-by-case basis
 - other circumstances where a special constable is unemployed
- 9.6.6 To make a claim, a special constable will be required to complete the Loss of Earnings Form (refer to Appendix C).

9.7 Pensions, Death and Injury on Duty

- 9.7.1 The granting of a pension for injuries on duty to special constables is regulated by [The Special Constables \(Pensions\) Regulations 1973 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1973/1100/contents/make)
- 9.7.2 Special constables do not pay pension contributions and are entitled to benefits only in the event of death or permanent disablement as a result of an injury received in the execution of duty as a special constable.
- 9.7.3 The benefits payable are aligned with the same benefits paid out to regular officers (as per Police Pensions Regulations 1987 and the Police Injury Benefit Regulations 2006), with the following notable differences:
- The pensionable pay used in the calculation of injury on duty awards is taken to be that which is payable to a constable in the same force.
 - The calculation of pensionable service is capped at 10 years, irrespective of how long the Special Constable has actually served.
- 9.7.4 In the event of the death of a special constable, a lump sum and widow's pension are payable on the same terms as if they had been a regular officer and member of the Police Pension Scheme 1987.
- 9.7.5 There are also provisions for dependents and/or children to receive lump sums and pensions, depending on the personal circumstances of the deceased.

10. Welfare

10.1. Regular Supervisory Contact

- 10.1.1 Special supervisors must maintain regular verbal contact with the officers in their teams. This will typically be at least once a fortnight, but as a minimum once a month. All contact should be recorded by the supervisor.
- 10.1.2 It is incumbent on special constables to make their supervisor aware of any medical, personal or other issue which may affect their ability to perform policing duties.

10.2 Health and Wellbeing

10.2.2 Internal Support

- 10.2.3 Special constables can access the Employee and Volunteer Assistance Programme (EVAP). This is a free benefit service provided to all police officers, police staff, special constables and police support volunteers and is funded by Surrey Police and Sussex Police. This confidential service offers short term counselling and professional support services by qualified and experienced counsellors. Further information about EVAP can be found here: [Employee and Volunteer Assistance Programme](#)

10.2.4 The Force Wellbeing Hub provides a wide range of health and wellbeing resources which special constables can access.

10.2.5 Surrey Police and Sussex Police's Occupational Health Service's aim is to prevent work-related illness and injury. Information about this service provision can be found within the Occupational Health Hub

10.2.6 Mental Health First Aiders (MHFAs) are trained to provide peer support and have conversations about mental wellbeing across both forces. They aim to challenge the stigma around mental health. MHFAs are not counsellors but will listen, provide reassurance and signpost to both internal and external mechanisms for support.

10.2.7 External Support

10.2.8 [Police Care UK](#) is a charity for serving and veteran police officers and staff, volunteers, and their families who have suffered any physical or psychological harm as a result of policing.

10.2.9 The [Police Children's Fund](#) exists to provide support relating to education and development for the children of police officers from subscribing forces, where a parent has died or retired on ill health grounds.

10.3 Eyesight Test

Special constables are entitled to have a free eyesight test every two years. Further information about this can be found here: [Eyesight via Eyecare Plan](#)

10.4 Injury on Duty

10.4.1 If an accident or injury occurs whilst on duty, the special constable must complete a 12/2 Health and Safety Incident Reporting Form at the earliest opportunity to allow any necessary action to be taken. If they are not in a position to do so, their operational supervisor at the time (regular officer or special constable) should complete it.

10.4.2 Consideration should be given to the appropriateness of a referral to Occupational Health, particularly if the individual's absence becomes protracted as a result of the accident or injury (refer to [10.2.1](#)).

11. Absences

11.1 Absence from Volunteering

11.1.1 If a special constable is absent from their volunteering for four weeks or more, their supervisor should maintain regular contact (and record this contact) until the special constable returns to volunteering or a formalised leave of absence (LOA) is agreed.

11.1.2 Where a formalised LOA or parental leave period is agreed, a contact agreement should be made and recorded.

- 11.1.3 The special supervisor should establish the reason for the absence and provide the relevant support to enable the special constable to return to volunteering at an appropriate time.
- 11.1.4 If a special constable is absent due to ill health, it is their responsibility to make contact with their supervisor to inform them of their absence. If the absence is at short notice and will affect a booked operational shift or planned training event, the special constable or their supervisor should ensure all relevant parties are informed.
- 11.1.5 Force HR systems do not need to be updated, however if it is anticipated that the absence will last more than four weeks, the Duty sheet status of the individual must be updated to non-operational by the supervisor.
- 11.1.6 If a special constable is absent due to ill health, the Force may consider workplace adjustments through the Occupational Health referral process.

11.2 Leave of Absence

- 11.2.1 A special constable requiring a substantial break from their duties may apply for a leave of absence (LOA) of up to a maximum of six months providing:
- The special constable has completed their probationary period and achieved DPS (refer to [3.5](#))
 - The performance, conduct and attendance of the special constable is regarded as satisfactory by their supervisor
 - There are no current discipline or complaint enquiries relating to the special constable
- 11.2.2 Leave of absence requests of up to six months will be authorised by a special inspector or above. In exceptional circumstances, the deputy chief officer may authorise a LOA of up to 12 months.
- 11.2.3 Leave of absence requests for APS special constables will only be considered in exceptional circumstances. A special inspector may authorise a LOA of up to three months. In exceptional circumstances, the deputy chief officer may authorise a LOA of up to six months.
- 11.2.4 The special constable's supervisor will ensure that all police property including warrant card, MDT and Airwave is placed into the officer's locker prior to commencement of the LOA. The locker key will remain with the supervisor for the duration.
- 11.2.5 Any conduct during the LOA which calls into question the individual's suitability to continue to serve as a special constable may result in action being taken under the relevant misconduct procedure. A special constable may be recalled from a LOA to address any issues relating to misconduct.
- 11.2.6 Prior to a special constable's return from a LOA, any change in personal circumstances must be reported ([Personal Circumstances Form.docx](#)) and a vetting check may be required.

11.2.7 A training needs analysis may take place and any expired mandatory/refresher training must be completed by the individual before their first operational duty.

11.2.8 If a special constable decides not to return from their LOA, they must notify their supervisor at the earliest opportunity. The supervisor will then arrange for the resignation process to be completed (refer to [14](#)).

11.3 Unauthorised Absence

If a special constable has not volunteered for a period of three months or more, (and is not on parental leave or authorised LOA), or where the supervisor has exhausted all other avenues and attendance has failed to improve, then formal performance management should be considered as outlined within the Force Performance and Gross Incompetence Management Policy.

11.4 Parenting Leave

11.4.1 The Surrey and Sussex Parenting Leave Policy Surrey and Sussex 913.doc covers the leave provisions for maternity, adoption, shared parental and parenting partner (paternity/support) leave. Special constables can access the Police Parenting Portal for Sussex and Surrey | Sussex Police for current information, guidance and support.

11.4.2 Special constables should formally advise their supervisor of their pregnancy as soon as reasonably practicable.

11.4.3 Once a supervisor has been advised that a special constable is pregnant, they should hold a maternity planning meeting which will include the completion of a risk assessment Pregnant Worker and New Parent Risk Assessment (PWNPRA) [and](#) Parenting Leave Toolkit.

11.4.4 Regular risk assessments should be carried out throughout the individual's pregnancy and upon their return to volunteering.

11.4.5 Special constables may request a further leave of absence of up to 12 months at the end of parental leave. In such circumstances the officers warrant card must be returned once their leave of absence begins.

11.4.6 Special constables will be invited to attend Force keeping in touch (KIT) days. Consideration will need to be given to reactivating the individuals' IT systems prior to the KIT Day if access has been suspended and/or passwords have expired. Special constables will be entitled to claim mileage for any KIT days attended.

11.5 Court Attendance During Absence

11.5.1 Court attendance is one of the exceptional reasons an individual on a leave of absence or parenting leave may have to return to their role.

11.5.2 If a medical practitioner indicates in writing that court attendance would be detrimental to the health of the individual (or their baby), the individual may not be required to attend court - this decision rests with the court.

11.5.3 If appropriate, a risk assessment should be conducted by the line manager prior to the individual attending court.

12. Unsatisfactory Performance

12.1 Unsatisfactory Performance

12.1.1 Special constables can be subject to the Unsatisfactory Performance Procedure (UPP) as outlined within the Performance and Gross Incompetence Management Policy.

12.1.2 Should a special constable be terminated from service, the special supervisor will be responsible for ensuring all uniform and equipment is returned within a maximum of one week from the termination date.

12.2 Support and Representation

Special constables are eligible to become members of the Police Federation; the application form can be found within the Duty sheet Document Library and the Special Constabulary SharePoint Site.

12.3 Dismissal

Special constables should be aware that if they are dismissed following, or resign during, a misconduct investigation or unsatisfactory performance procedure, they may be added to the [College of Policing Barred and Advisory Lists](#).

13. Recognition

13.1 Force Recognition

13.1.1 Guidance on the recognition available for special constables can be found here: Surrey Police Recognition

13.1.2 Directed patrol status signifies the end of a special constable's probation period; this will be recognised at a ceremonial event.

13.1.3 Promotion to a supervisory rank will be recognised at a ceremonial event.

13.1.4 Two dedicated Special Constabulary awards will be presented each year; Special Constable of the Year and the Special Constable Team of the Year. These awards will be presented at a Force ceremony.

13.2 National Recognition

The annual Lord Ferrers Awards recognise outstanding contributions to volunteering in policing. The criteria for these awards vary; nominations from Surrey's Special Constabulary will be made within the appropriate award categories.

13.3 Long Service Awards

- 13.3.1 The Special Constabulary Long Service Medal (SCLSM) is initially awarded at nine years, followed by an additional bar every five years thereafter (14, 19, 24, 29, 34 and 39 years).
- 13.3.2 Whilst recognising leave may be taken within the above periods, in Surrey the nine years for the initial award of the SCLSM is considered as three blocks of three years; for each block of three years the individual must have volunteered at least 576 hours (which is equivalent to 192 hours per year). In addition, all mandatory training must be up to date.
- 13.3.3 Long service recognition will be awarded at the appropriate Force ceremony as determined by the Awards and Ceremonies Team.
- 13.3.4 In addition to the above, Surrey Police also recognises three- and five-years' service. For these milestones, the following criteria will be considered:
- Voluntary service of at least 576 hours (3 years) and 960 hours (5 years)
 - Mandatory training completed and up to date
 - Directed patrol status achieved

14. Resignation and Retirement Process

- 14.1 If a special constable wishes to resign or retire, they should inform their supervisor and complete the resignation form held within the Special Constabulary SharePoint Site. Completed resignation forms should be sent to the People Resolution Centre and the Specials Team Mailbox
- 14.2 Resignation and retirement certificates will be issued at the discretion of the Special Constabulary Management Team, taking into consideration individual commitment and length of service.
- For special constables who have received the Special Constabulary Long Service Medal and leave the Force thereafter, a retirement presentation certificate will be awarded - this will be arranged by the Awards and Ceremonies Team.
- 14.3 Special supervisors will be responsible for ensuring all uniform and equipment is returned within a maximum of one month from the resignation date.
- 14.4 The Volunteering Team will ensure that all uniform and equipment is returned to the relevant departments and all relevant teams are informed.
- 14.5 Special constables may be offered the opportunity to complete an exit questionnaire and/or an exit interview.
- 14.6 Special constables leaving the Special Constabulary to join the regular force, should liaise with the Recruitment Team and Learning and Professional Development regarding the retention of their uniform and reprogramming of Airwave and MDT.

