Role Profile

Role Profile Part 1			
Role title	Special Constable	**Grade**	Volunteer
Dept/Area	Strategic Area Policing Hub	**Vetting Level**	Recruitment Vetting (RV)
Responsible to	Special Sergeant	**Staff line managed**	None
Reviewed by (Line Manager)	Jenni Eustace (Special Constabulary Co-ordinator)	**Date**	12/06/2019
Purpose of Job	To perform and exercise Police duties and powers, under the supervision of, and supported by the regular Police. To assist the Regular Police in solving local policing issues in Hampshire.		
Key Accountabilities	1. To patrol local areas to enhance Hampshire's high visibility policing and to establish links with local communities with a view to encouraging and enlisting their assistance in the prevention and detection of offences. 2. To support local policing initiatives by performing duties/ undertaking operations as directed. 3. Undertake duties in relation to community based events (parades, special events and sports events). 4. To acquire a good working knowledge of the local geographic area. Respond quickly to incidents and to be able to direct others, both police and other agencies to locations. 5. To participate in recruitment campaigns and encourage a wider understanding of the Special Constabulary with the general public. 6. To communicate and liaise with colleagues on a regular basis in order to utilise local intelligence gained. 7. To keep up-to-date with local and Hampshire & IOW Constabulary matters by use of Hampshire & IOW Constabulary information systems. 8. To respond to all District/ station reporting and paperwork procedures in a specified time period. 9. Attend court and give evidence. 10. Issue fixed penalty notices. 11. Perform Police duties in times of emergency to assist the Regular Police provision. 12. To detect and investigate offences using Constabulary information systems. 13. Arrest/ report offenders in accordance with national and local procedures. 14. Complete Pocket Note Book. 15. When working with a regular officer, to carry out duties under the officer's direction and guidance regardless of length of service. 16. To give regular and effective service, completing a minimum of 200 hours per year, to be recorded on the CARM duty system.		

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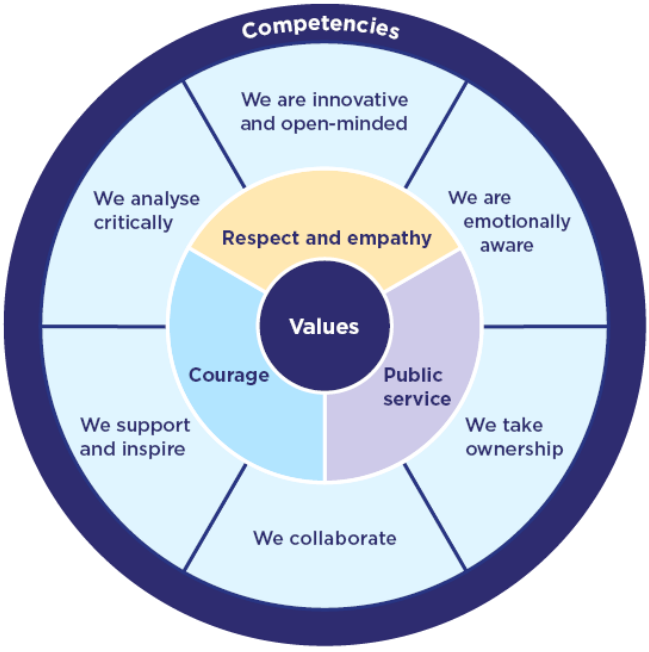
	Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. Special Constables are subject to the unsatisfactory performance, complaints and misconduct procedures. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary.

Role Profile

Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware We Take Ownership We are collaborative We Support and Inspire We Analyse Critically We are Innovative and Open Minded Courage Respect and Empathy Public Service		
Education/Qualifications	Essential: N/S Desirable: N/S		
Experience and Skills	Essential: N/S Desirable: N/S		
Approved by People Services	#	**Date**	#

Role Profile

Role Profile Part 3 (2024)			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We are collaborative	Level 1	
	We Support and Inspire	Level 1	
	We Analyse Critically	Level 1	
	We are Innovative and Open Minded	Level 1	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		