



Role Profile

S1701a Special Constable (non-IPS/accompanied patrol)

Role Description

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.

A special constable (non-IPS/accompanied patrol) carries the same legal powers as a Police Constable, and is developing their decision-making skills and capability to work autonomously by working under the supervision of a regular officer, or a Special Constable who has trained as a supplementary tutor.

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.

Main Responsibilities

These accountabilities are carried out under the supervision of a regular officer who has independent patrol status, or a Special Constable who has trained as a supplementary tutor, whilst the individual builds a portfolio of evidence toward achieving Independent Patrol Status. At times the Special Chief Officer may authorise supervision by IPS/QSC Special Constables for specific policing activities

- Maintain a Special Constable Learning & Assessment Portfolio to record evidence to support the assessment of personal competence and progress toward achievement of Independent Patrol Status (IPS) / Qualified Special Constable Status (QSC).
- Provide appropriate initial and ongoing frontline response to a wide range of incidents, assessing immediate risk, threat and harm to determine a proportionate response in line with the law, policy and guidance, calling for assistance as and when required.
- Assist police colleagues in establishing and implementing effective local 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.
- Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence based policing.
- 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.
- In accordance with training received, interview witnesses, suspects and victims in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.
- 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 championing and applying relevant methodologies and approaches to area of work.

Rank\Scale

Special Constable

Reports To

Supervisor: Special sergeant / designated tutor

Supervisory Responsibility

None.



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Additional Information

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy:

Police Recruitment Vetting (RV) and National Security Vetting Counter Terrorist Check Level (CTC).

Experience and Qualifications

The post-holder will have achieved the learning outcomes specified in the introductory training programme and graduate to accompanied patrol status/non-independent patrol status.

- To be able to develop a deep knowledge and understanding of a local community including society composition 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.
- 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 own area of work. Able to identify, analyse and manage risk to inform balanced, proportionate, evidence based decisions and to review and reflect on own 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 own 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.
- Able to apply a problem solving approach with the ability to scan, analyse, response, assess and develop a course of action that draws on an evidence base, designed to target root causes, mitigate risks and manage impacts.

Shortlisting

Skills



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| Skill Category | Skill Name | Skill Level | Skill Description | For PDR |
|-----------------------------|-----------------|--------------|--|---------|
| Policing Personal Qualities | Decision making | Practitioner | <ul style="list-style-type: none"> - Demonstrates understanding of investigation techniques, provides accurate and detailed information and understanding of situations and the wider impact. - Considers range of options, can respond to changes, can articulate clear, timely and justifiable decisions - Takes ownership, acts on initiative, engages resources to deliver objectives - Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest. - Acts with integrity, in line with the values of the Police Service. - Works collaboratively, delivers accurate outcomes, seeks guidance where appropriate. Is approachable and positive. - Pitches ideas at appropriate level, expresses own view positively and constructively. - Is courteous, polite and considerate, shows empathy and compassion - Treats people with respect, dignity, dealing with them fairly and consistently. | No |
| Core Values | Impartiality | Practitioner | Behaviours: <ul style="list-style-type: none"> • I take into account individual needs and requirements in all of my actions • I understand that treating everyone fairly does not mean everyone is treated the same • I always give people an equal opportunity to express their views • I communicate with everyone, making sure the most relevant message is provided to all • I value everyone's views and opinions by actively listening to understand their perspective • I make fair and objective decisions using the best available evidence • I enable everyone to have equal access to services and information, where appropriate | No |
| Core Values | Integrity | Practitioner | Behaviours: <ul style="list-style-type: none"> • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public • I demonstrate courage in doing the right thing, even in challenging situations • I enhance the reputation of my organisation and the wider police service through my actions and behaviours • I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations • I am open and responsive to challenge about my actions and words • I declare any conflicts of interest at the earliest opportunity • I am respectful of the authority and influence my position gives me • I use resources effectively and efficiently and not for personal benefit | No |
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|-----------------------------|--|--------------|--|-----|
| Policing Personal Qualities | Leadership | Practitioner | <ul style="list-style-type: none"> - Demonstrates real belief in customer service, understands expectations, changing needs of different communities and impact and benefits of policing these different communities. - Breaks down barriers and builds confidence with open and consultative communication - Promotes equality and value of diversity and encourages inclusive behaviours - Role model for implementation of professional standards, challenging conduct and discriminatory behaviour - Demonstrate positive, flexible and adapts to changing situations, open to alternative approach to solving problems - Is innovative, persuasive and clearly manages expectations - Adapts rapidly to different ways of working and putting effort into making them work | No |
| Evidence | Link your Evidence here for Promotion/Lateral Development or to support your Action/Development Plan | | | Yes |
| Policing Personal Qualities | Managing Performance | Practitioner | <ul style="list-style-type: none"> - Demonstrates ability to multi task, prioritise and methodically think things through - Delivers within set timescales and achieves outcomes - Constantly reviews procedures for cost efficiencies and changes mirror future business direction | No |
| Core Values | Public Service | Practitioner | Behaviours: <ul style="list-style-type: none"> • I act in the interest of the public, first and foremost • I am motivated by serving the public, ensuring that I provide the best service possible at all times • I seek to understand the needs of others to act in their best interests • I adapt to address the needs and concerns of different communities • I tailor my communication to be appropriate and respectful to my audience • I take into consideration how others want to be treated when interacting with them • I treat people respectfully regardless of the circumstances • I share credit with everyone involved in delivering services | No |
| Policing Personal Qualities | Strategic/Organisational Perspective | Practitioner | <ul style="list-style-type: none"> - Demonstrates clear understanding of force objectives and how own role impacts on this. - Seeks out and responds positively to constructive feedback | No |
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| Core Values | Transparency | Practitioner | Behaviours: | No |
|--|-----------------------|--------------|--|----|
| | | | <ul style="list-style-type: none"> • I ensure that my decision-making rationale is clear and considered so that it is easily understood by others • I am clear and comprehensive when communicating with others • I am open and honest about my areas for development and I strive to improve • I give an accurate representation of my actions and records • I recognise the value of feedback and act on it • I give constructive and accurate feedback • I represent the opinions of others accurately and consistently • I am consistent and truthful in my communications • I maintain confidentiality appropriately | |
| Intelligent, Creative and Informed Policing | We analyse critically | Practitioner | <p>I recognise the need to think critically about issues. I value the use of analysis and testing in policing.</p> <p>I take in information quickly and accurately.</p> <p>I am able to separate information and decide whether it is irrelevant or relevant and its importance.</p> <p>I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.</p> <p>I refer to procedures and precedents as necessary before making decisions.</p> <p>I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.</p> <p>I recognise gaps and inconsistencies in information and think about the potential implications.</p> <p>I make decisions in alignment with our mission, values and the Code of Ethics.</p> | No |
| Inclusive, Enabling and Visionary Leadership | We are collaborative | Practitioner | <p>I work cooperatively with others to get things done, willingly giving help and support to colleagues.</p> <p>I am approachable, and explain things well so that I generate a common understanding.</p> <p>I take the time to get to know others and their perspective in order to build rapport.</p> <p>I treat people with respect as individuals and address their specific needs and concerns.</p> <p>I am open and transparent in my relationships with others.</p> <p>I ensure I am clear and appropriate in my communications.</p> | No |



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| Resolute, Compassionate and Committed | We are emotionally aware | Practitioner | <p>I treat others with respect, tolerance and compassion.</p> <p>I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.</p> <p>I remain calm and think about how to best manage the situation when faced with provocation.</p> <p>I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.</p> <p>I ask for help and support when I need it.</p> <p>I understand the value that diversity offers.</p> <p>I communicate in clear and simple language so that I can be easily understood by others.</p> <p>I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.</p> | No |
| Intelligent, Creative and Informed Policing | We are innovative and open-minded | Practitioner | <p>I demonstrate an openness to changing ideas, perceptions and ways of working.</p> <p>I share suggestions with colleagues, speaking up to help improve existing working methods and practices.</p> <p>I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.</p> <p>I adapt to change and am flexible as the need arises while encouraging others to do the same.</p> <p>I learn from my experiences and do not let myself be unduly influenced by preconceptions.</p> | No |
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|--|---------------------------------|--------------|--|----|
| Inclusive, Enabling and Visionary Leadership | We deliver, support and inspire | Practitioner | <p>I take on challenging tasks to help to improve the service continuously and support my colleagues.</p> <p>I understand how my work contributes to the wider police service.</p> <p>I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others.</p> <p>I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.</p> <p>I support the efficient use of resources to create the most value and to deliver the right impact.</p> <p>I keep up to date with changes in internal and external environments.</p> <p>I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</p> | No |
| Resolute, Compassionate and Committed | We take ownership | Practitioner | <p>I actively identify and respond to problems.</p> <p>I approach tasks with enthusiasm, focusing on public service excellence.</p> <p>I regularly seek feedback to understand the quality of my work and the impact of my behaviour.</p> <p>I recognise where I can help others and willingly take on additional tasks to support them, where appropriate.</p> <p>I give feedback to others that I make sure is understandable and constructive.</p> <p>I take responsibility for my own actions, I fulfil my promises and do what I say I will.</p> <p>I will admit if I have made a mistake and take action to rectify this.</p> <p>I demonstrate pride in representing the police service.</p> <p>I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</p> | No |

NOS

| NOS Unit | Unit Name | Unit Description |
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