

## ROLE PROFILE

<b>Role Title:</b>	Special Constable
<b>Rank/Grade:</b>	Volunteer
<b>Reporting to:</b>	Special Sergeant
<b>Main purpose of the role:</b>	The Special Constabulary is a disciplined body which exists to support and supplement the regular police service not only in times of civil emergency and at public events, but increasingly in the performance of routine policing duties undertaken on behalf of a diverse and multicultural community.

### Key Responsibilities

- Provide support to the regular police service in a range of policing activities, the majority of which will entail direct involvement in attendance at incidents, occurrences and events reported to the police by members of the public requiring advice or assistance. Some will also be identified through proactive patrol.
- Deal effectively and efficiently, in accordance with established police practice and procedure, with each incident or occurrence identified by, or reported to you. Take such action as is required, within the bounds of your knowledge and training, using such force as is necessary and reasonable in the circumstances. Your action may involve the arrest or reporting of offenders, and the subsequent expeditious preparation of incident reports and court files.
- Regularly attend training sessions designed to ensure that your level of knowledge in relation to police practice and procedure is up to date and relevant, and also attend regularly for operational duty as required by the policies of Bedfordshire Police then in being.
- Conduct all police duties to which you are assigned in an expeditious and diligent manner, acting without delay on the lawful directions of your supervisors and managers, referring to them at the first opportunity any issues requiring clarification, or which are outside your realm of knowledge or police experience.
- As a representative of the police service, conduct yourself with sobriety of conduct at all times, and avoiding any conduct which may bring yourself or the police service into disrepute, or which may be construed as harassment, oppressive conduct, or discriminatory in any way.
- In all your dealings with Police colleagues and members of the public, maintain strict confidentiality in relation to any items of police intelligence or personal information, which may become known to you, from whatever source.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
N/A	N/A

### Entry Requirements

- A clear understanding of the role of the police service in a modern multicultural society
- A sound awareness of equality of opportunity and discrimination issues
- The ability to communicate effectively both verbally and in writing.
- Sound interpersonal skills.
- The ability to remain calm and under pressure.

### Any other General Requirements/Scope

Be prepared to:

- Attend regular training sessions in relation to the role
- Regularly attends for duty as required by force policy.
- Work individually and as part of a team
- Work unsociable hours in support of the police service
- Meet short-notice calls to duty.

### Obligatory Requirements

- Physically and psychologically fit to undertake the role
- Literate and numerate

### Assessment of Performance in Role

Personal Development Review (PDR)

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Police Performance Framework	
Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes	
Skill Category: Cluster	
Inclusive, Enabling and Visionary Leadership	<p>We deliver, support and inspire</p> <ul style="list-style-type: none"> <li>I take on challenging tasks to help to improve the service continuously and support my colleagues.</li> <li>I understand how my work contributes to the wider police service.</li> <li>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.</li> <li>I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.</li> <li>I support the efficient use of resources to create the most value and to deliver the right impact.</li> <li>I keep up to date with changes in internal and external environments.</li> <li>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</li> </ul>
Inclusive, Enabling and Visionary Leadership	<p>We are collaborative</p> <ul style="list-style-type: none"> <li>I work cooperatively with others to get things done, willingly giving help and support to colleagues.</li> <li>I am approachable, and explain things well so that I generate a common understanding.</li> <li>I take the time to get to know others and their perspective in order to build rapport.</li> <li>I treat people with respect as individuals and address their specific needs and concerns.</li> <li>I am open and transparent in my relationships with others.</li> <li>I ensure I am clear and appropriate in my communications.</li> </ul>
Intelligent, Creative and Informed Policing	<p>We are innovative and open-minded</p> <ul style="list-style-type: none"> <li>I demonstrate an openness to changing ideas, perceptions and ways of working.</li> <li>I share suggestions with colleagues, speaking up to help improve existing working methods and practices.</li> <li>I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.</li> <li>I adapt to change and am flexible as the need arises while encouraging others to do the same.</li> <li>I learn from my experiences and do not let myself be unduly influenced by preconceptions.</li> </ul>
Intelligent, Creative and Informed	<p>We analyse critically</p> <ul style="list-style-type: none"> <li>I recognise the need to think critically about issues. I value the use of</li> </ul>

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Police Performance Framework	
Policing	<p>analysis and testing in policing.</p> <ul style="list-style-type: none"> <li>   I take in information quickly and accurately.</li> <li>   I am able to separate information and decide whether it is irrelevant or relevant and its importance.</li> <li>   I solve problems proactively by understanding the reasons behind them,</li> </ul> <p>using learning from evidence and my experiences to take action.</p> <ul style="list-style-type: none"> <li>   I refer to procedures and precedents as necessary before making decisions.</li> <li>   I weigh up the pros and cons of possible actions, thinking about potential</li> </ul> <p>risks and using this thinking to inform our decisions.</p> <ul style="list-style-type: none"> <li>   I recognise gaps and inconsistencies in information and think about the</li> </ul> <p>potential implications.</p> <ul style="list-style-type: none"> <li>   I make decisions in alignment with our mission, values and the Code of Ethics.</li> </ul>
Resolute, Compassionate and Committed	<p>We take ownership</p> <ul style="list-style-type: none"> <li>   I actively identify and respond to problems.</li> <li>   I approach tasks with enthusiasm, focusing on public service excellence.</li> <li>   I regularly seek feedback to understand the quality of my work and the impact of my behaviour.</li> <li>   I recognise where I can help others and willingly take on additional tasks to</li> </ul> <p>support them, where appropriate.</p> <ul style="list-style-type: none"> <li>   I give feedback to others that I make sure is understandable and constructive.</li> <li>   I take responsibility for my own actions, I fulfil my promises and do what I say I will.</li> <li>   I will admit if I have made a mistake and take action to rectify this.</li> <li>   I demonstrate pride in representing the police service.</li> <li>   I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</li> </ul>
Resolute, Compassionate and Committed	<p>We are emotionally aware</p> <ul style="list-style-type: none"> <li>   I treat others with respect, tolerance and compassion.</li> <li>   I acknowledge and respect a range of different perspectives, values and</li> </ul> <p>beliefs within the remit of the law.</p> <ul style="list-style-type: none"> <li>   I remain calm and think about how to best manage the situation when faced</li> </ul> <p>with provocation.</p> <ul style="list-style-type: none"> <li>   I understand my own emotions and I know which situations might affect my</li> </ul> <p>ability to deal with stress and pressure.</p> <ul style="list-style-type: none"> <li>   I ask for help and support when I need it.</li> <li>   I understand the value that diversity offers.</li> <li>   I communicate in clear and simple language so that I can be easily understood by others.</li> <li>   I seek to understand the thoughts and concerns of others even when they</li> </ul> <p>are unable to express themselves clearly.</p>



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