



## ROLE PROFILE

<b>Role Title:</b>	<b>Special Constable</b>
<b>Rank/Grade:</b>	<b>Special Constable</b>
<b>Reporting to:</b>	<b>Department Sergeant (i.e. Intervention/SNT) and Special Sergeant</b>
<b>Main purpose of the role:</b>	To be an effective Special Constable working within a team of regular officers and capable of Independent Patrol.

### Key Responsibilities

- Under general supervision but often operating independently, to be responsible for the protection of life and property, the prevention and detection of crime and the maintenance of public order through a range of sworn powers in line with organisational standards.
- Conduct patrol responding promptly to calls and requests for assistance.
- Contribute to maintaining road safety dealing with traffic offences and assisting at collision scenes in accordance with legislation and Force policy.
- Conduct the initial investigation and scene preservation in accordance with the relevant investigation policies and legal requirements.
- Conduct initial Interviews with suspects, victims and witnesses in accordance with the law and with reference to the Victims Charter.
- Conduct searches on person(s), personal property, vehicles and premises.
- Work with the community partners and agencies to solve community problems.
- Contribute to public engagement activity at Neighbourhood level.
- Assist regular officers as tasked by the regular Sergeant to patrol in accordance with local objectives and contribute to tackling Local Priorities.
- Disrupt illegal activities of local criminals / PPOs / those responsible for anti-social behaviour and criminal behaviour
- Develop and increase the membership of Neighbourhood Watch.
- Make lawful arrests, report offenders and convey/present suspects into custody in line with force procedures, including completing pre-charge procedures.
- Utilise Force information management systems for gathering and submitting community intelligence/crime reporting), including PNC.
- Deal with property (including evidence, exhibits, Lost/Found, Stolen) in line with appropriate guidelines and procedures.

### Entry Requirements

- A high degree of interpersonal skills with the ability to negotiate with and influence others.
- Experience of working with others.
- Clear, effective and concise communication skills.
- Ability to build and maintain effective working relationships (rapport and empathy skills) with people from diverse backgrounds.
- Able to work as part of a team under strict time and resource limitations.
- Assertiveness, remaining calm and confident in difficult situations.
- Good judgement and ability to act logically.
- Ability to make and take personal responsibility for decisions.

### Any other General Requirements/Scope

- The post holder should ideally have a full driving licence (business insurance needs to be organised by the individual) in order to undertake this role.
- The post holder will be required to work in different locations, as per operational requirements.
- Flexibility to work with dedicated team on a range of duties including weekday, evening and weekend duties and prepared to work in any part of the force area as directed.
- Must comply with the working hours required of a Special – minimum of 16 hours per month.
- Must comply with Working Time Regulations.
- The post holder will be required to work shifts.
- Must attend additional training as required.
- Vetting required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

### Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.



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### Assessment of Performance in Role

The Regular Sergeant in conjunction with the Special Sergeant will monitor the capability and performance of the Constable; including hours worked.

### Personal Qualities & Values (Behavioural Competencies)

#### Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

#### Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

#### Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

#### Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

#### Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

#### Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.