



ROLE PROFILE

Role Title:	Special Constable
Rank/Grade:	Special Constable
Reporting to:	Department Sergeant (i.e. Intervention/SMT) and Special Sergeant
Main purpose of the role:	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.

Psychological Assessment	Not Required
Return on Investment	Not Required

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

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.



HERTFORDSHIRE

CONSTABULARY

ROLE PROFILE

- Ability 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 is 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.

Personal Qualities(Behavioural Competencies)

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.



HERTFORDSHIRE

CONSTABULARY

ROLE PROFILE

We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. 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. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. 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.

We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.