

ROLE PROFILE Part1	Role Title	SPECIAL CONSTABLE			Dept /LPA	LOCAL POLICING DELIVERY UNIT
			VETTING LEVEL			
Grade/Rank	Special Constable					
Responsible To	Special Sergeant					
Staff Responsible For	None					
Reviewed by (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	<ol style="list-style-type: none"> 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 Constabulary matters by use of Hampshire 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. <p>Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire 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.</p>					
Additional Requirements	<p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.</p> <p>Special Constables are subject to the unsatisfactory performance, complaints and misconduct procedures.</p>					

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.

**ROLE PROFILE
Part2**

**CVF
Recruitment
Competencies**

[We are Emotionally Aware](#) Level 1
[We Take Ownership](#) Level 1
[We are collaborative](#) Level1
[We Analyse Critically](#) Level 1
[We Deliver, Support and Inspire](#) Level 1
[We are Innovative and Open Minded](#) Level 1
[Impartiality](#)
[Public Service](#)

**Education/
Qualifications**

Essential: n/s
Desirable: n/s

**Experience and
Skills**

Essential: n/s
Desirable: n/s