



Enabling Guidance

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***This enabling guidance is suitable for public disclosure under the
Freedom of Information Act 2000***

This document sets out principles to help guide decision making and in some parts may be quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case.

There may be occasions when a member of staff is considered to have acted outside of the content of this document but if they have done so with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported. On the occasions when this is the case, the rationale for it must be properly recorded.

This document should be read in conjunction with the Force Policy Statement.

Introduction

Community Speed Watch (CSW) is a community based initiative designed to harness public support for neighbourhood policing by volunteers monitoring speeds of vehicles in areas of concern to the public.

Background

CSW originated due to an increased demand from the public for greater involvement in reducing the speed of vehicles through local villages. The perception of communities was that vehicles were continuing to speed despite the introduction of speed reduction measures.

The CSW initiative allows members of the community to address the issue of speeding by becoming actively involved in road safety, working in partnership with Derbyshire Police and Crime Commissioner, Derbyshire Constabulary, Derbyshire County Council, City Councils and Parish Councils. Speed monitoring is carried out by trained volunteers from the community to verify and record the registration numbers of offending vehicles. Details of vehicles exceeding the speed limit are then forwarded to Derbyshire Constabulary's Casualty Reduction Enforcement Support Team (CREST) who will conduct appropriate checks and issue a letter to the registered keeper asking for their cooperation by reducing speed in their community. A maximum of three letters will be sent to offenders, two by post and the third hand delivered by a member of Derbyshire Constabulary.

CSW provides the opportunity for the public to influence and contribute to the education of drivers whilst making their neighbourhoods safer. They add value and support to the work of Derbyshire Constabulary staff, whilst also helping to forge closer links with communities. Police resources will be able to focus on areas with greater risk of speed related collisions. Intelligence led speed enforcement activity by police officers and the force's safety camera team (CREST) will continue, in areas often highlighted by CSW. Management of the CSW will be governed by CREST Community Speed Watch Co-Ordinator in conjunction with local Safer Neighbourhood Teams and LPU Inspectors.

Guidance

Where community speed watch fits in

CSW is **NOT** speed enforcement. The aim is to monitor and record the speed and registration number of speeding vehicles travelling through communities in an attempt to improve driver behaviour, thereby preventing collisions by encouraging drivers to slow down. The activity allows the police to send letters of advice to the registered keeper of vehicles warning them of the driver's behaviour and dissatisfaction by the community through which the vehicle travelled. Derbyshire Constabulary reserve the right not to send letters to registered keepers.

The scheme's aim is not to catch as many speeders as possible but to reduce speeds in areas of concern and to make drivers aware that excessive speed within posted limits is socially unacceptable. The locations and subsequent results of CSW operations will be authorised and monitored by CREST who will work in partnership with the Safer Neighbourhood Teams and LPU Inspector.

The Health and Safety of CSW volunteers and all other road users, including pedestrians is of paramount importance. Many drivers will slow down on seeing volunteers in high visibility jackets at the road side thereby reducing the number of speeding motorists identified and the amount of follow-up action required. This is a positive outcome.

Generally most drivers co-operate and it is shown that volunteers operate with little or no risk to themselves or others. It would be wrong, however not to insist that schemes adhere to some basic guidelines and safety practices known as the Golden Rules and it is important that schemes do not

deviate from the guidance contained in this document.

Volunteers will be trained in the use of hand held speed monitoring devices by Derbyshire Constabulary. Additional training will be provided regarding health and safety and CSW guidelines. Any breaches of this guidance will make any volunteer liable to removal from the scheme and loss of insurance cover.

Equipment

The basic equipment required for a CSW scheme is a hand held speed radar device, two approved CSW signs with stands and sufficient numbers of high visibility fluorescent jackets for a minimum of two and maximum of four volunteers. This equipment may be sourced through a number of different routes including the police, the parish council, Derbyshire County and Derby City Councils and the actual CSW group.

Prior to purchasing any such equipment, the purchaser will seek the authority of the CREST CSW Co-ordinator to ensure it is fit for purpose and upholds Derbyshire Constabulary's professional approach to CSW. Equipment not authorised will not be used on a Derbyshire Constabulary CSW scheme.

Whenever possible and governed by ownership of said equipment, the police will: -

- Identify and procure the appropriate speed monitoring equipment for the scheme;
- Ensure the equipment is held locally at the discretion of the LPU Inspector who will ensure it is safely stored and maintained;
- Ensure the person identified by the LPU Inspector to hold the equipment understands they are responsible for the care and maintenance of the equipment when under their control.
- If held at a police station there will be a booking out and in procedure monitored by the responsible person.

In accordance with the Golden Rules, each team will: -

- Display **two** CSW signs at the selected site;
- Be made up of volunteers wearing high visibility orange/yellow jackets;
- Be in possession of a hand held radar device;
- Use a clip board and paper work to enable the correct recording of vehicle details etc.
- Any loss, damage or malfunction of the equipment will be reported immediately to the LPU Inspector or their representative.

The laser device is not an evidential device i.e. no prosecutions will be made as a direct result of these checks. Therefore the device does not have to be calibrated. To provide some degree of accuracy a drive through speed check should be carried out, using a calibrated police vehicle, once every year. Several devices can be taken to one site should multiple devices require checking.

Individual roles and responsibilities

Typically, CSW volunteers will be identified for deployment and training through the local neighbourhood panel or similar local forum where a panel does not exist. A minimum of 6 volunteers are usually required to achieve an effective CSW scheme with a register being maintained of each scheme and its members by the CSW Co-ordinator.

Volunteers will not be paid or be able to claim expenses for travelling. Volunteers will operate on behalf of Derbyshire Constabulary and the local parish council but are not to be considered employees.

The Chief Constable of Derbyshire Constabulary carries public liability insurance which covers CSW activity and volunteers who act in accordance with instruction and the relevant risk assessment. The

use of volunteer's private motor vehicles in connection with CSW is not covered under the Chief Constable's insurance policy or those of any agency within the Derby and Derbyshire Road Safety Partnership and it is the responsibility of scheme members to ensure that they have adequate motor insurance in place that covers them for this activity.

Derbyshire Constabulary have recruited a Community Speed Watch Co-ordinator and Administrator. These roles are designed to consolidate and co-ordinate CSW activities across the force. Whilst a number of roles have been suggested below, these may be adapted slightly at the discretion of CREST and the LPT Inspector to recognise the varying needs of each policing area.

The Community Speed Watch Co-ordinator will: -

- Act as a focal point for LPU Inspectors across the constabulary requiring advice and guidance regarding the scheme.
- Ensure this CSW enabling guidance remains current and is publicised on Connect and the force internet web site.
- Retain overall responsibility for the co-ordination and monitoring of CSW schemes in Derbyshire working in partnership with LPU Inspectors.
- Liaise with neighbourhood police staff and CSW volunteers to ensure safe and appropriate site selection.
- Undertake periodic site visits when CSW checks are being carried out to ensure that the CSW volunteers are adhering to scheme guidelines and safe operating practices.
- Provide training to police officers and PCSOs around all issues affecting CSW.
- Provide training support for CSW volunteers.

The Local Policing Unit Inspector will: -

- Retain overall responsibility for monitoring of CSW schemes in their area.
- Appoint an appropriate CSW Police Co-ordinator(s) to act as single points of contact for the CSW schemes in their area.
- Act as arbiter in cases of dispute and will review and deal with any complaints that arise from a CSW scheme.
- Be responsible for any volunteer appointed by the LPU to assist with local administration of CSW.

The Community Speed Watch Administrator will: -

- Process applications from CSW volunteers and maintain personal records.
- Receive all data from CSW operations and ensure its inclusion in the force central CSW database.
- Send letters to offending vehicle owners and maintain data in respect of it.
- Monitor, record and evaluate management information.
- At the discretion of the CSW Co-ordinator, produce reports detailing the level of activity, speed flows, collision reduction rates and numbers of letters posted.
- Maintain databases and provide management information with regard to all force wide CSW schemes.

Safer Neighbourhood Police Teams will: -

- Help manage CSW schemes on a daily basis, resolving problems within the CSW team and answering queries as required.
- Assist scheme co-ordinators to fulfil their functions where necessary.
- Carry out health and safety risk assessments.
- Assist the CSW Co-ordinator to arrange and undertake initial CSW scheme training.
- Provide support, feedback and contact with scheme volunteers.

CSW Volunteers will: -

- Supply all relevant personal details and upon completion of training sign the Derbyshire Constabulary CSW Indemnity Form.
- Adhere to the guidance and procedures of the force including the Golden Rules.
- Adhere to the standards of security, confidentiality and safety.
- Uphold the values of Derbyshire Constabulary and act in a professional and ethical manner whilst deployed on CSW business.

Health and Safety/Risk Assessment

The personal safety of CSW volunteers is a primary consideration. Should a situation arise which gives risk to concern for the personal safety of the volunteer, they are instructed to leave the equipment and contact the police immediately. A 'Letter of Introduction' has been produced for volunteers to give to drivers should they be approached.

Funding

Derbyshire Constabulary will cover all administration costs; primarily this will cover the production and postage of warning letters. These will be sent whenever possible within 7 days of receipt of the CSW Roadside Recording Sheet.

Additional funding will be required to cover the cost of CSW high visibility clothing, the speed detection equipment and signs. A dedicated budget does not exist for these items and it will be the joint responsibility of LPU Inspectors and local partners such as Neighbourhood Panels and Councils to identify suitable funding streams when necessary.

Information Processing

CSW volunteers should not know the identity of drivers of vehicles exceeding the speed limits. However it is accepted that most volunteers like to operate where they live and work and inevitably when doing so some recognition may occur. In this event a professional attitude would be expected, the driver's details should not be disclosed and any information gathered should remain confidential and in the hands of the police only. No attempt will be made to trace drivers via Section 172 Road Traffic Act 1988.

The outcome of the operation in statistical terms only (number of vehicles checked and number exceeding the speed limit) will be held on a database maintained by police at neighbourhood level. Statistics in relation to speeding vehicles may be used to target speed enforcement campaigns, educational opportunities and other road safety initiatives. Results will be reported back to Neighbourhood Panels.

CSW volunteers will submit all completed Roadside Recording Sheets to the CSW dedicated administration email address within 48 hours of the completion of the activity. All hard copies will be destroyed immediately after confirmation of receipt of that data. Under no circumstances will volunteers maintain their own CSW records.

Code of Practice

To ensure CSW schemes have credibility and integrity, a number of criteria have been developed for CSW volunteers to comply with should they wish to take part in any scheme. These criteria as listed below form the basis of a CSW Volunteer Code of Practice: -

- Attendance at a compulsory induction session and completion of role related training.
- Willing to encourage people to support law enforcement.
- Be able to explore attitudes and feelings towards victims of crime.
- Volunteer within a frame work of equal opportunities.

- Volunteer to work in a frame work of confidentiality.
- Ability to operate within a managed team environment bringing special skills and talents to the team.
- Be computer aware and/or be willing to be trained and bound by police procedures.
- Communicate well in English both orally and in writing.
- Agree to be security vetted if required.
- Agree to keep within the boundaries of the Data Protection Act, GDPR and Official Secrets Act.
- Be able to relate to a wide range of people from different backgrounds.
- Have the ability to commit time to the CSW scheme on a monthly basis. The LPU Inspector can advise how much time is a reasonable amount based on the amount of volunteers available and the nature of the speeding problem.

Data Protection

The use of CSW Log Sheets is subject to the Data Protection Act 1998 and as such the force has a duty to comply with the data protection principles contained within it. Appropriate steps must always be taken to ensure that data exchanged between the Derbyshire Constabulary and CSW Volunteers is accurate. CSW volunteers must be reminded by the co-ordinator that they must not disclose details of vehicle registration numbers to any person or organisation not directly involved in the scheme. If a motorist requests a copy or access to their data, they must be informed to contact their local police station.

For administration and training purposes personal details of CSW volunteers will be held securely on record by the CSW Co-ordinator and CREST. Volunteers can request the removal of such data via either their local police contact or the CSW Co-ordinator.

Details of registered keepers of offending vehicles will be held securely on the crest central database for the purpose of educating drivers and reducing speed across Derbyshire. This level of detail is required to help reduce the level of killed and seriously injured collisions on the roads. The requirement to keep such data will be reviewed every two years.

Media Interest

The public perception of CSW should always be considered. Following any initial media publicity it is likely that there will be continuing media interest. Any media enquiries with regard to CSW should be directed to the CSW Co-ordinator who will liaise with the LPU Inspector or the Force Corporate Communications Section (HQ Ripley).

