

# **Volunteer** Conditions of Service, **Standards** of Professional Behaviour & **Security** of Information Agreement

SPECIAL CONSTABULARY



# Derbyshire Special Constabulary

## Volunteer Agreement

Derbyshire Constabulary places a great importance on the relationship between itself and members of the Special Constabulary. We are committed to do our very best to ensure that your volunteer service will be a rewarding experience.

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### Role of the Special Constable:

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All members of the Derbyshire Constabulary are committed to providing a high-quality policing service to everyone in Derbyshire.

By applying the organisation's core values and agreed commitments, volunteer Special Constables form a vital part in the provision of policing to our communities.

When on duty, a Special Constable has all the responsibilities and powers of a regular officer under the direction and control of the Chief Constable.

Special Constabulary Volunteers supplement the regular force within communities and provide support in emergency situations.

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### Derbyshire Constabulary Commitment:

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**Derbyshire Constabulary, in consideration of the voluntary and non-contracted status of a Special Constable, will provide you with:**

- All relevant items of uniform and equipment free of charge.
- Reimbursement of expenses, benefits and allowances in accordance with Home Office guidance and providing that the minimum hourly commitment is met and all duty hours are recorded on the Duty Sheet.
- Insurance cover to meet the cost of any loss of earnings during a temporary incapacity to work, and a pension in case of permanent disablement whilst performing police duty.
- Relevant initial, refresher and continuation training and personal development to enable you to meet the requirements of role.
- Operational deployment within the capacity of the volunteer, utilising your personal skills and abilities.
- Full access to Force procedures in relation to equal opportunities, grievance and harassment.
- Access to support and welfare mechanisms within the Derbyshire Constabulary and Police Federation.

# Volunteer Responsibility

Whilst on duty, you will perform tasks under the supervision of, and supported by regular Police Officers, Police Community Support Officers or Special Constabulary line managers. At all times, the operational authority is held by the regular Police Officer, regardless of the rank or grade of either party.

## You will be expected to:

- To be bound by the Conditions of Service set out by Police Regulations, the Chief Constable and by the Standards of Professional Behaviour as shown in Appendix A.
- To achieve and maintain an agreed minimum level of role related competence to enable you to support regular officers effectively by undertaking any training identified as essential.
- To carry out all lawful orders and undertake all given tasks punctually and promptly when on duty.
- To perform an average of 4 hours per week on a regular basis, this equates to an average of 16 hours per month negotiated and arranged to fit in with your individual circumstances, notified in advance to your Section/Department and in accordance with the direction of the Divisional Commander.
- To record all hours performed on Duty Sheet.
- Take part fully in the personal development appraisal annually to enhance your skills and competencies.
- At all times act in accordance with statutory and common law and the Derbyshire Constabulary's policies and procedures which can be accessed via the force intranet. In particular, but not exclusively, to observe The Official Secrets Acts 1911 to 1989 and the Data Protection Act 1998 and by signing this document you acknowledge an awareness of and an understanding of your obligations thereunder.
- Following Initial Training, to work towards completion the Police Action Checklists within 18 months. This can be extended in exceptional circumstances with the agreement of the S/Sgt and S/Inspectors.
- An annual fitness test and officer safety training must be attended annually and passed.
- The standard level of fitness or a higher level of fitness specific to roles must be maintained throughout your service and will be tested at regular intervals.

## You will be expected to:

### Under Regulation 13 of the Police Regulations:

- If you are unable to maintain the required fitness standards without good reason, your service may be at risk and you may be exited from the organisation through the Regulation 13 process and once confirmed by the Unsatisfactory Performance Procedures.
- Non-compliance with this agreement can lead to dismissal under direction of the Chief Constable who may delegate this power. The criteria are that a Special Officer has been remiss or negligent in the discharge of their duty or are otherwise unfit for the same.
- Constant or continued unauthorised absence from either regular monthly training sessions or local meetings, or duty hours falling below the required minimum of 16 hours per month without authority or reasonable excuse may constitute grounds for dismissal.
- Breaches of the Data Protection Act 1998 and associated legislation may result in suspension and commencement of misconduct and/or criminal proceedings by the Chief Constable.
- In addition to criminal charges being brought, failure to comply with the Data Protection Act 1998 and associated legislation may result in misconduct action and potential dismissal.

*The Police Act, 1996, makes provision for Special Constables to be appointed by Chief Constables, in accordance with the regulations made under Part 27(2) of the Act. Subject to these regulations all Special Constables for a police area are under the direction and control of, and subject to dismissal by, the Chief Constable.*

# Security, Confidentiality of Information & Use of Force IT systems

During the course of your service with the Constabulary you will be granted access to police information and police information systems in order to properly fulfil your official duties as a Special Constable. This access will be on a 'need to know' principle based on the role and responsibilities you hold. You may also come into possession of sensitive and confidential documentation.

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## Access to information may include:

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- a) Reading or viewing information held on computer or displayed by some other electronic means.
- b) Reading or viewing manually held information in written, printed or photographic form, or
- c) Overhearing any radio, telephone or verbal communication.
- d) Operational briefings given verbally or in writing.

You are required to maintain high professional and ethical standards in accordance with Force Values. In order to ensure that such high standards are maintained by all representatives of the Constabulary, telephone conversations, faxes and e-mails may be recorded. Recorded material may be used in accordance with Force policies, procedures and guidance.

For the avoidance of doubt, the obligations of confidentiality imposed by this agreement shall continue in full force and effect after the expiry or termination of your service with the Constabulary.

This information may be held for the purposes of assessing compliance with the Data Protection Act 1998 and associated legislation and/or for matters involving proceedings against persons that contravene the Data Protection Act 1998 and/or associated legislation.

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## In summary, you must:

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- a) Abide by the provisions of the Data Protection Act 1998, Official Secrets Acts and Computer Misuse Act 1990 at all times. These Acts outline your personal liability.
- b) Abide by the Force Information Security and Data Protection Policies and other related guidance documents, copies of which can be accessed via the Force intranet.
- c) Only access police information for official policing purposes in accordance with your role requirements.
- d) Not remove any personal data from the Constabulary premises without express permission.
- e) Not disclose any police information to any unauthorised person or organisation.

You must not disclose any information relating to your work to anyone outside the Police Service unless required by law or you are expressly authorised to do so.

Any use or disclosure of police information or retention of documents which is not for a policing purpose or part of your official duties may constitute an offence under the Data Protection Act 1988 and/or the Official Secrets Acts, and is a breach of the Conditions of Service under which you serve.

Breaches of these Acts may result in your suspension and commencement of misconduct and/or criminal proceedings against you by the Chief Constable.

To ensure that the Force computer systems are not infected by a computer virus, you are not allowed to load software onto Force computers or use portable digital media issued by the Force on any other computer or computer network outside the Force, this includes home computers or school/college computers etc.

Failure to operate and use Force information systems in accordance with your training and the above policies, procedures and instructions may constitute an offence under the Computer Misuse Act 1990.

# What is a Policing Purpose?

The Code of Practice on the Management of Police Information defines the policing purpose as:

- a) Protecting life and property;
- b) Preserving order;
- c) Preventing the commission of offences;
- d) Bringing offenders to justice;
- e) Any duty or responsibility arising from common or statute law.

**This general description of policing is the basis upon which the Chief Constable has declared the Constabulary's processing of information to the Information Commissioner and as such provides a legal basis for obtaining, holding, viewing, using and disclosing police information. Force policy and procedures dictate that staff are only granted access to Force information systems for official police purposes whilst on duty.**

Internal sharing of information is done lawfully via bulletins and Chiefs Orders which are circulated when the Constabulary feels you should know particular facts. You can access relevant LIO Bulletins and local crime statistics via the Intranet whilst on duty.

You are only authorised to view police information that directly relates to your role whilst on duty. Viewing police information for your own personal interests or purposes would be an abuse of the trust invested in you and your position.

If you are not sure that you have the correct authority to access police information, you should seek advice before you take action. This includes viewing or browsing information whilst on duty.

As a member of the Special Constabulary you are only entitled to use police information systems to access information as necessary to fulfil your official police duties whilst on duty. The fact that you are a member of the Special Constabulary does not create an automatic right or need to have detailed knowledge about the private lives of people.

The Constabulary owes those for whom it holds personal and sensitive details an obligation of confidentiality and therefore you should only access information where there is a genuine 'need to know'.

The 'need to know' principle will depend on the nature of your official duties and whether the officer responsible for policing your area considers that you have a specific role to play in the prevention or detection of a specific crime.

You should be aware that the use of police information systems is subject to random transaction monitoring and audit. Consequently you may be asked to account for your use of such systems at any time.

Members of the public also have a right of access to the information held about them by the police so that they can verify the lawfulness of how their information is being used. This includes the right to be informed of any recipients of that information.

**I accept the terms as set out in the Derbyshire Special Constabulary Volunteer Conditions of Service, Standards of Professional Behaviour and Security of Information Agreement, and agree to be bound by them.**

<b>Signature:</b>			
<b>Surname:</b>		<b>First Name:</b>	
<b>Rank:</b>		<b>Collar Number:</b>	
<b>Date:</b>		<b>Witness:</b>	

# Derbyshire Special Standards of Professional Behaviour

## Appendix 'A'

The Code of Ethics, produced by the College of Policing, sets and defines the exemplary standards of behaviour for everyone who works in policing. It was laid before Parliament in July 2014 as a statutory code of practice within the Anti-Social Behaviour, Crime and Policing Act 2014, which now applies to all officers, police staff, contractors and volunteers working in policing.

Here in Derbyshire there has been a strong Values-led approach for many years and the Code of Ethics is seen as supporting and augmenting our existing Vision, Values and Force Commitment towards continued learning.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position.

These standards of professional behaviour also reflect relevant principles enshrined in the European Convention on Human Rights and the Council of Europe Code of Police Ethics. They apply to all police officers including Special Constables and to those subject to suspension.

Public confidence in the police depends on police staff demonstrating the highest level of personal professional standards of behaviour. The standards of professional behaviour are not intended to describe every situation but rather to set a framework which everyone can easily understand. They enable everybody to know what type of conduct by a member of the police service is acceptable and what is unacceptable.

The public have the right to expect the police service to protect them by upholding the law and providing a professional police service. Members of the police service have the right to a working environment free of harassment, inequality or discrimination from others within the service and members of the public. The police service will proactively support such a working environment.

These standards do not restrict discretion; rather they define the parameters of conduct within which that discretion should be exercised. A breach of these standards may damage confidence in the police service and could lead to disciplinary action, which in serious cases may result in dismissal.

There are ten nationally agreed Police Officer Standards of Behaviour and each officer is required to comply with the Professional Standards of Behaviour at all times.

### Standards of professional behaviour

#### 1. Honesty and integrity

I will be honest and act with integrity at all times, and will not compromise or abuse my position.

#### 2. Authority, respect and courtesy

I will act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy.

I will use my powers and authority lawfully and proportionately, and will respect the rights of all individuals.

#### 3. Equality and diversity

I will act with fairness and impartiality. I will not discriminate unlawfully or unfairly.

#### 4. Use of force

I will only use force as part of my role and responsibilities, and only to the extent that it is necessary, proportionate and reasonable in all the circumstances.

#### 5. Orders and instructions

I will, as a police officer, give and carry out lawful orders only, and will abide by Police Regulations.

I will give reasonable instructions only, and will follow all reasonable instructions.

#### 6. Duties and responsibilities

I will be diligent in the exercise of my duties and responsibilities.

#### 7. Confidentiality

I will treat information with respect, and access or disclose it only in the proper course of my duties.

#### 8. Fitness for work

I will ensure, when on duty or at work, that I am fit to carry out my responsibilities.

#### 9. Conduct

I will behave in a manner, whether on or off duty, which does not bring discredit on the police service or undermine public confidence in policing.

#### 10. Challenging and reporting improper behaviour

I will report, challenge or take action against the conduct of colleagues which has fallen below the standards of professional behaviour.