



South Yorkshire

POLICE

Special Constable

District/Department	Force-wide	Rank/Grade	Special Constable
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Role purpose:	A highly visible, uniformed patrolling Officer, with specific community liaison/involvement, public reassurance, either on response teams, safer neighbourhood teams, safer school teams, safer town centre teams or safer transport teams. Some Officers may also be trained up as police drivers, as locally decided.
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Key responsibilities:
<ul style="list-style-type: none">• Provide appropriate initial and ongoing frontline response to a wide range of incidents that include complex and confrontational situations, assessing immediate risk, threat and harm to determine a proportionate response in line with the law, policy and guidance.• Assist police colleagues in establishing effective localised partnerships to problem solve, engage with, reassure and support organisations, groups and individuals across communities in line with the Force's planned approach.• Effectively engage with victims, witnesses, suspects and the vulnerable, in accordance with equality, diversity and human rights considerations, to provide initial support, direct towards relevant services, establish relationships and gather information that prevents and reduces crimes.• Maintain awareness of potential and actual risks to individuals, taking appropriate action to protect and support those in need of public protection to pre-empt or effectively address safety / vulnerability issues.• Make an effective contribution to investigations as requested, in line with the standards of investigation, to inform the development of high quality case files and initiation of criminal justice proceedings• Gather and handle information, intelligence, and evidence, from a variety of sources, in line with legislation, policies and guidance, taking the appropriate action to support investigations, law enforcement and criminal justice proceedings.• Interview victims, witnesses and suspects in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.• Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence-based policing.• Justify and professionally account for actions to ensure adherence to legal frameworks and key working principles, policies and guidance.

- Identify opportunities for and support the exploration of new ways of working and innovation in policing, applying critical thinking and problem-solving methodologies to identify solutions to problems in line with evidence based practice within area of work.
- Support the implementation of problem solving and evidence-based policing initiatives by applying relevant methodologies approaches to area of work.

Competencies/behaviours

Please access Toolkits on the HR Services intranet page and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

Alternatively you can also access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

<u>Competency</u>	<u>CVF Level</u> Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Education, Qualifications, Skills and Experience (Outline the skills and educational and qualification requirements to be able to fulfil the role, this criteria should be considered as part of an individual's PDR)

Prior Education and Experience:

- Special Constables will have met minimum requirements for English and Mathematics.
- Achieve the learning outcomes specified in Phase 1 of the Special Constabulary Learning Programme on entry.
- Complete the in-training period, demonstrating competence in a range of activities as assessed through the Occupational Competency Portfolio, and meeting or exceeding the specified minimum hours of duty.