

NEIGHBOURHOOD POLICING TEAM Q & A BRIEFING SHEET FOR VOLUNTEER “NEIGHBOURHOOD COMMUNITY SPEED WATCH”

What is “Neighbourhood Community Speed Watch” (NCSW) about?

In the current climate of our reduced resources and the pressure on the Police Service to deliver more for less, to address community concerns and instil confidence, it is evident that, despite our collective best efforts, we cannot always deliver the level of activity to address the issue of SPEED some of our local communities would like us to deliver.

Where persistent complaints of speed are made, NCSW is about giving a degree of ownership to individual Neighbourhood Groups to tackle the issue of speed and the perceptions around actual speed themselves in their own community.

By giving an individual NCSW Group the relevant tools to undertake Community Speed Watch (CSW) themselves they can, in a managed way, deliver CSW activities at the times and dates of their choosing for which they do not have to rely on a Police presence, wait until CSW equipment is available or wait for a convenient time to pick up and drop off equipment to a Police Station.

The delivering of more CSW locally by NCSW Groups made up of Vetted Volunteers will hopefully go some way to educating motorists of the need to reduce their speed in built up areas where the community feels vulnerable, educate local people around their perception of speed and thus reduce the demand on local police resources to tackle the problem.

NCSW remains an educational tool only but the escalation processes where Police interventions may be considered to support CSW remain as per the existing Force Protocols.

What is a NCSW Group?

A NCSW group can be the local Parish Council, a local action group, the WI, or any group of individuals who are willing to come together to tackle the issue of speed in their communities.

Each NCSW Group will be made up of individual vetted volunteers who will work together to manage their own time, make sure there is always a minimum of two people delivering CSW activities, ensure Police Comms is informed before any activity at the road side, ensure the necessary forms are completed and who will look after the tools they will be provided with to deliver CSW activities.

How does a NCSW Group differ from existing CSW Volunteers?

The existing vetted volunteers who operate CSW for us generally deploy around different communities across a NPT area. Where a NCSW Group is set up this will be in a specific community within the NPT area. So, if a NCSW Group is set up in a community there should be no need for the existing CSW volunteers to visit that community thus freeing up some of their valuable time to visit other areas or increase their presence in other areas within the NPT area.

E.g. we have CSW volunteers operating across the whole of the Stanley NPT area. If one of the villages Burnopfield creates a NCSW Group the existing CSW volunteers would no longer visit Burnopfield but concentrate their efforts across the other communities in the Stanley NPT area.

When should NCSW be promoted?

If you have persistent complaints of excess speed in your local community which won't go away and there is an existing group or a number of individuals who are willing to work together as a group, you could offer them the opportunity to take more ownership of the problem themselves and form a NCSW group.

What “Tools” will a NCSW group be provided with?

If a NCSW group is established, made up of local vetted volunteers, they will receive a CSW “Grab bag” to be used by the Group. The Grab Bag includes a “Speed Indication Device”, “CSW Warning Signs”, “Yellow CSW Tabards” “Body Cam”, Clipboard and Relevant Forms/Letters to fill in/ hand out”.

What do the Volunteers have to do to become an official member of a NCSW Group?

Every individual member of a NCSW Group will have to complete an "Agreement Form". This is basically a form giving advice on what NCSW is about and what the expectations of them are. They will have to sign the form and provide information to say that they agree to abide by the Obligations and Conditions of NCSW and that they agree to be vetted before any training is given and before they become a fully trained member of the NCSW Group.

Basically they will be signing up to use common sense health and safety rules and that a check will be made re their background to ensure their suitability before we train them and let them deploy themselves unsupervised at the road side.

Why do Individuals have to sign a Volunteer Agreement and be Vetted?

The short answer is that the Constabulary is providing members of the public with equipment to operate without a police presence in a potentially dangerous environment. While individuals have a responsibility to act in an appropriate manner so as to not put themselves or others at risk of injury, they are doing a service for us and as such we have a degree of "Duty of Care" towards them.

What's the Level of Vetting?

If the individual Volunteer to be involved in the NCSW Group is just taking part at the side of the road then they need to be Level "0" vetted – the form is at the end of the Volunteer Agreement.

If the individual Volunteer to be involved in the NCSW Group also wants to Volunteer to do some of the "Backroom" work, e.g. do PNC checks, update Citrix Speed Watch etc they must be Force Vetted to Level"2".

I have a persistent speed problem in a community and have identified an existing group/ number of Individuals who want to form a NCSW Group - What do I do now?

- 1) Provide each individual who wants to be part of a NCSW Group with a copy of the Volunteer Agreement.
- 2) Ask the individual Volunteer to read and fill in the Volunteer Agreement including the Level 0 Vetting form at the end of the agreement with relevant Information.
- 3) Check to see where the group will be keeping the CSW "Grab Bag" and who will be responsible for it – include this information on the Agreement forms for the group.
- 4) Collect the updated and signed agreements from each individual and undertake the Level "0" vetting checks.
- 5) Pass the Information around the Level "0" vetting checks with agreement form to the local Neighbourhood Policing Inspector for review and approval or rejection.
- 6) Undertake a Risk Assessment for the sites the Volunteers would like to deploy to (they can only deploy at NPT risk assessed sites) and include the identified locations on the individuals agreement.
- 7) Once you have volunteers signed up for the group and they have been vetted and approved by the Neighbourhood Policing Inspector with activity locations risk assessed, you can request the provision of a "Grab Bag" from Ruth Thompson Casualty Reduction Officer.
- 8) Once you have the "Grab Bag" and identified risk assessed deployment sites you can then organise a training session for the Group members.
- 9) Once they are trained, the Health and Safety Rules have been discussed with the volunteers and you are happy with what they are doing they are free to progress with the CSW activities themselves without a Police presence.
- 10) On completion of the individuals training please ensure you complete the date that the individual has been trained on their agreement and sign it.
- 11) Once the above steps have taken place, send a scanned copy of the Agreements including Level 0 Vetting Form to Ruth.thompson@durham.pnn.police.uk for central recording purposes. Also send a copy of the Level 0 Vetting form to dc.partnerships@durham.pnn.police.uk for inclusion on their central Volunteer register.

What do I do when the NCSW Group has been set up and trained?

Basically the group should be fairly self-sufficient so there should not be that much to do. It would be prudent however to visit them now and again to ensure they are operating without cause for concern.

You will need to arrange with the Group when and how you will receive the activity data sheets from each activity they do at the side of the road. On receipt they will need to be processed in the normal manner with PNC checks, completing the central Citrix Speed Watch recording database and sending out any necessary warning letters.

Completing the Citrix Speed Watch is essential for intelligence purposes including monitoring individual persistent offenders.

A point of contact with the NPT should also be provided so that if the NCSW Group has any problems they can make contact to resolve them.

What else do I need to consider?

The main thing that you need to consider outside the above is that the more NCSW Groups that are launched, the more activities on site there will be.

In consequence, in the initial stages there is likely to be an increase in the level of activity sheets you receive requiring PNC checks and associated administration.

It is essential that the NPT has resources in place to facilitate the back room activities as without the backroom function the whole scheme will not operate to best effect.

This does not have to be a Police employee – you could consider trying to recruit Volunteers who would be willing to undertake the administrative functions of CSW. These Volunteers must be Force Level "2" vetted.

What if I have any queries regarding the processes of CSW?

There are guidance notes and information under the CSW Tile on the Force Intranet to cover most situations.

Should there be any other queries around CSW processes/systems then contact Maxine Stubbs, CDSOU Traffic Management, via e-mail or extension 74-2707 for advice.