



# SPECIAL CONSTABLES

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LINCOLNSHIRE POLICE

policing with PRIDE





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# History of the Specials

The concept of the Special Constabulary is nothing new, although the present day service is strikingly different to that which has gone before. The first legislation relating to Specials was the Special Constables Act of 1831. This gave the Chief Police Officer of a County district powers to appoint Special Constables on a temporary basis as a result of specific occurrences.

This was followed by the Special Constables Act 1914, allowing the Chief Constable to appoint Specials even though “a tumult, riot or felony has not taken place”. The outcome of this Act was to establish Specials with permanence.

The General Strike of 1926 and the Second World War saw Special Constables called once again into service. Reviews in the 1960s, 1980s and the introduction of a National Strategy in 2006 has shaped the Specials to the fully trained and equipped part of the Policing family it is today.



# Special Constabulary

Do you have a minimum of 4 hours a week spare time? Could you use this time to make a positive contribution towards making your community a safer place? Why not join Lincolnshire's Special Constabulary and be part of a team who WILL make a difference.

Becoming a volunteer Special Constable is a great way for you to make a difference in your community, whilst at the same time developing your personal skills and experiences. Special Constables have played a vital role in the policing of Lincolnshire for hundreds of years and we are very proud of the serving Specials we currently have working within our County. These people are so valuable to us that we are seeking more. Could you be our next Special?

If you have any questions about being a Special please contact **Sarah-Jayne Graves** or the recruitment team on telephone **01522 558235** or email **recruitment@lincs.pnn.police.uk**

## What do Specials do?

The Special Constabulary is made up of women and men who carry out their Specials duties in their spare time, working in towns, cities and local communities to make Lincolnshire a safer place.

As a Special Constable you will work alongside the Regular Police Officers and you will be involved in a wide range of policing activities. Every shift will be different undertaking activities such as patrolling, conducting inquiries, assisting at scenes of accidents, safeguarding the public at local and major events, taking part in crime prevention initiatives - in fact anything that a Regular Police officer would do.

A Special Constable has the same powers as a regular Police Officer. You will wear the same uniform and you will receive initial training on joining and continuous training thereafter, to undertake the role.

Special Constables commit four hours a week minimum of their time; these hours are fully flexible and designed to work around you. Specials will usually be based in their local area but a preferred station can be specified.



**Message from**  
Assistant  
Chief Constable  
**Keith Smy**

“ I can think of no more clear and obvious way that a member of the public can show their commitment to community safety and crime reduction than voluntarily donning a police uniform and working alongside professional officers and staff. I am constantly amazed at the commitment and dedication shown by our Special Constables. I value the skill and experience they bring to local policing in Lincolnshire from their own personal and professional backgrounds and lives. Increasing the numbers of Special Constables clearly creates higher visibility and awareness, and increases the capacity and capability of the Force to provide an even greater range and quality of service to the public. Just as importantly this allows members of the public direct access to our internal organisation and this in turn challenges us, improves understanding and reinforces the connection between the public and the police. I am personally committed to ensuring that people who become Special Constables receive the recognition they deserve and get something from the experience. Thank you for thinking about becoming a Special Constable. We look forward to you helping us keep our communities safe.”

**Keith Smy**  
Assistant Chief Constable

# What is in it for you?

## Personal Gains

In addition to the skills you bring to the role, you will learn and develop new, transferable skills during duties and training as a Special Constable. Many employers notice a difference in their staff once they become a Special in terms of communication skills, confidence, and the ability to deal with difficult situations. It has been found that experience gained as being a Special Constable has helped secure employment or has helped gain promotion in their full or part time paid job.

## Opportunities within the Special Constabulary

The Special Constabulary has its own rank structure which consists of the below;

- Specials Superintendent
- Specials Inspector
- Specials Sergeant
- Special Constable

When joining the Special Constabulary you will join at the rank of a Special Constable and when on duty will be accompanied by an experienced Special or a Regular Police Officer. You will continue in this rank while completing your Personal Development Portfolio as on the job training, designed to continue on from your initial training and also to run alongside the monthly training you will complete on division.

Once you have completed your Personal Development Portfolio and have been confirmed in rank you will become an independent Special Constable giving you the opportunity to carry out policing duties unaccompanied you will also have the opportunity to gain supervisory experience mentoring a new Special.

There are opportunities for confirmed in rank Specials to apply for promotion when vacancies become available. These vacancies will be advertised within the Special constabulary and only currently

serving Specials will be appointed to these roles. Promotion to higher ranks is based on leadership ability along with dedication and performance in the current role.

## Hours and Working Life

Specials are asked to carry out 16 hours a month averaging 4 hours a week. These hours are fully flexible and are designed to work around your commitments.

There is no set maximum number of hours a Special can work and the majority of serving Specials do more than 4 hours a week.

The more duty and training hours you put in as a Special, the more you get back. However, we do encourage a healthy balance to ensure your Special duties do not inflict on your home and work life. This is where the flexible hours can fit in with you, allowing you to do more hours one week and less another.

To further support our Specials we have introduced the Employer Supported Policing Scheme (ESP). The scheme encourages employers to support their employees to become a Special by being flexible in the employee's working hours, or even donate the employee hours to carry out Special duties and training. In return the employer will get the satisfaction of having done something for the community and will also benefit from an employee who has increased and developed many transferable skills at no cost to the employer. The broad experience and training gained as a Special Constable can be applied in a wide range of work roles.

If you are an employer or an employee and this is something you would like to discuss further, please contact **Sarah-Jayne Graves** or the recruitment team at Lincolnshire Police on telephone **01522 558235** or email **recruitment@lincs.pnn.police.uk**

## Area of Duty

Specials will usually be based in their local area, however a preferred station can be specified and we will do what we can to accommodate this request. From time to time you may be asked to help out in different areas or be required to travel to another station within Lincolnshire for training.

## Uniform

You will be fitted and supplied with full uniform, the same as that of a regular Police Officer and which will remain property of Lincolnshire Police. Handcuffs, Baton and CS Gas will be issued on completion of the necessary training during the initial training course.

## Job Satisfaction

The role of a Special Constable is a very rewarding one. It can be challenging at times but with the support and good team work of regular officers and other Special Constables it is very rewarding with a great sense of achievement. You will find many Specials receive great satisfaction from playing a big part in helping people and making Lincolnshire a safer environment for everyone to live in. Special Constables working within Lincolnshire Constabulary have found their self esteem, confidence and other life skills have increased.



“ It has given me improved confidence,  
and I think I am more organised overall. ”

# Serving Specials Interviewed

## Special Constable POLYDORE

### How did you first hear about the Special Constabulary?

On the Police "Could You" website.

### What did you enjoy about your initial training?

Learning about Police powers, roles and responsibilities. I enjoyed the Diversity training. It was very interesting, and really made me think.

### Would you say you have learnt lots about policing as a Special?

Yes. It has given me a fantastic insight into the work of the Police in Skegness and Lincolnshire. I did not realise how much knowledge officers need, and I did not appreciate how much work officers have to do.

### Which aspect of your role is the most challenging?

Trying to relate to people in situations I have not personally experienced before, and trying to appreciate the situation from their point of view.

### Do you feel part of a team?

Definitely. All the regulars are very accepting of me, and always go out of their way to help me.

### How do members of the public relate to you?

They react to me exactly as they do to a regular officer. Many people do not realise that I am a Special, but when they do, they are always interested in what being a Special involves.



## Special Constable FOWLER

### How long have you been a Special Constable?

2 years

### What was the reaction of your friends when you joined?

Very surprised but supportive and a change from my usual use of my spare time.

### What benefit has being a Special been to you in your work place?

It has given me improved confidence, and I think I am more organised overall.

### Has there been anything you have done which has surprised you?

It has surprised me that Specials are so involved with public order and routine policing as well as helping with public events and dealing with the daily concerns of the community.

### Which aspect of policing do you enjoy the most?

That the nature of policing brings along the unexpected – not everything can be planned for, so it challenges me to be able to quickly make decisions.

### Three words to sum up being a Special

Challenging. Fulfilling. Exciting.

**I very much enjoy making a difference, and giving something back.**

**Challenging. Fulfilling. Exciting.**

## Special Constable SWART

### Did it take you long to make the decision to apply to become a Special Constable?

*I wanted to do this for a long time, and so when I knew they were recruiting I applied.*

### What was your first job on duty?

*It was a Saturday night, and it was an episode of domestic abuse. Both parties were well in drink, and this exacerbated what was already a difficult situation in their lives.*

### Which aspect of your role is the most rewarding?

*Getting a response as a result of the work I do - being recognised for doing a good job.*

### Do you feel the public react differently to you as a Special Constable than if you were a regular officer?

*Some do, but most people see us as no different to our regular colleagues.*

### How did your friends react when they learnt you were becoming a Special Constable?

*They treated me with respect; they could not believe I was going to do the job for free.*

## Special Constable ABRAHAMS

### Tell us a little bit about yourself:

*I joined at the age of twenty-one, I am a student, and have been a Special Constable for twelve months.*

### Which training do you remember the most?

*The most useful parts for me were First Aid, Diversity and Personal Safety Training. I have enjoyed putting all of my training into practice, including arresting and dealing with drugs issues.*

### When did you make your first arrest?

*This was on my second tour of duty.*

### Which life skills have you learnt or developed?

*Communication skills are key, particularly as you deal with so many people. Being a Special has been a real confidence booster, and you gain a sense of achievement when, for example, you find a vulnerable missing person.*

### What has been your most unexpected moment?

*When looking for the missing person, I visited a flat, and came across a cannabis factory.*

### What is the best thing about being a Special Constable?

*The sense of achievement, and helping society. I very much enjoy making a difference, and giving something back. I have made some very good friends, as there is a good social aspect to being a Special.*



# Serving Specials Interviewed

## A few further comments from existing Specials

### Special Constable RUSSELL

Special Constable RUSSELL joined the service four years ago. The Police service had always interested him, and he joined the Specials to gain an insight prior to making application to become a regular officer.

Having joined the Specials he decided to pursue a separate career and remain as a Special.

Special Constable RUSSELL works as a Global Operations Hub Manager in the international shipping industry. "The skills I have developed as a Special Constable help me tremendously in my own work", Special Constable RUSSELL says. "I believe that being a Special has assisted me in my own career to management level, as I have increased my abilities to work with diplomacy. I have become a better communicator, and have greater self confidence through my Police work."

His face your own fear moment was when he had to deal with a group of escaped horses getting dangerously near the highway. "I really don't like horses, but my colleague had gone to search for the owner, so I just had to get on with it."

When asked why he felt others should become a Special Constable, he replied, "You will develop as a person, find out about real Police work, and gain real satisfaction while serving others."

### Specials Sergeant BUTT

During the day Specials Sergeant BUTT works as an engineer for a specialist company, servicing, repairing and commissioning road-making machines.

Specials Sergeant BUTT joined the Special Constabulary in 1996, and was promoted to Sector Officer (now Specials Sergeant) in 2002.

On why he joined the Special Constabulary Specials Sergeant BUTT says:

"I had seen Police officers doing a variety of jobs in the Louth town and area. At the time I applied there was a bit of a public order problem in the town, and I thought I should do my bit to help them. To me, as an onlooker, it always seemed that the officers were well out numbered by those fighting."

Alan has always been based at Louth Police Station, and as a supervisor assists in the policing of the area, ensuring Special Constabulary officers can be fully utilised in meeting the many and varied demands placed upon them.

Specials Sergeant BUTT particularly enjoys rural policing. Living as he does in a close knit village community means that he is seen as the local face of the Police Service. Information is passed to him that is important in building an understanding of the community's needs, fears and expectations.

Specials Sergeant BUTT regularly brings his local knowledge to his Specials service. Once he apprehended two car thieves who had made off from the car they had just burnt out by knowing the local fields and farm lanes system.

One of Specials Sergeant BUTT's major yearly commitments is the organising of the roads system for the "Superbike" meeting at the local Cadwell Park Racing Circuit, where around 35,000 motorcycle racing fans access and egress through just two gates. The knowledge Alan brings from his own job of highways compliant signage and regulations helps greatly with the smooth running of this policing operation.

The flexible opportunity to perform duty, Specials Sergeant BUTT feels, is a good part of being a Special. "Policing happens twenty four hours a day, and so for example shift workers, or those with varying family commitments, are able to give their time accordingly. Everyone in the Specials is from a wide variety of backgrounds. They bring their skills with them to their Specials service."

# Are you eligible to apply?

We're looking for much the same personal qualities in Specials that we look for in the regular force - integrity, honesty, tact and communication skills.

We welcome applicants from all backgrounds, and ethnic groups. Our applicants are not limited to any particular age group - life experience is an important attribute for Specials.



## Eligibility Guidelines

Eligibility requirements are the same for the specials as for joining the regular police force; you must be over the age of 18, and there is no upper age limit, although you will need to be fit and in good health. In addition:

- there are no minimum or maximum height requirements
- there is no formal educational requirement, but you must have a good standard of written English
- contrary to popular belief, you don't have to be British to join. In fact you can be of any nationality to apply, as long as you have the legal right to remain indefinitely and without restriction in the UK
- you must have been resident in the UK for at least the three years immediately prior to applying. If you have not resided in the UK for the 3 years prior to submitting an application, the application cannot be accepted. The only exceptions are for British Military Personnel who have served abroad, ie Army, Navy and Royal Air Force and Foreign & Commonwealth office
- convictions or cautions could make you ineligible, but this will depend on the nature and circumstances of the offence
- your appointment will be subject to a medical examination

## Do You Qualify?

Some occupations are considered incompatible with becoming a Special, for example, if you are a member of the armed forces. Contact our Recruitment Team for a comprehensive list of all the affected careers.

## More Information

The **Police Could You** website gives more details on the eligibility criteria and what it is like to be a Special Constable.

## How to apply

To apply for the role as a Special please ensure you have read and fully understood all the information available to you and have checked the eligibility guidelines.

If you have any questions around the role of a Special or the recruitment process, please contact **Sarah-Jayne Graves** or the **Recruitment Team** on telephone **01522 558235** or email **recruitment@lincs.pnn.police.uk** to clarify any points before you apply. We are more than happy to answer any queries you may have.

If you are ready to apply to be a Special please download and print off the application form from our website:

[www.lincs.police.uk/join-us/volunteer-police-officers/](http://www.lincs.police.uk/join-us/volunteer-police-officers/)

Please note applications must be completed in your own handwriting. Once you have completed the form please send your application to:

**Recruitment Team**  
**PO Box 999**  
**Lincolnshire**  
**LN5 7PH**

If you require a hard copy of the application form to be sent to you, please drop an email to the Recruitment Team: **recruitment@lincs.pnn.police.uk** requesting your pack and include your full name, your full postal address and a contact telephone number.

## Recruitment Process

The recruitment process for a Special Constables involves 5 stages:

### Stage 1

#### Download/Request, Complete and Return the Application Form

Return your completed application form to the Recruitment Team - application forms and supporting information can be downloaded from this page.

### Stage 2

#### Application Assessment

Your written ability will be assessed using the application form. Only candidates who meet the required standard will progress on to the next stage.

### Stage 3

#### Interview

Candidates who have met the selection criteria will then be invited to attend an interview.

### Stage 4

#### Police, Security and Reference Checks

If successful at interview, your application will be sent for security, vetting and financial checks. We will also request references.

### Stage 5

#### Medical Examination

The final stage of the process is a medical examination with our Occupational Health Service. If successful you will be invited to start on the next available intake.

**Once you have passed all of the above stages you will be put forward for the next available initial training course.**



# Training

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We do not simply give a newly appointed officer a uniform and equipment, and send them out on patrol so don't worry, we will give you all the training you need.

On joining the Special Constabulary you will be a Student officer and will receive sixteen days of induction training at Force Headquarters. This is prior to joining the Neighbourhood Policing Area Station, where you will begin operational duties. An option to the initial training is provided. You can either opt for the weekend course where sessions are spaced fortnightly to allow for a work-life balance, or you can opt for the two week intensive course. Initial training courses are held throughout the year.

As a Student Officer of the Special Constabulary the course gives you an opportunity to further understand the role and responsibilities of a Special Constable. You are provided with training on the legislation and procedures necessary for the role of a Special Constable. Included in the course are the subjects of First Aid and domestic abuse. Three days of the course are spent on Personal Safety Training, which includes being trained on how to use a baton, cuffs and C.S. Spray.

At the conclusion of the course, officers swear their oath in the presence of a Justice of the Peace. This ceremony is called the Attestation. From this moment the student officer holds the office of Constable, and takes possession of their Warrant Card.

Following the initial training course, student officers are assisted with further learning and development by following a Personal Development Portfolio (PDP). This document contains guidance on the core tasks of policing, e.g. making an arrest, planning a patrol, dealing with a road traffic collision. Officers are expected to develop competencies and evidence this in the PDP in the first eighteen months of service, during which time they will always be accompanied on patrol, by either an experienced Special Constable or a regular colleague.

An ongoing commitment to attend monthly training evenings at local stations is required to develop and refresh new skills, and update knowledge of legislation and procedures.



# Frequently Asked Questions

## What training will I get?

All Successfully appointed Specials receive initial training. This can either be the two week intensive course or eight weekends (both Saturday and Sunday) spaced fortnightly apart. In addition you will receive support from Regular Officers and experienced Specials, whilst you are gaining valuable first hand experience. You will also be required to attend divisional refresher/update training evenings held monthly.

## Is there a fitness test?

No, there is no fitness test to become a Special. However, we do require all applicants to undertake a medical examination with our Occupational Health Service.



What training will I get?

Is there a fitness test?

Is footwear provided?

## Is every applicant appointed?

The Chief Constable of Lincolnshire sets the standard criteria for appointment as a Special Constable. Not every applicant meets the standards. Feedback is available for unsuccessful applicants. If you are not successful you can reapply after six months.

## Is footwear provided?

We do not provide shoes or boots for duty wear. We advise an appropriate style of footwear. At the end of each financial year officers become eligible for the payment of an allowance upon the completion of more than two hundred hours of duty.

## What if I wear spectacles?

For appointed officers, approved spectacles must be worn, and can be provided by the Force from a choice of frame styles.





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