HERTFORDSHIRE CONSTABULARY

Prevention First

Employer Supported Policing

Employer Information Pack

VOLUNTEER FOR SOMETHING SPECIAL

with Employer Supported Policing

www.hertspolicespecials.co.uk

An Employer's Guide to Employer Supported Policing

EMPLOYERS WORKING WITH POLICE

What is Employer Supported Policing?

Employer Supported Policing (ESP) has been highlighted by the Police and Crime and Commissioner for Hertfordshire, David Lloyd, in his Community Safety and Criminal Justice plan as a scheme to work closer with local businesses to bring vital skills to the policing and community safety arena.

A national and local initiative, ESP provides businesses with the opportunity to forge closer links with their local policing teams.

By supporting employees who volunteer as Special Constables, the employer and their staff benefit from police training and experience - equipping both with transferable skills that can be used in the workplace.

In his plan, Commissioner Lloyd has encouraged businesses across Hertfordshire to support Employer Supported Policing. He says: "Keeping Hertfordshire safe is everybody's business and organisations can play their part by supporting employees to become Special Constables. I hope that we will also bring all serving Specials in Hertfordshire onto the scheme."

ESP also allows police to learn about the issues which matter to local businesses and offers benefits in terms of staff development. Some supporters of the ESP scheme in Hertfordshire include, but are not limited to **Tesco, Which?, Mc Mullen Brewery and Sons and District and Borough Councils.**

Background

Over recent years there has been much political discussion about the value of employee volunteering schemes such as ESP. We know that Employer Supported Volunteering provides an opportunity for businesses to greatly increase their net social impact, drive employee engagement and help transform the way the world works and lives.

Furthermore, research conducted by the Chartered Institute of Personnel and Development identified a clear link between volunteering, skills development and wider career benefits.

The Hertfordshire ESP programme provides employers with the flexibility to adapt the scheme to their individual needs, such as giving staff paid or unpaid leave for training and duties. The Office of the Police and Crime Commissioner for Hertfordshire is focused on helping employers encourage, support and sustain their staff's work as Special Constables alongside their day to day employment.

What are Special Constables?

Volunteer police officers – known as Special Constables – are ordinary men and women who commit at least 16 hours a month to train and serve their local police force alongside regular officers. They work across Hertfordshire during some of their usual working hours and some of their own time.

Special Constables have full police powers, uniform, equipment and are deployed in the same manner as regular officers. Specials are able to work within specialist areas of policing such as rural and cyber-crime.

Specials come from a diverse range of backgrounds with a variety of skills and must pass a medical assessment and fitness test.

*see case study included which explains the role of a Special Constable

Benefits of Employer Supported Policing

Employer Supported Policing (ESP) is an active, powerful and innovative way for organisations and the police service to work proactively together to assist the local community.

Special Constables undertake training in a broad range of areas. This training develops key skills such as leadership and organisational abilities, as well as the seven core skills or competencies that every officer must be proficient in.

These include:

- Personal Responsibility
- Effective Communication
- Resilience
- Problem Solving
- Customer Focus
- Teamwork
- Respect for Diversity

Further benefits for employers include, but are not limited to:

- Tangible demonstration of enhanced corporate social responsibility
- Proactive working between the business sector and Police
- Supporting local communities
- Crime reduction advice and support
- Staff development at very little or no cost in core skills such as resilience, effective communication, problem solving and customer focus
- Consumer Purchase Preference
- Improved staff morale and enhanced work performance

Employers supporting the ESP Scheme will receive an endorsement logo which can be used on corporate materials by businesses to outwardly evidence their commitment to corporate and social responsibility, as well as demonstrating to prospective employees a strand of the corporate employee benefits package.

The scheme also contributes to a safer, more resilient and empowered society which leads to community well-being through volunteers who enhance the connections between different sectors such as industry, public sector, enterprises and employers, as well as promoting active citizenship and engagement with policing.



Case Study

This table illustrates some of the skills a Herts ESP Special Constable has found to be transferrable between their role as a Special Constable and their 'day job.'

SPECIAL CONSTABLE	SKILL	PAID EMPLOYMENT
Briefings prior to duty and responding to calls	**PREPARATION AND PLANNING**	Importance of preparation for projects/work activities
Prompt action to resolve situations	**TIME MANAGEMENT**	Multi-tasking – employment, personal life and Special Constabulary
Radio, telephone, emails and face to face interaction	**EFFECTIVE COMMUNICATION**	Tailoring appropriate communication style for audience
Dealing with members of the public and responding to diverse range of community needs	**CUSTOMER FOCUS**	Understanding expectations or concerns and addressing them
Working out the best way to deal with a situation as it arises in a fast-paced environment	**DECISION MAKING**	Evaluating options when deciding on a course of action
Opportunities to progress through the rank structure	**LEADERSHIP**	Managing people
Challenging environment with political sensitivities, but responding confidently	**RESILIENCE**	Ability to overcome challenges and set-backs
Positive impact on and engagement with local community	**COMMUNITY ENGAGEMENT**	Corporate social responsibility

How does it work?

Training Commitments

Initial training takes place over twelve weeks and is delivered in a blended learning style – a mix of distance learning via online training packages, which can be completed at home, as well as mandatory classroom and role play sessions at a regional training centre where recruits will get the chance to practice skills and demonstrate knowledge of the law. **Please note:** this may include six consecutive days of training, usually Monday to Saturday, for Officer Safety Training. Recruits may need to take time off from their day job to attend this training.

There will be a range of on-going training opportunities for Special Constables to complete, some of which will be mandatory.

Many employers allow use of additional paid leave for the completion of training because of the valuable skills employees gain and bring back to the workplace.

Duty Commitments

Special Constables are required to commit 16 hours a month as a minimum. Some of these hours can be worked in evenings and on weekends and therefore should not impact with your employee's day job too much.

Developing a HR policy

The Office of the Police and Crime Commissioner (OPCC) advise that businesses implement written guidelines to ensure that line managers, current Special Constable employees and potential recruits understand your organisation's policy, such as time off for training.

A policy template is available from for organisations wishing to adopt the ESP scheme.

It's good to keep in touch

Regular contact between the Constabulary, employers and Special Constables is invaluable, as it ensures a high level of commitment to the ESP scheme is maintained and that those involved feel supported. Quarterly newsletters are produced to share good news stories and give an overview of some of the ways in which Special Constables have been involved in protecting the public and increasing public confidence.

An attestation and graduation ceremony is held at the end of training to mark the successful completion of the course. This event is attended by friends and family but, as an employer signed up to ESP, you are invited to attend and celebrate with your employee.

The Process

There are a number of ways for a business to become an Employer Supported Policing organisation. The options below are examples of how you could choose to get involved – the exact details are flexible and can be adapted. Once we've agreed on an option, you'll sign a Memorandum of Agreement (not a formal contract) which outlines your commitment.

- **Existing Specials within your organisation?**

  You may already have staff working for you who could benefit from carrying out their existing duties as part of ESP. You might support your staff by giving them a certain amount of hours per month as paid leave for training and duties, which they can supplement with extra hours in their spare time. We are able to help you develop policies or guidelines that make your support clear to staff.

- **Give staff paid leave**

  As an ESP organisation, you can support staff who are interested in becoming Specials by agreeing a number of hours of paid leave, either per month or per year, for them to undertake training and/or duties.

- **Give staff unpaid leave**

  You might support your staff by giving them unpaid leave for mandatory training, duties, or in in times of significant emergency. If your organisation offers flexible working, this may also be an option for supporting your staff, to agree their working schedule alongside Specials duties.

- **Work with us to promote the scheme**

  You might work with the police to promote the Special Constabulary and police volunteering in your workplace. This could include displaying posters, sharing leaflets, holding recruitment drives or publishing information in your staff magazine or intranet. It may be possible to support your efforts by holding roadshows at your workplace to promote the scheme.

Whatever level of ESP support you are able to provide we will ask your organisation to sign up to a written Memorandum of Understanding (MoU). This MoU does not serve as a formal contract but as an agreement made in good faith demonstrating commitment to Hertfordshire's Employer Supported Policing (ESP) scheme.

Our Commitment to you

We will provide your employees with comprehensive training and the skills necessary for them to become a competent police officer. Many of the skills they will develop are transferable and can be used equally well in the workplace. This training is provided at no additional cost to the employer so there's no financial deterrent to employers in allowing their staff to build new skills and confidence.

We will recognise the commitment of ESP organisations and their Special Constables at an annual event hosted by the Office of the Police and Crime Commissioner for Hertfordshire.

We will maintain regular contact with you via quarterly newsletters and an annual check-in system.

We will provide you with a named contact for ESP in Hertfordshire who you can contact at any time and in addition, should you have any questions or concerns you can email **ESP@herts.police.uk**

Frequently Asked Questions

Q. What is the main aim of ESP?

To provide enhanced policing throughout communities in Hertfordshire by providing a visible, knowledgeable and accountable uniformed policing presence; to provide police training and experience for staff of employers across Hertfordshire with those staff supported by their day job employer and to strengthen relationships and networks between police and organisations.

Q. Can I choose when I release my staff on duty?

Upon completion of training, times of duty are agreed between employers, volunteer staff and police supervisors. Special Constables are required to commit 16 hours a month as a minimum but some of these hours can be worked in evenings and on weekends and therefore will not impact on their normal day to day job.

Q. Do Special Constables/police volunteers receive any form of payment?

They may receive their normal work salary from your business as paid leave, but they receive no pay from the Police. Certain allowances are paid and travelling expenses reimbursed while going to/from duty so recruits are not out of pocket.

Loss of income as a result of being ill or injured on duty is a complex area bound by legislation as set out in a number of Statutory Instruments and Home Office Circulars. These cover loss of earnings and compensation for injuries on duty. Any loss of earnings as a result of court appearances will also be reimbursed by Hertfordshire Constabulary.

Q. What can my staff do when off-duty in their day job?

In most cases, it is not appropriate for the member of staff to become on-duty during their normal working hours to make arrests etc. However, your staff will have the extra skills, training, confidence, knowledge and experience at their disposal, and can act as an 'expert witness' in many situations.

Q. How is the recruitment process managed?

Hertfordshire Constabulary will handle all Special Constable applications at every step of the selection process. We ask you to actively market the Scheme to staff and managers and then support staff by providing paid leave to support initial/on-going training and their deployments.

Q. If I have existing special constables in employment before becoming an ESP employer can they 'transfer in'?

Yes. If you already have employees that are Special Constables you should simply ask them to update their duty sheet details to reflect their employment with your organisation.

Q. Will I lose staff to the police?

There is a possibility that some staff may wish to change careers and join the police full time. However, the experience of ESP for pioneering forces like the Metropolitan Police, suggests that, on the whole, the scheme actually helps employers to retain key staff. Many employees, through the training they have received, have increased their confidence and skills, and deeply value their employer's support for their volunteering.

Want to find out more?

Hertfordshire Constabulary is keen to work with local businesses to encourage, support and sustain their staff's work as Special Constables alongside their day to day career and employment.

Our Employer Supported Policing scheme is extremely flexible. Each organisation can choose the level of involvement to suit their individual circumstances.

You may find that you have existing Special Constables working for you who could benefit from carrying out their duties with your support through ESP.

To find out more or register your organisation's interest in ESP please email ESP@herts.police.uk

Home Office ESP EMPLOYER SUPPORTED POLICING

Or you can find out much more about Hertfordshire Constabulary, the Special Constabulary and ESP at **www.hertspolicespecials.co.uk**

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Be extraordinary

To find out more about the work of Hertfordshire's Police and Crime Commissioner please visit **www.hertscommissioner.org**

David Lloyd
Police & Crime Commissioner
FOR HERTFORDSHIRE