



Special Constable Volunteering Information Pack



Cheshire
Constabulary

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WELCOME FROM CHIEF OFFICER

As Chief Officer of the Special Constabulary I would like to thank you for taking the first step in finding out more about such a rewarding role within the community. Cheshire Constabulary is not only a great police force it is also a fantastic place to volunteer and I can't think of a better or more rewarding way of doing it than becoming a Special Constable.

Special Constables are a vital part of policing within Cheshire Constabulary, Specials are fully warranted volunteer police officers who want to do something amazing and give back to the community. Cheshire Constabulary is a force with ambition, our goal is to be outstanding in everything that we do and we are looking for volunteer officers who will deliver excellent policing to support the force in achieving this ambition.

If you have at least 16 spare hours a month and want to do something purposeful with them, come and join us. In return you will learn new skills, build new friendships and most importantly get a sense of significant achievement.

This document will give you the insights you need to help you make a decision if becoming a Special Constable is for you, we hope you will decide to join us on our journey.

Leon Boland

Chief Officer, Special Constabulary



CHESHIRE AT A GLANCE

Cheshire has a population of just over one million people

The policing area of Cheshire covers 919 square miles with a strategic crossroads in the national motorway infrastructure

Cheshire consists of four unitary Borough Councils: Cheshire East, Cheshire West & Chester, Halton and Warrington

There are 440,000 households in the County with an average of 2.33 people per household

Whilst Cheshire has some highly affluent areas, there are also areas of multiple deprivation with pockets of deprivation in each of the four council areas

The population of Cheshire is predicted to rise by approximately 60,000 in the next fifteen years

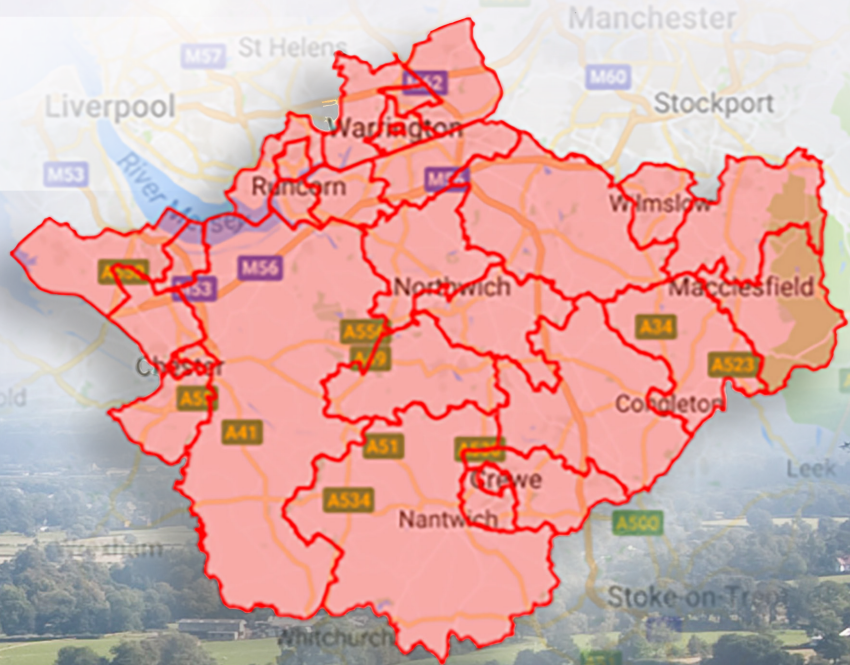
The county is home to 53,108 students

The average age of residents is 40.4 years

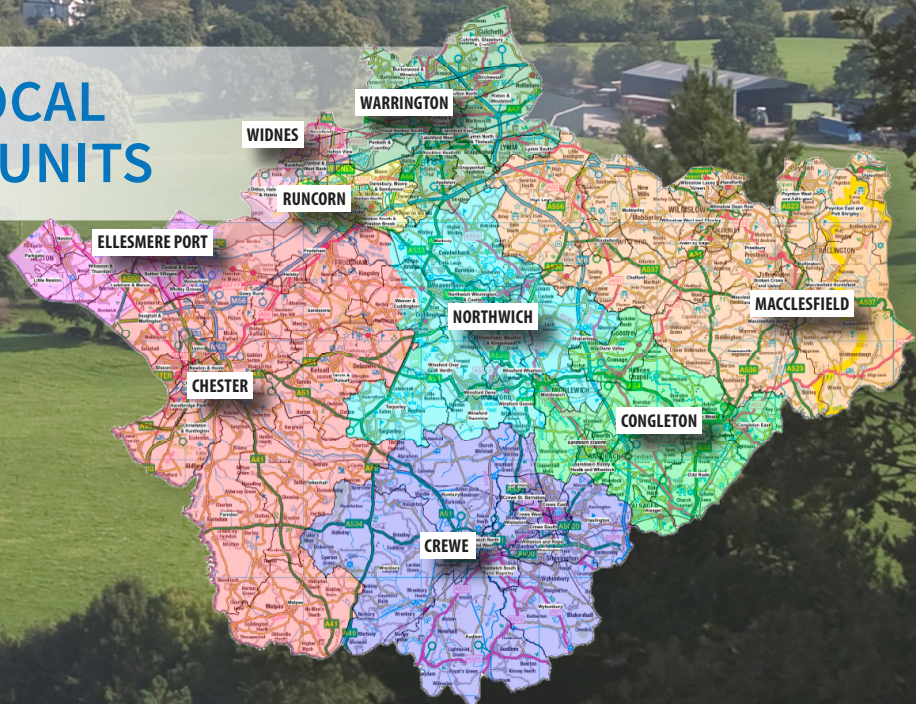
Cheshire covers an area of great diversity, with large rural expanses, areas of extensive heavy industry and a number of urban areas



MAP OF CHESHIRE



MAP OF LOCAL POLICING UNITS



JOINING AS A SPECIAL CONSTABLE

When you join our Special Constabulary, you join as a volunteer police officer.

- You have the same powers in law as every other police officer
- You wear the same uniform
- You carry the same equipment
- You work alongside regular officers
- You work on the same operations and alongside our partners
- You will focus on problem solving local priorities

Although you will start contributing immediately, there is a structured **training programme** to ensure you are competent and confident in performing your duties. Within those weeks you will cover;

- The Role of the Special Constable
- Offenders and Suspects
- Witnesses and Victims
- Crime Prevention
- Personal Safety
- Attending Incidents
- Practical Policing
- Policing the Roads
- Public Protection
- Ready for Response

As a volunteer police officer you will need to contribute at least **192 hours over the course of the year**. This equates to an average of **16 hours per month** or **4 hours per week**, but this can be done at a time that fits into your life; as policing is 24 hours a day 7 days a week.

Following your initial training you will be posted to a specific Local Policing Unit (LPU). Your posting preferences will be considered when determining where you will be based in the county. Within your first shifts as a Special Constable you will be double crewed with an experienced police officer, attending a range of incidents from routine to blue light runs, from road traffic collisions to neighbourhood disputes.

Once independent, you can look to specialise

Alongside regular patrols and duties, there are a number of wider opportunities for our Cheshire Special Constables to get involved in. These include;

- The Deployment Support Team
- Enhanced Search Team
- Cyber Crime Investigation Team
- Proactive Licensing team
- Roads and Crime Unit

You can look towards obtaining Driving Authority which will allow you to drive our police vehicles and stop vehicles on the road. You can also look to move up through the ranking structure and become a Special Sergeant or Special Inspector.



AN INSIGHT INTO THE ROLE OF A SPECIAL CONSTABLE

Every year, Cheshire Constabulary celebrates National Specials Weekend, which recognises the work of the Special Constabulary in helping its local police communities. In 2024, the Special Constabulary volunteered more than 759 hours for National Specials Weekend, with more than 87 Specials booking on Duty. Some of the activities Specials were involved in include:

- Providing officers for the Wedding of the Duke of Westminster, a high profile-event with thousands of well-wishers turning out for the occasion
- The Special Constabulary actively participated in policing the Alsager Carnival, demonstrating their commitment to Community policing
- Providing Night-time Economy support across the Constabulary, ensuring everyone could safely enjoy Cheshire's vibrant night-life
- Road policing operations to target anyone committing fatal 5 offences (careless driving, speeding, not wearing a seatbelt, drink/drug driving and using a mobile phone)
- Policing Warrington Pride





Special Inspector

- NAME:**
SI Matt Ellis
- ROLE (paid employment title):**
Cyber Security Engineer
- SPECIAL CONSTABLE SINCE:**
February 2018

What made you decide to join the Special Constabulary?

I wanted the opportunity to seek out challenges that differ from what I deal with in my day job. As a Special Constable you deal with people from all walks of life in situations you will never otherwise come across; a truly unique volunteering experience that can be wholly satisfying, time and time again.

How do you find the balance between working as a special constable in line with your current employment?

The minimum commitment is 16 hours per month, which I'm easily able to manage around my day job and other personal commitments. Most will exceed this requirement as they enjoy volunteering their time. My employer has been really supportive, recognising that there are transferable skills which they can benefit from as well, which means I'm able to work flexible hours.

Do you feel supported by the Constabulary since joining as a special constable?

Yes - in my lesser-experienced days, I received support from PC's who helped me develop my skills, experience and sign off on various competencies. Since taking on supervisory responsibilities, I have found the regular command team to be very supportive and grateful for whenever members of my team are able to volunteer their time.

What tasks would you undertake during a shift as a special constable?

Normally I tend to support Response and Beat Management, which can be a single-crewed resource, or double-crewed with another Special Constable. The Force Control Centre will deploy us to all types of incidents, such as dealing with anti-social behaviour, assaults, thefts, burglaries, domestic violence etc. There are also opportunities to be proactive and deal with offences committed on the roads, such as people driving with no insurance or whilst impaired through drink or drugs. Additionally, as a Special Inspector I am responsible for the welfare and ongoing development of a team of Specials. I will often review Personal Development Plan's and deal with any team issues. I also help arrange support for Special operations/ force events, for instance I co-ordinated a team of Special Constable's to assist at the Commonwealth Games in Birmingham.



What do you enjoy most about working within the Special Constabulary?

I mostly enjoy working with a team of like-minded people! You can work with someone you've never met before and develop a fantastic working relationship in no time at all.

What do you find most rewarding from your role as a special constable?

The variety of jobs I attend. Most shifts I volunteer for, I will end up dealing with something I've not come across before which keeps the experience thoroughly interesting. I find it rewarding to help vulnerable people in their time of need - a feeling truly like no other! I've helped people who have been at their lowest low, and coming away knowing I've been able to help, even if only a small amount, is very satisfying.

Would someone need prior experience in another field in order to be part of the Special Constabulary?

I work with Special Constable's who have experience in lots of different fields - IT, Construction, Civil Engineering, Senior Leadership, Sales, Customer Service. The list goes on. You will be engaging with both victims and suspects from all walks of life so being able to listen and communicate effectively is absolutely key. You will be supported throughout training and beyond in developing the right skills.

What would you say to someone considering joining the Special Constabulary?

The role is uniquely positioned to offer you the opportunity to put yourself in situations you would never normally come across. You will be able to have a direct impact on the lives of the people you deal with when on a shift. There is a level of commitment required that comes along with the responsibility, but if you're looking to volunteer in a way that provides tangible results and gives you a sense of satisfaction, I would certainly recommend it..

Describe in just three words your experience in the Special Constabulary?

Rewarding, Empowering & Exciting



Special Constable

- NAME:**
SC Ellie Seabrook
- ROLE (paid employment title):**
Print & Advertising Manager
- SPECIAL CONSTABLE SINCE:**
September 2021



What made you decide to join the Special Constabulary?

My husband started his career with Cheshire Police as a Special Constable and has since joined as a regular Police Constable. His experiences always interested and inspired me and since the pandemic, I really wanted to challenge myself and delve into a completely different sector to my day job.

How do you find the balance between working as a special constable in line with your current employment?

My current role involves working with high-end luxury jewellery and watches and although I love the industry that I am in, helping people has always been important to me. It is a regular occurrence for me to get changed into my uniform after work on a Friday at the office and head to the Police station, I love being able to switch off from my day job and get stuck in.

Do you feel supported by the Constabulary since joining as a special constable?

Absolutely, Cheshire Constabulary is very supportive and although it can be quite nerve-racking, there is always someone to ask for advice. I personally really enjoy working alongside the regular Police Constables also, experiencing all elements of policing is really valuable and gives a greater insight into the day-to-day demand of today's society.

What tasks would you undertake during a shift as a special constable?

When I am on duty, I am always in company with another Special Constable or regular officer and can be assigned to anything from live incidents being logged with the Force Control Centre (101 or 999 calls) to ongoing investigations such as door-to-door enquiries and witness statements.

What do you enjoy most about working within the Special Constabulary?

I love working in a team, meeting new people, and working together to get a good result. It is so unpredictable, each job you attend can be so different, it could be a theft or a serious assault, a road traffic offence to county lines, it's an extremely fast-paced environment and encourages you to step outside of your comfort zone.

What do you find most rewarding from your role as a special constable?

I find that being there for people when they need us the most is the most rewarding aspect of the role. It is really satisfying going home after a shift and knowing you've helped, whether you've just listened to somebody that was lonely or by taking a drink driver off the roads before causing a serious accident. Being on duty supporting the regular officers allows Cheshire to be a safer place.

The emergency services are the only people you can call who will be there to help when something goes wrong, 24 hours a day 7 days a week.

The Special Constable role is extremely flexible and voluntary, you choose when you go on duty. It is the best hobby I have!

Would someone need prior experience in another field in order to be part of the Special Constabulary?

I would say the key skill that you need to be part of the Special Constabulary is communication. Most of the work involves good communicational skills to understand the situation and to come to a safe and effective resolution with all parties involved. There isn't necessarily any experience needed in other fields apart from people skills.

When I first joined, I wasn't the most confident person but the more hours I have put in, the more confident I feel. You really do get out what you put in.

What would you say to someone considering joining the Special Constabulary?

If you've always had an interest in Policing, want to challenge yourself and are willing to learn, don't hesitate and join! You can learn a lot about yourself, work as part of a team and help make Cheshire a safer place, it's great.

Describe in just three words your experience in the Special Constabulary?

Invaluable, Rewarding & Challenging

Find more profiles on our website: cheshire.police.uk
> careers > special-constables > specials-profiles

ELIGIBILITY REQUIREMENTS

During the eligibility stage we will check that you meet certain criteria before continuing with your application; these will include:

- Tattoos (must upload/attach to application form)
- Residency
- Declared Convictions
- Potential Conflicts of Interest

If you do not meet the eligibility criteria your application will not be progressed with and you will be withdrawn from the recruitment process. Further information about eligibility criteria can be found on the College of Policing website: www.college.police.uk.

If you meet the eligibility criteria your motivational questions will be reviewed by experienced staff members at Cheshire Constabulary.

AGE REQUIREMENTS

Applicants can apply for our Special Constabulary once they are 18 years of age or older.

NATIONAL REQUIREMENTS

To be eligible, you must be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland. Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply. Nationals of the EEA or Switzerland will also need to provide evidence that their stay is free from restrictions. All applicants must provide proof of their nationality. There will be no provision for direct recruitment from abroad, as per the police Regulations.

The Vetting Code of Practice and the Cabinet Office Security Policy Framework requires a minimum period of three years residency in this country, so that meaningful checks can be undertaken. This requirement is also identified in the relevant College of Policing guidance on the recruitment of police officers and special constables.

FINANCIAL STATUS

Applicants will have their financial status checked prior their formal offer. Applicants with outstanding County Court judgements, who have been registered bankrupt with outstanding debts, will be rejected. If an applicant has discharged bankruptcy debts, they will need to provide a Certification of Satisfaction with their application.

The Vetting Code of Practice and the Cabinet Office Security Policy Framework requires a minimum period of three years residency in this country, so that meaningful checks can be undertaken. This requirement is also identified in the relevant College of Policing guidance on the recruitment of police officers and special constables.



CONVICTIONS

All applicants will undertake vetting prior to an offer of employment. Applicants should be transparent and include any crime, caution, road traffic offence, speeding ticket etc. There are some offences that will lead to mandatory rejection, offences committed as an adult or a juvenile which resulted in a custodial, suspended or deferred sentence and sentences served at a young offenders' institution or community home; or the applicant is a registered sex offender or is subject to a registration requirement in respect of any conviction.

If an applicant declares any of the following convictions or security-vetting checks reveal them, the application will be rejected:

- Offences of domestic abuse
- Offences of dishonesty, corrupt practice or violence
- Offences where vulnerable people were targeted
- Offences motivated by hate or discrimination

Offences dealt with by way of fixed penalties for minor motoring offences should not in themselves be a barrier to recruitment unless the applicant is a persistent offender. Each case will be considered on a case-by-case basis.

TATTOOS

All face, hand and neck tattoos will be reviewed prior to your application being progressed.

Tattoos visible/ on the body which may be considered discriminatory, violent, intimidating, aggressive, related to death, homophobic, offensive and/ or indicate attitudes or views inconsistent with the College of Policing's Code of Ethics and the Standards of Professional Behaviour will not proceed through the recruitment process.

Other examples of unacceptable tattoos are:

- Tattoos which could cause offence or be construed as inappropriate to members of the public or colleagues
- Tattoos that undermine or detract from the dignity, authority or professional image of the force
- Tattoos that are rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating
- Tattoos that display unacceptable attitudes towards women, minority groups or any other section of the community
- Tattoos aligned with particular groups e.g. BNP, Combat 18, English Defence League or the National Front

All tattoos will be reviewed on a case by case basis by the HR Talent Acquisition Team at the eligibility checking stage of the recruitment process. To prevent any delays please ensure you attach clear photographs of your tattoos to your online application form.



CONFLICTS OF INTEREST

Certain particular roles that people hold as part of their regular employment can be considered as a conflict of interest to the role of Special Constable. Therefore it is important that you please check the list below to ensure that your current employment will not prevent your application from proceeding. You should not make an application to join Cheshire Police if you work in any of the below roles:

- Serving members of HM Armed Forces*
- Members of the Royal Auxiliary Air Force
- Royal Naval Auxiliary Service
- The National Hospital Service Reserve
- Members of the fire service, unless written permission is given by their Chief Officer
- Traffic Wardens and School Crossing Patrols
- Members of employers' police forces and private constabularies
- Magistrates
- Clerks to justices and clerks to courts
- Probation officers
- Youth workers and social workers involved in the administration of criminal law
- Bailiffs, warrant officers, private detectives and inquiry agents
- Custody escort officers
- Security personnel, guards and doormen*
- Anyone working for a security company*
- Employees of security organisations*
- Neighbourhood and Street Wardens and other uniformed Patrol Wardens
- Police Community Support Officers
- Prison custody officers
(Prison Officers are eligible, but only with written permission from their Prison Governor)
- A local authority parking warden
- Persons taking an active part in politics
- Highways Agency Traffic Officers *(and traffic officers who are employed by other organisations, such as Vehicle and Operators Services Agency)*
- Border and Immigration officers with powers of arrest
- Customs Officers
- Barristers, Solicitors and Judges
- Members of Police Authorities
- Transport Network Revenue Protection Inspectors
- Local Authority field officers e.g.: trading standards officers
- Civilian enforcement officers
- Vehicle removal officers



If you are applying for, or seriously considering a job in any of the above occupations, please think carefully before you apply for the Special Constabulary.

If you start a job in any of the above occupations at any point during your application, or if there are changes in any of the information you provide in your application, you **MUST** inform us immediately.

*** Enquire with us regarding these occupations or if you feel that your present occupation may preclude you prior to submitting your application form.**

REASONABLE ADJUSTMENTS AND ACCOMMODATIONS

It is important that you consider if you would like to request arrangements that will assist you in completing the selection process. For example, in relation to disability, dyslexia, learning difficulties, pregnancy, injury etc. Any requests for reasonable adjustments will be considered and arranged where possible. This information will be treated with the utmost confidence. If you require any support or further information please email HR.talent.acquisition@cheshire.police.uk at the earliest opportunity.



SELECTION PROCESS

When applying to Cheshire Constabulary as a Special Constable, you will progress through various stages. These stages are listed below to help you understand the process you are about to embark on. All candidates are required to successfully pass every stage of the process to be recruited as a Special Constable.

APPLICATION

You are required to complete an **online application form**. The application form consists of personal information, education, employment history.

NATIONAL SIFT

If you pass our initial application stage, you will be invited to complete National Sift. This is a situational judgement test which will measure your ability to choose the appropriate action in situations you are likely to face in the role of a Special Constable. This test will measure your judgement and ability to make effective decisions. This is an online test which will last around 30 minutes.

INTERVIEW

Candidates who have successfully passed the National Sift stage of the process will be invited to a Teams interview. This will consist of a panel of two people; an operational Special Chief Inspector, Inspector or Sergeant and an independent Police staff member who have received Cheshire Constabulary training in standards of practice and Unconscious Bias to ensure fairness and legitimacy of the process.

The interview will be assessed against the Competency and Values Framework (CVF) which defines relevant competencies and values. Questions will be based on these competencies and values, and you will be informed of which is being assessed during your interview. You will provide evidence at Level 1 of the Framework and demonstrate your suitability for the role of Special Constable.

The interview panel will also be looking for candidates' awareness of the standards required of a Police Officer. These are laid out nationally in the Code of Ethics and can be accessed via the College of Policing website: www.college.police.uk

If successful at the interview stage, you will receive a conditional offer of employment for the role, and we will commence pre-employment checks.



PRE-EMPLOYMENT CHECKS

Candidates who are progressed with will receive a Conditional Offer and will be invited to complete the following checks:

- Fitness Test
- Drug screening test - (samples taken on pre-employment day)
- Biometrics
 - DNA (samples taken on pre-employment day)
 - Fingerprints (samples taken on pre-employment day)
- Medical
 - GP Declaration Form (fees payable by applicant)
 - Opticians (fees payable by applicant)
 - Occupational Health (medical appointment)
- BMI Screening
- Vetting and Home Visit
- References

Further advice and guidance is available online and also from our Talent Acquisition Team.

FITNESS AND MEDICAL REQUIREMENTS

Applicants must pass a fitness test consisting of a 15m multi-stage shuttle run (bleep test) to level 5.4 (3 minutes and 40 seconds).

They must also satisfy the current medical requirements where individuals are assessed in terms of ability based on the role, functions and activities of an operational constable and their fitness to work. Advice is also given on potential accommodations for disability; each case is considered on an individual basis.

The medical requirements include height and weight to ascertain the applicants BMI, hearing, eyesight tests and previous medical history which is scrutinised by the occupational health nurse and Doctor.

VETTING

You will be subject to vetting checks and as such will be asked to provide information regarding your current and previous addresses, your family, partner and/or people that you live with. You will also be asked to detail any previous convictions or dealings with the police as well as information regarding your finances.



REFERENCES

Satisfactory employment and / or educational references must be obtained covering a period of five years.

If you require further information on the medical standards including eye sight standards, please visit the College of Policing website www.college.police.uk. Further advice and guidance is available online and also from the HR Talent Acquisition Team.

Any non-attendance or delay in attending appointments may result in you not meeting a specific intake date and your application to join Cheshire Constabulary may be placed on hold or withdrawn.

OFFER OF POSITION

Once all satisfactory pre-employment checks have been received you will be sent a formal offer for the position of Special Constable. Intakes will be determined by the readiness of the candidate. Those who successfully complete their pre-employment checks will be progressed; any delay in this stage of the process will result in candidates being progressed to the next available intake.

Delays are caused by:

- The candidate being unable to comply with the time-line due to holidays, work or other commitments
- Additional medical information required
- Needing to complete a second or third fitness test due to not meeting the required standard
- Incorrectly completing their vetting/medical forms
- Further investigation at the vetting/medical stage being required
- Missing pre-employment check appointments
- Outstanding references

UNIFORM FITTING

Once you have received your formal offer has been returned you will need to book a uniform fitting with our Stores department at Winsford headquarters. This usually takes place in the two weeks following formal offers to ensure that you have the correct uniform and kit for your first day in the job.

WELCOME TO THE SPECIAL CONSTABULARY



BENEFITS

Cheshire Constabulary is proud to offer a benefits package that provides a range of opportunities and options for all, some are detailed below.

Further information can be found at www.cheshire.police.uk/jobs

LEARN NEW SKILLS

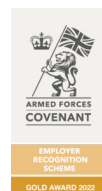
You will experience much more variety in your life whilst undertaking the role. No two shifts will ever be the same. You will learn how to physically defend yourself and deal with conflict, helping to build your confidence and overcome fresh challenges and opportunities.

PROFESSIONAL DEVELOPMENT

Joining the Specials opens up a world of opportunities for personal and professional advancement. Undergoing the training and then going out on patrol makes a welcome break from day-to-day life, bringing excitement and challenge every day you volunteer.

WELLBEING & FINANCIAL BENEFITS

- Occupational Health services
- Sports and Social Club
- On-site gym
- Blue Light Card discounts with dozens of online and high street brands
- Continuing Professional Development (CPD)



MAKE USE OF EMPLOYER SUPPORTED POLICING (ESP)

You may work for an employer that participates in the Employer Supported Policing scheme, which allows organisations to consider releasing their staff who volunteer within the Special Constabulary and **give them paid time off** to undertake police duties and/or training.

Please speak to your employer to see if the scheme is in place. If you think your employer may be interested in supporting ESP in their organisation, there are a number of resources available. If you require further guidance, please email citizens.in.policing@cheshire.police.uk

For current Cheshire Constabulary police staff members who are Special Constables or are thinking of joining the Special Constabulary, you would be entitled to take time off. This time off would be the equivalent to one shift per month, to carry out Special Constabulary duties and training (including induction).

Transferable skills gained from being a Special:



Conflict management



Prioritisation of demands



Leadership



Taking personal responsibility



Crisis management



Effective communication



Problem solving



Understanding of the law



Decision making



Delivery of objectives

The training and support our volunteer officers receive gives them the confidence to deal with whatever the next call brings.



JOB DESCRIPTION

SPECIAL CONSTABLE

ROLE PURPOSE

Special Constables volunteer at the front-line of policing and the criminal justice system. They volunteer in partnership on a day-to-day basis with local communities, stakeholders and colleagues, providing an additional visible policing presence, promoting law and order, reducing the fear of crime, providing reassurance and building confidence to improve the quality of life for citizens.

This role carries the same legal powers as a Police Constable, making autonomous decisions in accordance with the National Decision Model and Code of Ethics, and exercising professional discretion, as appropriate to the role, in line with legal frameworks and policy guidelines.

Special Constables are required to meet and maintain the highest professional standards required of their role, by conducting all actions in a legal, balanced, proportionate and justifiable manner to uphold the law and achieve the best outcomes in a wide range of situations/incidents.

KEY ACCOUNTABILITIES

- 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.
- Take a leading role in supporting colleagues to establish 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.



KEY ACCOUNTABILITIES

- 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, where appropriately trained, 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.
- Support the exploration of new ways of working and innovation in policing, applying critical thinking to identify solutions to problems in line with evidence based practice within own area of work.
- Support the implementation of evidence based policing initiatives by applying relevant approaches to own, the teams and/or stakeholder practice.
- The post holder is expected to perform a minimum of 16 operational hours per month.

Upon completion of initial learning, and until Independent Patrol Status is achieved, the above accountabilities will be carried out under the supervision of a regular officer, or Special Constable who has achieved independent patrol status. You will maintain a Personal Development Portfolio, to support the assessment of personal competence and progress toward achievement of Independent Patrol Status.

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

Notwithstanding the details in this role profile, the role holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the role.



EXPERIENCE, QUALIFICATIONS & SKILLS

PRIOR EDUCATION AND EXPERIENCE

- Special Constables will have met the recruitment requirements as per force policy
- Achieve the learning outcomes specified in Phase 1 of the Initial Learning for the Special Constabulary on entry, until the establishment of subsequent Standards by the College of Policing
- Complete the Professional Development Portfolio, demonstrating competence in a range of activities, and meeting or exceeding the specified minimum hours of duty

SKILLS

- Able to develop a knowledge and understanding of a local community including society composition, the needs of the vulnerable and local safety issues
- Strong communication skills with the ability to set out logical arguments clearly and adapt language, form and message to meet the needs of different people/ audiences
- Good team working skills demonstrating awareness of individual differences and providing support as required
- Able to pro-actively develop effective working relationships with colleagues, partners and other stakeholders, understanding their needs and concerns
- Able to identify the drivers of behaviour, acting with discretion and emotional intelligence to manage conflict and defuse difficult situations
- Develop Problem solving skills to support policing priorities
- Able to interpret and apply guidance to a specific activity



- Identify opportunities to enhance efficiency and/or effectiveness within own area of work
- Able to identify, analyse and manage risk to inform balanced, proportionate, evidence based decisions
- Able to review and reflect on own performance objectively and to take steps to maintain and enhance competence and professional standards appropriate to the role
- Good time management skills with the ability to appropriately prioritise and plan own work
- Skilled in the use of standard IT packages, systems and/or databases to fulfil role requirements
- Skilled in applying personal safety tactics, including the use of equipment and restraints



FAQ'S

I turn 18 after the closing date for applications, can I still apply to become a Special Constable for Cheshire Constabulary?

You will need to be at least age 17 to apply (but cannot be appointed until age 18).

Can I receive feedback at any stage of the recruitment process?

Due to the large number of applications we anticipate, we are not in a position to provide feedback at any stage of the process.

When does the online application process start and finish?

These details can be found on the advert.

I currently have a live application to join the Specials with another police force, can I apply to Cheshire?

Yes you are still eligible to apply while you have a live application at any stage with another force.

Will I be rejected if I have tattoos?

Any candidates with tattoos which could be construed as being offensive to any religion or belief, is in any way discriminatory, violent or intimidating, will not be accepted to join Cheshire Constabulary. If you do have tattoos you are required to declare this at application as well as providing a brief description of these tattoos along with clear photographs at the point of application. Please note if you do not meet the standard you will be withdrawn.

Will I be posted to an area close to where I live?

Successful candidates can be posted to any LPU across Cheshire. However, you will be asked for your posting preferences once you commence your training and the Citizens in Policing will work to accommodate these request as best as they can.

How do I contact Cheshire Constabulary about my application?

Regular updates will be provided and candidates can contact HR Talent Acquisition about their application by emailing HR.talent.acquisition@cheshire.police.uk. Candidates are advised not to call 999 or 101 in relation to their application.

How fit do I have to be to join the Special Constabulary?

You must be physically fit and healthy to perform policing duties safely and effectively. You will need to pass a physical fitness test and a full medical examination as part of the recruitment process. All Special Constable candidates will be tested to the same standards as our Police Officers.

Is there a maximum age limit on applications?

There is no maximum age limit on applications, candidates are required to be both physically fit and healthy to perform policing duties safely and effectively.



I have a previous caution as a minor, but can't remember dates. Would I need include this on my application form?

Include as much information as possible, including cautions and traffic offences regardless of how recent they are. Where you don't have specific dates, provide all the details that are available so this can be reviewed accurately.

Do I need to notify changes to my personal circumstances?

Any significant changes in personal circumstances during your application, such as permanent partner, new residents at your home, change of address, arrests, cautions or convictions or association with criminals should be notified to HR Talent Acquisition (HR.talent.acquisition@cheshire.police.uk).

Will my medical history affect my application?

Your medical history will be reviewed by our Occupational Health Department at your medical appointment. This will be carried out by a Nurse and each application is considered on an individual basis. Further information around the national medical standards can be found on the gov.uk website.

How will I be assigned to an intake?

Candidates are required to successfully pass all stages of the recruitment process in order to be issued with a final offer. Candidates will

be progressed for an intake as an when pre-employment checks are complete, any delays in these checks may result in your application being deferred to a later intake date.

What amount of hours will I need to work?

Cheshire Constabulary ask that you volunteer 192 hours per year as a minimum. This works out as 16 hours a month or 4 hours a week. However this is a minimum required and you can certainly work more hours if you can.

How long does it take to reach Independent status?

Following your attestation a Special Constable will hold non-independent patrol status. A framework will be provided for post-foundation learning which will enable you to demonstrate your competence in the role. This is called the Personal Development Plan (PDP) and once this framework has been successfully concluded, you will be granted Independent Patrol Status. Whilst progress of an individual's PDP is dependent upon hours on duty it is anticipated that most Special Constables will achieve independent status within 18 months.

Is the Special Constable role a paid position?

Special Constables are volunteer police officers and subsequently means you won't be paid. However we pay expenses so you will not be out of pocket for giving your time to us.



Will I need to attend court?

Should you make an arrest as a Special Constable and the case is later taken to court you may have to attend to either give evidence or to be a witness. You will be entitled to any loss of earnings you may incur due to a court appearance.

Will I be entitled to any allowances?

You will be entitled to some allowances on top of travel expenses to and from your posted police station will be paid for as well as any other travel expenses made by yourself whilst on duty. If you live outside the force boundary travel costs can only be claimed from the point of entry to the force area. Your uniform is provided and you will receive a boot allowance for appropriate footwear. A refreshment allowance is also paid but, this is dependent on the number of hours in any given tour of duty.

Am I insured whilst on duty if I suffer any injuries?

You will be covered by Cheshire Constabulary's insurance if you were injured whilst on duty as a Volunteer Police Officer.

Will I be able to become a Police Officer directly from the role of a Special Constable?

Being a Special Constable will enable you to experience all aspects of police work and gain a wealth of professional knowledge. There are promotion prospects within the Specials through their own rank structure. Opportunities do become available to join Cheshire Constabulary as a regular officer from a Special Constable, however the experience and knowledge gained will benefit you when applying to be a police officer through one of our many police officer routes.

I've previously served as a Special Constable and want to re-join, is this possible?

Cheshire Constabulary welcome applications from any currently serving (wishing to transfer) and former (wishing to re-join) members of the Special Constabulary. You would need to complete a similar recruitment journey as our new applicants but there will be a possibility to transfer any skills acquired previously from either another force or from your previous service with Cheshire Constabulary.



USEFUL LINKS

Cheshire Constabulary website

www.cheshire.police.uk/

Careers page

<https://cheshirepolice.tal.net/vx/lang-en-GB/mobile-0/channel-1/appcentre-External/brand-3/user-1001778/xf-2522e5969d15/wid-9/candidate/jobboard/vacancy/14/adv/>

Special Constable Overview

www.cheshire.police.uk/police-forces/cheshire-constabulary/areas/cheshire/careers/careers/special-constables/

Special Constable Eligibility

www.cheshire.police.uk/police-forces/cheshire-constabulary/areas/cheshire/careers/careers/special-constables/eligibility/

College of Policing Website

www.college.police.uk/career-learning/career-development/role-types/special-constable

College of Policing - Competency and values framework (CVF)

www.college.police.uk/career-learning/competency-and-values-framework





**Where you
will be...**

*Trusted,
Developed,
Supported,
Protected,
& Valued*

Volunteer with **us.**

If you want an exciting, challenging and unique opportunity, join our inclusive policing family and support us while we support you in delivering even safer communities for the whole of Cheshire.

www.cheshire.police.uk/specials

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