



Bailiwick of Guernsey Law Enforcement
Guernsey Police - Guernsey Border Agency

Working together to make the Bailiwick safe and secure
Nous travail ensemble pour protéger et sauvegarder le Baillage

Special Constabulary

The Voluntary Service with a Difference

Are you willing to face new and exciting challenges?

Do you want variety, responsibility and the opportunity to give something back to your community?

Then a career in the Special Constabulary 'B' Division of Guernsey Police Force might be what you are looking for.

The Special Constabulary

Guernsey Police is keen to attract a broad range of applicants from all sections of the Island's Community to serve as Special Constables (both operationally and administratively). We are committed to creating an environment which is free from any forms of discrimination.

The information enclosed will help you to make an informed choice. If you wish to ask any further questions or speak with a member of the Human Resources, please contact us. We will be very pleased to hear from you.

SERVICE WITH SPECIALS – There are two distinct opportunities:

1. OPERATIONAL SPECIAL CONSTABLE

Specials are volunteers who work alongside and have the same authority as regular Police Officers. They undertake uniformed patrols, have the power of arrest and undertake all duties of a regular Police Officer. These can range from dealing with lost property through to attending road traffic collisions, to confronting violent disturbances or dealing with domestic disputes.

Don't worry – you will be well trained and equipped. After initial training you will team up with a regular Police Officer who will help you develop the skills you need to become an effective Special Constable.

You will go on to work with uniformed colleagues for a probationary period of a year (or 100 hours service) during which you will still receive regular training. During this time you will work under direct supervision of the NPT Inspector and in support of uniform operations.

The opportunity to work within a specialised area of policing may be available to those Specials who demonstrate appropriate levels of competency and commitment. This may be with the Road Policing Unit or Neighbourhood Policing Team or, if you prefer, you may continue in Uniform Support. You cannot serve with specialist teams like the firearms section or bomb disposal squad and other than being assessed as a driver you will not be sent on a driving course.

2. ADMINISTRATIVE SPECIAL CONSTABLE

Alternatively if you have technical skills you may be put directly into a specialist area of policing such as forensic accounting, Criminal Justice or IT investigation without ever going out on the streets. If you are successfully appointed to this role you would not be required to wear uniform. You are however still helping support the work of the front line officers. (**Note: - you will not have to complete the entrance tests (LE Initial Recruitment Test (LEIRT))**)



THE RECRUITMENT PROCEDURE (OPERATIONAL)

Positions are advertised with regular officer recruitment campaigns. Applicants will be shortlisted and undertake initial recruit and fitness tests. Following an interview, successful recruits will be appointed.

The Guernsey Police is committed to equality of opportunity in providing a service and following practices which are free from unfair and unlawful discrimination.

It is this organisation's aim to ensure that no applicant or member of staff receives less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, religion, sexual orientation, age or any other characteristic not directly relevant to skill or competence.

This policy seeks to ensure that no person is victimised or subjected to sexual racial or any other form of harassment.

Equality of opportunity is about good employment practices and effective use of our most valuable asset, our employees.

It should be noted that the HLE (Head of Law Enforcement) reserves the absolute right to reject any application without giving a reason.

Nationality	Individuals must be eligible to reside in Guernsey with no immigration restrictions. Please refer to the enclosed Vetting Guidelines.
Right to Work	Candidates must possess a valid Right to Work document.
Vetting & Character	Applicants must be of good character. Previous criminal convictions which must be disclosed will not necessarily debar a candidate from appointment. Applications will be considered on a case-by-case basis. The Rehabilitation of Offenders Law does not apply to Applicants for service with the Police therefore all previous convictions and details of pending enquiries must be disclosed.
Age	Applicants must be between 18 and 57 years old (upper age limit, Operational SC's only).
Fitness	Applicants should have a good standard of fitness. Completion of a Police Fitness Test is part of the recruitment process (operational SC only)
Medical	Applicants are required to complete a Medical History Form.
Vision	Unaided distant vision of not less than 6/36 (Snellens test) binocularly is required, which must be correctable to a standard of: Either eye: 6/12 Both eyes together: 6/6 Colour vision defects are considered on a case-by case basis. Certain types of eye surgery are acceptable (for more info, contact HR Dept). (Operational SC's only)
Education	There are no formal academic qualifications required, but all candidates must pass the LE Initial Recruitment Test (LEIRT) (Operational SC's only)
Driving Licence	Applicants must possess a full category B driving licence prior to submitting an application.
Height	There is no minimum height requirement

THE LE INITIAL RECRUITMENT TEST (LEIRT) (OPERATIONAL SPECIALS only)

The LE Initial Recruitment Test (LEIRT) provides us with a benchmark for all candidates. The LEIRT is a national written entrance test designed to assess a variety of skills that you may reasonably be expected to use as a Constable. The Test consists of four separately timed sub-tests each designed to measure a different ability. These are:

- **The ability to spell words and construct sentences correctly**
- **The ability to check information quickly and correctly**
- **The ability to solve numerical problems accurately**
- **The ability to reason logically when given facts about events**

Further information and guidance about this test can be obtained from various websites including www.police-recruitment.co.uk/police_test.html. It is recommended that you research this area fully.

THE FITNESS TEST

1. Progressive Shuttle Run

This involves running back and forth between two lines 15 metres apart at a steadily increasing pace which is controlled by means of a sound signal, until you are no longer able to keep up with the pace.

The scores are recorded and then compared against a computer database to calculate a composite fitness score.

Before taking the test you will be asked whether you have any illness, injury or medical problem which could affect your performance and a decision will be made as to whether or not the test should proceed. If you are in any doubt as to whether or not you should take the test, please seek advice from your GP beforehand. You will also be asked to sign a disclaimer prior to taking the test.

TRAINING (Operational)

You will receive training throughout your career as a Special. Prior to going out on the streets you will receive initial training and later on you will be updated with law and procedure. Special skills like searching or major incident response will be covered on periodic training days.

In addition you will work with a tutor officer who will provide support, guidance and advice during your probationary period. Your tutor will be available afterwards if there are any issues you need to discuss. NPT Inspector overseeing.

It takes time, effort and commitment to train an Officer and the first steps on that path are taken during the induction process. You will not be expected to put on a uniform and get on with it. Before you commit to service with the Specials you will be given an opportunity to have a look at the organisation and receive training in personal safety, first aid, the standards of behaviour expected of you and basic police powers.

After an initial induction course (usually over 3 weekends) there is an expectation on you to commit to a training programme to allow you to get out and start doing the job in a reasonable time frame. This commitment will echo the commitment of the professional officers who will put time and effort into providing you with a sound base on which you may build your career as a Special.

Some of the most important skills that you will learn will be on the street with your tutor during the summer.

Over the winter months you will learn more about law and procedure during training sessions held on the last Thursday evening of the month.

Once you have learnt the basics and demonstrated your ability you apply to work in an area of policing that particularly interests you. If you like traffic policing you may learn how to use speed detection devices or more detailed offences relating to the construction and use of motor vehicles.

Neighbourhood policing is different, we use experience and common sense to solve problems and so rather than being trained as such; you would be taught how the Neighbourhood Police model works and be mentored by a Neighbourhood Police officer as you work with them on a beat.

You have to relicense in use of handcuffs, baton and Pava spray and First aid annually.

If you fail without good reason to attend the training sessions, or fail to demonstrate to the satisfaction of your tutor your ability, you may be required to resign from the Specials. This all sound daunting but we are proud of the service we provide and we must help new officers to attain those standards.

REWARDS AND OPPORTUNITIES

Special Constables are paid a 'retainer' payment of up to £500 per annum, based £1/hr on the number of voluntary hours performed. Specials are also paid a Bank Holiday if you work at events like the Agricultural Shows or Hill Climbs. You will be paid a meal allowance for any duty exceeding four hours (minimum 8 hrs/month)

It is not about the money! You will experience the whole range of incidents that the Police deal with. In the course of a shift you could pick up the life skills and experiences it would take a year to accrue in civil life.

Service with the Specials will provide a unique, interesting and challenging voluntary role in the community. You receive free professional training and can develop self confidence, self respect and a sense of achievement.

You will work in a major professional organisation and will gain experiences which could help you if you apply to join the force as a full time officer.



PROFESSIONAL STANDARDS AND ETHICS

In the eyes of the public there is no difference between a Special Constable and a regular officer. Public expectation is that a Police Officer's loyalty, integrity and judgement must be beyond reproach and that Police Officers discharge their duties fairly, impartially and without external influence. Like any regular officer you are expected to remain a person of good character and uphold the highest standards of personal conduct both on and off duty.

You will be trusted with confidential and sensitive information and intelligence which you must not discuss or divulge outside the organisation.

There is no place in the Guernsey Police for racism, sexism or any other form of discriminatory behaviour.

We expect Specials to attend training sessions and perform a minimum of 8 hours service per month.

The unique powers invested in the role of Constable are not to be taken lightly. We expect the highest standards of behaviour and ethics in order to properly discharge the role without abuse of the powers invested in you.

Specials are subject to the same disciplinary and performance regulations as regular officers and any officer who fails to meet the high professional standard expected by the organisation is liable for dismissal from the service.

WHAT WILL I GAIN FROM BEING A SPECIAL?

Many Specials gain confidence and see an improvement in their written and verbal communication skills. The value of team work as well as a sense of achievement in giving something back to the community has great rewards.

Specials learn the everyday skills utilised by Police Officers, namely; decision making under pressure, negotiating with distressed and aggressive individuals, accurately recording statements from witnesses, the evidential seizing of forensic exhibits and the interviewing of offenders suspected of criminal offences.

Joining the Specials opens a world of opportunity for personal and professional development. You see life differently. You will discover much about yourself, your community and what you can achieve and contribute to the island.

There is scope for promotion. We have positions for one Special Inspector and three Sergeants.

WHEN WOULD I BE NEEDED?

We welcome assistance 24/7. People have family or social commitments which mean that they can not always report for duty during the traditional busy periods – weekend evenings. It does not matter to us, there is always work to do!

During major or protracted incidents Specials have been called in to provide a general policing service whilst the regulars are involved in the investigation into the incident. It does not happen every week and you cannot be ordered to come in but we do appreciate the help.



Many Specials have close working relationships with regular officers, and if an incident arises in which the regular officer believes the Special will be interested in assisting, s/he will be contacted and asked to come in for duty.

DUTY TIMES

You can arrange your Police duties around your personal commitments. There are Specials who report for duty on week days, in the morning, evening or night. We do however expect a return on our investment in you; we want mature, committed officers.

Many applicants use service with the Specials as a chance to have a look at “the job”. Although there is no guarantee that you will be successful in applying to join the regular force, the skills and experiences you acquire can be used in the selection process, and you get to make an informed decision about service with the regulars. That said most Specials are more than happy to remain as volunteers outside of their day jobs.

A Special Constable’s main role is to patrol in support of regular officers and help in initiatives targeting specific problem areas. The work is interesting, challenging and varied – in fact you will face all of the challenges and reap the same rewards as the regular beat officers.

**For further information on how to apply please contact States of Guernsey
Human Resources Team**

Tel: 01481 747394
eRecruitment@gov.gg
or visit: www.gov.gg/jobs

Law Enforcement Training Department: 01481-725111 ext: 2588

Home Department Human Resources Advisors:

Terri.Eborall@gov.gg or 01481-747519
Gemma.Batiste@gov.gg or 01481-717386