

19 November 2024

FOI Ref 17404

Request - You asked us the following:

Please could you provide me with information regarding the initial training undertaken by Special Constables who join your organisation.

1. Number of days training to be completed
2. Detail of training i.e Law, Legislation, Roleplays. Is this completed by your training school or in house by the Special Constabulary?
3. If any professional development plan or similar is issued to new Special Constables during initial training.
4. After training is completed, how are Special Constables assessed and monitored?
5. Are Special Constables posted to a specific strand i.e Local Policing, Response etc or do they complete a carousel program?
6. A general overview of your organisations processes for Special Constables from day one initial training to be confirmed in rank.

We received your request on 25/10/2024 and have processed this under the Freedom of Information Act (FOIA).

Staffordshire Police's response to your enquiry is as follows:

Staffordshire Police holds the requested information.

1. Number of days training to be completed – **Disclosed, 18 days.**
2. Detail of training i.e Law, Legislation, Roleplays. Is this completed by your training school or in house by the Special Constabulary? – **Disclosed, Broad topics include Induction, PSD – Code of Conduct, Risk Assessment and Role of a Constable, Attestation, IT training, Stop and Search, Power of Arrest, Search after Arrest, Enter Premises, Theft, Criminal Damage, ASB, Public and Personal Safety Training, First Aid, Dress Policy, Drugs Offences, Airwave, Domestic Abuse, Vulnerability/Hate Crime/Voice of a Child, Public Order, recording systems, Personal Statements, Operational PDP. This training is completed in house.**
3. If any professional development plan or similar is issued to new Special Constables during initial training. – **Disclosed, Special Constables will join their Policing Team with a PDP (Personal Development Plan) to work through, and be signed off when competent.**
4. After training is completed, how are Special Constables assessed and monitored? – **Disclosed, Special Constables work with tutors, and are monitored using their PDP.**
5. Are Special Constables posted to a specific strand i.e Local Policing, Response etc or do they complete a carousel program? – **Disclosed, Special Constables are posted to Local Policing teams, primarily into Neighbourhood.**



6. A general overview of your organisations processes for Special Constables from day one initial training to be confirmed in rank. – **Disclosed, initial training is completed centrally from HQ Learning & Operational Development. Special Constables then join the Local Policing Teams, are monitored/tutored/supported by these teams, with a Specials Co-Ordinator overseeing and tracking progress. A Special Inspector also holds training as a portfolio lead to also support this. Once their PDPs are complete, they will be signed off Independent, and will then be eligible for further Continuing Professional Development training (as long as they are maintaining minimum hours of 16 per month).**

Please note that Staffordshire Police are currently undergoing a wide review of our Specials provision, to include further training and ongoing CPD.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Staffordshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

foi@staffordshire.police.uk

Or by Post to:

Central Disclosure Unit
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Central Disclosure Unit within two months of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by another Decision Maker who is independent from the original Decision Maker. The Central Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt



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information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO Website for complaints link: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Central Disclosure Unit