

Rev 6 09/2020

TO BE COMPLETED BEFORE COMMENCING SPEED WATCH ACTIVITY

Tuning Fork Calibration (which validates these checks) has been carried out before & after time on site --- YES / NO

Any errors with the equipment please stop all recordings and report the fault in the comments section below.

Date: 11/7/25 Start Time: 07:30 End Time: 08:15

Road Surface: Wet / Dry Road Speed Limit: 30

Scheme Name: Cannock Wood

Site Number: C1245

Street/Road Name: Hayfield Hll

Volunteer Name [REDACTED] Signature [REDACTED]

Volunteer Name [REDACTED] Signature [REDACTED]

Volunteer Name [REDACTED] Signature [REDACTED]

Comments: Trained 21/10/23

Please return completed log sheets within 2 days of activity.

Community Speed Watch (CSW)

The Golden Rules

• You must understand and adhere to all measures outlined in the Risk Assessment document.
• You must only use the agreed and approved risk assessed site locations.
• You must always work in pairs or groups of three - never alone and never any more.
• You must always wear the prescribed high visibility clothing that has been issued and must be visible at all times during the speed check operation.
• You must carry out a dynamic risk assessment of the CSW site immediately prior to commencing a speed check to ensure it is safe to do so.
• You must always behave in a professional manner when carrying out CSW activities as you represent Staffordshire Police.
• You must carry out a tuning fork test before and after recording any logs to ensure the device is reading accurately.
• You must never use a “gun” stance to use the Radar Device. Always hold it at chest height.
• You must never step into the road to use the equipment or attempt to cause to stop, slow down or otherwise instruct the driver of any vehicle.
• You must not obstruct the footpath, road or a public/private driveway.
• One of the volunteers must have a mobile phone in their possession for use in an emergency.
• You must email the 101 Log Sheet to Force Control Room at least 3 hours prior to commencing any CSW activity. Include CSW@staffordshire.police.uk and your local PCSOs.
• You must not retain any information obtained during a monitoring session.
• Never check with the DVLA or similar sites a registration plate, tax or MOT of a vehicle.
• Avoid confrontation with drivers or any other road user/member of the public and always be in possession of the roadside letter and signage notice to hand to the person.
• If any person wishes to complain they should be directed to CSW HQ on 01785-232702.
• You must only work no earlier than half an hour AFTER official sunrise and stop no later than half an hour BEFORE official sunset.
• You should not deploy if there is rain, fog, snow, ice, mist or after a storm or other adverse weather conditions making a CSW operation unsafe.
• You must report any damage to or issues with the effectiveness of equipment to the Staffordshire Police Community Engagement Coordinator.
• You must <u>not</u> conceal your activities as the project is designed to provide high profile speed reduction. Your visible presence at the side of the road will have a major impact.
• Remember that the safety of you, other volunteers and members of the public including speeding drivers is paramount.

Call **999** in an emergency or alternatively **101** for any non- emergency incident.