



Community Speedwatch Guidance

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1 Introduction

Community Speedwatch is a community based initiative designed to harness public support of Neighbourhood Policing by volunteers monitoring speeds of vehicle in areas of concern to the public.

2 Background

- 2.1 Neighbourhood Panels are formed to gather the concerns of the public to guide policing priorities in those areas. Often one of those concerns is anti social behaviour by speeding motorists.
- 2.2 Public perceptions of speeding may not correspond with reality. The perceived areas may also not be the worst areas in a community. Police activity needs to focus on those areas with a greater problem. Intelligence-led speed enforcement activity by the Police will continue, informed by speed analysis provided by the Safety Camera Unit in areas often highlighted by Community Speedwatch. Road Safety Partnership work will continue focussing their campaigns around KSI (Killed & Seriously Injured) sites and community concern areas with more serious speeding problems by the deployment of safety camera vehicles.
- 2.3 Community Speedwatch provides the opportunity for the public to influence and contribute to education of drivers and assist the police identify areas and times for enforcement activity.

3 Where Community Speedwatch Fits

- 3.1 Community Speedwatch is not enforcement. The aim of Community Speedwatch is to display the speed of a vehicle to the driver to improve driver behaviour and to prevent collisions by encouraging drivers in Community Speedwatch areas to slow down. The activity also allows the police to send letters of advice to the registered keepers of vehicles warning them of the driver's behaviour and dissatisfaction by the community through which the vehicle travelled. The results and locations of Community Speedwatch operations will be monitored by the neighbourhood policing teams to inform them of areas of need for enforcement action.
- 3.2 Community Speedwatch is a Police initiative, adopted by Neighbourhood Panels, and supported by the Cambridgeshire and Peterborough Road Safety Partnership. It will operate within the terms of this guidance. It will be supported by Neighbourhood Panels and hence endorsed by Community Safety / Crime & Disorder Reduction Partnerships. The activity must be supported by the communities in which it operates to ensure public compliance with the educational benefits and reduce adverse reactions from challenged drivers.

4 Equipment

- 4.1 The equipment used is the free-standing Speed Indicator Device (Minivisor 230VAS) marketed by Radarlux, shown at Annex A. Two Community Speedwatch warning signs and orange / yellow tabards for volunteers. Digital

voice recorders and click counters will assist in recording information gathered. Other evidential speed detection devices including hand held radar should not be used for Community Speedwatch, being assessed as likely to lead to confrontation and unnecessary personal risk.

5 Community Speedwatch Volunteers

- 5.1 A Neighbourhood Panel area will identify a group of volunteers for deployment and training. For a typical Panel, a group of 4 makes a suitable team. A register of Community Speedwatch Volunteers will be maintained by the Neighbourhood Police Team.
- 5.2 Volunteers will not be paid or be able to claim expenses for travelling. Volunteers will operate on behalf of the Neighbourhood Panel, and are not considered to be employees.
- 5.3 Cambridgeshire Constabulary carries public liability insurance which covers the Community Speedwatch activity, and volunteers who act within their training and in line with the relevant risk assessment will be indemnified in the event that a claim or legal proceedings are issued against them. The use of volunteers' private motor vehicles in connection with Community Speedwatch operations is not covered under any Constabulary insurance policies or those of any agency within the Road Safety Partnership, and it is the responsibility of team members to ensure that they have motor insurance in place that covers them for this activity.
- 5.4 Training for Community Speedwatch will be delivered by a trainer from the Neighbourhood Policing Team or identified volunteer trainers for each Community Speedwatch Team as agreed with the Neighbourhood Inspector. Training must include Health & Safety requirements, administrative procedures and the principles of Community engagement. All volunteers will sign an indemnity as at Annex F.
- 5.5 Anyone may volunteer. It is expected that volunteers may be people who attend Neighbourhood Panel events anyway, or may learn of Community Speedwatch via Council business.
- 5.6 There is no plan to submit volunteers to any form of Police checks or to exclude anyone who has been convicted or penalised for motoring offences. However potential volunteers can be rejected or removed from Community Speedwatch without explanation by the Police. Volunteers will be asked to declare any issue or circumstance that could bring the scheme into disrepute; and be given guidance during training to ensure they do not act in an unacceptable manner whilst on Community Speedwatch.

6 Health & Safety / Risk Assessment

- 6.1 The personal safety of Community Speedwatch Volunteers is a primary consideration, and the operation has been designed so that the Community Speedwatch Team can function some distance away from the Speed Detection unit rather than be in a high-profile / confrontational role operating a usual speed device. In the event of any risk to personal safety, volunteers are instructed to secure themselves, leave the equipment, and contact Police.
- 6.2 A full Risk Assessment has been agreed by the Force Health & Safety Officer. (Annex H)

7 Funding

- 7.1 Most of the day-to-day running costs are very minor, principally because the operation will be staffed by volunteers. Some minor administration costs are being met within each Neighbourhood Policing Team. The Road Safety Partnership is fully supporting this initiative and may offer assistance in different ways as the scheme continues to develop.
- 7.2 Some aspects of this operation will remain within Police control, (e.g. Police National Computer checks, and issue of advisory letters) and should Community Speedwatch expand there may be a case for centralising this work to achieve consistency of approach and economy of scale.
- 7.3 The cost of the equipment has been provided by the Road Safety Partnership. Further funding for more equipment could be sought by Parish Councils in Neighbourhood Panel groups, applying through existing channels (e.g. Safer Communities). Local / regional businesses could be approached to contribute – the scheme could be presented in a very positive light, and it is an expectation that the processes of funding and securing sponsorship will be embraced by Neighbourhood Panels and the Road Safety Partnership.

8 Information Processing

- 8.1 There will not be a “name and shame” approach.
- 8.2 Community Speedwatch Volunteers should not know the identity of drivers of vehicles exceeding speed limits if, they work in an area that is not their own locality. However it is accepted that most volunteers would like to operate where they live and work and inevitably when doing so some recognition may occur. In this event a professional attitude would be expected, driver details should not be disclosed, and any information gathered should remain confidential and in the hands of the police only.

- 8.3 The outcome of the operation (in statistical terms only, of number of vehicles checked / number exceeding speed limit) will be held on a database maintained by Police at neighbourhood level. Statistics in relation to speeding vehicles may be used to target speed enforcement campaigns, educational opportunities and other road safety initiatives. It is hoped that as the scheme evolves a central database of vehicles will be developed if centralised administration occurs.
- 8.4 Information from the database could be used to prioritise speed enforcement, and results would be reported back to Neighbourhood Panels. The information could be included in the Neighbourhood Panel Newsletter.

9 Review Arrangements

- 9.1 The Road Safety Partnership Strategic Group will be the mechanism for agreeing developing actions for Community Speedwatch whose decisions are final. A countywide coordinators meeting will be called annually or when substantial issues are raised by volunteers.
- 9.2 For operational advice regarding this scheme contact should be made with the relevant Neighbourhood Inspector. In the event more strategic advice is required the relevant Inspector will make contact with the Road Safety Partnership via the Safety Camera Unit Manager at Police Headquarters. That postholder is the strategic lead for Community Speedwatch.

Community Speedwatch Detection Unit: Radarlux type

MiniVisor 230 VAS



MINIVISOR 230 has been developed to display and store the speed of passing vehicles. MINIVISOR 230 combines a radar sensor with a 2½ digit 7 segment LED display, the control electronics and the electricity power supply. MINIVISOR 230 has been designed for universal operation and stands out due to its ease of handling and extremely low component weight. MINIVISOR 230 can be operated on rechargeable batteries, with solar assistance or via a 240v AC/DC adaptor. MINIVISOR 230 has 286mm high performance SME LED's with automatic brightness control, which will display the speed without blinding the drivers at night and yet, with its sensitive electronics will be clearly visible in bright sunlight.

Simple 4 Step installation.

Maximum item weight approximately 7kg.

Tripod mounting

FOR THIS SCHEME THE WORDS SLOW DOWN WILL BE REPLACED WITH 'SPEEDWATCH'

Operational Procedure

1	<u>General Plan</u>
	Community Speedwatch will only operate in 30 and 40 mile per hour areas. Newly trained volunteers will only operate with other experienced watchers until they are confident in the equipment use and how to complete a check. The general locations and frequency of the Community Speedwatch operation will be decided at the (quarterly) Neighbourhood Panels, usually nominated by Community Speedwatch Team members, in the same way as other Panel priorities are agreed. Excessive deployment in multiple locations will be discouraged. It is expected that a Community Speedwatch Team member will attend Panel meetings to contribute to this process (and report on previous operations) and the general plan published in the Neighbourhood Panel Newsletter.
2	<u>Community Speedwatch Team Deployment</u>
	The Community Speedwatch Team will organise themselves to agree specific times and dates, but before any operation is mounted the details of location, time and date must be notified to the Police Service Centre on 0345 4564564. This will establish the operation as a Command & Control Incident with an identifying number, which will facilitate any Police support in the event of emergency. The Community Speedwatch Team will be expected to bring one or more personal mobile telephones. In an emergency, they should ring 999 as should any other members of the public who may have cause to do so whilst engaged in a lawful activity.
	Volunteers should not know the identity of drivers of vehicles exceeding speed limits if, they work in an area that is not their own locality. However it is accepted that most volunteers would like to operate where they live and work and inevitably when doing so some recognition may occur. In this event a professional attitude would be expected, driver details should not be disclosed, and any information gathered should remain confidential and in the hands of the police only. Each volunteer will be assigned a Community Speedwatch Operator Identification Number for use on the paperwork for confidentiality. The operation will take full account of local risk assessment factors.
	The Community Speedwatch Team will comprise a minimum of 2 trained volunteers. The Community Speedwatch Team will wear high-visibility tabards (provided, and branded "Speedwatch") as well as other private clothing to make the check comfortable. It is not a pre-requisite of Community Speedwatch that there should be a Police presence: a trained Community Speedwatch Team will be self-sufficient. However patrolling police and community support officers will be encouraged to support the volunteers when able.
3	<u>Equipment and Use</u>
	The standard Community Speedwatch equipment (Minivisor 230 VAS) comprises a Radarlux Detection Unit, which is a stand-alone radar and display screen. This equipment is the property of the police who provides it, and suitable arrangements should be made for its storage and issue. It may be practicable for the equipment to be on long-term loan to an Agency location (such as a Police Station, or Parish Council Office) providing an

	equipment issue record is established. There will be other admin supplies (generally paper records, for recording events during the operation) which will be associated with the equipment.
	Two Speedwatch warning signs are provided for placing during activity. One sign as a minimum needs to be placed and placed so that it is visible to the checked drivers. This maybe after the Radarlux device if the activity is being conducted in a safety camera signed area. Volunteers should be aware of moving vehicle hazards when placing the sign(s). If in doubt do not carry out a check.
	The Detection Unit should be positioned to monitor all vehicles approaching, and is set to display the measured speed above a pre-set trigger level just over the speed limit. An upper limit of 60 mph is set to prevent encouragement to get a higher speed displayed by reckless drivers. The Unit should not be placed with the tripod high as it becomes unstable and may topple over.
	The Community Speedwatch Team will monitor and record vehicles exceeding speed limits. They are not required to be physically close to the equipment, and it is preferable that they are not immediately visible (perhaps by sitting in a car on the opposite side of the road). There should be no movement towards the vehicles being monitored to prevent a negative reaction from motorists. Records should include, <ul style="list-style-type: none"> - the location (by Postcode), date and time; - the total number of vehicles checked - the speed registered of vehicles exceeding the trigger level - the vehicle registration number. <p>The recording can be manually, or electronic with voice recording but not by taking photographs. Suitable record sheets will be provided. It will also be useful to record the total vehicles, as an indication of work done and progress being made. Nil returns also provide data and should be recorded.</p>
	At the end of the operation, this information will be passed to a designated point (identified by the Neighbourhood Policing Team).
4	<u>Notification Stage</u>
	The next stage of the operation will be within the Police. An Advisory Letter (from a template) will be prepared and sent to the Registered Keeper of those vehicles that are detected at or above the relevant ACPO prosecution threshold ¹ . This will identify the incident location, time / date, recorded speed and signal the action that may be undertaken if the problem persists (highlighting the areas for future enforcement campaigns). An activity sheet will also be completed as at paragraph 5 below.
	However, in cases of persistent offending and if the offender resides locally, the letter may be hand-delivered by a PCSO or officer for impact. The initial perception of Neighbourhood Panels is that most speeding is done by outsiders passing through the locality and this initiative will allow this premise to be tested.

¹ 35 mph for a 30 limit and 46 mph for a 40 limit.

5	<u>Data Gathering</u>
	Data gathered through this process will be collated to facilitate appropriate conventional Police speed enforcement activity, and shared with the County Council and Peterborough City Council as relevant to feature in the prioritisation of their resources.
	An activity sheet will be completed which will include the Postcode of the check and a list of Postcodes of Registered Keepers addresses. This record (Appendix G) will be faxed to the Cambridgeshire County Council on 01480376702 who will collate and provide details for the Road Safety Partnership to allow analysis to shape future education strategies. Negative checks still require faxing through to record activity.
6	<u>Personal Safety</u>
	Community Speedwatch Team volunteers are instructed that in the event of any confrontation, they should simply explain they are engaged in a community initiative organised by the Neighbourhood Panel process. Personal Safety is paramount, and in the event of any risk to personal safety then volunteers are instructed to secure themselves, leave the equipment, and contact Police (quoting the Command and Control Incident Number given before check commenced.) In the event of threats being made by drivers all Neighbourhood Teams across the county have agreed to support each other and pay personal visits to identified drivers without redress to criminal proceedings. Outside Cambridgeshire local force arrangements and procedures will remain and statements from volunteers may be required.

Community Speedwatch Database (sample)

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>	<u>TOTAL</u>	<u>35 - 40</u> <u>MPH</u>	<u>41 - 45</u> <u>MPH</u>	<u>46 - 50</u> <u>MPH</u>	<u>51 +</u> <u>MPH</u>	<u>No of</u> <u>Letters</u>	<u>OP</u> <u>NOS:</u>
North Street, Wicken	08/04/2008	1145 - 1150	10	0	0	0	0	0	1 & 5
North St x The Crescent, Wicken	08/04/2008	1200 - 1230	39	7	7	2	1	9	1 & 5
Mereside, Soham	08/04/2008	1020 - 1110	21	3	1	3	0	2	1 & 5
Fordham Road, Snailwell	14/04/2008	0735 - 0800	167	0	0	0	0	0	2 & 6
Newmarket Road, Snailwell	09/04/2008	1800 - 1845	62	6	3	0	1	5	2 & 6
Newmarket Road, Snailwell	14/04/2008	0710 - 0730	32	3	0	0	0	3	2 & 6
Newmarket Road, Snailwell	14/04/2008	0805 - 0915	122	13	1	0	1	6	6 & 7

Advisory Letter

Annex E



Community Speedwatch is an initiative being run by Neighbourhood Police Panel Representatives, and the Cambridgeshire and Peterborough Road Safety Partnership. Its purpose is to reduce speeding and subsequently injuries and deaths on our roads.

Mrs R W Smith
12 Cherry Tree Avenue
Pople Estate
WakenUpper
SW12 5YN

Dear

Our Community Speedwatch volunteers have been doing checks of vehicle speeds in areas of concern to the community.

A vehicle of which you are shown as the registered keeper has been seen exceeding the speed limit in one of the areas of concern. Details of the vehicle, speed and location are below.

NW01 SWP	SPEED LIMIT	SPEED RECORDED	43
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Location of Check: 28 High Street, Soham
Date of Check: 21st April 2008
Time Period Between: 2pm and 3pm

If you were not driving the vehicle at the time, can you please forward this letter to the person who was? Similarly if you are no longer the keeper of the vehicle can I remind you to notify DVLA as you are still legally responsible for the vehicle.

The Constabulary, Road Safety Partnership and our volunteers would like drivers of vehicles to slow down to save lives. On this occasion it is felt that education rather than enforcement is a suitable outcome. However enforcement activity may take place at this location in the future. Information gathered in relation to speeding vehicles will be used to target speed enforcement campaigns, educational opportunities and other road safety initiatives in the future.

Yours sincerely (on behalf of Community Speedwatch)
Inspector

Indemnity Form



This records the understanding of indemnity to be signed by Community Speedwatch Team members.

- 1 Community Speedwatch Team members are volunteers, and there is no remuneration of costs or expenses incurred in carrying out Community Speedwatch operations.
- 2 All monitoring equipment will remain the property of the Cambridgeshire Constabulary. Community Speedwatch Team members must take reasonable care of such equipment, in operational use or in transport or storage. When in storage, it must be kept in a secure condition and batteries kept in a fully charged state. Instruction books and paper records will be kept securely. Any loss of or damage to equipment should be reported as soon as possible to Cambridgeshire Constabulary via their Neighbourhood Policing Team.
- 3 Community Speedwatch Team members may decide the location of their choice to conduct checks, but it must be in a built up area² covered by their Neighbourhood Panel and operated in line with Health and Safety advice.
- 4 Prior to commencement of any speed checks the Police Service Centre is to be contacted (tel: 0345 456 456 4) and informed of the locations where speed checks will be carried out. An incident number will be created by them. This number will be noted on all records created during the check and will be quoted in the event of a call for service.
- 5 There must be a minimum of two Community Speedwatch Team members to conduct an operation.
- 6 Community Speedwatch Team members may set up monitoring equipment in their chosen area, and then place themselves in a position of safety with the equipment in full view. If approached, Community Speedwatch Team members should explain that they are acting on behalf of the Neighbourhood Panel and with the knowledge and support of both Cambridgeshire Constabulary and Cambridgeshire and Peterborough Road Safety Partnership, conducting a non-enforceable traffic speed monitoring / education project. Community Speedwatch Team members must not get into a confrontation – if confrontation arises, leave the area and contact the Police quoting the allocated Incident Number.
- 7 Community Speedwatch high-visibility tabards must be worn at all times by all persons involved.
- 8 Cambridgeshire Constabulary carries public liability insurance which covers the Community

² Built up area for this plan is an area covered by 30 and 40 miles per hour speed limits.

Not Classified as a Restricted Document

Speedwatch activity, and volunteers who act within their training and in line with the relevant risk assessment will be indemnified in the event that a claim or legal proceedings are issued against them. The use of volunteers' private motor vehicles in connection with Community Speedwatch operations is not covered under any Constabulary insurance policies or those of any agency within the Road Safety Partnership, and it is the responsibility of team members to ensure that they have motor insurance in place that covers them for this activity.

- 9 Personal Safety is paramount. The Community Speedwatch operation has been risk-assessed by Cambridgeshire Constabulary and is considered to be an acceptable activity in terms of health and safety. However, Community Speedwatch Team members are responsible for themselves and must always act in a manner that will maintain a risk-averse and safe operation.

Signed:

Print name:

Witnessed:

(Police)

Date:

LOCATION OR WORK ACTIVITY Description	HAZARD	PURE RISK FACTOR	CONTROL MEASURES REQUIRED	IN PLACE Yes/No	RESIDU. RISK FACT.	FURTHER ACTION REQUIRED By Who/When
Community Speedwatch groups carrying out speed watch programmes in various villages and locations.	Risk of injury from carrying equipment.	Low	The equipment is contained in three bags and one case all of which have carrying handles. Maximum of two bags/cases to be carried by one person at any one time.	Yes	Low	To only carry two bags/cases at a time is at the discretion of the individual.
	Risk of injury from assembling/dismantling the speed check equipment. The sign has to be lifted and fitted onto the bracket then locked in place.	Low	None of the equipment is heavy and all can be easily lifted. The equipment comprises of a tripod, sign bracket, electronic sign and battery pack. It is quick and easy to assemble by one person.	Yes	Low	Training Provided
	Location of equipment at roadside.	Low	The equipment is free standing, can be viewed from a distance and does not require the immediate presence of a member of the SW.	Yes	Low	The actual location/sighting of the equipment is at the discretion of the SW team but will be in accordance with Standard Operating procedures and training parameters. In windy conditions consideration need to be taken regarding risks to motorists should signage blow into road. In adverse weather signage would need protection.
	Risk of injury from not being identifiable as being part of the SW.	Medium	The equipment will only be deployed in built up areas with street lighting.	Yes	Low	
	Risk of conflict with or aggression from members of the public.	Medium	SW members will wear an high visibility tabard bearing the SW logo. Before each check the Police Service Centre is to be advised so that an incident can be raised to be quoted if assistance is required. If at risk the equipment is to be left and they are to leave the area immediately.	Yes	Low	

Check list for setting up a check.

- Before attending a location do a thorough check of all equipment to ensure it is correct and in a working condition.
- Each kit consists of two warning signs and frame, 4 tabards, Radarlux display, batteries and stand.
- On arrival at the chosen location the speed limit signs from both directions should be checked to ensure they are visible to approaching traffic. If the location is well within a built up area away from the start of the speed limit this is not a requirement.
- Volunteers will wear the tabards to ensure they are visible to other road users.
- The Police Service Centre should be advised of the check on 0345 456 456 4.
- The volunteer's vehicle should be parked up as protection whilst placing signs. The warning signs should be placed on the verge in a safe location within the speed limit. If it is unsafe to place the signs it is unsafe to carry out a Community Speedwatch activity. There is no need to place signs at a speed limit sign. As long as the warning signs are placed before the Community Speedwatch monitoring equipment this will suffice. If the area is within safety camera signed areas only one warning sign need be placed and this maybe after the monitoring equipment.
- Volunteers should always be aware of traffic flow when deploying and removing equipment and is it recommended that pair's work together having one watching traffic at all times to warn of approaching traffic risks.
- Volunteers should if possible use a vehicle to park near the sign and be in a position to monitor traffic and record registration numbers. This reduces confrontation potential. If a vehicle cannot be parked safely or will obstruct traffic flow it is acceptable to stand near the sign. In this case there should be no movement towards the traffic when monitoring to prevent allegations of 'hiding' from the drivers.
- Remember this is an educational initiative and not enforcement activity.
- The use of other equipment not provided or approved by the Road Safety Partnership is not recommended as this may lead to uninsured risks.