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Special Constabulary



Recruitment and Selection Information Pack for Rural Special Constables



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What is a Rural Special Constable?

The Special Constabulary within Nottinghamshire comprises of volunteers who work closely with police colleagues, supporting the noblest of causes- keeping people safe and protecting them from harm. Officers form part of a truly diverse workforce who are committed to undertaking a minimum 16 hours of volunteering per month, thereby forming a pivotal link between the organisation and local communities.

Once training is complete, our officers have the same powers as regular (full time) officers and wear a similar uniform.

What's in it for you?

Joining Nottinghamshire Police as a RURAL Special Constable will provide plenty of opportunity for personal and professional development. Our officers make new friends, learn new skills, develop self-respect and self-confidence, improve communication skills, gain more insight into local communities and experience unique situations that cannot be replicated in any other field of work.

People join the Special Constabulary for many different reasons.

You may want:

- to give something back to the community
- to learn new skills and gain valuable experience
- to challenge yourself

The Rural Special Constable

An exciting opportunity has arisen for a number of Special Constables to assist in policing rural areas within Nottinghamshire.

Rural crime not only has a significant effect on the farming community but it also impacts on wider society, including towns and cities. Serious and organised crime



groups are often linked to rural, heritage, environmental and wildlife crime, particularly in relation to theft of agricultural machinery, hare-coursing and cannabis cultivation. Criminals also target isolated areas and hard to protect buildings, looking for easily saleable items such as oil and diesel.

Nottinghamshire police are looking to recruit anyone with an interest in the countryside and rural affairs to join its team of Rural Special Constables. We are specifically looking for people of all ages (above 18 years), who either live and work in rural areas or simply have an interest in local wildlife or rural issues, to put themselves forward to join the Special Constabulary and become part of the Rural team. The role requires people who are able to commit to this style of local neighbourhood policing and are looking to develop a 'career' within the special constabulary over a number of years. Rural Special Constables are expected to provide consistency and visibility within their designated villages.

Roles and Responsibilities

Rural Special Constables will have the same principal accountabilities as all Special Constables. They will be expected to:

- To participate in the Force PDR process and take responsibility for identifying your own professional and career development needs.
- Deliver Neighbourhood Policing through high visibility uniform patrols, independently or with members of the extended police family, partners and agencies, and take an active role in tackling local crime and other repetitive policing problems that impact upon the quality of the local community.
- To provide reassurance to the public and to build confidence and trust with all sections of the community, establishing positive links with younger people, promoting citizenship skills.
- To work with the public, partners and other agencies to identify and resolve local problems and provide sustainable solutions.



- To work with fellow Special Constables on a 'mutual assistance' basis where specific issues in their community requires a team response.
- To support local policing initiatives by performing duties / undertaking operations, as directed.
- Communicate and liaise with colleagues and other partners on a regular basis in order to utilise local intelligence gained in the correct and appropriate manner.
- Undertake duties in relation to community based events (parades and special events)
- Undertake any other duties, which may be regarded as within the nature of the post of Constable

Rural Special Constables are also expected to:

- Have the potential to meet the intellectual demands of Special Constabulary training programmes and beyond.
- Be able to communicate effectively with persons from all society, particularly in situations where stress and anxiety levels are high.
- Be able to present written work neatly and in a clear and accurate manner and speak clearly, in a way that can be clearly understood by those listening.
- Be willing to undertake the duties of a Special Constable for a minimum of 4 hours per week.
- Be honest and trustworthy.



- Be able to analyse a situation before making a decision, which is sensitive and/or appropriate, having regard to all evidence available or prevailing circumstances either working independently or as part of a team.
- Be willing and able to become involved in situations where they may have to project high moral standards and where their beliefs, values and standards may be challenged.
- Be able to work efficiently and effectively, with minimal supervision and with initiative and enthusiasm.
- Be willing to help others and put needs of others before personal needs. Be polite and considerate, understanding the need to display sensitivity towards others in both behaviour and language.
- Be able to consistently attend for duty on the days and times required.
- Must be able to attend Court as necessary.

Education/Qualifications

- No formal qualifications are required but good written and spoken English essential.
- Officers must be willing to attend all training courses as required by legislation and Force policy.
- Must be able to demonstrate an understanding of equality and diversity issues appropriate to the role.
- Must be willing to undertake a fitness and medical assessment appropriate for the role.



- Must be willing to maintain Continuous Professional Development by attending monthly training sessions.

The primary focus for the Rural Special Constable will be to provide an on-going visible presence within their local villages. Officers will be responsible for:

- Getting to know and keeping in touch with their local community which includes: residents, councillors, shop-keepers, and community group members for example;
- Undertaking regular licensing checks in rural public houses; Identifying local community priorities and resolving those issues through a process of problem solving;
- Attending local community meetings that may include Neighbourhood Watch meetings for example;
- Keeping local communities informed, reducing fear of crime and increasing trust and confidence.

Rural Special constables will work closely with local Neighbourhood Policing Teams (NPT's) as well as their Rural Pro-Active Team colleagues who will also provide the Rural Special Constable with assistance when required to resolve locally identified community problems.

Recruitment locations

Nottinghamshire Police are seeking to recruit Rural Special Constables specifically for deployment into the following key rural areas:

Bassetlaw

Worksop

- Based at Worksop Police Station
- Villages covered: Scofton, Rhodesia, Calrton-In-Lindrick; Cuckney; Welbeck; Shireoaks; Clumber; Hardwick; Holbeck; Carburton.



Bassetlaw Rural:

a) Based at Retford Police Station:

- Villages covered: Gamston; East Markham; Tuxford; Dunham; Rampton; Leverton; Elkesley.

b) Based at Harworth Police Station

- Villages covered: Misterton; Gringly on the Hill; Mattersey; Clayworth; Sutton-Cum-Lound; Ranskill.

Newark and Sherwood

Newark:

a) Based at Newark Police Station:

- Villages covered: Balderton, Farndon, Collingham, Winthorpe and Villages.

Ollerton:

b) Based at Ollerton Police Station:

- Villages covered: Ollerton, Clipstone and Villages

Southwell:

c) Based at Southwell Police Contact Point

- Villages covered: Bilsthorpe, Southwell, Caunton, Lowdham and Villages

Officers deployed to these areas will focus on servicing their designated cluster of villages to which they are geographically aligned. Officers will be based at the nearest geographically located Police station or contact point and then deploy to their villages.

This will be a full time commitment for officers in terms of meeting their minimum 16 duty hours per month.



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NOTE: By applying for this posting, officers will be agreeing to a minimum of 2 years operational deployment in the role of Rural Special Constable (post training) prior to being eligible to transfer to a mainstream special constable role.

The recruitment process:

- Application form (sifting to ensure eligibility criteria is met)
- Competency Based Questions (CBQ)
- Interview
- Pre-employment checks
- Training (normal Special Constabulary training)
- Tutorship (normal PAC completion) in village location
- 2 day Workshop (specifically designed for Rural and Open space Police work)

We are looking to fill a number of vacancies, but the recruitment window will be limited, so it is important that you get your application forms completed and submitted as soon as possible.

Recruitment will open on 1st July and close on 31st July 2016.

If you are interested in downloading an application pack you are advised to read our information sheet which will help answer most of your eligibility questions.

NOTE: all applicants will be supported and guided through the recruitment process. CBQ and interview workshops will be provided to assist in the application process.

The application pack can be obtained by emailing:

specials@nottinghamshire.pnn.police.uk



All applicants will be subject to the Force Vetting Policy. This Vetting Process includes Nottinghamshire Police checking details against fraud prevention databases and Biometric Vetting taking of fingerprints and DNA. All applicants will also be required to undertake drug screening.

Nottinghamshire Police is committed to the principles of Equality, Fairness and Diversity, and we welcome applications from all sections of the community in our efforts to recruit a diverse and flexible workforce that reflects the people we serve.



Special Constable Personal Qualities

Policing Professional Framework (PPF)

Service Delivery

- Understands the organisation's objectives and priorities, and how own work fits into these.
- Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes.
- Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well.
- Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Serving the Public

- Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests.
- Understands the expectations, changing needs and concerns of different communities, and strives to address them.
- Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police.
- Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them.
- Works in partnership with other agencies to deliver the best possible overall service



to the public.

Working with Others

- Works co-operatively with others to get things done, willingly giving help and support to colleagues.
- Is approachable, developing positive working relationships.
- Explains things well, focusing on the key points and talking to people using language they understand.
- Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively.
- Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations.
- Is courteous, polite and considerate, showing empathy and compassion.
- Deals with people as individuals and addresses their specific needs and concerns.
- Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Openness to Change

- Positive about change, adapting rapidly to different ways of working and putting effort into making them work.
- Flexible and open to alternative approaches to solving problems.
- Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement.
- Takes an innovative and creative approach to solving problems.

Decision Making

- Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations.



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- Considers a range of possible options before making clear, timely, justifiable decisions.
- Reviews decisions in the light of new information and changing circumstances.
- Balances risks, costs and benefits, thinking about the wider impact of decisions.
- Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Professionalism

- Acts with integrity, in line with the values and ethical standards of the Police Service.
- Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations.
- Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required.
- Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour.
- Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge.
- Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.



Guidance notes for completing the Application form

- Make sure you read the application form and all its questions from start to finish.
- Write answers in rough on a separate sheet of paper before filling out the form. Check the amount of space there is available.
- Make sure you answer every question on the application form, don't leave any blank. We reject incomplete application forms.
- Draw examples from previous life experiences, not just work related examples. Make sure you use your own examples.
- Examples can be used more than once to answer questions.
- It is important to use and read the guidance notes that have been provided with the application form.
- Don't waffle, stick to the question and answer it directly.
- Your spelling will be assessed. Make sure you check your spelling before you submit your application.
- You will need to pass each stage of the recruitment process to progress.
- Be confident.



Vetting

Why is Vetting conducted?

The purpose of vetting is to identify and assess potential risks.

The primary objectives of vetting are to:

- safeguard our criminal intelligence; operational and financial assets
- to preserve the safety and welfare of our staff and those with whom we work in partnership.
- maintain the safety and trust of the community served by Nottinghamshire Police

Why do I have to provide evidence of my identity?

Whilst some personnel may have served with Nottinghamshire Police for a number of years, and are well known to senior managers, evidence from the wider vetting community has revealed that, unfortunately in some instances a number have never been the subject of basic identity checks either at the time of recruitment or subsequently. Evidence as to identity is therefore not always available from personal files. In some cases where an applicant's identity was checked prior to appointment, copies of the relevant identity documents have not been retained.

You will therefore be asked to provide a driving licence/passport and utility bill; this is to confirm an individual's:

- Identity;
- Nationality;
- Employment eligibility;
- Residency qualification.



In addition, Police Vetting requires the following minimum periods for UK residency from the date of the application being made:

- Recruitment Vetting 3 years,
- Management Vetting 5 years,
- Non Police Personnel Vetting 3 years.

How do the vetting procedures work?

In line with Articles 1, 8 and 14 of the European Convention on Human Rights (ECHR), the aim is to ensure that checks are carried out in a proportionate manner, only so far as is necessary to safeguard Nottinghamshire Police's intelligence, financial and operational assets, and Government national security assets. As you are requested to submit third party details (e.g. Spouses/Partners), you must ensure that they are aware that their details have been submitted as part of your vetting check.

Do I have to complete the procedure?

Yes

Should you have any concerns in relation to the vetting process please discuss these with your sponsor/line manager or the Force Vetting Manager.

Am I likely to be interviewed?

It may be necessary to conduct a telephone or face to face interview, to clarify any issues raised during the vetting process. Interviews are entirely confidential and will be carried out by the Force Vetting Manager. The objective of the interview is to obtain sufficient information to allow vetting clearance to take place, and to allow applicants to raise any queries or concerns. The majority of interviews will be conducted over the telephone; however in some circumstances a face to face interview may be necessary and if you wish, a staff association representative or a



workplace 'friend' may be present at the interview. The final decision as to whether vetting clearance is granted is the responsibility of the Force Vetting Manager.

What safeguards are there?

All information provided during the vetting process is stored securely, with access limited to those who need to know the information.

Whilst confidentiality is a key principle of all vetting processes, it is recognised there may be exceptional cases where material may have to be disclosed, with or without your consent, where a risk has been identified.

What is meant by the term - 'criminal association'?

Criminal association relates to association with persons whom you know have criminal convictions, or are engaged in criminal activities, or those who associate with such persons. All associations should be disclosed regardless of the age of the individual they are associating with.

It is likely that some vetting applicants belong to clubs, associations and organisations where fellow members fall into the above mentioned category. If this information is known to applicants it should be included.

If you have friends or relatives who fall into this category, their details must also be included.

Under no circumstances should you, or anyone at your request, carry out checks to ascertain whether or not any of your associates have criminal convictions, or are recorded as being actively engaged in crime.

What is the purpose of the financial enquiries?

The purpose of the financial enquiries, if it has been identified as being necessary as part of an enhanced level of vetting by Nottinghamshire Police due to access to sensitive assets, is to assess whether you could be vulnerable to financial



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inducement. A study of cases in England and Wales has revealed that the vast majority of persons prosecuted for disclosing information to criminals were in serious financial difficulties.

There is no need to worry about mortgage and credit card commitments which are in line with your income, so long as you are normally able to manage the repayments. Debts only become a problem where they are substantial and remedial action is not taken. Debts notified during the procedure will be dealt with in confidence and from a welfare perspective.

What does a Financial Check entail?

You will be asked to complete a questionnaire about your personal financial circumstances and a check will be made with a credit reference agency for vetting purposes. Additionally, it may be necessary to obtain additional information from you about your financial situation. The information provided is personal and highly confidential and will be treated as such.

What if I'm tempted to keep quiet about something in my past and hope no-one finds out?

Knowingly providing false information or concealing information on a vetting questionnaire or at any subsequent interview, could be regarded as evidence of unreliability and/or dishonesty. Indeed your clearance could be refused because of this, even though what you were seeking to conceal would not in itself have caused a problem. Furthermore, your clearance could be removed at a later date if the facts subsequently come to light and you could be subject to misconduct proceedings.

What if members of my family do not live in this country?

There is an additional form that will be required to be completed if this is the case.



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Will I be told of the result of the vetting enquiries?

Vetting results are forwarded to your sponsor. If your clearance is refused, you have the right to have the decision reviewed. This should be in writing addressed to the Force Vetting Manager.

Do I have to notify changes to my personal circumstances?

You should make the Vetting Unit aware of any changes to your personal circumstances.

Whilst it would not be practical to provide you with a definitive list, you should report changes of marital status, new partners, new addresses or co-residents, criminal convictions, disciplinary findings, association with persons involved in crime, matters which could make you susceptible to pressure or improper influence to disclose information and financial difficulties.

Is the vetting process reviewed?

Vetting clearance should be periodically renewed. Some of the higher levels of clearance also require annual review. It is a condition of continued clearance that you co-operate with reviews.



Competency Based Questions

Nottinghamshire Police currently use Competency Based Questions (CBQs) as part of the recruitment and selection process. Competency Based Questions are a series of questions which the candidate completes utilising their own experiences. The answers are then assessed against marking criteria. To assist you the below method is one way to approach answering the questions.

What is the STAR Method for answering tough interview Questions?

S – Situation, background set the scene

T – Task or Target, specifics of what's required, when, where, who

A – Action, what you did, skills used, behaviours, characteristics

R – Result – Outcome, what happened?

How to build a STAR method.

Question: Have you ever lead a team before?

The above question is a terrible closed question. You could answer “yes” or “No” and move quickly onto the next question. However, Leadership is an important skill, and you **must** not miss this chance to shine. A lot of folks would give the easy answer here, you have a great chance to impress, and basically do all the interviewers work for them.

Build a STAR method answer

(Situation) “Yes; a relevant example being at my last company, where I was initially a software developer, in a team of 6 developing a new finance module for our core accounting product.”



(Task) "The project was critical as launch dates had been set with a lot of sales and marketing investment riding on the product being ready. However the project was behind schedule, when our team leader unfortunately became ill, and had to leave."

(Action) "I had been sports team captain at school, where I loved the challenge and responsibility of leadership. So I volunteered to stand in, and by using my technical analysis skills, spotted a few small mistakes made in the initial coding, that were causing the sporadic errors, and slowing us down. I then negotiated with our product director a small bonus incentive for the team, and budget for two pizza evenings, so we could pull a couple of late night shifts to correct the coding and catch up with the critical project landmarks."

(Result) "Though this took us 1.5% over budget the software was delivered on time with a better than target fault tolerance. The project was seen as a great success as the additional project cost was minimal compared to the costs of delaying the launch, and the negative affect on our product branding. The team where delighted with the extra bonus and I have now been officially promoted to team leader as a result."

You need to practice your answers out loud, to ensure its continuity and that you don't go over the time allowed. The example above not only answers the leadership question asked, but also conveys that you have other skills and behaviours any interviewer would be interested in.

Answering tough interview questions like this will work wonders, but answering poorly worded questions will really set you apart.



SAMPLE CBQ – using the STAR method to answer

Question: Describe to me a complicated and complex project you managed, talk about the obstacles you were faced with, and the ways you dealt with them.

Answer: Using the STAR method.

Situation = I noticed that the average time taken to complete a customer refund was 14 days and this was taking up a lot of time and resources.

Task = The task was to reduce this to 2 days and to save time and resources. In addition, we were being flooded with a large volume of customer calls and negative feedback by e-mail with questions asking why it was taking so long to complete the refund. This was giving the company a bad reputation and ultimately our sales were suffering.

Action = The first thing I did was create a detailed brief that both analyzed the problem and outlined the potential benefits of the newly proposed process. Next, I organized a project team whose task was to implement this new automated refund system. I also set up a system of internal and external feedback/communication, ensuring that every major stakeholder was on board and up to speed. I hand-picked several suppliers of the software required and updated the plan so that we would deliver on schedule. I was able to clearly outline our objectives and the completion date to our team, and see to it that everyone was on board. Throughout the project's entirety, I successfully managed our team members, updated and revising project milestones as necessary and in the end delivered a system that performed as designed.

Result = I overcame every obstacle I encountered, improvised when necessary, and successfully implemented the new system on schedule and under budget. This new system allows my team to respond to and process customer refunds within the 2 day deadline. Even more pleasing was the fact that the Board of Directors awarded me a prize for top performing team leader as a result of this project.



As you can see the key is to use the structure to lay out your answer in a clear and logical manner. Be prepared for follow up questions asking why you opted for a particular decision, or what challenges you encountered. With proper preparation and practice you will be able to master competency based interview questions and answer like a professional.



Frequently Asked Question

What / Who are Rural Special Constables?

Rural Special Constables are dedicated to the needs of rural communities and have been specially trained to have an understanding of rural issues and the countryside they serve. They work alongside our Safer Neighborhood Teams. They can be involved in everything from investigating heritage crime, hare coursing and dealing with fly tipping, to tackling poaching and investigating wildlife offences.

What does a Rural Special do differently to a regular Special?

Rural Specials focus on rural crime rather than everyday crime. This rural crime is associated with any criminal offences that that may happen in the countryside. This could include theft from a farm, criminal damage to a church, poaching, fly-tipping for example. The rural special will be trained to deal with a variety of wildlife and countryside offences and work closely with members of the rural community and partners such as DEFRA, NFU, The Environment Agency and Historic England.

Does a Rural Special have the same Police Powers?

Yes – and more in some cases. Our rural Specials have received an additional piece of training covering rural offences that we don't give our regular specials. Rural specials will have the knowledge and expertise to report and arrest people for offences under many wildlife and countryside acts that our regular specials will not be aware of. For example they will have the power to arrest for criminal damage to a protected historic monument, Hare Coursing and Fisheries offences under the Environment Act.

Does a Rural Special have the same uniform?

Yes. Visually you will not be able to tell the difference from a regular Police Officer to a Rural Special Constable. As a Rural Special we will provide you with some additional uniform for example a pair of wellingtons (for those muddy fields!). We will provide you with the same Personal Protective Equipment (Baton, CS, Cuffs) as we supply our regular officers.



Where will I be based and what is a Parish?

We are looking to place our Rural Specials within an area we call Bassetlaw, Newark and Sherwood. We have 6 Police Stations within this area namely Worksop, Retford, Harworth, Newark, Ollerton and Southwell. If you apply you will be asked to pick one of these Police stations as your base station. This is where you will come on duty and book off from at the end of your shift. This is where your uniform is kept. From this base station you will then police the surrounding villages (or parishes) to your base station.



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Living our values PROUD embodies everything we stand for as an organisation



Professional

Being professional is about having pride in what we do and inspiring confidence by delivering clear standards of service

Respect for all

Having respect for all is about valuing people as individuals and treating people as they want to be treated

One team

One team is about working together, rather than in silos, and valuing the contributions others can make

Utmost integrity, trust and honesty

Demonstrating utmost integrity, trust and honesty is about being accountable, and doing what we say we'll do

Doing it differently

Doing it differently is about being prepared to challenge the status quo and never being afraid to try something new

