



## PARISH COUNCIL

### R02C SPEED WATCH

#### 1. Summary of Changes

1.1 The following changes have been made to this Standard Operating Procedure (SOP) on 9 July 2014: this SOP has been reviewed and reformatted in line with the force policy review.

#### 2. What this Procedure is About

2.1. Speed Watch is an education-centered initiative helping concerned citizens to improve road safety and the quality of life within their local communities.

2.2. Operating at carefully selected sites on roads in 20-, 30- and 40-miles per hour (mph) speed limits, a group typically of three CSW practitioners monitors the speed of passing vehicles using a portable speed indication device.

2.3. Details of vehicles travelling at or above nationally-specified thresholds (25-, 35- and 46- mph) are recorded and reported. The registered keepers of vehicles observed repeatedly or 'high-end' speeding anywhere in Kent in the previous 12 months are then sent advisory letters by Kent Police.

**Compliance with this SOP and any governing policy is mandatory.**

#### 3. Detail the Procedure

3.1. The Head of the Central Process Unit (CPU) in Kent Police's Strategic Criminal Justice Department is responsible for the development, management and performance of the Force's support services for Community Speed Watch schemes.

3.2 The CPU is the police liaison for Community Speed Watch coordinating service delivery through CSW Support. Police staff employees, members of the Special Constabulary and police volunteers may also contribute to the service delivered by CSW Support.

3.3 Key roles and priorities for CSW Support include:

- Adopt as its highest priority the safety of CSW practitioners operating at the roadside and that of passing road users.

- Assist community partners with scheme start-ups through providing advice and information, carrying out site risk assessments and delivering mandatory safety-awareness training to all CSW practitioners.
- Support community partners' Speed Watch operations through collating data, issuing letters of advice and disseminating good practice.
- Keep practitioners informed of the outcomes of their activities including details of the types and numbers of advice letters generated. To ensure timeliness, CSW practitioners should submit their roadside observations to the CSW Support within ten working days. Advice letters should then be sent to registered vehicle keepers within a further five working days.

3.4 Under its Police Volunteer insurance policy, Kent Police indemnifies Speed Watch practitioners against public liability risks only after they have received the police- delivered Speed Watch safety awareness training and only whilst they are operating at specified Speed Watch sites in accordance with the requirements of this SOP, the safety training and the site specification sheets. The insurance policy also offers limited personal injury insurance cover to the same conditions.

3.5 Key roles for Speed Watch community partners, that might be the responsibility of one or more individuals, include:

- Lead on the formation, equipping and management of the scheme(s).
- Provision and maintenance of suitable speed indication equipment. For practitioner safety, hand-held devices are not recommended.
- Ensure practitioner safety training and site risk assessment needs are fulfilled. Ensure sufficient numbers of safety-trained practitioners are available. Three (or up to four) people operating at the roadside is accepted good practice. For safety, a minimum of two must participate in every roadside session.
- Send roadside observations to CSW Support using a copy of a password-protected MS Excel template provided by CSW Support attached to an e-mail addressed to [speedwatchdata@kent.pnn.police.uk](mailto:speedwatchdata@kent.pnn.police.uk) in less than ten working days from the observations being made.
- Onward dissemination to their scheme's fellow practitioners of the occasional communications (such as newsletters) sent out by e-mail by CSW Support.

3.6 An application for assistance and guidance in starting a Speed Watch scheme can be made to CSW Support by any representative of a recognisable community group. CSW Support will assist where practicable in the establishment of a scheme but it is not able to offer direct financial support.

3.7 Speed Watch observations are only made at specified roadside locations. In order to be specified, a site must be risk assessed by Kent Police and a site specification sheet produced.

3.8 Only practitioners who have already received the once-only safety-awareness training from Kent Police may participate in roadside speed checks.

3.9 For safety, speed check sites are only located only in correctly signed 20-, 30- or 40- mph speed limits.

3.10 For safety, Speed Watch checks only take place in daylight - between lighting-off time and lighting-up time.

3.11 For safety, Speed Watch practitioners must be 18 years and over and be physically capable of undertaking the roadside Speed Watch activities.

3.12 Speed Watch practitioners should be aware that a common response of passing road users to their presence at the roadside is to apply the vehicle's brakes. Therefore, practitioners should always be aware of, and strive to reduce and mitigate, the distraction that they can cause to passing road users to prevent vehicles swerving or skidding. To this end, Speed Watch practitioners must wear high-visibility upper body clothing (coloured yellow with reflective stripes) at all times during roadside speed checks. Also, within the constraints of the sites at which they are operating, practitioners should strive to remain as visible as practicable to approaching road users. It is important to note that none of these guidelines diminish the legal requirement for drivers to maintain proper control of their vehicles at all times.

3.13 Speed Watch practitioners should not obstruct walkways and roadways nor obstruct sightlines of the speed indication device.

3.14 Speed Watch practitioners should not attempt to stop, signal to, interact with or photograph any passing road users or their vehicles.

3.15 At the roadside, Speed Watch practitioners are recommended to have a functional mobile telephone readily available. For non-emergency contact, Kent Police uses the national number 101. For emergency response practitioners should dial 999. Practitioners may report roadside observations of other poor driving behaviours besides speeding to Kent Police by telephone using 101. If they do so, it is as members of the public and independently of the Speed Watch scheme. Kent Police will not normally take action concerning allegations of criminal driving unless there is adequate evidence and competent witnesses are prepared to provide statements and attend court if necessary.

3.16 The safety of both practitioners and passing road users is of the highest importance. Dynamic risk assessment is a continuous process of identifying risk, assessing it and reducing or eliminating such risk when necessary. Dynamic risk assessment should routinely be carried out before and during all roadside Speed Watch activity. It should assess (but not be limited to) risks from weather and lighting conditions, stationary vehicles or other obstructions to lines of sight, road surface conditions, road works and other changed or exceptional circumstances. In carrying out a pre-speed check risk assessment, Speed Watch practitioners should be mindful of possible risks to themselves from passing road users and risks their roadside presence might present to those passing road users including pedestrians and cyclists. If a significant risk is recognised or if there is any doubt about the safety of continuing a Speed Watch, the session should not take place or be stopped immediately.

3.17 Form 3213C can be used by Speed Watch practitioners at the roadside to record the details (date, location, speed, time, registration, make, model and colour) of vehicles observed speeding. Kent uses the nationally-recognised speed thresholds for recording vehicle details, these are: 25 and above in a 20-mph limit, 35 and above in a 30-mph limit and 46 and above in a 40-mph limit.

3.18 In response to volunteers' roadside observations, Kent Police will send a letter of advice to the vehicle's registered owner using the following criteria:

A second and each subsequent detection at any Speed Watch scheme in the county within the previous 12 months for speeds between 25 and 30 in a 20-mph limit, 35 to 44-mph in a 30-mph limit and between 46 and 59-mph in a 40-mph limit. Where practicable, a vehicle owner will have the fifth (and all subsequent) advice letter hand-delivered by a uniformed Police Officer, Police Special or a Police Community Support Officer (PCSO). Speeds detected that are 50%+ above the limit (31 and above in a 20-mph limit, 45- mph and above in a 30-mph limit and 60-mph and above in a 40-mph limit) are considered 'high-end'. These will receive more strongly-worded letters of advice on the first and all subsequent detections. Where practicable, a vehicle owner will have the

fifth (and all subsequent) advice letter hand-delivered by a uniformed Police Officer, Police Special or PCSO.

3.19 Members of the public who communicate with Speed Watch practitioners at the roadside must be treated with respect and courtesy at all times. Form 3213H can be used to inform the public at sites of Speed Watch roadside activity.

3.20 Speed Watch practitioners decide for themselves when (in daylight), which pre- approved sites to go to and for how long to operate when at the roadside.

3.21 Kent Police may analyse Speed Watch derived data for various intelligence applications including informing pre-planned speed enforcement.

3.22 Vehicle Registration Marks (VRM) constitute the personal data of the registered keepers in as much as they relate to living individuals who can be identified from those data. The release of data that can be used to identify individuals without those individuals' informed consent is a breach of the Data Protection Act 1998 and therefore illegal. Under no circumstances should any details of speeding offences arising from CSW activity be passed into any part of the public domain by CSW practitioners however well- intentioned the reasons for doing so might be.

3.23. Please see [Speedwatch Frequently Asked Questions](#).

3.24. Flowcharts

[Community Speedwatch Scheme Start Up Process](#)

[Community Speedwatch Data Handling and Advice Letter Generation](#).

#### 4. Equality Impact Assessment

4.1. An equality impact assessment shows the proposals in this procedure would have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, religion or belief or sexual orientation. For safety reasons, only adults aged 18 and over participate in Speed Watch at the roadside. Away from the roadside, all individuals can contribute to Speed Watch.

#### 5. Risk Assessment

5.1. This SOP has been assessed as low risk.

#### 6. Consultation

6.1. This SOP was sent to several operational CSW practitioners for their comments and views especially around how the understanding of their roles and responsibilities was communicated and understood.

#### 7. Monitoring and Review

7.1. This SOP will be reviewed every two years with its next review taking place in July 2016.

<b>Policy reference:</b>	R02c Speed Watch
<b>Policy owner:</b>	Chief Superintendent, Central Investigations
<b>Contact point:</b>	Policy Unit
<b>Date last reviewed:</b>	27 April 2014
<b>Document last saved:</b>	03 March 2015