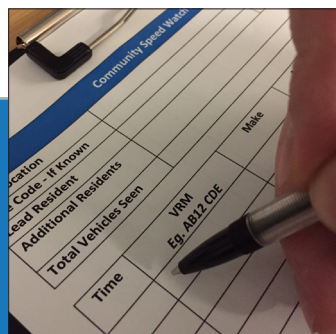




# Community Speed Watch

## Guidance pack





**Assistant Chief Constable  
Amanda Oliver**

Within North Yorkshire and the City of York there are over 6,000 miles of roads, used every day by a variety of people for many reasons. Some road users may be only travelling through our county, but the behaviour of drivers can have a serious impact at the heart of our communities.

Following research conducted by the Office of the Police and Crime Commissioner in 2014, it was clear to see that speeding was of concern for the majority of people. 80 percent of people registered a concern about road safety in North Yorkshire, and 72 percent of people felt that more should be done to improve road safety through enforcement or education. Community Speed Watch was developed as a direct response to this need, as one of the tactics that could be deployed at a local level to address road safety issues.

Policing the roads in North Yorkshire is both diverse and challenging. Community Speed Watch is one part of the solution that North Yorkshire Police can deploy, with your assistance. The scheme sits alongside the safety camera vans, our Roads Policing Group and the proactive work we carry out with our partners at the 95 Alive Road Safety Partnership, to combat speeding through residential areas and make a real difference to all sections of our community.



## Contents

<b>Aims of Community Speed Watch</b>	-	<b>Page 5</b>
<b>Roles and responsibilities</b>	-	<b>Page 5</b>
<b>Community residents</b>	-	<b>Page 6</b>
<b>Group composition</b>	-	<b>Page 6</b>
<b>Training</b>	-	<b>Page 6</b>
<b>Site selection</b>	-	<b>Page 7</b>
<b>Survey team numbers</b>	-	<b>Page 7</b>
<b>Equipment</b>	-	<b>Page 7</b>
<b>Health &amp; safety</b>	-	<b>Page 7</b>
<b>Operational guidelines</b>	-	<b>Page 8</b>
<b>Legislation - Human rights and data protection</b>	-	<b>Page 10</b>
<b>Community Speed Watch Code of Conduct</b>	-	<b>Page 11</b>





## Aims of Community Speed Watch

Community Speed Watch is a scheme designed to support local communities to improve road safety by allowing residents to address speed concerns in their community with the support of North Yorkshire Police.

This is achieved by enabling Community Residents to report to the Police the details of speeding vehicles in specific areas where speed is of concern. These speed monitoring reports enable the police to:

- Send advisory letters to the registered owners with the aim of informing them of their speed in excess of the limit
- Support Community Residents in delivering schemes where speeding is of a specific concern to the community

**The scheme is not designed to catch as many speeders as possible. It is to reduce speeds and community fears, making drivers aware that excessive speed within posted limits is socially unacceptable.**

## Roles and responsibilities

North Yorkshire Police Traffic Bureau maintains a centralised strategic overview of Community Speed Watch and will provide administrative support to the scheme.

A Community Speed Watch Coordinator has been employed by North Yorkshire Police to manage the scheme on a day to day basis and oversee group registration, Community Resident training and scheme safety. The Community Speed Watch Coordinator will also act as a focal point to staff within the force for advice and guidance regarding the scheme.

Police Volunteers working with the Community Speed Watch Coordinator will support Community Residents by delivering training, risk and site assessments and ensuring safe operating procedures

Community Resident leads will take responsibility for all equipment whilst in their groups' possession alongside scheme administration for their group. This will include submission of deployment dates and survey documents to the Traffic Bureau, ensuring Community Residents adhere to safety codes of conduct and data protection, and the training of subsequent Community Residents to the scheme.

All active participants will adhere to the policy and procedures of North Yorkshire Police and adhere to the standards of security, confidentiality and safety.



## Community Residents

Community Residents will operate on behalf of their respective communities and are not considered to be employees of the police. Residents must be over the age of 18 and will not be paid or be able to claim expenses.

All Community Residents must adhere to North Yorkshire Police Community Speed Watch Code of Conduct.

Community Residents will be covered by North Yorkshire Police's public liability insurance policy whilst carrying out Community Speed Watch. However, if an incident did occur, the injured party would have to prove that North Yorkshire Police had been negligent and that this negligence had caused the injury/damage.

Community Residents should therefore act in accordance with their training, the direction given in this document and in line with the relevant risk assessment.

The use of Community Residents' private motor vehicles or other equipment in connection with Speed Watch operations is not covered under any police insurance policies.

There is no plan to submit Community Residents to any form of police checks or to exclude anyone who has been convicted or penalised for motoring offences. However Community Residents can be rejected or removed from the scheme without explanation by the police. Community Residents will be asked to declare any issue or circumstance that could bring the scheme into disrepute and additionally will be given direction during training to ensure they do not act in an unacceptable manner whilst a member of Community Speed Watch.

A minimum of one Community Resident per group will require access to a computer with the function to complete a Microsoft Excel file.

## Group composition

There should be a minimum of four Community Residents in the group to initiate a scheme. However, where possible we would encourage more residents to engage and support regular activity. The group is to have a designated coordinator and deputy, responsible for the equipment and administration. Ongoing support will be provided by the Community Speed Watch Coordinator and North Yorkshire Police Volunteers.

If any publicity is to be arranged over the launch or progression of a scheme, please ensure you liaise with the Community Speed Watch Coordinator.

## Training

To ensure consistency and safety of operations, all Community Residents will have to undergo training delivered by Police Volunteers or the Community Speed Watch Coordinator.

The training session will be delivered in two parts:

- The first part of the session will cover the content of this guidance pack with additional instruction on the use of equipment, completion of road side paperwork, general and site specific health & safety, data protection and dealing with conflict. All members must sign the North Yorkshire Police Code of Conduct.
- The second part of the session will involve a demonstration of a Community Speed Watch survey at the roadside; this will be completed

at a pre-approved site and comprise of site assessment, site safety and site set up

Those who missed the initial training and any subsequent members of the team may be trained at a later date by a Community Resident Lead.

## Site selection

The locations for monitoring will primarily be identified via the Speed Management Protocol guidelines as determined following the deployment of a roadside data logger.

Risk assessments will be carried out by a trained Police Volunteer, who will approve the nearest safe site. Sites will only be within 20, 30 or 40 mph limits.

## Survey team numbers

Monitoring should be undertaken by a minimum of three and a maximum of four Community Residents at any one time. Where the risk assessment considers it is safe to do so.

## Equipment

Equipment packs provided will comprise of:

- A Hand Held Radar Device (HHRD)
- Two portable Community Speed Watch Activity signs (no other signs are permitted)
- Four Community Speed Watch high visibility tabards

- One clipboard
- One clicker counter
- A supply of log sheets
- A supply of information leaflets

The HHRD has been calibrated by the manufacturer to a specific level. As it is not being used for enforcement purposes there is no requirement for further calibration unless there is reason to suspect it is faulty.

Please note that people who have heart pacemakers fitter are advised not to use the radar.

Suspected faults should be reported to the Community Speed Watch Coordinator. No other type of speed detection equipment is to be used during Speed Watch checks and no changes or additions to equipment are to be made without the prior agreement of the Community Speed Watch Coordinator.

No video recording or stills photography of vehicles is to take place. North Yorkshire Police will assess the length of time equipment is available to a group based upon demand.

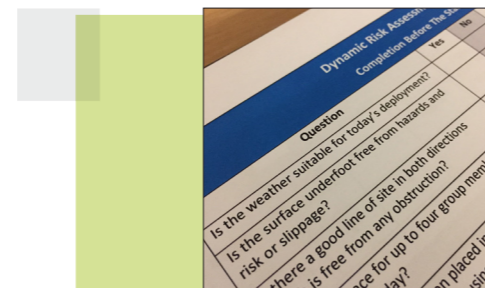
## Health & safety

### Scheme location

The personal safety of Community Residents is a primary consideration. The operation of Community Speed Watch has been designed to encourage teams to function as passive observers/ recorders of vehicles as they pass. Deployment locations should be:

1. Safe for Community Residents to operate in.
2. Able to accommodate the equipment.
3. Visible to motorists to maximise educational impact and reduce risk of sudden reactions.

If these principles cannot all be adhered to then a location is not suitable for deployment.



## Confrontation

Community Residents are instructed that in the event of any confrontation, they should simply explain that they “are engaged in a community initiative with the full support of the police”. A leaflet explaining the scheme can be handed to motorists, a supply of these will be included in the equipment pack.

Personal safety is paramount and in the event of any risk to personal safety, Community Residents are instructed to remove themselves and where possible the equipment and contact the police on 101. Report any immediate threats at the time to the Force Control Room by ringing 999. Whilst it is still fresh in your mind, write down the registration number of the vehicles, a description of the person(s), the names of any witnesses and what was said by whom.

## Risk assessments

A full generic risk assessment has been agreed by the Force Health & Safety Officer.

All Speed Watch locations must be risk assessed by the Community Speed Watch Coordinator or trained Police Volunteers and registered with the force before deployments by Community Residents.

## Operational guidelines

Prior to the commencement of Community Speed Watch checks, a site will have been risk assessed by a Police Volunteers and Community Residents must have received the appropriate training.

Community Speed Watch will only operate in pre-approved locations during daylight hours and in fair weather conditions.

The following points must be followed when operating a roadside Community Speed Watch checkpoint:

- The equipment pack should be collected from its home location
- If you are meeting other members of your group you will need to have contacted them in advance so they know when and where you are meeting
- One member of the team will be in possession of a mobile phone in the event that they require assistance. This should only be used in the event of an emergency
- Ensure all Community Residents are wearing high visibility tabards
- The Lead Community Resident is to conduct a dynamic risk assessment to ensure the weather is suitable and to check for obstructions. If there is any doubt on the safety of a site cancel the session
- Assuming that the dynamic risk assessment meets safety requirements, start to set up the hand held radar device. Place the signs according to the site plan made available with the deployment pack
- Remember that the radar device needs a clear field of view so should not be obstructed by parked cars if at all possible
- A new Community Speed Watch activity log sheet should be used for each new check to record offending driver details, this form should be dated
- Once everything is set up and the group is ready to start working, switch on the radar device and ensure that it is giving indicated speeds
- The aim is to encourage drivers to choose to drive at or below the speed limit. For practical purposes recording of vehicle details should be restricted to those travelling at 24mph or more in a 20mph limit, 35 mph or more in a 30 limit, or 46 mph or more in a 40 limit
- Operator 1 should operate the radar device and be facing oncoming traffic
- Operator 2 should have the clipboard with activity log attached and a clear vision of vehicles in order to accurately record details
- Operator 3 should work alongside Operator 2 to confirm VRM, make and colour. Registration numbers of vehicles exceeding the speed limit must be recorded in full - partial numbers will not be accepted. Where possible the number should be verified as accurate by two Community Residents. There should also be two other pieces of information noted about the vehicle, ideally; make, model and colour. This will help ensure that the letter is being sent to the correct registered keeper's address. This will also alleviate letters being issued to the incorrect parties and lessen complaints against the scheme
- Operator 3 should also use the click counter to record the total number of vehicles passing through the checkpoint
- Where present Operator 4 is there to assist, observe and deal with any enquiries from members of the public. This will allow the other operators to continue to work without interruption
- At the end of a checkpoint session all equipment should be switched off, correctly packed away and returned to its home location.

- The group lead will be responsible for ensuring that the data collected is transposed into a pre-formatted Excel spreadsheet, saved as a .csv file and then forwarded to the Community Speed Watch Coordinator by email at [communityspeedwatch@northyorkshire.pnn.police.uk](mailto:communityspeedwatch@northyorkshire.pnn.police.uk) within 24 hours

**Should any incident of concern occur, the Lead Community Resident is responsible for reporting this to the Community Speed Watch Coordinator.**

The next stages of the operation will rest with North Yorkshire Police.

An advisory letter will be sent by the Traffic Bureau to the registered keeper of those vehicles that are detected at or above 24, 35 or 46 mph in the relevant speed limit. They will endeavour to contact as many offending drivers as possible.

Should the vehicle come to notice again and it is the same registered keeper within a 12 month period, a second letter with a more direct message will be sent. If a vehicle with the same keeper continues to be reported or drives at an excessive speed a personal visit will be arranged from the local policing team.





## Legislation - Human Rights and Data Protection

Community Residents should not normally know the identity of drivers of speeding vehicles they report, it is however accepted that most Community Residents operate where they live so some recognition is inevitable.

In this event a professional approach would be expected such that driver details should not be disclosed and any personal information gathered should remain confidential.

Human Rights considerations in sending letters to registered keepers may be considered by some to be an infringement of an individual's privacy. In the case of Community Speed Watch, the following factors would mitigate a challenge on privacy grounds:

- There is a social need
- It pursues a legitimate aim
- It is a strategy in the reduction of crime and disorder
- It promotes and protects public safety
- It protects the rights and freedoms of other members of the community for a safer environment
- It is the least intrusive method
- It is proportionate to the problem

The Data Protection Act 1998 seeks to strike a balance between the rights of the individuals and the legitimate interests of those processing personal data

The Act bestows a duty on all bodies, when processing personal data to protect it from unauthorised use.

The eight principles of the Act set out the basic standards governing the processing of personal data relating to any living individual who could be identified from the data, or from any other information likely to be in the possession of the data controller. It is not the aim of the Act to prevent disclosures being made; instead it puts in place parameters within which disclosures can be made.

All Community Residents MUST be alert to the eight enforceable data principles of the Data Protection Act 1998:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purpose, and shall not be further processed in any manner incompatible with that purpose(s)
- Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which it is being processed.
- Personal data shall be accurate, and where necessary, kept up to date
- Personal data shall not be kept for longer than necessary
- Personal data shall be processed in accordance with the rights of the data subject under the Act
- Security – Appropriate measures taken to ensure against unauthorised or unlawful processing, accidental loss, destruction or damage to personal data
- Personal data shall not be transferred outside of the European Union (EU) unless the country has adequate levels of protections in relation to processing of personal data.
- For further information about how we use your personal data, please visit the privacy notice on our website: [www.northyorkshire.police.uk/access-to-information/privacy-notice](http://www.northyorkshire.police.uk/access-to-information/privacy-notice)



## Community Speed Watch Code of Conduct (for information)

The safety of Community Residents and all road users is paramount; the following safety and conduct rules must be adhered to by Community Residents working on Community Speed Watch at the roadside.

1. Community Residents must not stand in the road at any time and must minimise obstruction of the footpath.
2. Supplied high visibility jackets must be worn at all times.
3. Community Residents will only use approved equipment and will only use the equipment issued by North Yorkshire Police.
4. All completed documents must be retained. There will be a collection by North Yorkshire Police for secure disposal either during or after completion of the scheme.
5. Community Residents will only use the equipment at locations which have been agreed in advance and that have been risk assessed and approved by North Yorkshire Police. If the sites are unsuitable they will not be attended as a part of the scheme.
6. Community residents must ensure they are now fully conversant with appropriate manual handling of equipment while taking part in Community Speed Watch (CSW). This will be covered during the training session delivered by Police Support Volunteers or the CSW Coordinator.
7. When traffic is being monitored, the signs provided must be placed and erected in accordance with the instructions given.
8. The radar device must be used in accordance with the manufacturer's instructions. Please note that people with heart pacemakers are advised not to use the CSW radar.
9. Community Residents must not attempt to conceal their speed monitoring activities from passing motorists.
10. Monitoring is to be undertaken by a minimum of three and a maximum of four Community Residents at any one time and it is essential that at least one Community Resident be in possession of a mobile phone.
11. Monitoring only should take place. NO signals or gestures are to be made to drivers. Community Residents MUST NOT attempt to stop any vehicle.
12. Checks should be carried out in daylight hours, in good weather and in 20, 30 and 40 mph speed limit areas only.
13. A Dynamic Risk Assessment MUST be carried out on site before the deployment begins.
14. Drivers who stop to enquire your purpose should be treated politely and courteously. Leaflets explaining the scheme will be supplied to you to hand out to drivers enquiring about your activities; if they are not satisfied with an explanation of the scheme they should be asked to email [communityspeedwatch@northyorkshire.pnn.police.uk](mailto:communityspeedwatch@northyorkshire.pnn.police.uk). If a confrontation occurs, abandon the monitoring and if necessary call the police by dialling 999.
15. If at any time a Community Resident operates outside of the guidelines, code of conduct or safety rules not only may they not be covered by North Yorkshire Police's liability insurance policy in the event of an incident, but they, and the Group, may be removed from the Scheme.

Ref: NYP16-0142