

Community Speed Watch Policy		
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Community Speed Watch
REFERENCE NUMBER	WMP025
Version	1.2

POLICY OWNERSHIP	
DIRECTORATE	PROTECTIVE SERVICES
BUSINESS AREA	FORCE OPERATIONS

INITIAL IMPLEMENTATION DATE	August 2014
LATEST REVIEW DATE	June 2024
NEXT REVIEW DATE:	June 2026
RISK RATING	MEDIUM
EQUALITY ANALYSIS	LOW

West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail CSW@westmercia.police.uk

1.0 POLICY OUTLINE

1.1 Introduction

- 1.1.1 Community Speed Watch is a community driven road safety initiative, which enables community volunteers to address collective concerns about inappropriate traffic speed on local roads in their community with the support of the police. West Mercia Police supports the principles of Community Speed Watch.
- 1.1.2 West Mercia Police will support Community Speed Watch schemes which operate in compliance with this policy, and will endeavour to facilitate and support the successful implementation of these schemes within the force area.
- 1.1.3 Community Speed Watch is one of a number of potential interventions which may be considered by West Mercia Police to address community concerns about actual, or perceived, inappropriate traffic speed. Community Speed Watch schemes contribute to the force's Roads Policing and Road Safety Strategy by providing the means for communities to participate in addressing community identified road safety concerns.
- 1.1.4 Community Speed Watch schemes involve trained volunteers from the community monitoring the speeds of vehicles with approved speed measurement devices. Where vehicle speeds are found to be inappropriate, notice is sent to the drivers by the police with the aim of encouraging them to reduce their speed when driving in the future. The purpose is to reduce harm and the fear of harm. Safety is absolutely paramount

1.2 Aims and Objectives

- 1.2.1 This policy aims to provide guidance which enables local communities to participate in the reduction of harm and the fear of harm through traffic dangers which arise from actual, or perceived, inappropriate traffic speed. It should be applied in circumstances that are necessary, reasonable and proportionate to provide the benefits outlined in the National Police Chiefs' Council (NPCC) Speed Enforcement Policy Guidelines 2011-2015: Joining Forces For Safer Roads, namely:
 - Reduce casualties in terms of both number and severity,
 - Reduce demand upon the Health Service,
 - Reduce conflict between motor vehicles and other road users,
 - Encourage a calmer and more free flowing traffic environment, and
 - Improve the quality of life in local communities.

2.0 PURPOSE OF POLICY

- 2.1 It must be understood Community Speed Watch is not a 'police scheme communities join', rather it is a community road safety initiative that West Mercia Police support, providing such schemes operate in compliance with this policy.

- 2.2 This policy is intended to guide and inform police support for Community Speed Watch schemes in order to maximise safety and realise the potential benefits arising from reduced traffic speed on roads in communities across West Mercia.

3.0 IMPLICATIONS OF THE POLICY

3.1 Personal Injury and Accident Insurance and Public Liability Insurance

3.1.1 Personal Injury and Accident Insurance

This is intended to protect the interests of the members of Community Speed Watch schemes and must be carefully considered by those involved.

- 3.1.2 Volunteers who are participating in Community Speed Watch schemes which are approved and supported by West Mercia Police in accordance with this policy will have personal injury and accident insurance cover provided under the force's insurance policy which relates to volunteers and voluntary undertakings.

3.1.3 Public Liability Insurance

Volunteers who are participating in Community Speed Watch schemes which are approved and supported by West Mercia Police in accordance with this policy would be covered by the force's public liability insurance policy. (This process must include carrying out risk assessments for all Community Speed Watch activities and speed monitoring sites. Risk assessments will be stored in a designated location).

- 3.1.4 It should be recognised that the policy excess for public liability is £100,000 payable by West Mercia Police for each and every claim.

- 3.1.5 The Community Speed Watch Coordinator will inform the force legal department of current volunteer numbers annually in June and immediately if there are any large increases in numbers.

3.2 Resources and Equipment

- 3.2.1 West Mercia Police Road Safety (referred to in this document from here on in as the Road Safety Team) will investigate community identified concerns regarding speeding problems raised by the Safer Neighbourhoods Team (through a Parish Council) in accordance with the force's Roads Policing and Road Safety Strategy. The results of this assessment will be used to identify the most appropriate interventions, which could involve a Community Speed Watch scheme, police led speed enforcement, or Road Safety Team camera based enforcement.

- 3.2.2 The Road Safety Team will support Community Speed Watch by providing a Force Community Speed Watch Coordinator and providing the equipment for the scheme. Alongside this the Road Safety Team will pay for the calibration of the approved radar and laser devices used by Community Speed Watch groups. They will be responsible for giving advice about approved equipment and training, requirements needed to comply with this policy and administrative support of schemes.

- 3.2.3 Trained West Mercia Police volunteers provide administrative support to Community Speed Watch schemes, by checking vehicle details, processing records with an IT application and sending out police advice letters. These volunteers perform a separate role to community volunteers who carry out speed monitoring.
- 3.2.4 The relevant Safer Neighbourhoods Team will assign a nominated Liaison Officer to each approved Community Speed Watch scheme. They will provide the direct police contact with the community, the Community Speed Watch scheme Group Coordinator and other scheme volunteers and local policing support in accordance with this policy.
- 3.2.5 The Safer Neighbourhoods Team Liaison Officer will be responsible for submitting non-police personnel vetting forms for all prospective Community Speed Watch scheme Group Coordinators and volunteers to the force's Vetting Team, including verifying their ID, notifying the Force Community Speed Watch Coordinator of the number of community volunteers in each group (and any changes), collecting any completed record sheets from the Community Speed Watch scheme Group Coordinator and arranging secure disposal of these. The Safer Neighbourhoods Team Liaison Officer will also be responsible for liaising with the Force Community Speed Watch Coordinator as required.
- 3.2.6 Administrative support of schemes will be limited by the availability of resources and a realistic advice strategy must be agreed by the Liaison Officer and Force Community Speed Watch Coordinator before any Community Speed Watch scheme commences.
- 3.2.7 Advice regarding approved equipment, including speed monitoring equipment, signs and personal protection equipment, should be sought through the Force Community Speed Watch Coordinator.
- 3.2.8 Training and advice regarding the operation, calibration and maintenance of all speed measurement devices will be sought through the Force Community Speed Watch Coordinator and provided and funded by the Road Safety Team. Such training will provide appropriate knowledge and skills in the use of speed measurement equipment, health and safety guidance and conflict management. Training will only be provided for those speed measurement devices approved by West Mercia Police.
- 3.2.9 Any equipment provided by West Mercia Police will remain the property of the police. Any equipment to be used by Community Speed Watch groups that is not supplied by West Mercia Police must be notified to and approved for use by the Force Community Speed Watch Coordinator prior to use.
- 3.2.10 Advice regarding site-specific risk assessments will be sought through the Force Community Speed Watch Coordinator, the force's Health & Safety Team or suitably trained staff from the Safer Neighbourhoods Team. The person completing the site specific risk assessment will forward a copy to the Force Community Speed Watch Coordinator for retention.
- 3.2.11 It is recommended that the activity of each Community Speed Watch group should be discussed and reviewed by the Parish Council which originally raised the community concerns about inappropriate traffic speed. This process should be used to reaffirm the need for continued Community Speed Watch activity on behalf of the community and also confirm the routes selected for speed monitoring activity.

3.2.12 In addition, each Community Speed Watch Scheme will be reviewed annually by the Force Community Speed Watch Coordinator, the SNT Liaison Officer and the Community Speed Watch Group Coordinator. This review will include an evaluation of the previous year's activity, will assess the effectiveness of the group, and will plan for future activity taking into account experience gained by all parties.

4.0 PROCEDURE

4.1 It should be noted that support for Community Speed Watch was launched by West Mercia Police during 2014. A detailed procedure is available on a separate document.

5.0 DOCUMENT HISTORY

- 5.1 This policy will be monitored, evaluated and reviewed every two years by the Road Safety Team Operations Manager in collaboration with the Safer Neighbourhoods Team.
- 5.2 This policy will be updated to take account of changes in NPCC guidance and any new legislation, guidance or best practice advice issued by the Government.
- 5.3 The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
April 2014	Mr Ian Connolly Mr Phil Moore	New harmonised policy	JNCC 30/07/2014
June 2016	Mr Ian Connolly	Reviewed – No Changes	07/06/2016
June 2018	Mr Adnan Ali Mr Gary Hollis Mr David Perridge	Review – Minor wording changes	21/06/2018
November 2019	Mr Adnan Ali	Reviewed and updated following split of Warwickshire Police and West Mercia Police alliance. Updated to make this West Mercia specific.	
December 2021	Mr David Perridge Mr Marc Watts	Updated regards new back office software	22 December 2021
June 2024	Mr Simon Campbell	Review.	13 June 2024

6.0 CONSULTATION

6.1 Human Rights

6.1.1 Human Rights considerations relating to 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 pressing 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, and
- it is proportionate to the problem.

6.2 Data Protection

6.2.1 The Community Speed Watch recording sheets and continuation sheets (Appendix G and H) must be used to record the results of any traffic speed monitoring check and these sheets must be marked 'OFFICIAL-SENSITIVE' when completed'.

6.2.2 The Community Speed Watch scheme volunteers must hand any completed recording sheets to the Safer Neighbourhoods Team Liaison Officer as soon as practical on completion of the check. Until this can be accomplished, the completed recording sheets must be handled and stored in accordance with force protective marking advice (see West Mercia Police Protective Marking Advice).

6.2.3 Once in police possession, the sheets should be securely disposed of. The excel sheets emailed to the CSW inbox will be stored on a force server and will be disposed of according to the current retention policy. The Force Community Speed Watch Coordinator will be responsible for storing and disposing of processed excel sheets in accordance with this policy.

6.2.4 A police managed IT application has been created and this **must** be used by police volunteers to record and process Community Speed Watch results. The application can generate police advice letters and check for repeat entries. This application must be used in accordance with force protective marking advice. Should it be necessary to amend the data held in this application, for example to amend an erroneous entry, the Force Community Speed Watch Coordinator will be responsible for making the amendment and noting the reason for the change on the record.

6.2.5 Any registered keeper data obtained through Community Speed Watch will be held for the time determined by the current retention policy. The disposal of this data will be the responsibility of the Force Community Speed Watch Coordinator.

6.3 Freedom of Information

6.3.1 This Policy is marked OFFICIAL and can be disclosed.

7.0 ASSESSMENT AND ANALYSIS

7.1 Equality Legislation

- 7.1.1 An assessment of the equality impact of the policy and procedure has been undertaken and is available if required.
- 7.1.2 There is no reason to suspect that this policy or scheme will impact disproportionately upon any particular group. However, monitoring must be included in any Community Watch Scheme so that this can be readily demonstrated.
- 7.1.3 Provision has been made for driver ethnicity to be recorded on the recording sheets and this information should be collated by the Force Community Speed Watch Coordinator. A copy will be sent to the force Diversity Unit if they request one for any reason.

7.2 Health and Safety Assessment and Risk Assessment

- 7.2.1 A health and safety assessment and generic risk assessment has been completed and is available on a separate document.