

Community Speed Watch

Volunteer Guidance Notes

July 2019



**Serving our communities to
make them safer and stronger**



Aims of the scheme

Community Speed Watch is a scheme to allow trained volunteers to address speed concerns in their communities.

This is achieved by:

- 1. Undertaking high-visibility roadside operations to educate speeding drivers, with a view to improving driver behaviour.*
- 2. Reporting 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 to confirm to them the speed at which their vehicle was travelling and that the speed was in excess of the speed limit.*
 - Use the data gathered to inform Police and others on the allocation of resources and general road safety issues.*
- 3. Delivering locally based feedback and problem solving schemes where speeding is of specific concern to the Community, operated by trained volunteers and supported by the Police.*
- 4. Speed Watch is not enforcement; it's about raising awareness of speeding within communities and educating drivers.*

Roles and Responsibilities

The Community Speed Watch Coordinator will work with the Force Lead in developing operational guidance and good practice and will develop links between local policing teams, volunteer groups and Police departments. The Community Speed Watch Coordinator will oversee the registration of new groups and will deliver training of new volunteers. Local Policing teams and parish councils provide the direct link with the trained volunteers. Local Police teams may from time to time assist by supporting them with enforcement activity when resources permit.

Trained volunteers plan, carry out and file reports on sessions, carried out at assessed and documented locations where speeding is of specific concern to the community and are required to deploy and operate in accordance with their training and these guidelines.



Volunteers

Trained volunteers will operate on behalf of their respective communities. These volunteers are not employees or agents of the Humberside Police or Safer Roads Humber.

Volunteers will not be paid or be able to claim expenses for travelling. The use of volunteers' private motor vehicles or other equipment in connection with CSW operations is not covered under any Humberside Police or Safer Roads Humber insurance policies.

Communication

Each group of volunteers should appoint a Group or Village Coordinator. Contact from teams should be via your local policing team or directly to the scheme Speed Watch Coordinator via CSW.Admin@Humberside.PNN.Police.uk

Training

To ensure consistency of operations all volunteers must be 18 or over and will have to undergo training with a suitably Police-approved trainer. All new volunteers will sign an indemnity (as at Annex B) confirming that they have received an initial health and safety briefing before they are allowed to participate in Speed Watch activity. No other forms or administrative procedures are required from individual volunteers, nor should be introduced by groups.

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 volunteers can be rejected or removed from Community Speed Watch 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 direction during training to ensure they do not act in an unacceptable manner whilst a member of Community Speed Watch.

Equipment Required – Comprises:

- *A Hand Held Radar device, accurate to +/- 1 mph*
- *Portable Community Speed Watch warning signs. No other signs are permitted. The portable signs must be deployed ahead of the check site, whenever a scheme operates.*
- *High visibility yellow CSW jackets must be worn by all volunteers during any Speed Watch operation and all volunteers must wear the same jackets during a session.*
- *Click counters will be issued to assist in recording and later for verifying the session information gathered.*
- *Manual or electronic means of recording information.*



The devices have been calibrated /set by the manufacturer to a specific level and, as it is not being used for enforcement purposes, there is no requirement for further calibration unless there is reason to suppose it is faulty. Neither Humberside Police nor Safer Roads Humber will be liable for costs/repairs/insurance for equipment owned by third parties.

No video recording or stills photography of vehicles is to take place.

No changes or additions to equipment are to be made without the prior agreement of the Scheme Speed Watch Coordinator.

Health & Safety

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

- 1. Safe for volunteers to operate in.*
- 2. Able to accommodate the equipment.*
- 3. Highly visible to motorists to maximise educational impact and reduce risk of sudden reactions.*
- 4. Have been approved by the Speed Watch Coordinator*
- 5. Have a Police Issued Location Code for each site.*

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

The Scheme Speed Watch Coordinator should be consulted whenever a new Speed Watch Site is proposed, at this point they will conduct an initial site assessments for road and operator safety.

Confrontation: Volunteers 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 Town/Parish Council and the Police”. A letter of explanation about the scheme is attached at Annex A which can be handed to motorists.

Personal safety is paramount and in the event of any risk to personal safety, volunteers are instructed to secure themselves, leave the equipment and contact the Police. Report any threats to the Force Control Room by ringing 101 once the person has left the area or 999 if you are feeling an immediate threat or danger. Whilst it is still fresh in your mind, write down the Index No of the vehicles, a description of the person(s), the names of any witnesses and what was said by whom.

Risk Assessments: A full risk assessment has been agreed by the Force Head of Health, Safety & Wellbeing Officer. All Community Speed Watch locations and intended direction of detection or alternative signage need to be site assessed by the Scheme Coordinator before being used for deployments by volunteers.



Deployment

Community Speed Watch will only operate in 30 and 40 mile per hour areas during hours of daylight. Speed Watch teams will only be deployed to areas where the Town/Parish Council (or similar) or the Police have identified a Community concern.

The Speed Watch team will be expected to bring one or more personal mobile telephones so that in an emergency, relevant assistance can be obtained by ringing 101 or 999 and speaking with a police operator. The Village or Group Coordinator will also ensure that data is submitted to the approved email address in the required format on completion of the check and no later than 48 hours after the date of the check.

Trained volunteers should not normally know the identity of drivers of speeding vehicles they report. However, it is now accepted that most volunteers operate where they live so some recognition is inevitable. In this event a professional attitude would be expected such that driver details should not be disclosed, and any personal information gathered should remain confidential.

Location Checked locations should be overt and safe for volunteers and motorists. Teams should not deploy to locations where speeding is a concern if these principles cannot be adhered to. It is vital that, to prevent a negative dangerous impulsive or startled reaction from motorists, there should be no sudden appearance of a volunteer in hi-vis jacket, nor any rapid movement towards the vehicles being monitored. Locations should be highly visible for at least fifty metres and, ideally at least 100 metres by oncoming traffic.

*Team Composition: **An operational Speed Watch Team will comprise a minimum of three trained volunteers who have signed Indemnity Forms (Annex B).** All trained volunteers will wear a yellow CSW high-visibility jacket to allow the Team to be recognised. If a volunteer fails to attend, and this reduces the number in attendance to less than three, the session should be immediately called off.*

Operator Positioning: Ideally, the Hand Held Radar operator should be closer than 3ft from the edge of the road. The operator of a Hand Held Device should only monitor approaching vehicles or receding vehicle travelling in the direction in which the operator is already facing.

Signage: The sign needs to be placed ahead of the detection area so that it is clearly visible to alert drivers being checked. In addition this provides the public with a means to identify Speed Watch activity

The more conspicuous the activity, the greater the impact is likely to be.

In order for the educational impact of Speed Watch to be maximised any Speed Watch activity must be highly visible to the drivers we are seeking to educate.



Returns: Must include as a header:

- The Location - Town/Village/Parish/Post Code
- Date
- Time (From-To) using 24 hr clock;
- Total Number of vehicles that passed in the time period specified (Appended to 'Notes' Section) And for each speeding vehicle:
 - Time of each speeding vehicle, using the 24hr clock (max 4 in the same minute)
 - Vehicle Registration Number (without spaces),
 - Make /Manufacturer if known
 - Model if known or Chassis type (i.e. Car 4x4, Van, HGV, MPV, Bus, Motorcycle)
 - Colour (stick to base colours, Red Blue Black Silver etc.)
 - Speed
 - Where data has been missed or is not known the forms should be marked **NK**
 - Any company logos or identifiers (Appended to 'Notes' Section)

*The recording at session time should be completed by dicta phone or manually with the verified and finished return in EROS CORE format provided. **No other format will be processed.** If in any doubt about the accuracy of a registration number then please don't submit it. This will prevent administrative time being wasted trying to process it.*

A suitable record sheet template for use at the roadside is shown at Annex G. **If you have a session that detects no speeding vehicles this also provides data and should be recorded and submitted in the same manner as for a session recording speeding vehicles.** At the end of the operation, and within 48 hrs, this information should be passed to CSW.Admin@Humberside.PNN.police.uk who in turn will arrange for its timely processing. *Submissions sent more than 48 hours after the session will not be processed. Paper forms should be retained for a maximum of 28 days and then shredded. Copies of the submitted EROS Core form should be deleted within 28 days as should any copies in your email sent folder.*

Radar anomaly affecting Speed Watch kit – there is an anomaly affecting radar technology used in some Speed Indicator Devices, when they are selecting a vehicle to monitor. As the detection area is large, you may have more than one vehicle in the area, as in a queue of traffic or passing vehicles. As the selected target vehicle changes from one vehicle to another the radar will need to readjust itself to track the new target. This can, in rare circumstances, cause the display to register a higher speed than the vehicle is travelling. This will only be evident for a short moment and will settle as the vehicle is tracked. This initial speed indication does not imply a speeding vehicle and should be disregarded.

It should also be noted that a large vehicle at the back of a stream of traffic could be the target vehicle and not necessarily the vehicle at the head of the queue. While this vehicle would have already been tracked the radar may have changed target to the larger vehicle 20 Metres behind and who may be going faster than the vehicle in front.



If this happens during a Speed Watch session the initial speed displayed should be ignored and the vehicles' details should not be included in the return, as it wasn't actually speeding. If in any doubt, please do not record a vehicle as speeding.

The resources which we can devote to the processing and sending of letters, is not limitless. It has been determined that a maximum of 2000 letters will be produced a month. Groups should be aware of the educational impact of their presence and that this alone will impact the occurrences of speeding and therefore reduce the need for recording and reporting deployments.

Notification Stage *The next stages of the operation will rest with the Police. An advisory letter will, in most cases, be sent to the Registered Keeper of those vehicles that are detected at or above 35 or 46 mph in the relevant speed limit.*

Should the vehicle come to notice again and it is the same registered keeper, a second letter with a more direct message will be sent. If a vehicle with the same local keeper continues to be reported or drives at an excessive speed a personal visit will be arranged through the Neighbourhood Policing Team.

Use of data: *Information about speeding gathered through this process will be collated to facilitate appropriate conventional Police speed enforcement activity and shared with the Humberside Police and Safer Roads Humber to assist in further initiatives. The data should not be used for any other purpose.*

Personal data of volunteers will be used by their local scheme Coordinator and Humberside Police solely for Speed Watch purposes, and will be held securely by both parties. By signing the Indemnity Form they agree that this data can be held for these purposes. Volunteers can request that their personal contact details be deleted at any time by e-mailing CSW.Admin@Humberside.PNN.Police.uk

This activity is solely performed by Police personnel within the Speed Watch scheme and it is processed for a Law Enforcement Function under the Law Enforcement Directive of the General Data Protection Regulation Act (GDPR).



COMMUNITY SPEED WATCH

Community Speed Watch is a community initiative between local residents and Humberside Police to volunteer and monitor vehicle speeds using speed detection devices.

The aim of the scheme is to improve road safety, improve driver behaviour and reduce speeding and injuries and deaths on our roads.

These checks are conducted with the full support of the Town/Parish Council, Humberside Police and Safer Roads Humber.

Whilst the volunteers have no powers to sanction a prosecution, details will be passed onto Humberside Police so they can write to the registered keeper of the speeding vehicle.

If necessary, Humberside Police will target persistent offenders.

Humberside Police and other partners are committed to reducing road casualties and addressing anti-social driving on our local roads. This scheme empowers local communities to assist us in delivering this commitment, making your neighbourhood safer and improving everyone's quality of life.

Yours faithfully

Lee Freeman
Chief Constable
Humberside Police

Keith Hunter
Police & Crime Commissioner
Humberside



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.
- Speed Watch volunteers need to wear the high- visibility (hi-vis) 'CSW' jackets at all times. Other forms of hi-vis are not approved and should not be worn. Hi-vis is especially important when setting up the equipment at the roadside or crossing the road.
- On arrival at the chosen location the speed limit signs from both directions should be checked to ensure they are clean and clearly visible to approaching traffic. If the location is well within a built up area away from the start of the speed limit, then checking the limit signs is not a requirement.
- Volunteers should make a note of their location (street name, village and postcode) and have ready access to a mobile phone in the event that they need to call 101 or 999 for immediate assistance.
- The mobile 'Speed Watch' sign should be placed in a safe location within the speed limit on the verge and not blocking pavements, on the same side of the road as the approaching traffic. If it is unsafe to place the signs on the same side of the road as the traffic being detected, it is normally unsafe to carry out a Community Speed Watch activity (Check the Risk Assessment).
- Volunteers should always be aware of traffic flow when deploying and removing equipment and it is recommended that pair's work together with one watching traffic at all times to warn of approaching traffic risks.
- Volunteers are not permitted to conduct Speed Watch operations from inside vehicles or operate from cover that obscures them from sight of approaching drivers. When operating there should be no movement towards the traffic that may be construed as confrontational
- **Remember this is an educational initiative and not enforcement activity.**
- The use of other speed measuring, video recording, photographic equipment or improvised signage not authorised by Humberside Police and Safer Roads Humber is not allowed.



«Title» «Forename» «Surname»
«Address_Line1»
«Address_Line_2»
«Address_Line_3»
«PostCode»

Dear «Forename» «Surname»

«Vehicle_Registration»
«Vehicle_Make», «Vehicle_Model»

Community Speed Watch is an initiative allowing local volunteers to join with Humberside Police to monitor vehicle speeds using speed detection devices.

A Community Speed Watch operation has monitored your vehicle exceeding the speed limit at:

«Site_Address» at «Time_of_Offence» on «Date_Of_Offence».

You are shown as the registered keeper of the vehicle detailed above. The driver has exceeded the speed limit on this road. If you are the owner but not the driver on this date, please bring this warning to the attention of the driver.

Last year over 500 people were killed or seriously injured on the Humberside Policing areas' roads and research shows that speed is a major contributory factor to collisions. Local communities including the Community Speed Watch group and other statutory organisations are working closely with Humberside Police to ensure that you, your family and friends do not become another 'Killed or Seriously Injured' statistic.

Humberside Police is committed to working with the Community Speed Watch teams across the region to regularly monitor vehicle speeds, and when necessary carry out focussed enforcement in areas where motorists show a continued disregard for the speed limit.

On this occasion no further action will be taken against you, however, details of your vehicle have been recorded and will be retained for action should your vehicle be observed exceeding the speed limit in the future.

Yours sincerely (on behalf of our Community Speed Watch teams)

Lee Freeman
Chief Constable
Humberside Police

Keith Hunter
Humberside Police and Crime
Commissioner



«Title» «Forename» «Surname»
«Address_Line1»
«Address_Line_2»
«Address_Line_3»
«PostCode»

Dear «Forename» «Surname»

«Vehicle_Registration»
«Vehicle_Make», «Vehicle_Model»,

A Community Speed Watch operation has monitored your vehicle exceeding the speed limit at:

«Site_Address» at «Time_of_Offence» on «Date_Of_Offence».

It is not the first time that this vehicle has been recorded in excess of the speed limit.

Humberside Police and local communities are committed to reducing speeding and collisions. As a consequence many have established local Community Speed Watch schemes. The local community ask that drivers respect the speed limit through their village.

In our experience persistent offenders who ignore speed limits are more likely to be involved in collisions. As a driver you have a responsibility to ensure you comply with the laws and rules of the road.

The details of this incident along with your vehicle details have been retained, a marker may be placed against your vehicle details for targeted enforcement. Humberside Police and Safer Roads Humber has a responsibility to enforce speed limits, consequently you may receive a visit from Humberside Police and your vehicle may be targeted for formal enforcement action.

Driving in excess of the speed limit could result in you being fined or having penalty points placed on your driving licence. Also, any convictions will almost certainly result in your motor insurance premiums being increased.

It is requested that from today you modify your driving behaviour by complying with the speed limit.

Thank you.

Lee Freeman
Chief Constable
Humberside Police

Keith Hunter
Humberside Police and Crime
Commissioner



Date: as personal visit

Dear Sir/Madam

You are being visited by a member of Humberside Police because a vehicle for which you are the registered keeper has been seen by Community Speed Watch Volunteers driving at an excessive speed / or seen on more than two occasions previously speeding.

Speed is a major factor in about a third of all traffic collisions. Last year on the Humberside policing areas roads over 500 people were killed or seriously injured.

Did you know that if you are driving at 40mph, it takes about an extra 43 feet to stop than if you were travelling at 30mph? If a vehicle strikes a child at 40mph, there is an 80% chance that they will die; at 30mph there is an 80% chance they will survive. If that happened when you were driving how would you live with that death on your conscience? The risks are even higher in 40mph limits.

With the above in mind, I am sure you will appreciate why increasing road safety throughout the Humberside policing area is one of our top priorities.

I take this opportunity to remind you that those drivers who break the speed limit place themselves and other road users at risk of being injured or killed. They also risk potential court appearances and prison sentences. This visit is appropriate to remind you or the driver that your vehicle will be subject of further action if it continues to speed.

Yours Faithfully

Lee Freeman
Chief Constable
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