



# Community SpeedWatch Handbook

## Guidance and Procedure

Avon and Somerset Police

**Created:** 01/01/2019

**Review Date:** 30/06/2019

**Directorate:** Neighbourhood and Partnerships

**Owner:** Supt. Andy Williams

**Author:** Damien Devanny

**Version:** 1.0

### **Section 1 - Strategy**

1. Introduction
2. Road Safety Strategy and Police & Crime Commissioners Priorities
3. Aims and Objectives
4. Roles and Responsibilities
5. Data Protection
6. Insurance
7. Support Structure

### **Section 2 - Procedure**

1. Setting up a new scheme
2. New Volunteers
3. Training
4. Site Risk Assessments
5. Resources and Equipment
6. Threshold Speed Limits
7. Roadside Session Sheet
8. Completing a CSW Session Return Sheet
9. Warning Letters
10. Data - Qlik Sense Application and SWAN
11. Running a Scheme
12. The Role of a Steering Group
13. Tasking and Escalation
14. Signage
15. Media
16. Key Contacts

### **Section 3 - Appendices**

- Appendix A – CSW Warning Letters
- Appendix B – Authorisation Letter
- Appendix C – Code of Practice

# Section 1 - Strategy

## 1. Introduction

---

This document serves as a reference guide for Community SpeedWatch volunteers, local authority partners, police officers and police staff.

It outlines both the strategic and operational approach of the Community SpeedWatch partnership and defines the roles and responsibilities of those within the process.

## 2. Road Safety Strategy and Police & Crime Commissioners Priorities

---

The Community SpeedWatch guidance document sits alongside the Avon and Somerset Police Road Safety Strategy and the Police and Crime Commissioner's Police and Crime Plan.

Reflecting on the direction set through the National Police Chief's Council (NPCC) "Policing our Roads Together Strategy 2018 – 2021", the Avon and Somerset Police strategy draws on qualitative and quantitative data collated through its 2018 baseline assessment.

The strategy advocates 5 strategic aims set against the principles of the Safe Systems approach to policing the roads – Safe Roads, Safe Speeds, Safe Vehicles, Safe Road Users, and Post-Crash Response.

## 3. Aims and Objectives

---

Community SpeedWatch is a partnership between the community and the police with the primary aim being to address speed related concerns across Avon and Somerset, through the education of all road users.

The force will adopt an evidenced-based approach to tackle these concerns and will look to respond with the most appropriate tactic. Community SpeedWatch is just one tactic that can be used to address speeding issues and is fully supported with speed enforcement, where required.

A network of community volunteers monitor traffic speeds through a timetable of high visibility roadside sessions. Any drivers observed travelling above a set speed threshold during these sessions are reported to the police so that an educational warning letter can be sent to the driver.

### Objectives

- Reduce the average speeds on the roads of Avon and Somerset
- Reduce the casualties on our roads in both number and severity
- To improve the lives of those within our communities through road safety

Avon and Somerset Constabulary is fully committed to supporting Community SpeedWatch.

# CSW Networks

There are currently 7 CSW Networks within the Avon and Somerset Constabulary boundary

- Bath and North East Somerset
- Bristol
- Mendip
- North Somerset
- South Gloucestershire
- South Somerset
- Somerset West



## 4. Roles and Responsibilities

---

This section outlines the many roles that are in place to help deliver a successful CSW operation and provides an overview of the responsibilities and expectations on each role.

### Roadside Volunteer

Police trained volunteers who carry out the roadside sessions. Tasks undertaken will include:

- Operating the speed detection device
- Recording of vehicle details observed above the speed threshold
- Submitting reports to coordinator or submit direct to the police for processing

The roadside volunteer represents both the community and the police in carrying out this role and must consider the guidance in this document at all times.

No access is required to police stations.

### Scheme Co-ordinator

Also a police trained volunteer, who in addition to the roadside activity will take on the role to oversee and co-ordinate the scheme and its volunteer members.

The Scheme Co-ordinator will also often be the one who submits session reports to the police and will be a link between the scheme and the police, through the Neighbourhood Policing Point of Contact.

There is also an expectation that the Scheme Co-ordinator will represent their scheme at network meetings and/or provide feedback into the network steering/management group.

No access is required to police stations.

### **Neighbourhood Policing Team - Point of Contact**

A nominated member of the Neighbourhood Policing Team (NPT) – they will be the first point of contact for CSW Schemes into the police. Through an understanding of the road safety concern they will provide support and respond to CSW issues, for example:

- Assist with the setup of new schemes, including initial roadside training and site assessments
- Follow up reports of repeat and high-end speed or threatening behaviour/abuse
- Liaise with scheme co-ordinators

The NPT Point of Contact will be a Beat Manager or Police Community Support Officer within the area of the CSW scheme.

### **Speed Enforcement Point of Contact**

Each scheme will be assigned a point of contact from within the Speed Enforcement Unit (SEU). The SEU point of contact will assist schemes with:

- Site assessments
- Education and engagement relating to speed enforcement
- Evidence based enforcement activity to support CSW data

### **Network Volunteer Lead/s**

The Network Volunteer Lead/s oversee activity within their network and will represent all its schemes at both network and force level.

They will work closely with the Network Policing Lead and the police Road Safety Department to ensure the network operates effectively. Other duties include:

- Represent the network at the force level CSW meetings
- Chair network steering/management group meetings
- Co-ordinate network activity including campaigns and promotional activity

Due to the increased role and representation at force level, the Network Volunteer Lead/s will be required to apply to become a Police Support Volunteer.

As a Police Support Volunteer they will be granted access to required police stations.

### **Network Policing Lead**

The Neighbourhood Manager (Inspector) will have the overall responsibility for Community SpeedWatch for their Network area. Working closely with the Road Safety Department and the Network Volunteer Lead, they will oversee the delivery of CSW inline with the force policy. They will ensure this by:

- Aligning Neighbourhood Policing Teams to Community SpeedWatch schemes
- Providing an escalation point for issues within the network
- Attendance at the force level CSW quarterly meeting
- Management of any complaints arising through the network

## **Data Processing Team**

A team of trained Police Support Volunteers who process the roadside submissions. Using the submitted reports, they will identify the registered keeper from the Police National Computer (PNC).

Vehicle descriptions, in the submitted road side reports, are cross-reference with PNC and warning letters are issued. At least two of the following will need to be matched in order to issue a letter:

- Make
- Model
- Colour

The team are based at various locations across the force and whilst primarily aligned to a particular CSW Network, they will offer support to other networks as required.

Warning letters are then sent out by the Speed Enforcement Unit.

## **HQ Road Safety Department**

Under the direction of the Head of Road Safety for Avon and Somerset Police, a number of functions will be provided centrally by the Road Safety Department to support the delivery of CSW. These include:

- Data capture, reporting and process
- Processing of new volunteer applications
- New scheme set-up and management of site risk assessments
- Speed enforcement tasking

Roles can also be seen in the support structure chart below.

## **5. Data Protection**

---

Under the guidance of the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and following consultation with the forces data protection officers, Community SpeedWatch Schemes are not permitted to retain information relating to vehicles and/or persons identified in their sessions.

All records from sessions (paper, handwritten and electronic) are to be destroyed on submission to the police and no record of details within those sessions are to be retained outside of a police station.

Specific CSW activity or detail regarding individual vehicles or drivers should not be exchanged outside of the team. We would also ask that no discussions take place outside of the CSW team.

Please also see section on "Completing a CSW return" for full details on the submission and processing of CSW data.

## **6. Insurance**

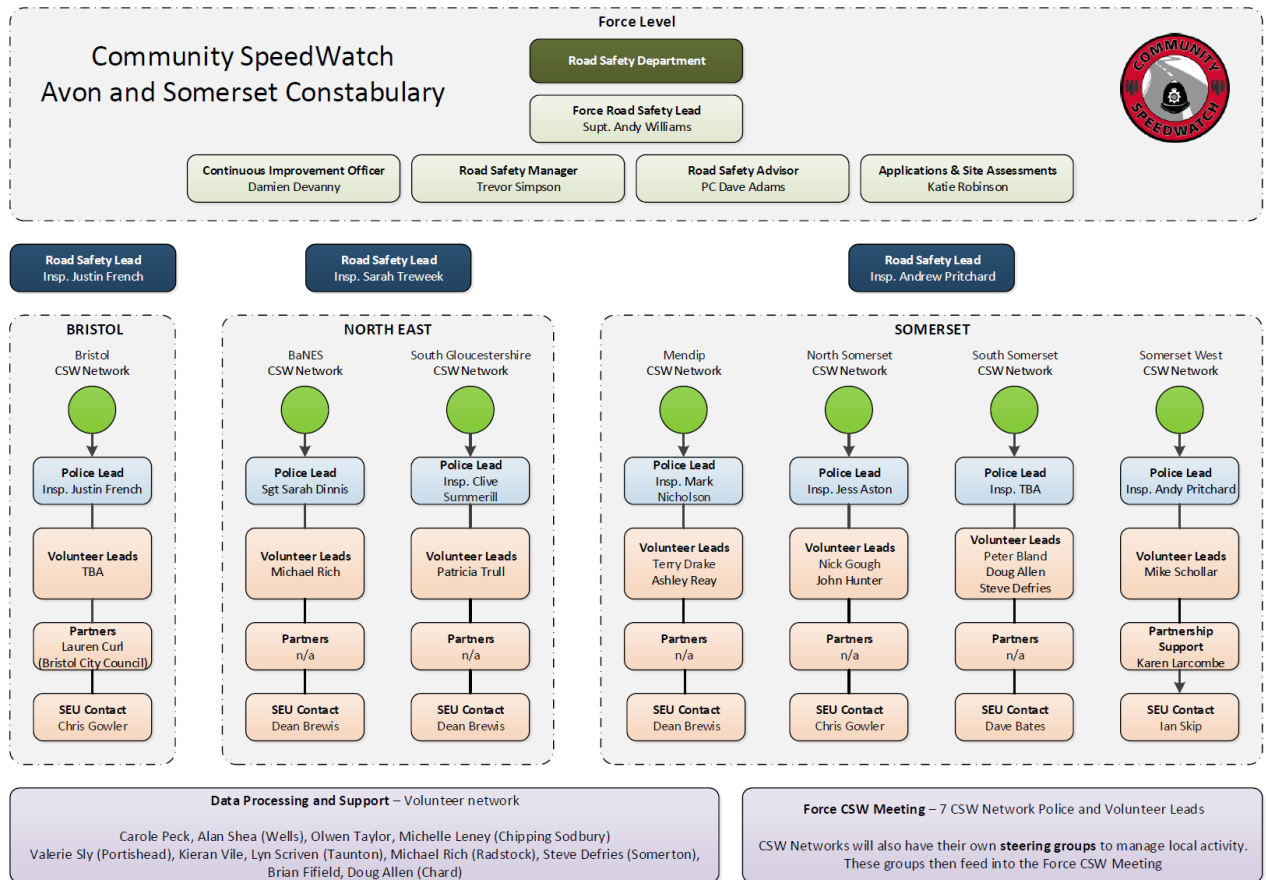
---

The Avon and Somerset Constabulary Public Liability Insurance Policy will cover all Community SpeedWatch volunteers for the purpose of conducting a vehicle speed monitoring session.

This is on the understanding that they are operating in line with the guidance provided in this document, have completed the police training and are operating from a police approved location.

A copy of the insurance certificate is available on request from the Road Safety Department, or can be found in the new CSW scheme welcome pack.

## 7. Support Structure



**Force support structure for Community SpeedWatch**

## Section 2 - Procedure

### 1. *Setting up a New Scheme*

---

Speed and road safety issues make up a high number of priorities set at partner and community meetings. Initial consultation for new Community SpeedWatch groups will either be through the Neighbourhood Policing Team or the Road Safety Department. When setting up a new scheme, the police will adopt a problem solving approach to assist identification of the speed/road safety issue.

The set up process consists of 3 basic steps:

**STEP 1** - Understand what the speeding issue is at this location. This can be done through the capture of speed data at the identified location.

- 85th percentile check: a form is available from the Road Safety Department
- Speed device data: from the local council or a request to the Road Safety Department

Often speeding occurs at particular times of the day and may not be continuous. It is important to identify the timing of speeding issues in the problem solving process.

In addition to the data, public concern will be taken into consideration when deciding the most appropriate response.

If a speeding issue is identified and CSW is considered the right way to address it, then:

**STEP 2** - Identify a team of volunteers, one of whom must co-ordinate and administer the scheme.

**STEP 3** – Considering the nature of the issue, ensure a safe location is identified to operate from.

Further details on new volunteers and training can be found below.

### 2. *New Volunteers*

---

All new volunteers looking to join Community SpeedWatch will need to complete an online application and knowledge check. The simple online application process will include a screening where all applicants undergo a PNC and Intel check.

Applications will be managed centrally through the Road Safety Department. Once the application has been approved the Network Policing Team Point of Contact and/or Network Volunteer Lead will be informed by the Road Safety Department and roadside training can be arranged (see below).

During the screening process, if an applicant is identified as having an offence on record, it will not automatically exclude them from taking part. Each application will be treated on a case by case basis and the final decision will sit with the Head of Road Safety.

The minimum aged for Community SpeedWatch Volunteers is 18 years of age.



### 3. Training

---

All new volunteers will be guided through 2 stages of training:

#### **Stage 1 – Knowledge Check**

- An online-based assessment, which will cover the core aspects of CSW including the process, equipment and safety aspects.

For new volunteers the Knowledge Check will be completed as part of the application process.

#### **Stage 2 – Roadside Training**

- The Neighbourhood Policing Team will coordinate the roadside training. The content will reiterate the health and safety aspects that were covered in the online knowledge check as well as talk through the use of the equipment, positioning at the approved locations, how to record vehicle details as well as what to do in case of an emergency.

For each new scheme, a member of the Neighbourhood Policing Team will run (at least) the first session with the new volunteers.

#### Additional Training

##### **Group session**

If a new scheme is being set up or there are a number of new members joining a scheme, then the Network Volunteer Lead can arrange a group session to be delivered with the police, which will include discussion and guidance, including best practice.

##### **Individual**


Where an individual is joining an established CSW scheme then, it may be possible for them to complete their roadside training at the schemes next available road side session under the guidance of a trained coordinator.

This is subject to their application being approved and on successful completion of the online Knowledge Check.

## 4. Site Risk Assessments

Before conducting a road side session, a Community SpeedWatch Scheme must have its location/s approved by the Police.

Once the local officer or Network Volunteer Lead has identified potential locations then an official site risk assessment form can be submitted for approval by the Speed Enforcement Unit. It is agreed that this will be completed and feedback provided to the scheme within 28 days of submission.

<b>Community SpeedWatch</b>		
<b>Initial Site Assessment</b>		
<p>This form is used for requesting the approval of all new Community SpeedWatch site locations.</p> <p>On completion of this <b>Initial Site Assessment</b> it must be forwarded to the Police Headquarters - Community SpeedWatch email address:-</p> <p><a href="mailto:CommunitySpeedWatch@avonandsomerset.police.uk">CommunitySpeedWatch@avonandsomerset.police.uk</a></p> <p>An official <b>Site Risk Assessment</b> will be carried out within 28 days of receiving this request</p> <p><b>This site location is not to be used by Community SpeedWatch schemes until a risk assessment has been carried out and site approval has been granted.</b></p>		
<b><u>Exact location of site assessed</u></b>		
Include Road Name(s) and position in relation to static landmarks – House Number – Lamp Post(s) etc.		
Postcode		
CSW Scheme		<i>That this requested location is assigned to</i>

*An example of the site assessment form header*

### Guidance on setting up a new site

#### Step 1 - Schemes raising speeding as an issue / priority will:

- With their local Neighbourhood Policing Team and/or CSW Network Lead / Co-ordinator, conduct an initial site visit with those raising the priority.
- The purpose being to understand the issue and to establish there is a speeding problem at the identified location.

To assist in building this evidence base, a speed data collection sheet has been produced which uses the 85<sup>th</sup> Percentile rule. The results of the sheet are to be used as a guide to understand the speeding issue and should not form the sole evidence base for the decision.

**Step 2 - Where speeding is identified and CSW is deemed to be the right solution:**

- In line with the CSW guidance select a suitable site location/s that the scheme would like to operate from.
- The Site Risk Assessment Form is then completed by the requesting Beat Manager/Officer or CSW co-ordinator and submitted to the Road Safety Department for the Speed Enforcement Unit to conduct a risk assessment.

**Step 3 - Feedback:**

- On successful completion, a site code is created and full details sent back to the requesting network/scheme. The location is then approved and can be used straight away.
- If the location is rejected, then recommendations will be provided.

*Site assessments will be carried out and reported back within 28 days of the form being received.*

**When selecting locations please remember:**

It must be a safe place to stand and operate with escape routes

•

Minimum of 60 metres clear view

•

Activity must not obstruct footpaths or cycle lanes

•

Junctions and drivers visibility must not be hindered

## 5. Resources and Equipment

---

Where Community SpeedWatch has been identified as the preferred option and volunteers have been trained, then all new approved schemes will be provided with the equipment they need to operate.

Avon and Somerset Police will fund and provide a start-up box to all new schemes. The box will contain:

- A Pocket Radar - speed detection device
- x3 High Vis long sleeve jackets \*
- Dictaphone
- Vehicle Counter
- Welcome pack (insurance, site codes, guidance document, clip board etc...)



*\*Jackets sizes are available on request from the Road Safety Department.*

Where additional equipment or resources are required then an application can be made through the Police Community Trust Road Safety Fund. For more information, visit the website:

[www.avonandsomerset.police.uk/PCT](http://www.avonandsomerset.police.uk/PCT)

## 6. Threshold Speed Limits

---

The speed thresholds for Community SpeedWatch are set with consideration of the NPCC Speed Enforcement guidance and also factor in that the devices used for the speed detection are radar, not laser.

### Threshold Speed Limits

All schemes will monitor traffic and report vehicles recorded at the following speeds and above:

20 mph – 25 mph  
30 mph – 36 mph  
40 mph – 47 mph

Community Speedwatch operates on the rule of **10% + 3**.

## 7. Roadside Session Sheet

---

A template is provided within the welcome pack for all new schemes, however each scheme is entitled to adapt or use their own sheet for the collection of observations made during a sessions.

If you would like a copy of the template then please email [CSW@avonandsomerset.police.uk](mailto:CSW@avonandsomerset.police.uk)

## 8. Completing a CSW Session Return Sheet

---

On completion of the roadside session, a scheme is required to submit the findings to the police for processing. The return is now completed online:

[www.avonandsomerset.police.uk/forms/csw](http://www.avonandsomerset.police.uk/forms/csw)

Further details (including the password) will be sent to the scheme Co-ordinator by the Road Safety Department.

Once the session report has been submitted then all paper, handwritten and electronic records from the sessions are to be destroyed. No records of those details are to be retained outside of a police station.

Vehicle checker sites - we do not recommend the use of websites to cross check the vehicle details recorded during a session. The reports should be submitted based on the written and oral “evidence” observed by the scheme at the time.

Vehicle descriptions, in the submitted road side reports, are cross-referenced with PNC and warning letters are issued. In addition to the vehicle registration at least two of the following will need to be matched in order to issue a letter:

- Make
- Model
- Colour

### Nil return process

Where a scheme conducts a road side session and no vehicles are recorded above the speed threshold, then a return will still need to be made. This is completed as follows:

<b>Vehicle</b>	– 00 (this is a numerical entry, i.e. zero zero)
<b>Description</b>	– nil return
<b>Speed</b>	– entered as the speed limit for this site i.e. 30
<b>Additional Info</b>	– enter Session with no speeders

**Avon and Somerset Police**

## Incidents

All fields are required unless specified otherwise.

Enter the details of each speeding incident

Vehicle registration	Make, model & colour	Time e.g. 1021	Speed 25 to 99	Additional info (optional)
00	Nil return	1000	30	session with no speeders

[Add another](#)

[Continue](#)

[Previous](#)

Is there anything wrong with this form?

### Online road side submission sheet

On receipt, the session report will then be processed by the Data Processing Team (Volunteers) and warning letters sent out to the register keepers of the vehicles.

## 9. Warning Letters

Avon and Somerset Constabulary operates under a single letter policy for Community SpeedWatch aimed at increasing awareness of the Fatal4 (Speeding, Distraction, Drink/Drug drive, Seatbelts) and other road safety issues.



However, where a driver is observed as a high-end speeder, they will be sent an alternative letter highlighting the increased risks of excess speed. This letter is triggered at the following speeds and above:

20 mph – **32 mph and above**  
 30 mph – **43 mph and above**  
 40 mph – **54 mph and above**

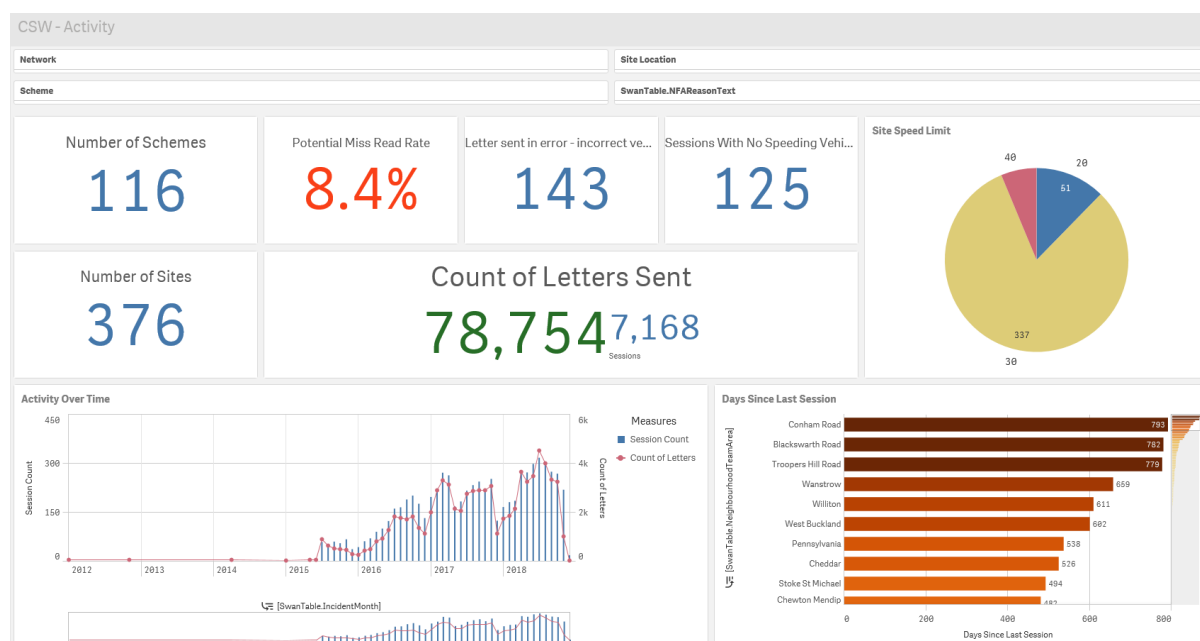
Repeat and high-end speeding offenders can be identified through the Qlik Application.

Tasking from this will be conducted by the Neighbourhood Policing Teams, Speed Enforcement Unit or the Road Safety Department. Each tasking will be assessed on an individual basis

See Appendix A for examples of the letters issued.

## 10. Data - Qlik Sense Application and SWAN

All Community SpeedWatch data is now processed centrally through SWAN which then feeds into the Road Safety Qlik Sense Application. This ensures that all vehicles monitored by a Community SpeedWatch within Avon and Somerset now sit on a single central database.



**Example of a screen within the Road Safety Qlik application**

The Qlik Road Safety application will enable Beat Managers / Officers to understand more about the activity of Community SpeedWatch in their area. The app can identify repeat offenders, high end speeders and where our highest risk locations for speed are.

It also provides management information about schemes detailing when they have been out, how many letters they have sent and where the offenders are from, is it locals, commuters or professional drivers with company vehicles.

The Qlik Road Safety application has 3 pages dedicated to Community SpeedWatch:

- CSW - Targeting
- CSW - Activity
- CSW - Where do speeders live?

SWAN (SpeedWatch Administration and Notification) is the central database used to process the roadside submission reports and send out the letters.

***Example of the record page within the SWAN application***

Warning letters are processed within SWAN by the Data Processing Team (Police Support Volunteers).

## ***11. Running a Scheme***

Once a scheme has been approved and all volunteers have been trained, then it is ready to carry out roadside vehicle monitoring sessions. The first session should be attended by a representative from the Neighbourhood Policing Team who will give the final sign off for the scheme. For a scheme to operate it must have:

- a co-ordinator lead who will plan sessions and send session sheets to the police
- at least 2 volunteers to operate a session – please note that whilst schemes can operate with 2 members it is recommended that sessions take place with 3 volunteers, this is especially important for new schemes.



## 12. The role of the Steering group

---

Many of the CSW networks within Avon and Somerset are managed by a volunteer Steering Group who oversee and help to co-ordinate scheme activity.

South Somerset and Mendip CSW Networks have well established steering groups who work closely with their police leads.

## 13. Tasking and Escalation

---

### Neighbourhood Police Team

Follows up for repeat and high speeders are to be managed through Neighbourhood Policing Teams (NPT). The NPT will have access to the Qlik Road Safety application. If a scheme is experiencing abusive or threatening behaviour the NPT will need to be informed.

### Speed Enforcement Unit

The Speed Enforcement Unit supports Community SpeedWatch schemes by:

- approving site risk assessments for all new Community SpeedWatch locations
- targeting persistent and high-end speed through evidence based enforcement tasking

All tasking for Speed Enforcement Unit support for Community SpeedWatch is through the SEU Point of contact or the Road Safety Department.

## 14. Signage

---

Whilst there is no requirement for Community SpeedWatch to display road side signage we are aware that schemes often see this as an additional awareness tool. If you are interested in CSW signage then please contact: [RoadSafety@avonandsomerset.police.uk](mailto:RoadSafety@avonandsomerset.police.uk)

## 15. Media

---

Networks are encouraged to positively promote CSW activity through the media. This will include the use of social media channels such as Twitter and Facebook.

When using media please ensure that number plates are covered and that it is used as a positive channel for promoting CSW.

CSW will be promoted through the force social media accounts such as [@ASPRoadSafety](https://twitter.com/ASPRoadSafety) on Twitter.

Any schemes requiring assistance or guidance on the use of media should contact the Road Safety Department.

## 16. Key Contacts

---

Road Safety Department:

**CSW:** [communityspeedwatch@avonandsomerset.police.uk](mailto:communityspeedwatch@avonandsomerset.police.uk)

**Road Safety:** [RoadSafety@avonandsomerset.police.uk](mailto:RoadSafety@avonandsomerset.police.uk)

Area contacts:

- **Bath & North East Somerset** – Sgt Sarah Dinnis and Michael Rich (Police Support Volunteer)
- **Bristol** – Insp. Justin French and Lauren Curl (Bristol City Council)
- **Mendip** – Insp. Mark Nicholson and Ashley Reay (Police Support Volunteer)
- **North Somerset** – Nick Gough (Police Support Volunteer)
- **South Gloucestershire** – Michelle Leney and Patricia Trull (Police Support Volunteer)
- **South Somerset** – Peter Bland (Police Support Volunteer)
- **Somerset West** – Insp. Andrew Pritchard and Mike Schollar (Police Support Volunteer)

## Section 3 – Appendices

Appendix A – CSW Warning letters

Appendix B – Authorisation Letter

Appendix C – Code of Practice (example)

## Appendix A – Warning Letters

### Standard Warning Letter

---

#### AVON AND SOMERSET CONSTABULARY



«KeeperName»  
«KeeperAdd1»  
«KeeperAdd2»  
«KeeperTown»  
«KeeperAdd4»  
«KeeperPostcode»

«PoliceStation»  
«StationAdd1»  
«StationAdd2»  
«StationAdd3»  
«StationPCode»



Dear Sir/Madam

«VehRegistration» was observed exceeding the permitted speed limit contrary to Section 81(1) and 89(1) of the Road Traffic Regulation Act 1984. It was monitored and found to be exceeding the speed limit at «VehRoad», «VehLocation» at «IncidentTime» on «IncidentDate».

The difference of a few miles per hour can mean the difference between life and death. The faster someone is driving, the less time they have to stop if something unexpected happens. If you kill someone while speeding, you will have to live with the long-term emotional consequences. Speed limits are there for a reason.

- Speed is one of the main factors in fatal road accidents
- In 2013, 3,064 people were killed or seriously injured in crashes where speed was a factor
- The risk of death is approximately four times higher when a pedestrian is hit at 40mph than at 30mph
- Fatal accidents are four times as likely on rural "A" roads as urban "A" roads

Persistent and high end speed will not be tolerated by the Constabulary and information from Community SpeedWatch is used to target formal enforcement measures. Upon conviction of a speeding offence a Court may impose a substantial financial penalty, endorse an offender's licence with penalty points or even consider disqualification in certain circumstances. Sentencing guidelines have changed recently increasing fines in some cases to 150% of weekly income.

The purpose of this letter is to provide you with the information and advice to avoid future offending and injury on our roads. Know your speed and do not estimate it from the speed of other traffic around you, or the appearance of the road ahead.

The community ask that drivers who pass through this area comply with the speed limit which will improve the quality of life of people within the area.

No further action will be taken on this occasion but please read the enclosed literature and please reduce your speed.

If you were not the driver, or the vehicle is registered to a company, please pass this letter to the person who was driving. If you are no longer the Registered Keeper of this vehicle then please inform the DVLA you no longer have the vehicle.

«ContactName»  
«ContactPosition»  
«ContactNumber»  
«ContactEmail»



**SEE ME**  
BEHIND THE WHEEL  
THERE'S A PERSON



[www.avonandsomerset.police.uk/csw](http://www.avonandsomerset.police.uk/csw)



Avon and Somerset Constabulary  
Headquarters  
Portishead  
North Somerset  
BS20 8QJ

Non-emergency telephone: 101

### NOTICE OF EXCESS SPEED

Exceeding the Permitted XX Mph Speed Limit  
Contrary to Section 81(1) and 89(1) Road Traffic Regulations Act 1984

Dear Sir / Madam

RE: Registration number XXXX XXX

The above vehicle was monitored by Community SpeedWatch as travelling at XX mph in a XX mph limit in XXX at XX:XX on XX/XX/XXXX.

This is over the XX mph speed limit for this area and the speed you were observed doing is classed as excessive and is not tolerated within Avon and Somerset.

The vehicle registration details and speed have been shared with our Speed Enforcement Unit who will be carrying out enforcement activity in this area.

Speeds at the level recorded in this letter cannot be dealt through an educational speed awareness course and would result in fines of at least £100 and 3 penalty points. New guidelines recently issued to magistrates allow for more severe penalties to be imposed which can result in disqualification or fines of up to 150% of your weekly wage.

Avon and Somerset Constabulary are committed to reducing the numbers of those killed and seriously injured through road collisions each year. We are working closely with Community Speed Watch teams as well as other agencies and partners to achieve this. Reducing your speed will directly contribute to helping save lives and will improve the quality of life of people within the area.

If you were not the driver, or the vehicle is registered to a company, please pass this letter to the person who was driving. If you are no longer the Registered Keeper of this vehicle then please inform the DVLA you no longer have the vehicle.

Yours faithfully

Road Safety Lead  
Avon and Somerset Constabulary

[www.avonandsomerset.police.uk/csw](http://www.avonandsomerset.police.uk/csw)

**SEE ME**  
BEHIND THE WHEEL  
THERE'S A PERSON



## Appendix B – Authorisation Letter



Avon and Somerset Constabulary  
Headquarters  
Portishead  
North Somerset  
BS20 8QJ

Non-emergency telephone: 101

### Community SpeedWatch

Dear Sir / Madam

The person(s) you have approached are operating a Community SpeedWatch Scheme with the full co-operation and support of Avon and Somerset Constabulary.

Community SpeedWatch supports the police by monitoring the speed of vehicles through communities using approved equipment and reporting those that exceed the posted speed limit to the police. They do not use cameras and the readings recorded on their speed monitoring devices cannot be used for prosecution purposes.

Community SpeedWatch does not enforce the law but those identified as exceeding the speed limit can expect to receive an advisory letter from the police.

They are obliged to report to the police any threats, acts of intimidation or violence directed towards them, which will in turn be recorded and investigated by the local Beat Manager. Community SpeedWatch, in partnership with the Avon and Somerset Constabulary, has a zero tolerance to unwarranted acts of abuse, threats or intimidation.

Community SpeedWatch volunteers are also under instruction not to get involved in any disputes over their activity. You have the option of raising any concerns in writing with your local Neighbourhood Sergeant or via The Avon and Somerset Constabulary Force Service Centre on 101.

Yours faithfully

A handwritten signature in purple ink, appearing to read "Andy Marsh".

Chief Constable Andy Marsh  
Avon and Somerset Constabulary

[www.avonandsomerset.police.uk/csw](http://www.avonandsomerset.police.uk/csw)

**SEE ME**  
BEHIND THE WHEEL  
THERE'S A PERSON

## Appendix C – Code of Practice (example)

### *Community SpeedWatch Code of Practice*

---

#### Introduction

This Code of Practice (CoP) has been produced to ensure Community SpeedWatch (CSW) teams operate in a police approved and uniform manner that complies with legal and health and safety regulations. Co-ordinators should ensure all their teams members are fully acquainted with the CoP.

It is divided into two parts. The first is mandatory and the second is advisory and based upon experience. Both parts may be updated periodically to reflect changing requirements.

#### Mandatory

The following rules are to be followed:

- All volunteers operating as CSW team members must have undertaken formal CSW police training and are to be over 18 years of age.
- Non-trained volunteers are permitted to observe but must be over 18 years of age and are not allowed to be an active part of the team.
- When engaged in a CSW session it is the responsibility of every volunteer involved to be aware of the Health & Safety of their colleagues and if there is any doubt as to an individual's ability to safely participate in a CSW session this should be raised with the individual and if necessary the session terminated and any issues referred to your Area Neighbourhood Policing Sergeant for guidance.
- CSW teams are only to operate at police approved sites for which a Risk Assessment has been completed by the police and received by the team. CSW teams are not to block the right of way of pedestrians nor obscure the vision of drivers attempting to join a road, for example from a drive or at a junction.
- CSWs are only to take place during daylight hours and not during lighting up times. Furthermore, they are only to take place when road and weather conditions are considered safe to do so, e.g. CSWs in thick fog or severe icy road conditions would not be appropriate. Furthermore, teams are not to conceal their presence from motorists.
- CSW teams must consist of at least 2 and preferably not more than 4 trained members. Approved tabards (long sleeved fluorescent jackets) are to be worn at all times during a CSW by all CSW team members and observers. CSW equipment is to be used only for CSWs.
- CSW teams should, if possible, carry a switched on mobile telephone in case there is a need to contact, or be contacted by, the police.
- Intimidators. CSW team members should not suffer any form of intimidation from anyone. Any incident will be taken seriously and positive police action undertaken to deal with offenders. The police should be contacted using one of the methods below:

Dial 999. This should be used when an incident is ongoing and IMMEDIATE assistance is required, for example where members are being threatened and there is a risk to life or of serious injury.

Dial 101 (Force Service Centre). This should be used for incidents that have happened where the offender has left the location and there is no immediate threat. The following information will be required: location of the incident, nature of the call, your name, your telephone number, exact description of what has happened, a description of people involved, the incident, and a

description of any vehicle involved. It is important that you report it through the Force Service Centre (FSC) as this ensures that the incident is logged and dealt with as there will be a clear audit trail. Always ensure that you obtain a log number from the FSC (a reference given when you call).

If possible, intimidators, obscene gestures and verbal abusers are to be given the approved letter signed by the Chief Constable of Avon and Somerset Constabulary (See appendix J). They need not necessarily be speeders. CSW team members are not to enter into protracted and potentially heated debates with them. Never pass your personal details to any driver or passenger. Unless a serious offence has occurred, investigations and any action taken will be undertaken by your Beat Manager who will be your point of contact.

Always keep the CSW Lead Co-ordinators informed of the above.

- To ensure timely processing of letters, correlation of speeder data with reports from other teams and rapid police contact with multi repeat speeders, the CSW return should be submitted to the police within seven days after a CSW session has taken place.
- Roadside police support for CSW teams. Where possible Co-ordinators should email their CSW rota to their Beat Manager, PCSO and the SEU at least two weeks in advance. If they plan to carry out an unscheduled CSW or cancel one that is planned, they should notify their Beat Manager, PCSO and the SEU accordingly.
- CSW volunteers are not permitted to use cameras to photograph speeding vehicles. In the event that you were issued with a body camera, e.g. for an abuse case you are not permitted to use this equipment for recording speeding vehicles.
- Data Protection Act – A pro forma is to be completed in order to give permission for volunteer's phone details etc. to be kept and shared by the CSW Co-ordinator and other team members.

### **Advisory**

The following points are advisory:

- Try to carry out at least 1 or 2 CSW sessions of one to 2 hours per week and liaise as and when necessary with your Lead Co-ordinator's.
- Acknowledge the goodwill shown by passing motorists and pedestrians.
- Keep a log of number of speeders against number of transiting vehicles for specific sites and times. This will enable CSWs to assess accurately their effectiveness over a period of time and thus deploy teams to where and when they will have most impact. It may also be useful to the police who may wish to use the information to identify sites where their presence may be beneficial.
- Liaise and work with and, when needed, assist adjacent CSW teams. Where practical, carry out simultaneous CSWs.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Appointment: \_\_\_\_\_