

I write in connection with your request for information dated 30th April 2013 and received in this office on 7th May 2014 concerning Community Speed Watch.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requester. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, searches were conducted within the Office of the Police and Crime Commissioner (OPCC). I can confirm that the information you have requested is held by the Police and Crime Commissioner.

Your request has now been considered and it is not possible to meet your requirements in full.

You wrote:

- 1) How are volunteers recruited, interviewed and selected
- 2) What checks are made to ensure they are suitable - have they been found guilty of speeding at any time, do they have criminal records?
- 3) Does a co-ordinator keep details of individual volunteers in the event of complaint by a member of the public
- 4) What insurance protection covers the volunteers in the event they may cause an accident (unintentionally) by their actions
- 5) What training are they given, especially in respect of data protection (collection and storage of data)
- 6) How is the information they collect passed to the relevant police department for letters to be sent out to "offenders".
- 7) How often is the "speed gun" calibrated and how is this checked to ensure Accuracy
- 8) How are the volunteers monitored, to ensure unbiased work, that the information they collect is accurate and that they comply with their Code of Practice
- 9) I require a copy of their Code of Practice
- 10) I require numbers of those reported for speeding within the Winterslow, and / in particular Firsdown, area

Response

- 1) Each speed watch area has a nominated lead who selects members from residents who volunteer to take part.
- 2) All volunteers are vetted to level 1 Non-Police Personnel Vetting (NPPV) to ensure candidate honesty, integrity and trustworthiness expectations are met in the same way as those candidates for direct employment / appointment. NPPV checks, also seek to address identity fraud, illegal working and deception generally. In addition to addressing the elements of identity, employment history, nationality and immigration status, family members and associates, NPPV vetting subjects / candidates are obliged to provide details of spent convictions, cautions and warnings.

Vetting is carried out by Wiltshire Police. The Commissioner's office does not hold information on the outcome of the vetting process, however should any concerns about an individual arise, the superintendent is notified and has the right to reject the individual as a volunteer.

- 3) Each CSW team leader keeps contact details of individual volunteers which are provided to the CSW coordinator in the event of a complaint.
- 4) All CSW volunteers are covered by the Wiltshire Police public liability insurance.
- 5) Volunteers receive training from the Wiltshire Police Road Traffic Management Unit which includes guidance on Data Protection and the collection and storage of data. The only information that the volunteers record is the vehicle registration. They destroy this record once this has been received by the CSW coordinator.
- 6) The information collected by the teams is emailed to the CSW support team at Wiltshire Police where it is checked against the Police National Computer to obtain the registered keeper details. A letter is then sent to the registered keeper of the vehicle.
- 7) The CSW SL700 device is calibrated by the manufacturer every 3 years.
- 8) CSW teams work in self-monitoring teams and are regularly visited by members of the local policing team.
- 9) Please see attached copy of the Code of Practice
- 10) Since September 2013, 204 vehicles have been reported speeding in the Firsdown area.

I am satisfied that all the relevant information has been passed to me, and been considered in the light of your request, within the time constraints applicable under the legislation.

Community Speed Watch (CSW): Codes of Practice



Guidance on how CSW operate

April 2014

1. Introduction

This code of practice (COP) has been produced to ensure Community Speed Watch (CSW) teams operate in a police approved and uniform manner that complies with legal and health and safety regulations.



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.

2. Mandatory

The following rules are to be applied

- a. All personnel operating as CSW team members are to have attended formal a CSW Police training session and are to be over 18 years of age. Non-trained personnel are permitted to observe the team.
- b. CSW teams are only to operate at sites that have been approved by police and a risk assessment for that site has been completed and issued by the police. CSW teams are not to block the right of way of pedestrians.
- c. CSW checks are only to take place during daylight hours. Furthermore, they are only to take place when road and weather conditions are considered safe to do so. CSW checks would be unsafe in thick fog or icy conditions. Teams should not conceal their presence from motorists.
- d. CSW teams must consist of at least 2 and preferably not more than 4 trained members. Approved high visibility jackets are to be worn at all times during a CSW check. CSW equipment is only to be used for CSW activities.
- e. CSW teams if possible should carry a mobile phone in case there is a need to contact or be contacted by the police.
- f. If possible, intimidators and abusers are to be given the approved letter from Wiltshire Police. They need not necessarily be speeders. CSW team members are not to enter into protracted and potentially confrontational debates with them. If intimidation and abuse becomes excessive then break off the CSW check and contact the Wiltshire Police Contact Centre on **101**.

If the incident requires IMMEDIATE Police attendance, e.g. there is danger to life or risk of serious injury telephone 999.

- g. To ensure timely processing of letters, correlation of data with reports from other teams and rapid police contact with repeat speeders, the CSW check information is to be **sent to the Community Speed Watch Coordinator** (Communityspeedwatch@wiltshire.pnn.police.uk) electronically **within 24 hours of the date of the check**.

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The record is to include date, time, site post code at which the CSW took place, number of total vehicles passing, index number, body type and colour of speeding vehicles.

- h. All records (paper, handwritten and electronic) are to be destroyed after receipt and confirmation from CSW Administrator, in line with the guidance provided by Wiltshire Police Force Disclosure Unit.

This comes down to what is classed as personal data, as it depends on the circumstances as to whether a vehicle registration mark is or is not personal data. To a member of the public it is not personal data, however, the DPA defines personal data in the following manner:

“personal data” means data which relate to a living individual who can be identified

(a) from those data, or

(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller”

The Chief Constable is the data controller for the information gathered via speed watch and because we can link a VRM to a registered keeper via PNC/DVLA sub paragraph (b) comes into play, therefore the information collected by speed watch is personal data for the purposes of the DPA. In fact it is sensitive personal data as it relates to an alleged commission of an offence. As the data controller the Chief Constable also has a legal duty to ensure the 8 data protection principles are applied, one of those principles concerns security which includes the secure destruction of personal data.

- i. The CSW Support Team at Wiltshire police are to be informed of the date, time; duration and site at which a CSW check is planned to take place. This should include an email to the Community Beat Manager.
- j. All CSW teams must take care of the equipment they have been loaned, and report any damages to their CSW co-ordinator

3 Advisory

Liaise frequently with your Beat Manager

Acknowledge the goodwill shown by passing motorists and pedestrians

Signature:

Marion Deegan

Date: April 2014 **Appointment:** Superintendent Marion Deegan, Crime Prevention, Wiltshire Police