



## Operational Procedures

Community Speed Watch (CSW) activity is regulated and conducted as part of the Safer Essex Roads Partnership (SERP) Vision Zero strategy. Community Speedwatch is an education engagement activity; it is **NOT** enforcement.

CSW volunteers undertake a proactive role in supporting our Partners, by reducing speeding incidents; being one of five layers of protection around making roads safer for all users. To this end, CSW volunteers play a vital role in monitoring motorist speed through their local communities and submitting data to Essex Police, who will issue formal warning letters to motorists recorded as exceeding the speed limit.

These Operational Procedures will be included in the initial training package. Contributions to this document have been made by members of the Safer Essex Roads Partnership, including Essex Highways and the Essex Fire & Rescue Service. However, it is designed to comply with the Essex Police Policy which regulates and underwrites all CSW activity.

The following safety rules must be complied with on every occasion that a CSW group carries out monitoring activity. **Failure to comply with these safety rules may result in an individual or a group being suspended from CSW activities, until such time that they fully comply with the set conditions.**

The specific point of contact for all CSW groups is the CSW Co-Ordinator, who will provide feedback on the group's activities to all interested partners.

### VOLUNTEERS:

- For Health and Safety reasons, a minimum of three volunteers are to be present at each monitoring session. On every occasion, a mobile phone is required to be available for emergency calls.
- Each CSW group is to have a minimum of 8 volunteers per group. Where this is not possible, numbers of volunteers per group will be at the discretion of the CSW Co-ordinator. It may be possible to combine volunteers with another local group, to provide additional support.
- All volunteers participating in roadside monitoring must be aged 18 years or over. There is no maximum age limit for CSW volunteers.
- CSW volunteers are covered by insurance under the umbrella of Essex Police. Volunteers need to be aware that Personal Accident insurance cover significantly reduces at age 75+, 80 and 85 years of age.

## **TRAINING:**

- Training must be completed by an approved partner of the Safer Essex Roads Partnership, either face-to-face or by an online platform. Training is provided free of charge. Members from other groups may be invited to attend a training session. The premises must have suitable access for all participants.
- All members will be required to undergo refresher training, as required.
- Once CSW volunteers have attended a training session, they must complete the MS Confirmation of Completed Training form (to prove they have attended the training and, thus, will be covered by the relevant insurance). [Confirmation of Completed Training Form](#)

## **CSW MONITORING SESSIONS:**

- Monitoring may take place only in daylight hours (between sunrise and sunset).
- Monitoring must not take place in adverse weather conditions (including poor visibility, in the rain or in slippery conditions).
- Signage must be displayed appropriately prior to monitoring – this should be 100m either side of the site and not obstructing the pavement.
- There must be a safe place to stand off the road which does not obstruct any pedestrian right of way. This should not be on private land. If there are no pavements, you may be able to use a village green or wide verge. Volunteers must not walk in the road and put themselves at risk or cause pedestrians to need to walk in the road.
- Hi-Viz, long-sleeved jackets must be worn at ALL times during the monitoring session and must be fully done up.
- The speed monitoring device must only be aimed at vehicles.
- Volunteers must not attempt to conceal their speed monitoring activities from passing motorists.
- Monitoring is to be undertaken by a minimum of three volunteers at any one time.
- One volunteer must be in possession of a working mobile phone.
- Confrontation should be avoided and, if necessary, the Police should be called **by dialling 999**.
- Volunteers need to park safely and responsibly, if driving to the monitoring site. Vehicles cannot be parked in the line of vision or obstructing driveways etc.

## **SITES:**

- All CSW site locations will be risked assessed, approved, and issued with a Site Code by our Partners. No other sites/locations are to be used at any time.
- Newly onboarded CSW groups will be issued with a maximum of 3 sites at the time of commencing activities. Requests for additional sites will not be considered for a further 12 months from the start-up of a new group.

## **DATA and GDPR:**

- All data supplied to Essex Police by CSW groups will be subject to the requirements of the Data Protection Act 2018. Therefore, data must only be retained for the purpose of providing the information collected to Essex Police, after which it must be deleted/disposed of fully by the CSW group concerned.
- Each CSW group is responsible for the correct management of any data acquired during the course of their monitoring sessions.
- Where Essex Police have been notified by the registered keeper and they are satisfied that a misread of the original VRN has occurred, the incorrect details will be removed completely.



**In order to ensure compliance with changes to the Highway Code; Government legislation or Essex Police policy, these Procedures will be regularly reviewed and updated accordingly.**