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Community Speed Watch 2019

I am writing to invite you and your community to be involved in the Community Speed Watch programme for 2019.

During 2018, communities and volunteers have generated 4,655 Police educational letters which have been sent to keepers of vehicles detected exceeding the limit in 20mph, 30mph & 40mph areas.

The programme continues to provide a pattern of support, involving data collection, interactive signs, speed indication device, use of Police speed detection equipment and other speed warning signs and it's free to join.

It will be a requirement for all communities, to have 6-10 willing volunteers including a co-ordinator, their role will be to act as a point of contact for us and help the team plan their activity. Smaller communities may be allowed to take part with fewer than 6 volunteers and will be considered on a case by case basis.

For groups who did not participate in the 2018 programme. You will also require either Parish Council support, in the form of a letter to us, which can be emailed, **or** collect pledges (500 signatures or 20% of the electoral role – whichever is the least).

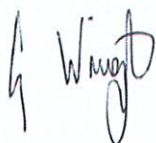
The closing date for replies to join the programme is **14th December 2018** and I would be grateful if you would confirm your indication, to me as soon as possible as the places will be filled on a first come first served basis.

The scheme is continuing to grow year on year and despite an increase in availability, there are a limited number of spaces, as such any late confirmations will not necessarily be able to partake in the 2019 calendar. Once we have received the submissions, we will group your village geographically with a neighbouring village on the scheme, and together with other communities will form a group. When these groups are set, which will be this December, we will inform you of the relevant upcoming dates for your group.

Please ensure that your volunteers have been identified before making your submission, as we have had a number of instances where villages have said they will participate, only to have no volunteers or co-ordinator when the training approaches. As a result they have not been able to join and this obviously restricts others from participating.

Should you require any further information, please visit www.northants.police.uk/CSW or contact Gary Wright. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Wright'.

Gary Wright
Safer Roads Enforcement Officer

Expectations and Conditions

We have provided the information below to set expectations and introduce a number of conditions to participate in the programme. By agreeing to participate in the programme you also agree to abide by the conditions set below. Any community found to be in breach of the conditions outlined below may be removed from the programme. It is important that your volunteers are aware of this document.

Groupings

Your community will be assigned to a group, which is made up of neighbouring communities. Year on year every effort is made to rotate the groupings to ensure that communities have fair access to the equipment at different times of the year. We are unable to support requests for specific groupings or times of the year to avoid, as this geographical grouping also feeds the support functions of CSW. Should you wish to use the equipment outside your allocated slot, please see 'Additional time with the equipment' below.

Usage

Whilst there aren't any requirements as to how often to use the equipment during your allotted time, please be mindful that with limited spaces another community may be missing out especially if your community then doesn't then participate having put their name forward.

The enforcement equipment will be made available to you, week on week off for a period of 6 weeks as part of the main programme, during this time you will be paired with a nearby community who will use the equipment during your off weeks. It will be the responsibility of the linked co-ordinators to arrange the swapping of equipment. On occasion we are unable to make a pairing and communities are asked to hold the equipment for the full 6 week period. Should this occur the week on week off arrangement still needs to be maintained.

Additional time with the equipment

CSW+ was created to allow communities further periods of time with the enforcement equipment. Each trained community can request, up to two further two week sessions during the CSW enforcement window (Feb – Oct). There should be a period of 30 days between sessions; this includes the main 6 week block. These sessions are additional activity and do not receive further data collection before and after. Should you wish to request an additional session you should contact Gary Wright as the programme lead. Places are limited and will be on a first come first served basis.

Enforcement Locations

Each CSW location has been assessed as to its suitability and safety. Under no exception should speed checks from any other locations be carried out without prior approval from Northants Police Safer Roads Team.

At times locations may be reviewed to assess their suitability with the current practices and procedures of the Safer Roads Team. This may result in the removal of certain sites; however every effort will be made to identify a suitable alternative.

Roadside

There should be a minimum of two, ideally three persons carrying out the check but no more than four. There is a requirement for all those present to have been trained by Northants Police and to behave in a professional manner as advised during your training.

Supplied hi-viz jackets must be worn with the CSW boards placed out front and back and positioned as to where they can be seen by both road users and the CSW volunteers.

CSW equipment

The time constraints for Northants police on collection/delivery day of the CSW equipment are very tight. Therefore please do not roster in speed checks on this day and make sure persons are available to take possession/hand over the equipment at the time requested by Northants Police.

The equipment provided remains the property of Northamptonshire Police and must be kept safe and clean, with any damages or defects reported to Gary Wright as the programme lead.

Data Boxes

The data boxes are placed out by a technician, prior to, and after your community having the CSW equipment for your allotted 6 weeks within the programme. The traffic data Information gained from these is then sent to the CSW Coordinator to be shared within your community.

There are certain constraints as to where the data boxes can be fixed and every effort shall be made to find a suitable location on the same piece of road as where you will be carrying out your speed checks. The final say as to where they are fitted will be down to the Safer Roads Technician.

Vehicle Activated Signs (VAS)

VAS will be fitted and displayed for a short period, at a location that has again been identified as suitable by our Technician. However if that location already as a VAS or the location is not deemed suitable by the Safer Roads technician, one will not be fitted.

Data Retention

Under the General Data Protection Regulations (GDPR) and the Data Protection Act 2018, the retention of information whereby a person could be identified as a result of undertaking Community Speed Watch programmes is not permitted. This relates to the retention of vehicle registration numbers as there is the possibility of the registered keeper's details being accessed from the DVLA. As you are working with the Police in this matter, it could be considered that your use is to support law enforcement work.

The second Data Protection principle is that the information should be specified, explicit and legitimate; the third principle is that it should be adequate, relevant and not excessive and the fifth principle is that it should not be kept for no longer than necessary.

The specified purpose for the collection of this data is to generate letters as part of Community Speed Watch, this data is not authorised to be used for any other purpose.

Northamptonshire Police would not object to you retaining vehicle make and model together with colour but no more identifiers than that.

Online Checks

Use of online services such as 'my car check' is not permitted. The information that you provide needs to be what has been witnessed at the time; this ensures the secondary check can be completed correctly. Groups should not be using these services to fill in the gaps where they have only managed to identify the vehicle registration, should the registration also have been recorded incorrectly we would then potentially be sending a letter to an individual who may have never visited the County, and as I am sure you can imagine with all the error checking we have in place, these occurrences are difficult to provide suitable answers for.

Results sheets

As outlined in the training, all results sheets need to be scanned and sent to CSW@Northants.Pnn.Police.uk as soon as possible following the session. The processing of these offences is a detailed process and we need to ensure we have time to process and post them within 14 days of the detection, therefore any delay may result in work not processed and letters generated. Hard copy results will not be processed.

We ask you to retain the hard copy sheets and place them in the envelope provided, at the end of your time with the equipment you will be required to seal the envelope with the supplied seal, and depending on your position within the programme. eg first or second village, either pass your results to the new village or retain them for collection by the Safer Roads Team.

Session Feedback

At the end of your time with the equipment, the co-ordinator will be provided with session feedback which will outline how many letters have been sent. On occasion, and for numerous reasons, offences may not be progressed. For example incorrect details recorded, no registered keeper on the police systems or lease/hire vehicles as we are aware that this information may not reach the driver of the vehicle identified.

This is not a reflection of errors on your part; however it will explain why there may be a difference in recorded detections against letters sent out.