



Community DriveSafe Volunteer Guide



**Police & Crime
Commissioner**
FOR HERTFORDSHIRE

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VERSION CONTROL

<u>DATE</u>	<u>AMENDMENT</u>	<u>BY WHOM</u>	<u>VERSION NO</u>
January 2024	Complete revision	OPCC/WD	2024/1.0
September 2024	Departmental name updates and minor information changes	OPCC (SE)	2024/1.1
August 2025	Updated address for mailing petition	OPCC (SE)	2025/1.2
June 2026	Updated with revised personal safety information	OPCC (SE)	2026/1.0



Getting Started

What is DriveSafe?

The purpose of the DriveSafe programme is to empower Hertfordshire residents to help reduce speeding in their local communities to keep users of the road and residents safe. Volunteers are essential to the programme – communities who are concerned about speeding in their local area can apply to establish a DriveSafe volunteer group who will monitor traffic at the roadside at the site of concern.

Volunteers are provided with mobile Speed Indication Devices (SIDs) to identify offending drivers at the roadside. Drivers who are caught speeding by DriveSafe volunteers are sent advisory letters which aim to increase the awareness of the risks and ultimately persuade motorists to drive within the legal limit. Volunteers submit the details of the speeding vehicles to the Office of the Police and Crime Commissioner (OPCC), who then process the details and arrange for the advisory letters to be sent to the registered keepers of the vehicles. The scheme has a three-letter structure, with the letters increasing in severity if the driver is caught speeding on more than one occasion. Third advisory letters are delivered by an officer from the Constabulary, though it must be emphasised the aim is to persuade offending drivers to change their behaviour rather than rely on traditional police enforcement.

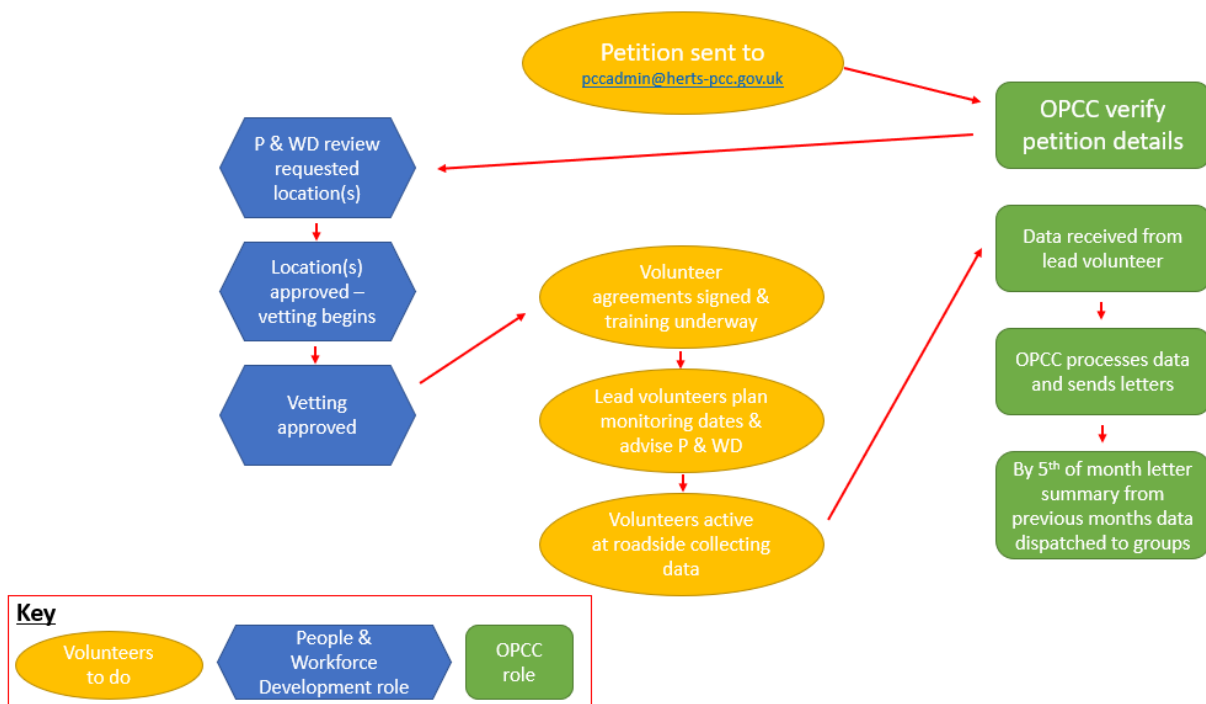
How do I set up a DriveSafe Scheme in my neighbourhood?

DriveSafe starts with the community. If a member of the public is concerned about dangerous driving in their area, they can submit a petition for a Community DriveSafe scheme with the signatures of at least 10 local residents living at different addresses. Please note at least six of those signing must be willing to volunteer to take part in roadside activity and two of those should be named as lead volunteers. The more volunteers the better as this enables schemes to run more sessions and cover for absentees. Petitions should be submitted using the online form found at: [Community Drivesafe \(hertscommissioner.org\)](https://hertscommissioner.org)

What happens once a petition is submitted for a DriveSafe scheme?

The online petition is sent to both the OPCC Community DriveSafe Team and Workforce Development (P & WD) team in Hertfordshire Constabulary. P & WD then process the petition, arranging for an initial assessment of the proposed site(s) to verify it as suitably safe, and oversee training and vetting for the lead volunteers. Once the suitability of the site(s) has/have been approved and the lead volunteers have cleared the vetting process, a volunteer advisor is assigned – see section below **‘What support will be given?’** The full process to set up a DriveSafe scheme can take some time, but initial contact will be made within 10 days aiming to be completed within three months.

Simplified Community DriveSafe Process from Start to Data Processing



What training will I need, and will this be provided?

Community DriveSafe is a simple and effective scheme. Each volunteer is required to undertake training to satisfy health & safety, insurance and legal obligations. Subject to availability a volunteer advisor/volunteer administrator or member of the Constabulary People & Workforce Development Department (WD) will provide training which covers how to use the equipment and how to record data, along with advice on Health and Safety, conflict disengagement, confidentiality and the national Police Code of Ethics. <https://www.college.police.uk/What-we-do/Ethics/Ethics-home/Pages/Code-of-Ethics.aspx>

What equipment will I need, and will I be supplied with this?

Community DriveSafe volunteers use an approved Speed Indicator Device (SID), supplied by the Constabulary, to monitor the speed of vehicles. The SID is a tripod mounted, free-standing digital sign that tracks the speed of vehicles as they approach. If the vehicle is travelling at or over 31 miles per

hour, the SID displays a sad face and, if the driver is going under 31 miles per hour, it displays a happy face. Volunteers record the details of any vehicle travelling faster than 35 miles per hour (that is 36 mph or higher).

The SIDs used are Police approved devices and support the ethos of Community DriveSafe as a behavioural change programme. They are accurate to within a tolerance of +/- one mile per hour. Volunteers should use the SID provided and not use any other technical equipment. For data protection reasons, volunteers must not make videos or take pictures of drivers or vehicles during roadside activity. Volunteers must keep the equipment in good condition, charge the battery after use, and report any breakages to the Constabulary [here](#).

Whilst on the roadside, groups are advised to take with them pens, paper, clipboards etc. to make a note of the details of vehicles speeding at 36 miles per hour or above. A 'counter' is also useful to establish the number of vehicles that pass by in total during the monitoring session.

What support will be given?

As a DriveSafe volunteer, you will be given full support to perform your role.

Your first port of call is the OPCC, who will receive the petition from you, check over the details, and send this through to the People & Workforce Development team in Hertfordshire Constabulary. People & Workforce Development then oversee completion of training and vetting – see '**What happens once I submit a petition?**' above.

Once training is completed and lead volunteers have cleared the vetting process, your volunteer group will be assigned a Volunteer Advisor who is usually a local police officer from the Neighbourhood Policing Team. The Volunteer Advisor then becomes the first point of contact for the scheme in the event of difficulties. Should problems arise that cannot be resolved locally, you are advised to contact drivesafe_admin@herts-pcc.gov.uk with issues relating to data or drivesafe@herts-pcc.gov.uk regarding any other matter.

Copies of the advisory letters can be found in Appendix 1.

Roles and responsibilities of DriveSafe Volunteers

What do Community DriveSafe Volunteers do?

The Community DriveSafe scheme involves monitoring traffic at the side of the road at an approved location, using the SID equipment to identify vehicles which are travelling at 36 miles per hour or more in a 30 mile per hour area. If a vehicle travels at 36 miles per hour or more, volunteers write down the vehicle registration number, make, model and colour. A note of the speed, date and time must also be recorded.

At the end of the session volunteers should transfer all the vehicle data into a spreadsheet in .csv file format (a variation of spreadsheet format). If the volunteer is in any doubt about the accuracy of a registration number, it is better not to record it as errors may occur when the data is centrally processed. If the volunteer is unclear about the make, model or colour of a vehicle, please give a clear description – i.e. 'small car, greyish/ silver.' Volunteers should not leave any gaps when submitting records and any blank 'fields' should contain the phrase 'no data' if that is the case.

What does a Lead Volunteer do?

A lead volunteer is responsible for organising monitoring sessions, collecting and returning equipment from a local police/fire station and notifying the Constabulary of the start and end of a roadside monitoring session by calling the Force Communications Room (FCR). The length of monitoring sessions are at the discretion of lead volunteers however, it is important to be aware of the length of time volunteers are standing, the prevailing weather conditions etc. On average monitoring sessions are around one hour in length.

Upon securing clearance from the vetting team, lead volunteers will be able to access their local police or fire station where the SID equipment is stored. Lead volunteers are responsible for retrieving the equipment from the station for each volunteer group session and ensure this is returned safely and securely. Volunteers are encouraged to use the checklist provided in section 7.

Lead volunteers are responsible for contacting the Force Control Room (FCR), who can be called on 01707 354558 or 101 (*Calls to 101 cost 15 pence for the duration of the call. If volunteers have a free 01 calling plan 01707 354000 can be used as an alternative), to issue them with a Command and Control Incident Number (ISR) prior to starting their monitoring session.* The Command and Control Incident Number (ISR) helps the police to support in the event of an emergency and ensures insurance cover for volunteers. The lead volunteer should have a mobile phone with them when at the roadside, and this number should be given to the FCR prior to starting the session.

It is also the responsibility of a lead volunteer to email the .csv file to the Community DriveSafe admin team at the OPCC using this email address drivesafe_admin@herts-pcc.gov.uk. It should be sent *within 48 hours* of the roadside monitoring session, as processing must be completed within a set period to ensure that Data Protection laws are not contravened. The lead volunteer must make sure that after sending the file and receiving an email acknowledgement of receipt, the .csv file and email to the OPCC is deleted and any paper record that may have been made is shredded.

Once data has been received by the OPCC, it is processed on a central administration system called StarTraQ. The system records whether this is a first, second or third offence, taking into account any record made during Community DriveSafe/Speed Watch scheme sessions across Hertfordshire, Bedfordshire and Cambridgeshire. Lead volunteers will be informed each month how many first, second and third letters their group have generated, to enable the group to monitor the impact they are having. The Constabulary will also be supplied with this data.

Lead volunteers must inform the Community DriveSafe administrators when new volunteers wish to join to ensure they are included for insurance purposes. Please do this by sending their name and contact information to Drivesafe@herts-pcc.gov.uk. After signing a Volunteer Agreement, the new volunteer may join the group at the roadside. Responsibility for training volunteers joining an existing scheme lies with lead volunteers.

The OPCC and the Constabulary are always looking to improve DriveSafe and will often seek views from volunteers first. Community DriveSafe meetings provide an opportunity to network with other Community DriveSafe groups, hear about new developments or initiatives, and give volunteers an opportunity to ask questions and provide constructive feedback.

What behaviours are expected of me as a DriveSafe Volunteer?

Volunteers operate on behalf of their respective communities and are not considered to be employees of the Constabulary. It is asked that volunteers abide by behaviours set out in the national police Code of Ethics and the Volunteer Agreement. It is expected that the highest standards of ethical behaviour are upheld. The OPCC and the Constabulary will not tolerate rudeness, violence or threats to drivers encountered, other volunteers or members of staff.

The Constabulary carries public liability insurance to cover this activity and volunteers must therefore act in accordance with their training and this document in order to remain covered. Acting outside this guidance risks permanent removal from the scheme.

The use of volunteers' private motor vehicles or other equipment in connection with DriveSafe is not covered under any Constabulary insurance policies. It is the responsibility of volunteers to ensure that they have motor insurance in place to cover driving to and from police stations for collecting equipment. The Volunteer Administrator and Lead Volunteers can claim mileage costs.

What does the Volunteer Administrator do?

The Volunteer Administrator is a volunteer who has extensive knowledge of all areas of DriveSafe. The role of this person is to travel around the County, as needed, to help, support and advise schemes as required, your Volunteer Advisor is a Police Officer from your local Police station. The Volunteer Administrator also acts as the conduit between schemes and OPCC/Hertfordshire Constabulary as necessary.

Further opportunities to reduce speeding in your area

How can Community DriveSafe help our community?

Anti-social driving, such as speeding, those causing distractions such as using mobile phones, drug and alcohol driving, and collisions and casualties on our roads, are frequently raised as concerns by the residents of Hertfordshire.

Community DriveSafe provides volunteers with the opportunity to demonstrate a need for road safety interventions to change behaviour. Data collated through Community DriveSafe activity, particularly over a long period of time, can be useful supporting evidence for such interventions which can be raised with your County Councillor in the first instance.

Further opportunities

Actively publicising your work is a great way to raise awareness of your Community DriveSafe scheme, the motivations behind it, and gain the support of local stakeholders.

One example of a stakeholder who may be able to support your cause is your local county councillor. Firstly, all county councillors have the responsibility to recommend how a proportion of highways funding is spent in their local area – the Highways Locality Budget. This fund is primarily for highway maintenance, but can include traffic calming schemes, smaller projects and works such as hedge trimming, sign cleaning and white line painting. Local residents are encouraged to get in touch with their county councillor should they have any suggestions for highway improvements. You can find your local county councillor here: [Your Councillors | Hertfordshire County Council](#)

County councillors also hold a general Locality Budget of up to £10,000 per year, in which they can spend on projects that promote the social, economic or environmental wellbeing of their local area. Previous grants have been given for non-profit community events, crime prevention, health and education. You can find more information on the terms and conditions of the grant and make an application here: [Members locality budget | Hertfordshire County Council](#). Please note that you must have the agreement of your local county councillor to ask for the grant before you apply.

You can view expenditure details of the Locality Budget and the Highways Locality Budget per county councillor here: [Highways locality budget | Hertfordshire County Council](#)

What help and support is on hand?

Every scheme appoints two 'Lead Volunteers' who act as the main point of contact for all volunteers and take on a few extra responsibilities. The lead volunteers will work closely with the Volunteer Administrator and their Volunteer Advisor.

If any scheme experiences a problem, such as faulty equipment or clarification is sought on how the SID operates, please contact People and Workforce Development through this form [Community Drivesafe Equipment Fault Reporting](#). The Team will endeavour to rectify any issues at the earliest possible opportunity.

Problems with Body Worn Cameras should be directed to the Office of the Police and Crime Commissioner using drivesafe_admin@herts-pcc.gov.uk.

Safety

Personal Safety (Summary)

All DriveSafe volunteers must always prioritise their personal safety. Only take part in sessions where it is safe to do so, and stop immediately if anything feels unsafe. Do not engage with confrontational members of the public—remain calm and leave the area if needed. Always work in groups, stay visible, follow guidance, and report any incidents. Your safety is more important than continuing a session. You will be issued with one Body Worn Camera for each scheme which should be used strictly in accordance with the Community DriveSafe Personal Safety Policy

Health & Safety

Before starting roadside monitoring sessions, a roadside risk assessment of the location requested will be carried out to ensure volunteers will be safe. The location must allow the group to be able to set up the equipment safely, whilst also giving drivers a clear line of sight (volunteers must not hide or attempt to conceal themselves in any way). Pedestrians must be able to use the pathway at all times without obstruction, and any monitoring locations near to property must not obstruct a residents access. Once the checks have been carried out, you will receive confirmation of the **location (using What3words)** where volunteers can hold monitoring sessions. When the scheme is active, monitoring sessions can only be held at the approved location, during daylight hours, and when the road surface is dry. All activity must stop if conditions change, e.g. poor weather, roadworks, aggressive behaviour or other safety concerns. All volunteers must wear high visibility jackets which are provided by the Constabulary.

As a minimum, roadside monitoring can be conducted with three people, but it is advised that between four and six volunteers are present to ensure the group is safe and visible. Community DriveSafe should never be undertaken alone.

Avoiding confrontational situations

Very rarely volunteers might encounter confrontation from drivers. Drivers may want to know what authorisation volunteers have to be monitoring vehicle speeds from the roadside, or they may be annoyed at having been caught speeding. Set your Body Worn Camera to record at this point.

In the event of confrontation, explain that the volunteers are engaged in a community initiative which has the full support of the OPCC for Hertfordshire and Hertfordshire Constabulary. Remain calm and explain the purpose of Community DriveSafe. All lead volunteers operating at the roadside will be issued with an identity card.

If there is any risk to personal safety, walk away and contact the police on 101 (or 999 in an emergency) quoting the Command and Control Incident Number (ISR) given before the session started. While the incident is still fresh, write down the registration number of the vehicle, a description of the person(s), the names of any witnesses and what was said by whom. This information can be passed to the investigating officer, as advised by the FCR call handler.

Please report all incidents of challenging behaviour or confrontation to the OPCC using drivesafe_admin@herts-pcc.gov.uk

Publicity

Publicising your scheme is a useful way to raise awareness and gain local support, whether it be through potential new funding opportunities (see above) or new volunteer recruits.

A press release can also be sent via Herts Connected to local scheme members, and via social media by the Constabulary Corporate Communications team and the Police and Crime Commissioner's Communications and Engagement team.

Volunteers may also like to arrange for a photograph of their group to be taken to send with their press release, or to invite a photographer along to take a photo. If a volunteer is considering asking for a photographer to take a photo of their group, make sure that the volunteers in the group are available to get together for the photo prior to sending the press release to the newspaper. The group may also wish to have the monitoring equipment on display in the photograph, you should organise this with the relevant volunteer advisor. Remember to include a positive quote from a Lead Volunteer, it always goes down well!

Checklist for monitoring

Pre-monitoring session

- Collect the monitoring equipment and ensure it is in good working condition and the battery is fully charged.
Any issues found should be reported to the volunteer advisor as soon as possible.
- Ensure there are a minimum of three volunteers ready to go out, in good light and in dry conditions, with high visibility jackets.
- The lead volunteer must call the FCR to report that the group are about to undertake roadside activity and to acquire an incident number (ISR).
- Set up the SID sign in the approved location, making sure it is clearly visible to approaching traffic and does not block the pavement or inhibit access to property.

During the monitoring session

- Work together to obtain the following information: registration number, colour, make and model of any cars monitored at 36 mph or above. Remember to note the exact speed and the time of the incident.
- There is no stipulation as to the duration of monitoring sessions, although volunteers should not be put at risk of fatigue, heat or cold. As a reminder, all activity should cease if conditions change (e.g. poor weather, roadworks, aggressive behaviour or other safety concerns).

Post monitoring session

- The lead volunteer must inform the FCR of the end of the monitoring session, quoting the ISR.
- Volunteers should input their data onto the spreadsheet then destroy any paper records of monitoring sessions.
- Lead volunteers should send the .csv file to drivesafe_admin@herts-pcc.gov.uk within 48 hours of the session. When the OPCC has acknowledged receiving this, the lead volunteer should ensure that they delete the file and data from all sources kept.
- Complete the Activity Record Form [Community DriveSafe Activity Record – Fill in form](#)
- At the end of each month a summary of data submitted will be provided to the lead volunteers highlighting correspondence sent and action taken if appropriate.

Remember:

- Volunteers must only use the equipment provided – no handmade signs, other equipment or video/cameras should be used.
- Community DriveSafe is a purely educational initiative. Volunteer activity should reflect positively on your community. Please do not interact with drivers who are speeding. This includes shouting, jumping out of bushes or gestures.

Hints & Tips:

- Volunteers may find it helpful to use a dicta-phone (voice recording device) to record vehicle details.
- It has proved effective when volunteers designate roles for recording vehicle details. For example, one person recording the first four characters of the vehicle registration, another taking the last three characters and a third person taking a note of the colour, make and (where possible) model of the vehicle, the speed recorded and what time the speeding occurred.
- Please remember to refer to the OPCC DriveSafe Car Makes & Models Guide to refresh and familiarise volunteers.

APPENDIX 1: Example Advisory Letters

Letter One



HERTFORDSHIRE
CONSTABULARY

Prevention First



Police & Crime
Commissioner
FOR HERTFORDSHIRE

[Offender First Name] [Offender Last Name]

[Offender Address 1]

[Offender Address 2]

[Offender Address 3]

[Offender Postcode]

[Offence Date]

Confidential

Community DriveSafe

Dear [Offender First Name] [Offender Last Name],

Hertfordshire Constabulary is committed to the reduction of road casualties, many of which involve excess and inappropriate vehicle speed. In 2022 in Great Britain, speeding was the major contributory factor in 19% of the 1,990 Road Traffic Accidents resulting in fatalities, and 9% of the 22,202 (adjusted) Road Traffic Accidents leading to serious injuries (Department for Transport).

As the result of a recent Community DriveSafe initiative, please take note of the following:

A vehicle of which you are shown as the registered keeper has been seen exceeding the speed limit in one of our DriveSafe monitoring areas.

At **[Offence Time]** on **[Offence Date]**, a Speed Indication Device being used by the Community DriveSafe team in/at **[Offence Location]**, recorded your vehicle **[Vehicle Make]/[Vehicle Model]/[Vehicle Colour] – [Vehicle Plate]** travelling at a speed of **[Speed]** mph in a **[Speed]** mph limit.

The speed of the vehicle was unacceptable and would have resulted in a prosecution if a police officer had been present. Please drive your vehicle within the speed limit at all times. Stopping distances increase exponentially as speed increases. Drivers who break the speed limit place themselves and other road users at risk of being injured or killed. The Constabulary, Hertfordshire Road Safety Partnership and our volunteers would like drivers of vehicles to slow down to save lives.

On this occasion, no further action will be taken. It is felt that education rather than enforcement is a suitable outcome. However enforcement activity may take place at this location in the future. Information gathered in relation to speeding vehicles will be used to target speed enforcement campaigns, educational opportunities and other road safety initiatives.

If you were not driving the vehicle at the time, please forward this letter to the person who was. If you are no longer the registered keeper of the vehicle, can I remind you to notify DVLA as you are still legally responsible for this vehicle.

Yours sincerely

Neighbourhood Policing Team

Letter Two



HERTFORDSHIRE
CONSTABULARY

Prevention First



Police & Crime
Commissioner
FOR HERTFORDSHIRE

[Offender First Name] [Offender Last Name]

[Offender Address 1]

[Offender Address 2]

[Offender Address 3]

[Offender Postcode]

[Offence Date]

Confidential

Community DriveSafe

Dear [Offender First Name] [Offender Last Name],

It is with disappointment that I write to inform you that a vehicle registered to you at the above address has, **for the second time**, been observed breaking the speed limit in one of our Community DriveSafe monitoring areas.

At **[Offence Time]** on **[Offence Date]**, a Speed Indication Device being used by the Community DriveSafe team in/at **[Offence Location]**, recorded your vehicle **[Vehicle Make]/[Vehicle Model]/[Vehicle Colour] – [Vehicle Plate]** travelling at a speed of **[Speed]** mph in a **[Speed]** mph limit.

The majority of drivers monitored by the DriveSafe team this day were travelling safely within the designated speed limit. The speed of your vehicle was unacceptable, which leads us to believe that you are more likely to be driving in an anti-social manner on a more regular basis. As such, local Safer Neighbourhood Team officers will be conducting a review of any other anti-social behaviour that might be attributable to the vehicle and the address at which the vehicle is registered. This may result in appropriate enforcement action being taken at a later stage.

Hertfordshire Constabulary is committed to the reduction of road casualties, many of which involve excess and inappropriate vehicle speed. In 2022 in Great Britain, speeding was the major contributory factor in 19% of the 1,990 Road Traffic Accidents resulting in fatalities, and 9% of the 22,202 (adjusted) Road Traffic Accidents leading to serious injuries (Department for Transport).

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.

On this occasion, no further action will be taken in relation to this speeding. It is felt that education rather than enforcement is a suitable outcome. However enforcement activity may take place at this location in the future. Information gathered in relation to speeding vehicles will be used to target speed enforcement campaigns, educational opportunities and other road safety initiatives.

If you were not driving the vehicle at the time, please forward this letter to the person who was. If you are no longer the registered keeper of the vehicle, can I remind you to notify DVLA as you are still legally responsible for this vehicle.

Yours sincerely

Neighbourhood Policing Team

Letter Three



HERTFORDSHIRE
CONSTABULARY

Prevention First



**Police & Crime
Commissioner
FOR HERTFORDSHIRE**

[Offender First Name] [Offender Last Name]

[Offender Address 1]

[Offender Address 2]

[Offender Address 3]

[Offender Postcode]

[Offence Date]

Confidential

Community DriveSafe

Dear [Offender First Name] [Offender Last Name],

You are being visited by a member of the Constabulary today because a vehicle registered to you at the above address has, **for a third time**, been observed breaking the speed limit in one of our Community DriveSafe monitoring areas.

At **[Offence Time]** on **[Offence Date]**, a Speed Indication Device being used by the Community DriveSafe team in/at **[Offence Location]**, recorded your vehicle **[Vehicle Make]/[Vehicle Mode;]/[Vehicle Colour] – [Vehicle Plate]** travelling at a speed of **[Speed]** mph in a **[Speed]** mph limit.

The majority of drivers monitored by the DriveSafe team this day were travelling safely within the designated speed limit. The speed of your vehicle was unacceptable and would have resulted in a prosecution if a police officer had been present.

Hertfordshire Constabulary is committed to the reduction of road casualties, many of which involve excess and inappropriate vehicle speed. In 2022 in Great Britain, speeding was the major contributory factor in 19% of the 1,990 Road Traffic Accidents resulting in fatalities, and 9% of the 22,202 (adjusted) Road Traffic Accidents leading to serious injuries (Department for Transport).

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 Hertfordshire 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. Drivers also risk potential fines of up to 150% of their weekly income combined with points/disqualification, court appearances and prison sentences.

Yours sincerely

Neighbourhood Policing Team

APPENDIX 2: Useful Information

Police acronyms

Acronym	Term	Acronym	Term
ACC	Assistant Chief Constable	LVA	A light van, normally car-derived vehicle or transit size van
BSA	Business Support Administrator	MCY	Motorcycle
CC	Chief Constable	NPT	Neighbourhood Policing Team
CDS	Community DriveSafe	OIC	Officer in Charge or officer in the case
CI	Chief Inspector	OPCC	Office of the Police and Crime Commissioner (oversees the scheme)
CPO	Crime Prevention Officer	PC	Police Constable
CRCS	Crime Reduction and Community Safety Team (manages the scheme)	PCC	Police and Crime Commissioner
CSP	Community Safety Partnership	PS	Police Sergeant
CTC	Camera, Tickets & Collisions Unit	KSI	Killed or seriously injured
DCC	Deputy Chief Constable	PNC	Police National Computer (holds the records of all cars and registered keepers)
DCI	Detective Chief Inspector	RPU	Roads Policing Unit (Traffic Cops)
DI	Detective Inspector	RSM	Roadside monitoring
DVLA	Driver and Vehicle Licensing Authority	RTC	Road Traffic Collision previously known as RTA (Road Traffic Accident)
EST	Estate Car	RO	Registered owner (of a motor vehicle)
FCR	Force Communications Room	SAL	Saloon Car
FOI	Freedom of Information	SID	Speed Indication Device
FPN	Fixed Penalty Notice	Supt	Superintendent
HGV	Heavy goods vehicle	TMO	Traffic Management Officer
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services	TMU	Traffic Management Unit
HR	Human Resources	VA	Volunteer Advisor
ITT	IT Training	VRM	Vehicle Registration Mark (number plate)
LPC	Local Policing Command		

Phonetic alphabet

When talking on the phone, the police quite often use the phonetic alphabet to ensure they have understood correctly:

A – ALPHA	G – GOLF	M – MIKE	S – SIERRA	Y – YANKEE
B – BRAVO	H – HOTEL	N – NOVEMBER	T – TANGO	Z – ZULU
C – CHARLIE	I – INDIA	O – OSCAR	U – UNIFORM	
D – DELTA	J – JULIET	P – PAPA	V – VICTOR	
E – ECHO	K – KILO	Q – QUEBEC	W – WHISKY	
F – FOXTROT	L – LIMA	R – ROMEO	X – X-RAY	

APPENDIX 3: Body Worn Camera BWC



You will be provided with a professional body-worn CCTV camera system that is worn on clothing and used to record video, audio and images.

The camera should only be used in the event of a confrontation or where you feel that you or the group are in danger. It is best practice to turn the camera on during your monitoring session but only use the record function when needed. The camera should not be used for recording general activity during your monitoring session.

Key Functions:

- Recording Video
- Taking Photos
- Recording Audio
- Night Vision

The camera will be set-up to record high quality 4K video and should last for approximately 4-5 hours before charging is required.

It is your responsibility to keep the camera charged and in good working order.

In the event of a confrontation that has been recorded, you may be asked to provide the footage for evidence.

Videos are stored on the device automatically and you will need to connect the camera to a computer to extract the video from the device. Please refer to the instructions provided with the BWC.

If you have any issues with the BWC, please report this to [the OPCC](#).