



Community SpeedWatch

Neighbourhood Policing Team
Roadside Training

The following guidance is for Neighbourhood Policing Teams (NPT) when carrying out initial roadside training for Community SpeedWatch volunteers.

It is important that officers are familiar with the CSW Handbook which complements this guidance and is on the CSW Pocketbook page.

Step 1 – Online Knowledge Check

All CSW volunteers are required to take the online Knowledge Check when signing up and as refresher training periodically. It takes less than 10 minutes to do and as a NPT Officer involved in CSW we ask that you also complete this. Please click on the link below:

[CSW Online Knowledge Check](#)

Note: Complete the form with your police email, collar number etc. so that the road safety department can keep a record of those that have taken it.

Step 2 – The Roadside Session

Roadside training is to be completed by the NPT during the schemes first session. The main objective is to ensure schemes are operating safely, according to guidelines and to reiterate what was covered in the above knowledge check plus some basic administrative aspects.

Key points to cover in the roadside training session:

Volunteers **MUST**:

- Only operate from the police approved location (schemes will have copies of the site assessment)
- Wear long sleeve Hi-Viz jackets when conducting CSW sessions
- Only operate in 20mph, 30mph and 40mph speed limits
- Not operate in the dark, rain, snow or icy conditions
- Not step into the road

Best Practice

- Is to operate with 3 volunteers, but 2 is the minimum number to run a session
- Volunteers are covered by police insurance once trained and properly equipped
- Community SpeedWatch is about education and engagement.

Equipment

- All schemes are provided with the equipment they need to operate CSW, this is funded and provided by the Road Safety Department.
- Details of the equipment provided can be found on page 12 of the CSW Handbook (HBp12)
- Additional equipment for schemes to have with them:
 - Watch to record times
 - Mobile Phone for emergencies

Recording and processing data from a roadside sessions

- A roadside session data recording sheet is provided to schemes in their welcome pack
- CSW records speeds based on the rule 10%+ 3 (HBp13)
- On completion of a session the data is submitted to the police via online reporting form (HBp13)
- On confirmation of a submitted report schemes must delete/shred all records and data
- Data processing volunteers will then process the report and letters sent to the drivers

Step 3 – Feedback to Road Safety Department

Once you are happy that the scheme is operating in accordance with the above guidance then you will just need to sign them off. This is done by emailing the following details to:

CommunitySpeedWatch@avonandsomerset.police.uk

- Name of Community SpeedWatch you have trained
- CSW location where training has taken place (including side code)
- Names of the volunteers that were present at the training session and confirmation you are happy with them operating.

Note: A digital form has been requested to simplify this part of the process.

Supporting information to assist with training

- This roadside training guidance provides the minimum requirement for a scheme to operate. However, in addition to this there may be opportunities for further training across the force from CSW Network Volunteer Leads or specialist police officers.
- The CSW Handbook can be found on the [CSW Pocketbook Page](#) and will contain everything you and the volunteer needs to operate.

If you have any further questions or need further assistance then please contact:

CommunitySpeedWatch@avonandsomerset.police.uk

