



# **Lincolnshire Road Safety Partnership**



## ***Community Speed Watch Guidance***

## **Aims of the scheme**

Community Speed Watch is a scheme to allow trained volunteers to address speed concerns in their communities.

This is achieved by:

1. Undertaking high-visibility roadside operations to educate speeding drivers, with a view to improving driver behaviour.
2. Reporting to the Police the details of speeding vehicles in specific areas where speed is of concern. These speed monitoring reports enable the police to;
  - Send advisory letters to the registered owners advising them that the speed at which their vehicle was travelling was in excess of the speed limit.
  - Use the data gathered to inform Police and others on the allocation of resources and general road safety issues and targeted enforcement activity.
3. Delivering locally based feedback and problem solving schemes where speeding is of specific concern to the Community, operated by trained volunteers and supported by the Police.
4. Speed Watch is not enforcement. It's about raising awareness of speeding within communities and educating drivers.

## **Roles and Responsibilities**

The LRSP Community Speed Watch Coordinator will work with the Force Lead and Area Coordinators in developing operational guidance and good practice and will develop links between local policing teams, volunteer groups and Police departments. The LRSP Community Speed Watch Coordinator will oversee the registration of new groups and along with the Area Coordinators, will deliver training of new volunteers. Local Policing teams and parish councils provide the direct link with the trained volunteers and local Police teams may from time to time assist by supporting them with enforcement activity when resources permit.

Trained volunteers plan, carry out and file reports on sessions carried out at assessed and documented locations where speeding is of specific concern to the community. They are required to deploy and operate in accordance with their training and these guidelines.

## **Volunteers**

Trained volunteers will operate on behalf of their respective communities. These volunteers are not employees or agents of Lincolnshire Police or Lincolnshire Road Safety Partnership.

Volunteers will not be paid or be able to claim expenses for travelling. The use of volunteers' private motor vehicles or other equipment in connection with CSW operations is not covered under any Lincolnshire Police or Lincolnshire Road Safety Partnership insurance policies.

## **Communication**

Each group of volunteers should appoint a Group or Village Coordinator. Contact from teams should be via your Area Coordinator whose details will be provided. Contact with the LRSP Speed Watch Coordinator and all data submission should be via [CSW.Admin@lincolnshire.gov.uk](mailto:CSW.Admin@lincolnshire.gov.uk)

## **Training**

To ensure consistency of operations all volunteers must be 18 or over and will have to undergo training with a suitably Police-approved trainer. All new volunteers will sign an indemnity (as at Annex B) confirming that they have received an initial health and safety briefing before they are allowed to participate in Speed Watch activity. No other forms or administrative procedures are required from individual volunteers, nor should be introduced by groups.

Volunteers are not subject to any form of Police checks, and being convicted or penalised for motoring offences will not be an automatic reason for exclusion. However, volunteers can be rejected or removed from Community Speed Watch without explanation by the Police. Volunteers will be asked to declare any issue or circumstance that could bring the scheme into disrepute - and be given direction during training to ensure they do not act in an unacceptable manner whilst a member of Community Speed Watch.

## **Equipment Required – Comprises:**

- A Hand Held Radar device or tripod-mounted, free-standing Speed Indicator Device (SID). Only these speed detection devices should be used by volunteers.
- Portable Community Speed Watch warning signs. No other signs are permitted. The portable signs must be deployed ahead of the check site, whenever a scheme operates, even where fixed signs have been installed near a check location.
- High visibility yellow CSW jackets must be worn by all volunteers during any Speed Watch operation and all volunteers must wear the same jackets during a session.
- Click counters may be issued to assist in recording and later for verifying the session information gathered.

The devices have been calibrated/set by the manufacturer to a specific level and, as it is not being used for enforcement purposes, there is no requirement for further calibration unless there is reason to suppose it is faulty. Neither Lincolnshire Police nor Lincolnshire Road Safety Partnership will be liable for costs/repairs/insurance for equipment owned by third parties.

No video recording or stills photography of vehicles or people is to take place.

No changes or additions to equipment are to be made without the prior agreement of the LRSP Speed Watch Coordinator.

## **Health & Safety**

**Team Location:** The personal safety of the trained volunteers is a primary consideration. The operation of Community Speed Watch has been designed to encourage teams to function as passive observer/recorders of vehicles as they pass.

Deployment locations should be:

1. Safe for volunteers to operate in.
2. Able to accommodate the equipment.
3. Highly visible to motorists to maximise educational impact and reduce risk of sudden reactions.
4. Have been approved by the LRSP Speed Watch Coordinator.
5. Have a Police Issued Location Code for each site.

If these principles cannot all be adhered to then a location is not suitable for deployment.

The LRSP Speed Watch Coordinator or the Area Coordinator should be consulted whenever a new Speed Watch Site is proposed and will conduct initial site assessments for road and operator safety.

Confrontation: Volunteers are instructed that in the event of any confrontation, they should simply explain that they “are engaged in a community initiative with the full support of the Town/Parish Council and the Police”. A letter of explanation about the scheme is attached at Annex A which can be handed to motorists.

Personal safety is paramount and in the event of any risk to personal safety, volunteers are instructed to secure themselves, leave the equipment and contact the Police. Report any threats at the time to the Force Control Room by ringing 999. Whilst it is still fresh in your mind, write down the Index No of the vehicles, a description of the person(s), the names of any witnesses and what was said by whom.

Risk Assessments: A full risk assessment has been agreed by the Force Head of Health, Safety & Wellbeing Officer. All Community Speed Watch locations and intended direction of detection or alternative signage need to be site assessed by the CSW Coordinator and must be registered with the LRSP before being used for deployments by volunteers.

## **Deployment**

Community Speed Watch will only operate in 30 and 40 mile per hour areas during hours of daylight. Speed Watch teams will only be deployed to areas where the Town/Parish Council (or similar) or the Police have identified a Community concern.

The Speed Watch team will be expected to bring one or more personal mobile telephones so that in an emergency, relevant assistance can be obtained by ringing 999 and speaking with a police operator. The Village or Group Coordinator will also ensure that data is submitted to the LRSP in the required format on completion of the check and no later than 48 hours after the date of the check.

Trained volunteers should not normally know the identity of drivers of speeding vehicles they report. However, it is now accepted that most volunteers operate where they live so some recognition is inevitable. In this event a professional attitude would be expected such that driver details should not be disclosed, and any personal information gathered should remain confidential.

Location Checked locations should be **overt** and safe for volunteers and motorists. Teams should not deploy to locations where speeding is a concern if these principles cannot be adhered to. It is vital that, to prevent a negative dangerous impulsive or startled reaction from motorists, there should be no sudden appearance of a volunteer in hi-vis jacket, nor any rapid movement towards the vehicles being monitored. Locations should be highly visible for at least fifty metres and, ideally at least 100 metres by oncoming traffic.

**Team Composition:** An operational Speed Watch Team will comprise a minimum of three trained volunteers who have signed Indemnity Forms (Annex B). All trained volunteers will wear a yellow CSW high-visibility jacket to allow the Team to be recognised. If a volunteer fails to attend, and this reduces the number in attendance to less than three, the session should be immediately called off.

**Device positioning:** Ideally, neither Hand Held Radar operator nor tripod mounted device should be closer than 3ft from the edge of the road. Where a SID is used, this is positioned to monitor the speed of approaching vehicles from one direction only. The operator of a Hand Held Device may monitor vehicles approaching from either direction (ONLY where the site is approved for 2 way operation).

**Signage:** The sign needs to be placed ahead of the detection device so that it is clearly visible to alert drivers being checked. In addition this provides the public with a means to identify Speed Watch activity. The more conspicuous the activity, the greater the impact is likely to be.

In order for the educational impact of Speed Watch to be maximised **any Speed Watch activity must be highly visible to the drivers we are seeking to educate.**

**Returns:** Must include as a header:

- The Location - Town/Village/Parish/Post Code
- Date
- Time (From-To) using 24 hr clock;
- Total Number of vehicles that passed in the time period specified (Appended to 'Notes' Section)
- Names of the Operators (Appended to 'Notes' Section)

And for each speeding vehicle:

- Time of each speeding vehicle, using the 24hr clock (max 4 in the same minute)
- Vehicle Registration Number (without spaces),
- Make /Manufacturer if known
- Model if known or Chassis type (i.e. Car 4x4, Van, HGV, MPV, Bus, Motorcycle)
- Colour (stick to base colours, Red Blue Black Silver etc.)
- Speed
- Where data has been missed or is not known the forms should be marked **NK**
- Any company logos or identifiers (Appended to 'Notes' Section)

The above information may be recorded in any form during the session; however, it cannot be simply submitted (by scanning etc.). The details **MUST** be manually transferred into a verified and finished return in the EROS CORE format provided (using a NEW template on each occasion). **No other format will be processed.**

If in any doubt about the accuracy of a registration number then please don't submit it. This will prevent administrative time being wasted trying to process it.

A suitable record sheet template for use at the roadside is shown at Annex G. **If you have a session that detects no speeding vehicles this also provides data and should be recorded and submitted in the same manner as for a session recording speeding vehicles.** At the end of the operation, and within 48 hrs, this information should be passed to [CSW.Admin@lincolnshire.gov.uk](mailto:CSW.Admin@lincolnshire.gov.uk) who in turn will arrange for its timely processing.

Submissions sent more than 48 hours after the session will not be processed. Paper forms should be retained for a maximum of 14 days and then shredded. Copies of the submitted EROS Core form should be deleted within 14 days as should any copies in your email sent folder.

Radar anomaly affecting Speedwatch kit – there is an anomaly affecting radar technology used in some Speed Indicator Devices, when they are selecting a vehicle to monitor. As the detection area is large, you may have more than one vehicle in the area, as in a queue of traffic. As the selected target vehicle changes from one vehicle to another the radar will need to readjust itself to track the new target. In rare circumstances this can cause the display to register a higher speed than the vehicle is travelling. This will only be evident for a short moment and will settle as the vehicle is tracked. This initial speed indication does not imply a speeding vehicle and should be disregarded.

It should also be noted that a large vehicle at the back of a stream of traffic could be the target vehicle and not necessarily the vehicle at the head of the queue. While this vehicle would have already been tracked the radar may have changed target to the larger vehicle 20 metres behind, which may be going faster than the vehicle in front.

If this happens during a Speed Watch session the initial speed displayed should be ignored and the vehicles' details should not be included in the return. If in any doubt, please do not record a vehicle as speeding.

Additionally, it is worth noting that the greater the angle to the target (as the vehicle gets closer) the lower the speed indicated will read (assuming the vehicle maintains a constant speed).

The resources which we can devote to the processing and sending of letters, is not limitless. It has been determined that a maximum of 2000 letters will be produced a month. Groups should be aware of the educational impact of their presence and that this alone will impact the occurrences of speeding and therefore reduce the need for recording and reporting deployments.

**Notification Stage** The next stages of the operation will rest with the Police. An advisory letter will, in most cases, be sent to the Registered Keeper of those vehicles that are detected at or above 35 or 46 mph in the relevant speed limit.

Should the vehicle come to notice again, and it is the same registered keeper, a second letter with a more direct message will be sent. If a vehicle with the same local keeper continues to be reported or drives at an excessive speed a personal visit will be arranged through the Neighbourhood Policing Team.

**Use of data: Information about speeding gathered through this process will be collated to facilitate appropriate conventional Police speed enforcement activity and shared with the Lincolnshire Police and Lincolnshire Road Safety Partnership to assist in further initiatives. The data should not be used for any other purpose.**

**Personal data of volunteers will be used by their local scheme Coordinator and Lincolnshire Police solely for Speed Watch purposes, and will be held securely by both parties. By signing the Indemnity Form they agree that this data can be held for these purposes. Volunteers can request that their personal contact details be deleted at any time by e-mailing [CSW.Admin@lincolnshire.gov.uk](mailto:CSW.Admin@lincolnshire.gov.uk)**

This activity is solely performed by Police personnel within the Speed Watch scheme and it is processed for a Law Enforcement Function under the Law Enforcement Directive of the General Data Protection Regulation Act (GDPR).



## Annex A

# COMMUNITY SPEED WATCH

Community Speed Watch is a Lincolnshire community initiative allowing local residents to volunteer to join with Lincolnshire Police to monitor vehicle speeds using speed detection devices.

The aim of the scheme is to reduce speeding and improve driver behaviour in this area and subsequently injuries and deaths on roads.

These checks are conducted with the full support of the Town/Parish Council, the Lincolnshire Police and the Lincolnshire Road Safety Partnership.

Whilst the volunteers have no powers to sanction a prosecution, details will be passed onto the Lincolnshire Police so that they can write to the registered keeper of the speeding vehicle. The driver will be asked to respect local speed limits.

Lincolnshire Police may target persistent offenders.

Lincolnshire Police and its partners are committed to reducing road casualties and addressing anti-social use of the road. Communities are empowered to assist in this commitment, making neighbourhoods safer and improving residents' quality of life.

Yours faithfully

Jason Harwin

Deputy Chief Constable

Steve Batchelor

Senior Manager

## Annex B

### VOLUNTEER INDEMNITY FORM

This records the understanding of indemnity to be signed by Community Speed Watch volunteers before their participation in any Speed Watch roadside check.

Community Speed Watch Team members are volunteers, and there is no remuneration of costs or expenses incurred in carrying out Community Speed Watch operations.

There must be a minimum of three trained and Indemnity-signed Team members to conduct an operation and yellow CSW jackets must be worn at all times by all the Team.

Your Town/Parish Council carries public liability insurance which covers Speed Watch activities and volunteers who act within their formal training - and in accordance with the relevant risk assessment and Guidelines – volunteers will be indemnified in the event that a claim or legal proceedings are issued against them. The use of volunteers' private motor vehicles or other equipment in connection with operations is not covered under any Town/Parish insurance policies or those of any agency within the Lincolnshire Road Safety Partnership. It is the responsibility of team members to ensure that they have motor insurance in place that covers this activity.

Personal safety is paramount. The Speed Watch operation has been risk-assessed by Lincolnshire Police and is considered to be an acceptable activity in terms of health and safety. However, Community Speed Watch Team members have personal responsibility and must always act in a manner that will maintain a risk-averse and safe operation of a roadside check.

**By signing below the volunteer acknowledges and agrees that he/she has received a formal, initial H&S Briefing from a Police-approved trainer and understands the above conditions, requirements and advice. The volunteer agrees that their personal contact details can be shared with their local Speed Watch scheme coordinator and used solely for Speed Watch purposes by the coordinator and Lincolnshire Police. These contact details will be held securely, and the volunteer can ask for them to be deleted at any time by contacting their coordinator and the Police via e-mail to:**

[CSW.Admin@lincolnshire.gov.uk](mailto:CSW.Admin@lincolnshire.gov.uk)

Name			
Signature		Date	
Village			
Email		Mobile	



## Annex C

### Check list for setting up a check.

- Before attending a location do a thorough check of all equipment to ensure it is correct and in a working condition.
- Speedwatch volunteers need to wear the high- visibility (hi-vis) 'CSW' jackets at all times. Other forms of hi-vis are not approved and should not be worn. Hi-vis is especially important when setting up the equipment at the roadside or crossing the road.
- On arrival at the chosen location the speed limit signs from both directions should be checked to ensure they are clean and clearly visible to approaching traffic. If the location is well within a built up area away from the start of the speed limit, then checking the limit signs is not a requirement.
- Volunteers should make a note of their location (street name, village and postcode) and have ready access to a mobile phone in the event that they need to call 999 for assistance. The use of 'What 3 Words' <https://what3words.com> is recommended. Emergency Services use this app which gives a location accuracy to within 1 metre.
- The mobile 'Speed Watch' sign should be placed in a safe location within the speed limit on the verge and not blocking pavements, on the same side of the road as the approaching traffic. If it is unsafe to place the signs on the same side of the road as the traffic being detected, it is normally unsafe to carry out a Community Speed Watch activity (Check the Risk Assessment).
- Volunteers should always be aware of traffic flow when deploying and removing equipment and it is recommended that pair's work together with one watching traffic at all times to warn of approaching traffic risks.
- Volunteers are not permitted to conduct Speed Watch operations from inside vehicles or operate from cover that obscures them from sight of approaching drivers. When operating there should be no movement towards the traffic that may be construed as confrontational
- **Remember this is an educational initiative and not enforcement activity.**
- The use of other speed measuring, video recording, photographic equipment or improvised signage not authorised by the Lincolnshire Police and the LRSP is not allowed.

ANNEX D



«Title» «Forename» «Surname»  
«Address\_Line1»  
«Address\_Line\_2»  
«Address\_Line\_3»  
«PostCode»

Dear «Forename» «Surname»

«Vehicle\_Registration»  
«Vehicle\_Make», «Vehicle\_Model»

Community Speed Watch is a Lincolnshire initiative allowing local volunteers to join with Lincolnshire Police to monitor vehicle speeds using speed detection devices.

A Community Speed Watch operation has monitored your vehicle exceeding the speed limit at: «Site\_Address» at «Time\_of\_Offence» on «Date\_Of\_Offence».

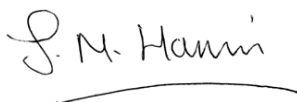
You are shown as the registered keeper of the vehicle detailed above. The driver has exceeded the speed limit on this road. If you are the owner but not the driver on this date, please bring this warning to the attention of the driver.

Last year over 500 people were killed or seriously injured on Lincolnshire roads and research shows that speed is a major contributory factor to collisions. Local communities including the Community Speed Watch group and other statutory organisations are working closely with Lincolnshire Police to ensure that you, your family and friends do not become another 'Killed or Seriously Injured' statistic.

Lincolnshire Police is committed to working with the Community Speed Watch teams across the County to regularly monitor vehicle speeds, and when necessary carry out focussed enforcement in areas where motorists show a continued disregard for the speed limit.

**On this occasion no further action will be taken against you.** If it's highlighted to you that you were unintentionally exceeding the limit and it makes you more aware of this in the future then CSW has been successful.

Yours sincerely (on behalf of our Community Speed Watch teams)



Jason Harwin

Deputy Chief Constable



Steve Batchelor

Senior Manager

*The personal data contained in this letter is processed under part three of the Data Protection Act 2018 for law enforcement purposes, should you require access to our Privacy Notice it can be found on our website <https://www.lincs.police.uk>*

Annex E



«Title» «Forename» «Surname»  
«Address\_Line1»  
«Address\_Line\_2»  
«Address\_Line\_3»  
«PostCode»

Dear «Forename» «Surname»

«Vehicle\_Registration»  
«Vehicle\_Make», «Vehicle\_Model»,

A Community Speed Watch operation has monitored your vehicle exceeding the speed limit at:  
«Site\_Address» at «Time\_of\_Offence» on «Date\_Of\_Offence».

It is not the first time that this vehicle has been recorded in excess of the speed limit.

Lincolnshire Police and local communities are committed to reducing speeding and collisions. As a consequence many have established local Community Speed Watch schemes. The local community ask that drivers respect the speed limit through their villages.

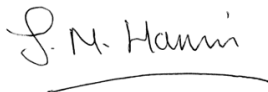
In our experience persistent offenders who ignore speed limits are more likely to be involved in collisions. As a driver you have a responsibility to ensure you comply with the laws and rules of the road.

**Lincolnshire Police has a responsibility to enforce speed limits. Details of incidents at this location may be used for targeted Police enforcement activity.**

Driving in excess of the speed limit could result in you being fined or having penalty points placed on your driving licence. Also, any convictions will almost certainly result in your motor insurance premiums being increased.

It is requested that from today you modify your driving behaviour by complying with the speed limit.

Thank you.



Jason Harwin

Deputy Chief Constable



Steve Batchelor

Senior Manager

*The personal data contained in this letter is processed under part three of the Data Protection Act 2018 for law enforcement purposes, should you require access to our Privacy Notice it can be found on our website <https://www.lincs.police.uk>*

## Annex F



Date: as personal visit

Dear Sir/Madam

You are being visited by a member of the Lincolnshire Police because a vehicle for which you are a registered keeper has been seen by Community Speed Watch Volunteers driving at an excessive speed / or seen on more than two occasions previously speeding.

Speed is a major factor in about a third of all traffic collisions. Last year on Lincolnshire roads alone over 500 people were killed or seriously injured.

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 40 mph limits.

With the above in mind, I am sure you will appreciate why increasing road safety throughout Lincolnshire 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. They also risk potential court appearances and prison sentences. This visit is appropriate to remind you or the driver that your vehicle will be subject of further action if it continues to speed.

Yours Faithfully

Jason Harwin

Deputy Chief Constable

Steve Batchelor

Senior Manager



## **Annex H**

**Here are some useful common abbreviations you might encounter.**

SAL Saloon Car  
EST Estate Car  
HGV Heavy goods vehicle  
LGV Light Goods Vehicle. Normally car derived vehicle or transit size van  
M/C Motorcycle  
KSI Killed or seriously injured. How police record high risk accident sites.  
PNC Police National Computer (holds the records of all cars and owners)  
RPU Roads Policing Unit (Traffic Cops)  
RTC Road Traffic Collision. aka RTA Road Traffic Accident  
RK Registered owner of a motor vehicle  
VRM Vehicle Registration Mark (number plate)

## **Annex I**

**This is the phonetic alphabet used by Police.**

**A – ALPHA  
B – BRAVO  
C – CHARLIE  
D – DELTA  
E – ECHO  
F – FOXTROT  
G – GOLF  
H – HOTEL  
I – INDIA**

**J – JULIET  
K – KILO  
L – LIMA  
M – MIKE  
N – NOVEMBER  
O – OSCAR  
P – PAPPA  
Q- QUEBEC**

**R – ROMEO  
S – SIERRA  
T – TANGO  
U – UNIFORM  
V – VICTOR  
W – WHISKY  
X – X-RAY  
Y – YANKEE  
Z – ZULU**

## Annex J

### **Community Speed Watch (CSW) Conflict Avoidance Process (CAP)**

It is important to remember that most drivers are in full support of what you are doing. A very small minority will feel it appropriate to share their opinion and then go on their way. On rare occasions there may be instances where CSW volunteers will witness negative behaviour or inappropriate language or gesturing from road users.

Lincolnshire Police aims to support all Community Speed Watch Volunteers in the important work they are carrying out. CSW volunteers should at all times keep themselves and their fellow volunteers as safe as possible. In order to do that Lincolnshire Police expects that CSW volunteers will follow the guidance outlined below without exception.

It is difficult to outline all possibilities or define each potential eventuality, however as a standard, if a road user performs any of the following, you must follow this guidance.

- Directs rude gestures
- Shouts, swears, sounds their horn
- Throws objects from the vehicle
- Stops and approaches you
- Makes verbal threats or makes physical contact with you

You are not permitted to record any aspect of your work under the scheme. There must be no gesturing, head shaking or verbal instruction to drivers from any member of the CSW volunteer group.

It is an unfortunate circumstance but you are discouraged from reporting drivers for gesturing, swearing or sounding their horn; it often comes down to your word against theirs and little can be done to remedy the situation.

#### Approach:

In the event of any approach, volunteers should explain that they “are engaged in a community initiative with the full support of the Town/Parish Council, Lincolnshire Police and the Police and Crime Commissioner”. A letter of explanation about the scheme can be offered to motorists. You do not have to justify why you are there. It is advised you discreetly note down the vehicle VRM of anyone who approaches you.

#### Approach and confrontation:

As above – initially try to de-escalate the situation. If that is not possible you can refer them to local the police.

Should the person become confrontational or abusive you must walk away and if needed call 101 or if you/ any member of the volunteer group feel threatened or are physically touched, call 999 immediately.

If threats are made, do not rise to it or lower your personal standards to theirs.

At no time should you enter into confrontation or display any form of retaliation to a driver/passenger. Please be careful not to make the situation worse.

Do not raise your voice or hands (other than if required in a protective stance) or show signs of aggression. Back away if required and use neutral language to de-escalate a situation.

Personal safety is paramount and in the event of any risk to personal safety, volunteers are instructed to move to a safe place and secure themselves, leave the equipment and contact the Police. Any threats or physical engagement should be reported immediately to the Force Control Room by calling 999. A member of the group should ensure a mobile phone be available at all times in case of emergency.

As soon as practicable and while still fresh in your mind, write down the registration numbers of the vehicles, a description of the person(s), the names/contact details of any witnesses and what was said/done and by whom.

CSW volunteers are expected to follow this process in order to ensure everyone's safety and de-escalation of a situation wherever possible.