

Lincolnshire Police

Policy Document



Citizens in policing policy PD 226

Policy document information

Reference number:	PD 226
Policy sponsor:	DCC
Policy owner:	Head of Human Resources – Rachel Betts
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Version history

Version	Date	Reason for issue
1	May 2017	New Policy
2	May 2020	Biennial Review
3	October 2021	Minor Amendments
4	June 2022	Biennial Review
5	June 2024	Biennial Review
6	May 2026	Biennial Review

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This policy has been checked against APP and there is none in relation to the subject matter of this policy.

1. Policy aims (Purpose)

- 1.1. This policy aims to outline the principles by which volunteers will be recruited, trained, managed, and recognised for their respective contributions, ensuring that they are integral to the delivery of policing services.

2. Policy statement (Key information)

2.1. Introduction

- 2.1.1. This policy brings together and defines the underlying principles relevant to all volunteer strands within Lincolnshire Police, including the Special Constabulary (SC), Police Support Volunteers (PSVs), and Volunteer Police Cadets (VPC). The policy recognises the development and standardisation of volunteering practices within the police service supported

nationally by Citizens in Policing (CiP) strategy and the National Volunteer Police Cadet (VPC) team. This policy relates only those volunteers directly engaged by the Force.

- 2.1.2. Volunteers are an integral part of Lincolnshire Police; supporting and complementing the work of police staff and officer colleagues and connecting the organisation to the communities it serves. The Force acknowledges the contribution of those citizens who give their time to support policing across the county.
- 2.1.3. Lincolnshire Police actively encourages the participation of citizens in policing and seeks to utilise the knowledge, skills, and experience of volunteers to improve capacity and capability in the delivery of policing services with the focus on supporting achievement of the county's key policing objectives.
- 2.1.4. The Force expects that officers and staff at all levels will work positively with all volunteers and actively seek to involve them in their work.
- 2.1.5. Lincolnshire Police is committed to ensuring that volunteers will not be used to replace paid staff and all volunteer roles are developed through a consultation process to ensure this is considered and reviewed throughout.

2.2. Definition

- 2.2.1. A volunteer is defined as:

“An individual who freely gives up their time and energy for the mutual benefit of the individual and the community or society in general without expectation or receipt of financial gain”.

- 2.2.2. Volunteers are not employees and have no employee status for the purpose of employment legislation. The Special Constabulary is subject to Police Regulations enshrined in law.
- 2.2.3. Volunteers are expected to present a positive image of the Force, upholding the force values in accordance with the standards outlined in the Code of Ethics and Standards of Professional Behaviour.

- 2.2.4. Within Lincolnshire Police there are three different volunteer strands that complement the work of police officers, PCSOs, and police staff and also provide a policing experience for young people. The three volunteer strands are: the Special Constabulary, Police Support Volunteers, and Volunteer Police Cadets.

2.3. The Special Constabulary

- 2.3.1. The Special Constabulary has a long history within policing, volunteering alongside regular officers and staff to support local policing activity. Unlike the other volunteering strands, Special Constables are officers of the Crown and have the same warranted powers as regular police officers across England and Wales, allowing them to carry out a wide range of duties and functions. In the same way as regular officers, Specials are governed by regulations mandated in primary legislation.
- 2.3.2. The Special Constabulary has its own rank structure under the direction and control of the Chief Constable. Responsibility for the deployment of Specials will be at the discretion of the senior duty police officer for the area in which the Special is volunteering, with the support of Special Constabulary supervisors.
- 2.3.3. This policy recognises the work done by the College of Policing and the Association of Special Constabulary Chief Officers (ASCCO) and reflects the vision and direction of the NPCC Special Constabulary National Strategy, 2025-2028.

2.4. Police Support Volunteers

- 2.4.1. For many years Police Support Volunteers have worked alongside officers and staff providing support; freeing up police officer and police staff time to enable them to do focus on work for which their skills and training are essential.
- 2.4.2. Lincolnshire Police has promoted the expansion of volunteering opportunities in support of policing activity, encouraging wider citizen participation in policing and reinforcing those close links with local

communities. Specific roles, subject to a consultation process, have been introduced to give clarity and focus for the Force and the volunteer whilst allowing volunteers to derive benefit and satisfaction from their role.

- 2.4.3. Police Support Volunteers are not employees and have no employee status. The involvement of the volunteer does not create a contract of employment; however, the volunteer is asked to sign a partnership agreement as a mutual understanding of the scope of their role and to comply with the principles of the Data Protection and the Official Secrets Acts.
- 2.4.4. This policy recognises the work at national level encompassed within the NPCC Citizens in Policing National Strategy 2024-2028.

2.5. Volunteer Police Cadets

- 2.5.1. The Lincolnshire Police Volunteer Police Cadets have been part of the policing family in its present format since 1986. The county has groups based in Bourne, Boston, Grantham, Lincoln, Skegness, and Spalding. Cadets provides young people between the ages of 13 and 18 with the opportunity to learn about policing and participate in police related activities, to build their self-confidence and enable them to reach their full potential, to develop and enhance skills and help them to become better citizens with a real understanding of their social responsibility.

2.6. General Principles of the Policy

- 2.6.1. Lincolnshire Police is aware of the number of public-spirited individuals and groups, who wish to be involved on a voluntary basis in policing activities that address issues important to local communities.
- 2.6.2. The Force will seek to recruit a volunteer base that is representative of the diverse communities within the county and, if necessary will consider making reasonable adjustments to facilitate the volunteer role as required.
- 2.6.3. This policy is aligned with local and national volunteer strategies and understands that volunteers will provide additional capacity and capability

and will be utilised to enhance the service provided by the Force to the people of Lincolnshire.

2.7. Oversight

- 2.7.1. The ACC Local Policing has responsibility for Volunteers with Citizens in Policing updates shared at relevant boards.
- 2.7.2. Volunteer feedback is regularly sought to provide a volunteer-focused perspective that helps to deliver improvements, developments, and provide direction for volunteers and those who work alongside or supervise volunteers.
- 2.7.3. At a local level, supervisors and managers will have direct responsibility for volunteers in their teams and will pay due diligence to the management, care, and supervision of volunteers as they would for other members of their team, with the support of the Volunteer Department. Volunteer supervisors will monitor the attendance of their respective volunteers and, where a minimum hours' requirement exists, that the volunteer is meeting the minimum requirement. For Specials the minimum is an average of 4hrs per week, cadets should seek to attend each Wednesday evening, and PSVs are asked to meet the requirements of their specific role.
- 2.7.4. Volunteers are considered part of the wider police family and provide additional cost effective resources to support the Force to achieve its policing objectives. The Force will ensure that volunteers are appropriately trained, equipped, and skilled for their respective roles.
- 2.7.5. Where possible, the notional monetary value of the volunteer contribution will be determined through an annual Return on Investment calculator developed by the National CiP Team for the Special Constabulary and PSVs. This looks to calculate the return on investment in terms of a ratio for every £1 invested based on the notional value of volunteer hours.
- 2.7.6. In return for the time, effort, skill, and experience that volunteers bring to Lincolnshire Police, the Force openly encourages volunteer career progression through different volunteer roles in to employed roles within the organisation.

2.7.7. Whilst the Force recognises the contribution of volunteers, the overarching expectation is that volunteers will present a positive image of the Force and uphold force values in accordance with the standards outlined in the Code of Ethics. All volunteers will be expected to maintain confidentiality in respect of any information learned in the course of their role and will sign a declaration to that effect.

2.7.8. Volunteers are covered by the Force's liability insurance whilst performing their role or any additional tasks as agreed with their supervisor or the Volunteer Strategy and Engagement Manager.

2.8. Recruitment and Selection

2.8.1. Recruitment and selection procedures will vary between volunteer strands but will adopt a corporate and consistent approach across all strands. The Force seeks to recruit the best applicants for the respective roles and recognises the many and varied reasons that citizens offer their time and efforts on a voluntary basis.

2.8.2. Recruitment procedures will comply with the principles and requirements of current force policies and will mirror the principles of fairness and equality enshrined in the Equality Act 2010.

2.8.3. As with employed posts, the recruitment and selection of volunteers will meet any national standards and codes of practice whilst recognising that applicants are volunteers and will not receive any financial benefit from their role.

2.8.4. Lincolnshire Police volunteers are expected to uphold the principles and ethos of the Force and to meet the same high standards of professional behaviour as officers and employees. All volunteers must be a minimum of 18 years of age with the exception of the Volunteer Police Cadets who may join from 13 years of age.

2.8.5. Volunteer recruitment will seek to be representative of local communities and wherever possible, local managers and supervisors will be involved in the recruitment process. Multiple advertising methods will be utilised to increase reach and offer opportunities to a wider audience.

- 2.8.6. All volunteers must complete an application and undertake the appropriate level of interview/meeting with one or more representatives of the Force before undergoing the respective vetting and health screening. All vetting is in accordance with Home Office requirements to the level appropriate for the role. In addition, Special Constables must pass the required nationally designated fitness/drugs tests.
- 2.8.7. Character and/or employment references will be taken up for each volunteer applicant and uniform will be issued where appropriate.
- 2.8.8. The Special Constabulary has its own rank structure for supervisory and administrative purposes and Special Constables will have equality of access to promotion through the ranks. Transfer of Special Constables from another force area is permitted as per national guidance.

2.9. Induction and Training

- 2.9.1. Lincolnshire Police considers volunteers as an integral part of the policing family and values their contribution in whatever role they undertake. The Force will provide induction and training for volunteers as required in order for them to undertake their role. This will vary from a formal induction and training programme for Specials to a local induction and role related training for most PSV roles. Cadets will be provided with an induction, followed by a varied programme of learning supported by learning materials from the National Volunteer Police Cadet Team.
- 2.9.2. Uniform will be issued according to the volunteer role. All volunteers are required to wear a lanyard with their Lincolnshire Police identification card when on police premises or when directed by a police officer or member of police staff.
- 2.9.3. Initial training for Specials will be delivered at Force Headquarters in accordance with the Force training plan. Where applicable the training delivered will be to the national standards determined by the College of Policing.

- 2.9.4. Additional training may be delivered to enable volunteers to perform their role more effectively. Some training elements are considered mandatory for specific roles and volunteers will be advised accordingly.
- 2.9.5. Specials must undertake a period of mentoring by police officers to enable them to meet the requirements of the role and to determine their competency for independent patrol. Their progress towards independent patrol will be monitored via completion of their Police Action Checklist (PAC) that will in the majority of cases be recorded on the volunteer Duty Management System, currently DutySheet.
- 2.9.6. Guidance is available for Specials and their mentors on the use of the PAC on DutySheet. Handbooks are provided to Police Support Volunteers, Cadets, and their supervisors to support their volunteering and time with Lincolnshire Police.

2.10. Management and Supervision

- 2.10.1. All volunteers will be assigned to a specific team or department and will have a named supervisor who will be responsible for the day-to-day supervision and wellbeing of the volunteer whilst performing volunteer duties.
- 2.10.2. In the case of cadets, all cadet leaders will be responsible for the safeguarding of cadets whilst in their care. Special Constabulary supervisory ranks will be responsible for the pastoral and welfare of Special Constables with support from regular officers.
- 2.10.3. Supervisors and volunteers will additionally have the support of the Volunteer Team at Headquarters who will provide advice and guidance and will coordinate a corporate approach to the development of volunteering.
- 2.10.4. Volunteers will be deployed in accordance with the requirements of their role and supervisors will endeavour to ensure that the volunteer is effectively engaged at all times.
- 2.10.5. Although volunteers are not employees, the Force has a duty of care towards volunteers and, in line with the Force Health and Safety Policy, the

Health and Safety at Work Act 1974 and the Police (Health and Safety) act 1997, the same principles apply.

- 2.10.6. Under the Police Act 1996 and regulations made thereunder, Special Constables are appointed by and remain under the direction and control of the Chief Constable and will perform duties as requested by a regular officer in charge of operational deployment, or as arranged by a Special of supervisory rank.
- 2.10.7. It is recognised that, as for employees, there may be occasions when the volunteer is unable to carry out their role for personal reasons or may become inactive. In these instances each case will be dealt with individually with consideration given to temporarily allow a period of absence and provide support where appropriate and possible. In each case the supervisor will maintain contact with the volunteer and will manage the absence, providing relevant information to the Volunteer Team. Volunteers may access the facilities provided under the force's Health and Care umbrella.
- 2.10.8. In the event that volunteers do not meet the required standards of behaviour or performance, they will be dealt according to the processes pertinent to their respective roles and will be accorded the same level of fairness and equality in any such dealings as they would as police officers or members of police staff. The Force reserves the right to dispense with the services of volunteers at any time unless procedures specified by legislative regulations apply.

2.11. Reward and Recognition

- 2.11.1. Volunteers give their time and effort without expectation or receipt of financial gain. However, the Force does not wish to see volunteers financially disadvantaged because of their volunteer activities. Out of pocket expenses will be paid in line with current Force processes and in line with HMRC guidance.
- 2.11.2. Although volunteers will receive no financial benefit, the Force will support and encourage progression through volunteer roles into employed staff or

police officer roles, subject to individuals meeting the required standards and successful completion of the respective application and recruitment procedures.

- 2.11.3. Recognition of the volunteer contribution is encouraged at all levels and volunteers should be considered for Letters of Thanks, Notes of Good Work, Certificates of Service, Divisional Commanders and Chief Constables Commendations and through nominations for many of the Force Awards.
- 2.11.4. Nominations for community or national Volunteering awards should also be considered where appropriate and approved.
- 2.11.5. In support of the principles of the VPC and the contribution the cadets make to local communities and local policing, Lincolnshire Police will endeavour to provide opportunities for cadets to meet and interact with their counterparts from other cadet corps both within the county, regionally and nationally.
- 2.11.6. The Force also recognises that police officers and police staff give their time as volunteers and encourages and supports them through allocation of working hours to their volunteer role as per Employer Supported Policing and the Force Time-Off scheme.

3. Other related documents and appendices

- 3.1. Related documents:
 - Special Constabulary National Strategy 2025 - 2028
 - Citizens In Policing National Strategy 2024 - 2028
 - VPC National Strategy 2025-2029

4. Monitoring and review

- 4.1 The Volunteer Strategy and Engagement Manager will be responsible for monitoring and reviewing the policy.

5. Who to contact about this policy

- 5.1. This policy is owned by the Head of Human Resources. Any enquires about this policy should be directed to the Volunteer Strategy and Engagement Manager, Georgia Pengelly, 01522 212498, georgia.pengelly@lincs.police.uk