

SPECIAL CONSTABLE & POLICE SUPPORT VOLUNTEER AWARDS 2011 NOMINATION GUIDELINES

General

1. The judges will score the merits of each nomination using set criteria. These are outlined in the guidance for each award category and should be considered when preparing a nomination.
2. The nomination process allows individuals to nominate themselves for an award, subject to a statement of support from a senior officer. Where another person nominates an individual for an award, he or she should involve the nominee in the process when completing the nomination details. A supporting statement from a senior officer within the force will also be required.

Nominations

3. Nominations should reflect at least one of the following areas:
 - A particularly skilled piece of policing or support for policing.
 - A sustained involvement with a successful community initiative.
 - The application of personal skills to resolve an identified problem.
 - Some other personal or particular contribution.

Awards

4. There are six categories of Award, which are as follows:

- Ferrers Trophy (Individual)
- Ferrers Team Award
- Employer Supported Policing Award
- Achievement in Recruitment and Retention Award
- Police Support Volunteer Award (Individual)
- Police Support Volunteer Award (Team)

Filling out the form

5. The nomination forms include 4 main fields, each of which must be completed in order for a nomination to be considered. It must be noted that the fields contained in the police support volunteer awards nomination form differ to the fields for all other awards. Please see the respective forms for further details.
6. Guidance for each category is set out below.

FERRERS TROPHY (INDIVIDUAL) AND FERRERS TEAM AWARDS

General points

1. The Ferrers Trophy (individual) and Ferrers Team Award are awarded to the individual and the team judged to have best satisfied the judging criteria. Any special constable from within Home Offices forces can be nominated for the Ferrers Trophy, and groups of special constables from Home Office forces for the team award.
2. Nominations for the Ferrers Trophy (Individual) are not intended to be for special constables who have simply served the greatest number of hours in the force; neither is it intended to cover specific incidents, long service or particular acts of bravery for which other awards are available.
3. Consideration should be given to nominating individual special constables and teams of specials who have made an especially effective or original contribution to the special constabulary / police service / community.

Criteria

4. Specific criteria used in short-listing and final judging as follows:
 - The nomination is clear and easy to understand
 - The action or initiative represented a creative response to the issue
 - The action or initiative was well planned and executed
 - The action or initiative has had an effective and measurable impact on the issue
 - The action or initiative has contributed positively to the Special Constabulary and/ or wider policing family and community

EMPLOYER SUPPORTED POLICING AWARD

General points

1. Employer Supported Policing (ESP) schemes are partnerships with employers designed to boost the recruitment and retention of the Special Constabulary. These may involve, for example, agreements between police forces and employers (public or private) to provide paid time off for employees to undertake training in order to become a special constable or to perform Special Constabulary duties (where employees are already serving special constables).
2. Any individual or team of special constables, police support volunteers or members of police staff within a force are eligible to be nominated.

Criteria

- The nomination is clear and easy to understand
- The nominee(s) demonstrated effective partnership working with ESP partners
- The action or initiative was well planned and executed
- The action or initiative has had an effective and measurable impact on recruitment, retention or hours worked.
- The action or initiative has contributed positively to the Special Constabulary and/ or wider policing family.

ACHIEVEMENT IN RECRUITMENT AND RETENTION AWARD

General points

1. Any individual or team within a force (whether special constable(s) or not) are eligible. A nomination in this category will address issues in either the recruitment or the retention of Special Constables. Possible examples could be initiatives to increase the numbers of specials within a force or to develop improved management structures for special constables to reduce attrition rates.

Criteria

- The nomination is clear and easy to understand
- The nominee(s) demonstrated effective engagement with prospective special constables or existing special constables
- The action or initiative was well planned and executed
- The action or initiative has had an effective and measurable impact on recruitment or retention
- The action or initiative has contributed positively to the Special Constabulary and/ or wider policing family.

POLICE SUPPORT VOLUNTEERS INDIVIDUAL & TEAM AWARDS

General points

1. A police support volunteer (PSV) is a non-attested, non uniformed volunteer who contributes his or her time freely in support of the police service. Volunteers involved in neighbourhood watch or victim support schemes are not classed as PSV's and so are ineligible for these awards. Police cadet schemes are also excluded.

2. Any police support volunteer or group of volunteers is eligible. The awards will be presented to the individual and to the team who best demonstrate the judging criteria.

Criteria

- The nomination is clear and easy to understand
- The nominee(s) demonstrated effective support to the police service
- The nominee(s) demonstrated effective added value support to the police service
- The action or initiative has had a measurable impact on the identified need
- The action or initiative has contributed positively in support of policing objectives

All completed nominations must be returned by Friday 11th March otherwise they will not be accepted for consideration by the Judging Panel.

Please return nominations to:

Specials and Volunteers Team

Workforce Strategy Unit

National Policing Improvement Agency

1st Floor, Fry Building

2 Marsham Street

London, SW1P 4DF

E-mail: specialsteam@npia.pnn.police.uk