South West Region
Special Constabulary and Police Support Volunteers’
Annual Awards

Entry Rules & Guidance

1 General

1.1. Hosting

The Competition for these awards will be open to all Forces which have a representative on the South West Region Special Constabulary and Police Support Volunteers’ Group.

The Competition will be hosted by each of these Forces in rotation, order as follows (starting 2014);

Avon & Somerset
Devon & Cornwall
Dorset
Gloucestershire
Wiltshire

1.2 Categories

This event is a means of recognising and celebrating the work done by teams and individuals across the wider area of volunteering within the police service as below.

2 Special Constabulary Awards (2)

2.2 “Arthur Ellis Memorial” Trophy (Team)

2.2.1 Aim

The aim of the Arthur Ellis Memorial Trophy is to recognise teams of Special Constables who have made a significant contribution to policing in their area.

2.2.2 General

The Arthur Ellis Memorial Trophy will be retained by the winning Force until the Trophy is won by another Force.

2.2.3 Entry Rules

Each policing area within the competing Forces is given the opportunity to nominate a team/group of their Special Constables for the Arthur Ellis Trophy.
2.2.4 Nomination Criteria

Each nomination would include a report of no more than two sides of A4 recommending the group for demonstrating success in one of the following:

(a) Sustained successful involvement with Neighbourhood Policing;
(b) Teamwork in resolving a long-standing problem within the community.
(c) Significant contribution made to particular force/ district/divisional objectives
(d) Work carried out which promotes better community and police relationships within their area.

Nominations should NOT be submitted using more than one of the above criteria and the nomination should make it clear which criterion is being used.

2.3 Special Constable of the Year Award

2.3.1 Aim

The aim of the Special Constable of the Year Trophy is to recognise an individual Special Constable’s outstanding contribution to policing (long service in itself should not be a criterion). This category of award is a separate and distinct award to the Arthur Ellis Trophy.

3 Police Support Volunteers Awards (2)

3.1 Police Support Volunteer Individual and Team Award

3.1.1 Aim

The aim of these two awards is to recognise and celebrate the contribution to policing that support volunteers make.

3.1.2 General – Definition (as used in the national awards event)

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 are NOT eligible for these awards. Police cadet schemes are also excluded.

3.1.3 Rules

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

3.1.4 Criteria

(a) The nominee(s) demonstrated effective support to the police service
(b) The nominee(s) demonstrated effective added value support to the police service
(c) The action or initiative has had a measurable impact on the identified need
(d) The action or initiative has contributed positively in support of policing objectives.

4 Guidance for All Award Categories

4.1 Judging and Assessment of Entries

4.1.1 All nominations in each category in the first instance will go to an in-force judging panel.

4.1.2 It is suggested that the makeup of the local in-force judging panel will consist of a member of the Force ACPO, the Force Chief Officer of the Special Constabulary and member of the Police & Crime Commissioner’s office.

4.1.3 All nominations should be no more than two sides of A4 paper in Arial font 11 as a minimum. If the nomination is greater than two sides of A4, any evidence in excess of the two sides will not be judged. However, information relating to team members can be on a separate sheet.

4.1.4 Force nominations will be placed before a regional panel who will select the winning entries. The regional panel will consist of an ACPO Chief Officer with the portfolio of the Citizens in Policing from the region, a Force Special Constabulary Chief Officer selected from the region ideally on a rotating basis and a representative from the Police & Crime Commissioner’s Office from the host Force.

4.1.5 Force entries for the regional panel assessment should be sent to the liaison officer of the host Force, who will be responsible for collating all nominations and forwarding them to Regional panel members.

4.2 Dates – Timeline

4.2.1 The host Force and the general arrangements for the event for the forthcoming year will be decided by January of that year.

4.2.2 In-Force nominations must be submitted for adjudication by the Force panel by 30th June.
4.2.3 The winners from each Force would then be forwarded to the regional panel by 29th July for judging in August.

4.2.4 The winners of the regional panel will be announced at a presentation ceremony organised by the hosting Force in October. All teams and individuals entered and assessed by the regional panel will be invited to the event at which the winners will be announced and prizes and certificates presented.

4.3 Presentations at the Event

4.3.1 Each force will be required to prepare and submit a citation of no more than three hundred words to be read out at the ceremony.

4.3.2 Each force will be required to provide two photographs of their nominees, one being of a professional nature and the other operational.

4.3.3 The presentations should be no more than 10 minutes long

4.3.4 The citation should be a true reflection of the original nomination.

4.3.5 The citations will be included in the ceremony programme.

4.4 Budgets

4.4.1 The hosting Force will pay for the costs of the presentation ceremony.

4.4.2 Support should be given by other Forces where appropriate and possible.

4.4.3 The ceremony should be held at a venue within the host force area as deemed appropriate by the host force, taking into consideration accessibility for all forces.

4.4.4 Certificates and programmes are to be produced, and provided without an inordinate cost to any one Force.

4.4.5 The travelling costs for the winning Force teams to and from the presentation ceremony will be paid for by their own Forces.

4.5 Co-ordination

4.5.1 A nominated member of the host force will have the overall co-ordination for this event; however, support should be given by other Forces in the region where possible.