

# **COMMUNITY SPEED WATCH**

*Raising awareness  
of speeding  
within communities*



**Lincolnshire  
Road  
Safety  
Partnership**



The logo for Community Speed Watch (CSW) features the letters 'CSW' in a bold, stylized font. The 'C' and 'S' are dark blue with a yellow outline, while the 'W' is solid dark blue. Below this, the words 'Community', 'Speed', and 'Watch' are stacked in a dark blue, sans-serif font. 'Community' and 'Watch' are in a larger size than 'Speed', which is highlighted in yellow.

# **CSW**

## **Community Speed Watch**

The proposed scheme is aimed at supporting the existing measures introduced by the Lincolnshire Road Safety Partnership.

The current scheme where passive and active speed indicating devices are displayed has been in action since 2014 and been very beneficial to those communities who have adopted it.

The new scheme is being proposed to support the existing scheme by empowering communities to carry out speed checks in a controlled and authorised manner, educating motorists to moderate their speed.

Adopters of this additional element will be required to sign up to the LRSP scheme and fund and display static signs at the identified site.



# 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, by displaying their speed on a digital display 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
  - a. Send advisory letters to the registered owners to confirm to them the speed at which their vehicle was travelling and that the speed was in excess of the speed limit.
  - b. Use the data gathered to inform Police and others on the allocation of resources and general road safety issues.
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 is 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 the PSV Area Coordinators in developing operational guidance and good practice and will develop links between local policing teams, volunteer groups and Constabulary departments. The LRSP Community Speed Watch Coordinator will oversee the registration of new groups and, along with the PSV Area Coordinators, will deliver training of new volunteers.

## Volunteers

Trained volunteers will operate on behalf of their respective communities. These volunteers are not employees or agents of Lincolnshire Police or the LRSP.

Parish and city councils carry public liability insurance which must cover Speed Watch activity and volunteers must therefore act in accordance with their training and the relevant Speed Watch guidelines for this cover to be valid.

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 SW operations is not covered under any Lincolnshire Police insurance policies.

## Communication

Each group of volunteers should appoint a Group or Village Co-ordinator who will receive any updates about the Community Speed Watch scheme. Contact from teams should be via your PSV Area Coordinator whose details will be provided. Contact with the LRSP Community Speed Watch Coordinator can be made via the email supplied. CSW.ADMIN@LINCOLNSHIRE.GOV.UK

Data submissions only should be sent to the LRSP at the above email address, no other correspondence should be sent to this address.

## Training

To ensure consistency of operations all volunteers must be 18 or over and will have to undergo training with a suitably approved trainer. All new volunteers will sign an indemnity 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.

## Behaviour

The Community Speed Watch scheme is operated under the support, control and banner of the LRSP and Lincolnshire Police. There is no plan to submit volunteers to any form of Police checks or to exclude anyone who has been convicted or penalised for motoring offences. However volunteers can be rejected or removed from Speed Watch without explanation by the Police or the LRSP. 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 Speed Watch.

## Equipment Allocated – Comprises:

- A tripod-mounted, free-standing Speed Indicator Device (SID) or hand-held radar that's meets the approved specifications. 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 whenever a scheme operates, even where fixed signs have been installed near a check location.
- High visibility Orange or Yellow tabards for volunteers.
- Click counters, these will assist in recording and later for verifying the session information gathered.

The free standing SIDs 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.

Hand-held radars must have their accuracy calibrated annually to provide confidence in the device or if it is believed the equipment is providing erroneous results. Hand-held radars will be calibrated against a moving police vehicle which has a calibrated speedometer fitted.

Report suspected faults to the LRSP Community Speed Watch Coordinator or your allocated PSV Area Coordinator.

A number of parish councils have purchased equipment for use within their area. In order to participate in the scheme the equipment must be approved by Lincolnshire Police or the LRSP.

Lincolnshire Police or the LRSP will not be liable for costs/repairs/insurance for equipment owned by third parties.

No other type of speed detection equipment is to be used during Speed Watch checks.

Volunteers are not to video record or take photos of vehicles during the Speed Watch checks.

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

# Health and Safety

## Team Location

The personal safety of the trained volunteers is a primary consideration. The operation of 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 LRSP CSW Coordinator or the Police Service Volunteer.
5. Have a LRSP Issued Location Code (Note: A single code may cover more than one location).

If all these principles cannot be adhered to then a location is not suitable for deployment. Lincolnshire Police or the LRSP 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, the Police and the LRSP”. A letter of explanation about the scheme 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 Lincolnshire Police and the LRSP. All Speed Watch locations and intended direction of detection or alternative signage need to be risk assessed by the LRSP and must be registered before being used for deployments by volunteers.

## Deployment

Community Speed Watch will only operate in 20, 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.

Speed Watch operations in 20mph zones are not to be undertaken unless agreed by the LRSP Community Speed Watch Coordinator. Applications for 20mph Speed Watch operations will be submitted via PSV Area Coordinators.

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 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 Check

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 hi-vis tabard supplied, 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. All trained volunteers will wear the supplied single-colour (orange or yellow) high-visibility tabards to allow the Team to be recognised.

## Device Positioning

Ideally and where possible, the device should be no closer than 3ft from the edge of the road and set to monitor the speed of all approaching vehicles. An upper limit of 60mph is set on all devices to prevent dangerous drivers trying to get higher speeds displayed.

The tripod on which the device is mounted should not normally have its legs set less than 2ft apart nor extended so much that the mounting bolt is at more than waist height with the SID display unit mounted on it, otherwise the assembly becomes unstable, increasing the risk of it being blown over. Additionally, one leg of the tripod should be positioned to the rear (best with the levelling bubble at the front) to oppose the forces from the bow waves of passing HGVs.

## 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. Fixed 'Community Speed Watch Operates Here' warning signs installed by the County Council should not be considered a replacement for the portable signs in each kit bag. 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, Road @ Junction or House No), Post Code
- Date
- Time (From-To) using 24hr clock

- Total Number of vehicles that passed in the time period specified
- Names of the Operators

***And for each vehicle:***

- Time of each speeding vehicle, using the 24hr clock (max 4 in the same minute)
- Vehicle Registration Number (without spaces)
- Make/Manufacturer
- 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**
- The recording at session time should be manual (with voice recording as a backup where used) with the verified and finished return in .csv file format provided - 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 provided.

**Nil returns also provide data and should be recorded.**

At the end of the operation, and within 48 working hrs, this information should be passed to a designated Point of Contact in the LRSP, (via the allocated email) 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 28 days and then shredded. Copies of the submitted .csv file should be deleted within 28 days as should any copies in your email sent folder.

The resources which the LRSP can devote to the processing and sending of letters is not limitless. 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. Feedback will be provided to groups where required.

## Notification Stage

The next stages of the operation will rest with the LRSP. An advisory letter will, in most cases, be sent to the Registered Keeper of those vehicles that are detected at or above 24, 35, or 46mph in the relevant speed limit.

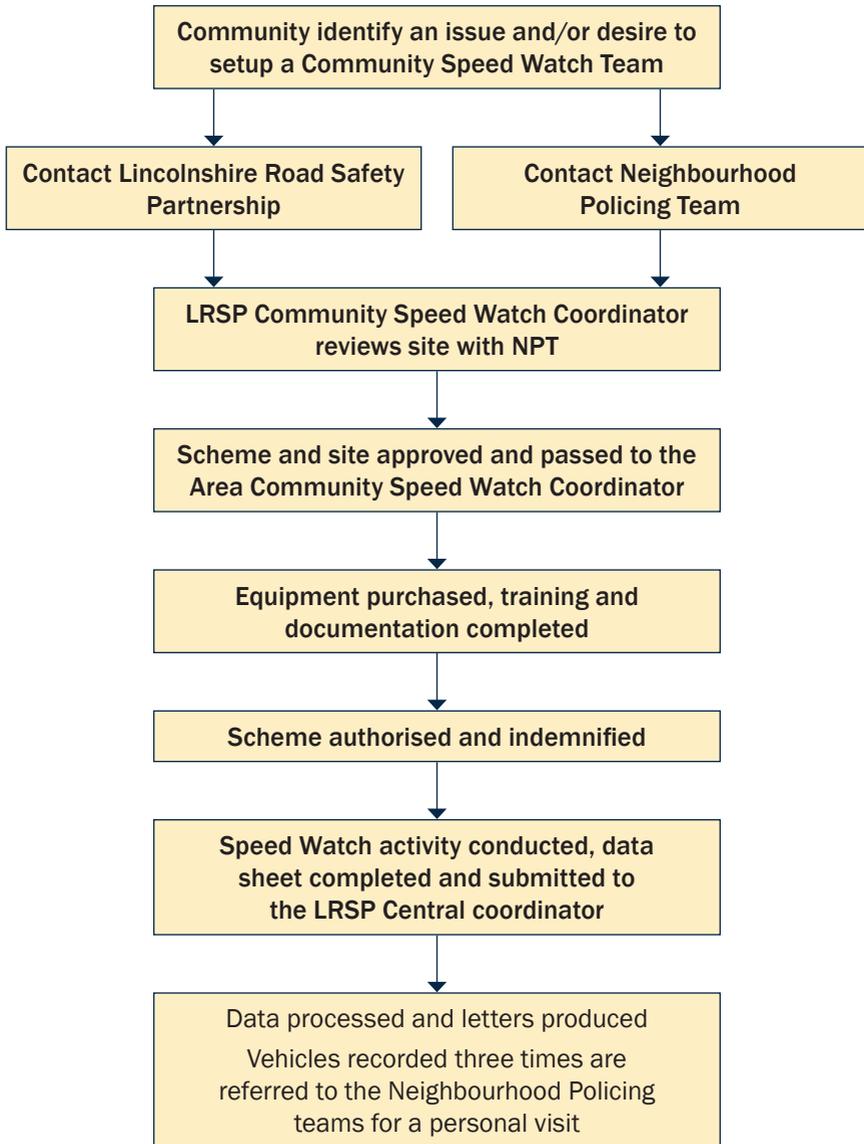
Should the vehicle come to notice again and it is the same registered keeper a second letter with a more direct message will be sent. If a vehicle with the same local keeper continues to be reported or drives at an excessive speed a personal visit will be arranged by Lincolnshire Police.

## Use of Data

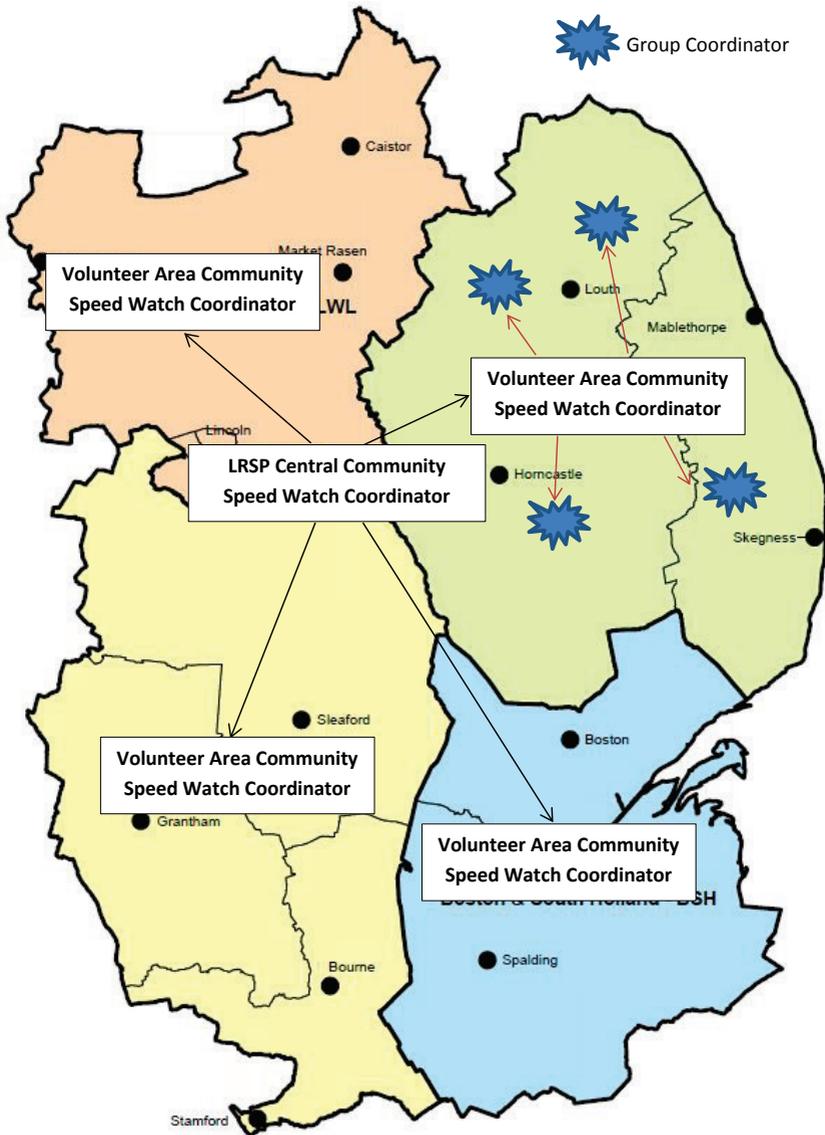
Information about speeding gathered through this process will be collated to facilitate appropriate conventional Police speed enforcement activity and shared with Lincolnshire Police or the LRSP to assist in further initiatives. The data should not be used for any other purpose.



# Community Speed Watch Flow Chart



# Proposed Coordination



# Equipment Specifications

LRSP Community Speed Watch scheme allows the public to get actively involved in monitoring the speed of vehicles travelling through their neighbourhood. It is used in areas where speeding has been identified as a concern.

The scheme is administered by the LRSP, but run by local communities. Community Speed Watch is not an enforcement tool. It is about educating motorists in the law in relation to speeding, monitoring trends in speeding in neighbourhoods, and raising awareness of the dangers of speeding.

Volunteers are trained in the use of speed indicator devices, SIDs or hand held radar which display a vehicle's speed. The registered owner of any vehicle observed exceeding the speed limit is sent an advisory letter from the LRSP, explaining that speeding is unacceptable to the local community. Repeated speeding results in a letter hand delivered by Lincolnshire Police.

The LRSP do not recommend the purchase of speed indicator devices or hand-held radar from any single manufacturer. Organisations buying a device can approach any supplier, but the device purchased must have the following features and specification.

## Speed Indicator Device

- The speed indicator device must be portable, lightweight and easy to use.
- It must have internally mounted batteries.
- It must be free standing and mounted on a Tripod, for extra stability as it may potentially be used on uneven ground, as shown in the picture opposite. (The image is shown for illustration purposes only and is not intended as a recommendation to approach the manufacturer concerned, for purchase.)
- The speed indicator device must have speed threshold settings of 20, 30 and 40mph.
- Speed activation must be triggered at 24, 35 and 46mph respectively.
- It should only flash the speed when above these limits, **and no smiley/sad faces or wording like 'slow down' or 'well done' should be used in order to prevent 'sign blindness'**.



- The device must not register a flashing speed above 60mph to prevent dangerous drivers attempting to get higher speeds displayed.
- The speed indicator device must have a protective case for storage and when being transported between sessions.
- Other equipment required during a session includes portable Community Speed Watch warning signs, high visibility orange or yellow tabards for all volunteers present, clipboards and recording sheets, click counters, and carry bags. Personal mobile telephones should also be taken as a means of communication with the force, if required in an emergency.

Other evidential speed detection devices including video and photographic equipment must not be used as they are likely to lead to confrontation and unnecessary personal risk.

We do not have a preferred supplier that should be used, but suppliers of speed indicator devices meeting the LRSP SID specification include the following.

#### **UNIPART DORMAN UK**

Wennington Road  
Southport  
Merseyside  
PR9 7TN

Tel **+44(0) 1704 518000**

**dorman.enquiries@  
unipartdorman.co.uk**

#### **RADARLUX**

Röttgerweg 10  
D-51371 Leverkusen  
Germany

Tel **0049 2142064940**

**info@radarlux.com**

#### **TRUVELO UK**

14, Brentford  
Business Centre  
Brentford  
TW8 8LG

Tel **020 8847 4400**

**info@truelouk.com**

## **Hand-held Radar**

N.B. It should be recognised that the use of hand-held radar for speed detection may raise the risk of confrontation by the driver of a speeding vehicle.

- Any hand-held radar must read in mph
- With an accuracy  $\pm 1$ mph
- Have a range of up to or above 200m
- Measure speeds of up to 60mph or above
- Must not be brightly coloured e.g. yellow





**Lincolnshire  
Road  
Safety  
Partnership**

Lincolnshire Police working in association  
with the Lincolnshire Road Safety Partnership

**Lincolnshire Road Safety Partnership**

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