



## **Statement of Expectation for MSC Officers**

The Metropolitan Special Constabulary (MSC) is a valuable asset to the Metropolitan Police Service (MPS). The MPS undertakes to provide appropriate equipment, support and training to enable MSC officers to perform their duties efficiently and effectively.

Whilst MSC officers are not employees, this Statement of Expectation<sup>1</sup> (SOE) can be relied upon in conjunction with existing Standard Operating Procedures (SOPs) and relevant legislation in establishing a performance foundation regarding duties, conduct and standards. Where an MSC officer does not fulfil the SOE, in full or in part, the MPS may decide to take formal action against the officer, which may ultimately lead to dismissal from the service. The SOE is not an exhaustive document, and may be subject to periodical change in line with the needs of the Service.

As a member of the MSC I understand that:

- A.** I should perform my duties on a regular basis. I will perform a minimum of 16 hours of duty per calendar month. I recognise it is my responsibility to manage my time to perform to this minimum. If I fail to do so, I may be considered for action under the Unsatisfactory Performance Procedures (UPP). Where I intend to perform above and beyond this level, it is my personal responsibility to consider Working Time Regulations and discuss this matter with my line manager to ensure compliance with the law.
- B.** Where I am unable to meet with paragraph A due to work, personal commitments, or matters of Equality, I undertake to enter into an Agreed Working Arrangement outlining how I will achieve a minimum of 200 hours duty per calendar year, which includes mandatory training attendance. Such an Agreed Working Arrangement must be mutually agreeable between my line manager and me, with any deviation from the expectation to attend for 16 hours per calendar month being agreed in advance where possible.
- C.** Where I do not perform duty for three calendar months or longer, there is an immediate requirement for me to surrender to local management my warrant card, MPS equipment and/or uniform for safekeeping. Where such a period of absence is foreseen, I will advise my line manager as soon as practicable. My line manager will explore appropriate support, using attendance management procedures set out in the MSC Performance & Attendance policy (such as career break, etc). Ongoing general absence beyond 3 months (90 days) is not normally permitted, except by virtue of sickness, maternity or career break.
- D.** Following such a period of absence, in some cases, I may be required to undertake Vetting Procedures before recommencing MSC duties. In any event, vetting is compulsory for all personnel every 10 years.
- E.** Whilst absent from duty through sickness, or during prolonged or agreed absence, I understand that I am obliged to maintain regular contact with my line manager as mutually agreed between us. Seeking to maintain regular contact is my personal responsibility.
- F.** I will endeavour to provide prior notice of my availability for duty in accordance with central and local instructions, so the MPS can support me in finding appropriate duties to undertake. I will provide notification of any changes to my intended duties at the earliest opportunity. Hours of duty will be approved by the local management and will be determined by corporate and local priorities in conjunction with MPS objectives.
- G.** Where a duty is agreed, I must present myself to a supervisor, wearing correct uniform (unless otherwise directed), book on and be ready to undertake my patrols at the start time of that duty. I should inform the supervisor of my intended finish time at the start of my duty. Whilst the MPS will endeavour to release me at the proposed finish time, I understand that in some operational circumstances, I may need to remain on duty to complete necessary actions or until I am relieved by a colleague.
- H.** Where unforeseen circumstances arise, in the eventuality I am running late for a duty, I will make all efforts to contact my line manager or the person in charge of the duty concerned.
- I.** If performing duty under the Employer Supported Policing (ESP) programme, I am additionally subject to the ESP Standard Operating Procedures and any further relevant conditions. In addition I understand that if my paid employer refuses to grant me time off for MSC duties, I am still expected to complete my minimum hours.
- J.** If performing duty under the University Student MSC Course Credit programme I undertake to give a minimum of two years' service to expected levels in order to obtain all available credits. My attention is drawn to paragraph C.
- K.** I agree to work towards achieving and maintaining Independent Patrol Status (IPS) within 18 months from attestation. This period includes 60 hours of Coached Patrols provided by the MPS to support my development.



If I am already a member of the MPS, the same expectation applies from the time of such a requirement being made by my line manager.

- L.** I must undertake and maintain all mandatory and development training as required, specifically NCALT, ELS, OST and Public Order Level 3 training. If I fail to do so or such training lapses, I may be placed on restricted duties or become subject to the Unsatisfactory Performance Procedures, and may be required to surrender my warrant card, MPS equipment and uniform in order to safeguard myself and the MPS.
- M.** I must provide notification of any changes to my personal circumstances, such as address and contact details, any changes to my external employment, secondary employment, any business interests or declarable associations, and must not be employed in a precluded occupation<sup>2</sup> as defined in Corporate Policy Pages.
- N.** I will adhere to the MSC Standard Operating Procedures, and any other Standard Operating Procedures, Notices and other directions which may exist, be amended or introduced. It is my responsibility to be familiar with such policies. I understand that the MSC is a uniformed, disciplined service and I am required to follow all lawful orders issued by my senior officers and regular colleagues.
- O.** I am aware of the MPS Dress Code Policy and agree to adhere to the standards set out therein.
- P.** I am bound by the Codes of Conduct<sup>3</sup> - Police (Conduct) Regulations 2012, both on and off duty. I am to be aware of the Standards of Professional Behaviour and that they apply to me. I also understand the requirement to report action taken against me, such as Fixed Penalty Notices, convictions or civil court matters. If I am unsure about whether I need to make a formal report, I can approach my line manager for advice and assistance.
- Q.** The MPS has a legal duty to safeguard information. I understand that I must be familiar with the MetSEC code, and comply with all of my own obligations in relation to MPS computer indices, in addition to my personal responsibilities around any use of social networking sites and public media, on or off duty.
- R.** I understand that I may be required to provide a sample for analysis in relation to substance misuse as part of a regime of routine random testing, or for another purpose as specified in law.
- S.** My warrant card is an important official document. Its loss is a serious matter for which I may be subject to Misconduct proceedings. If I choose not to carry my warrant card whilst off duty, I should take all reasonable steps to safeguard it against loss or damage, which may include returning it to a supervisor for safe keeping. I understand that, without a warrant card, I cannot exercise certain police powers, though I remain an attested constable and must act and conduct myself accordingly.
- T.** The use of the MSC warrant card to access free travel is limited to travel on Transport for London's transport network only, as specified in Notices. Any amendments will be published in Notices. I understand that the travel concession is granted on the premise I may be called upon to act in a professional capacity should the need arise. I understand the concession may be withdrawn by TfL, the MPS or (in certain circumstances) my line manager without prior consultation. Other than for officially identifying me as a Special Constable, use of my warrant card outside of this scope is both a disciplinary and criminal offence.
- U.** Whilst the MPS undertakes to support my improvement and development, I understand that I may voluntarily resign if I cannot fulfil these expectations. A resignation alone will not prejudice any changes in my circumstances which may allow me to seek future re-appointment as a MSC officer.

This Statement of Expectation has been explained to me. I sign to confirm I understand the contents herein.

<b>Signature:</b>	<b>Print Name:</b>
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<sup>1</sup> Whilst not an employment contract, the MPS may still take formal action to uphold standards laid out in a Statement of Expectation.  
<sup>2</sup> Working within the security or revenue protection industries is a precluded occupation. Existing members of the MSC must seek advice and clarification around their continued employment in such roles or any other precluded occupation, and any conditions imposed must be documented with Line Management.  
<sup>3</sup> The Codes of Conduct and Standards of Professional Behaviour can be found on the Directorate of Professional Standards (DPS) intranet site.