



AN EMPLOYERS' GUIDE TO COMMUNITY SAFETY ACCREDITATION SCHEME



WHAT IS THE COMMUNITY SAFETY ACCREDITATION SCHEME?

The Community Safety Accreditation Scheme (CSAS) was introduced as part of the Police Reform Act in 2002. CSAS is a low or none profit programme in which participation, both by police and by employers, is totally voluntary.

The scheme serves two purposes:

- To contribute to community safety
- To combat crime and disorder, public nuisance and other forms of anti-social behaviour in cooperation with the police.

CSAS provides an opportunity for organisations that provide community safety and security services to enter into a formal agreement with the Chief Officer of Humberside Police. This will enable individual employees to be accredited under the scheme. Accredited employees may be granted limited but targeted powers which allows them to undertake their role more effectively.

Those police forces, such as Humberside Police, that have introduced CSAS within their communities have reported benefits of crime reduction, improved communication and cohesion and public reassurance. CSAS has also contributed to improving effectiveness and efficiency.

WHICH STAFF CAN BE ACCREDITED?

An employer whose staff perform community safety or security roles may seek accreditation for its staff, regardless of whether they are in public, private or voluntary sectors.

A wide range of different people can be accredited, including:

- Local Authority Neighbourhood and Street Wardens
- Housing Associations and Countryside Wardens
- Park Rangers
- Hospital and University Staff
- Environmental Health Officers
- Parking Attendants

WHAT ARE THE BENEFITS OF ACCREDITATION FOR MY ORGANISATION?

CSAS has shown clear benefits to accredited individuals and approved organisations. Home Office research has shown that where CSAS has been delivered the following benefits have been recorded:

- Improved working relationships with the Police and all those involved in the provision of community safety patrols leads to the development of a more coordinated and effective service.

- Recognition of the aims of your organisation and the important role it plays in increasing community safety and reducing crime, disorder and anti-social behaviour.
- Empowerment of employees making it easier for them to do a good job and raising their profile within the local community.
- Sharing of information and intelligence leading to a more locally driven approach, meeting the needs of employers and members of the public and helps to resolve community problems.
- Use of a nationally recognised insignia.
- Building a safer environment for both employees and public.
- Improved career development for accredited persons with new skills and provides a variety to their work.
- Recognition that the organisation meets standards of management, supervision and accountability.

WHAT POWERS ARE AVAILABLE FOR ACCREDITED PERSONS?

The available powers that a person can be accredited with are wide-ranging and will only be granted by the Chief Constable upon satisfaction that the use of them by an accredited person will contribute to community safety. Appendix A shows the full list of available powers. The Chief Constable of Humberside Police may grant some or none of these powers to accredited persons, but those powers given will only be exercisable within the Humberside Police boundaries.

Powers available under the scheme come under three Acts:

- Schedule 5 of the Police Reform Act 2002
- The Criminal Justice and Police Act 2001
- The Anti-social Behaviour Act 2003

THE HUMBERSIDE POLICE ACCREDITATION SCHEME

The Chief Constable of Humberside can offer suitable employers and employees an accredited status in respect of the carrying out of certain community safety functions as prescribed by the Home Office Guidance.

Humberside Police will need to be satisfied that the employers and the employees who are wishing to become accredited are fit and proper persons. The employers must have suitable procedures and policies in place to properly supervise accredited employees and must meet the specified criteria and standards.

WHAT WILL MY ORGANISATION BE REQUIRED TO DO?

A PROTOCOL ON COOPERATION AND INFORMATION SHARING

A key part of the accreditation process is the development of a protocol between the applicant organisation and Humberside Police. The aims of this protocol will be to:-

- Create clearly defined methods of communication and for information sharing.
- Create a mutual understanding of the day to day operational issues that relate to your organisation and Humberside Police.
- Describe areas of cooperation and support.

The protocol is drawn up, and regularly reviewed, at a local level to ensure that expectations, operating procedures, lines of communication, appropriate confidentiality rules and safeguards are all in place.

THE STATUS OF YOUR EMPLOYEES

Accredited Persons (AP) are not employed by the police. They remain under the full control of their employer. Where Humberside Police and the employer have developed deployment arrangements and protocols, accreditation will strengthen this. However, Humberside Police have no power to direct the deployment of accredited persons.

LEGAL LIABILITY

It follows from the discussion of the employment status of accredited persons above that any liability for unlawful conduct by an accredited person while making use of their CSAS powers rests with the employer. For further details, see section 42(8) of the Police Reform Act.

Retention of Documents

Records of incidents, duty diaries and any other records must be stored securely for the minimum period of 6 years from the date of last entry, in line with Humberside Police Policies.

REVIEW OF ACCREDITATION

The Chief Constable of Humberside may modify or withdraw a person's accreditation at any time. The employer must notify the CSAS Manager within Humberside Police of any change in the circumstances of an employee, such as conviction for a criminal offence, which would bring their suitability to remain accredited into question.

Employers may suspend an employee's accreditation at any time, without prior reference to Humberside Police. This should be considered when managing misconduct, although the employer should notify the CSAS Manager immediately.

All changes to accredited staff or organisation must be notified in writing to the CSAS Manager within 7 days of the change, notification can be sent by email by the approved Liaison Officer. If an accredited person leaves the employment or ceases to carry out the functions for which the accreditation was granted, then the identification and powers card must be returned to the CSAS Manager immediately.

It is essential that each scheme is evaluated to determine its effectiveness and impact. You will be expected to complete a monthly return form, submitted on the first of each month, where possible and necessary. In addition for the first two years, or until such time as agreed by the CSAS Manager, a quarterly and yearly report will be required.

APPLYING FOR ACCREDITATION

HOW TO APPLY

Application forms and further information is available on the Humberside Police CSAS webpages:
[Hyperlink back to the CSAS page on the website](#)

REQUIREMENTS TO BE MET

The Police Reform Act 2002 sets out a number of requirements on the Chief Constable before they can make an accreditation. They must be satisfied that:

- The employing organisation must be fit and proper to supervise the work of an accredited person.
- The employing organisation must have a satisfactory complaints procedure.
- The employee is suitable to exercise the powers that are to be conferred upon him.
- The employee is capable of effectively carrying out the functions for the purpose of which these powers are being conferred upon him.
- The employee has received adequate training for the exercise of these powers.

The standards of capability and training required will vary depending on the role being carried out by the accredited person and the powers that are being included in their accreditation. However, the National Police Chiefs' Council's guidance is that employees seeking accreditation should have a Community Safety Accredited Persons Certificate and a minimum of four hours' basic first aid training.

NVQs for Community Wardens or other qualification relevant to community safety may all be credited against the training requirement. This is dependent upon the agreement and training audit carried out by Humberside Police Training Department.

VETTING

Vetting for Humberside Police Accredited Persons will be pertinent to the powers requested. In most cases Humberside Police Accredited Persons will be vetted to Level 2 of the National Vetting Policy.

Employees Who Fail Vetting

This could happen. Not all of the employees an organisation puts forward may meet the standards required. There is no general solution to this problem and responses will differ depending on the numbers of employees affected, the deployment requirements of the employers and the views of the Chief Constable.

Potential solutions include only accrediting supervisors, the redeployment of those who do not meet the standards or choosing to postpone accreditation altogether. Humberside Police will carefully consider all applications but ultimately non-policing staff have no right to appeal but may, where appropriate, seek clarification as to why vetting clearance has been refused.

UNIFORM / PERSONAL APPEARANCE

Under Section 42(2) of the Police Reform Act, accredited persons may only exercise the powers conferred on them in a uniform that has been approved by the force Chief Constable and wearing a badge as specified by the Secretary of State. National Police Chiefs' Council's guidance is that uniforms should be distinct from those worn by police officers or community support officers.

The uniform shall incorporate a means of identifying the wearer by a name badge. Humberside Police will provide all identification badges which will include a photo of the employee, their accredited number, the organisation they work for and the powers that have been accredited with.

Accredited persons will also wear the prescribed badge on the front of their uniform in a conspicuous position so that it can easily be seen. Humberside Police will supply the prescribed badge for wearing on the uniform. The minimum dimensions will be 73mm wide and 80mm high.

COST OF ACCREDITATION

Costs incurred by Humberside Police in the accreditation process will be passed on to the organisation concerned.

EMPLOYEES WORKING IN MORE THAN ONE POLICE FORCE AREA

The National Police Chiefs' Council has issued guidance that addresses this issue. It recommends that where a large national organisation seeks accreditation for its staff it should apply first to the police force area covering the Head Office of that organisation. Before accreditation is granted, the Chief Officer of that force should then consult with their counterparts in all other areas where it is proposed that accredited persons will operate. Clearly, this process takes longer than accreditation in a single force area.

APPENDIX A

CSAS Powers

Chief Officers may choose to give accredited persons all, some or none of the below powers.

Table 1 lists the powers that chief officers may confer on accredited persons. The following powers are not yet in force: the power to issue fixed penalty notices in relation to offences against certain byelaws (under paragraph (1A)) and the power to require the giving of name and address under paragraph 2 in relation to an offence under a relevant byelaw within the meaning of paragraph 1A .

Table 2 lists the offences under Chapter 1 Part 1 of the Criminal Justice and Police Act 2001 for which accredited persons may be accredited with a power to issue a fixed penalty notice for disorder. If a chief officer of police accredits an accredited person with powers under paragraph 1 of Schedule 5 of the Police Reform Act 2002 he or she may choose whether to give the accredited person the power to issue fixed penalty notices for all of the available fixed penalty offences or a selection of them. This list of powers provides only a broad outline of the available powers. For further details please look at the relevant legislation and accompanying explanatory notes.

Table 1 Power	Relevant legislation
<p>Power to issue penalty notices for disorder: Power of a constable to give a penalty notice under Chapter 1 of Part 1 of the Criminal Justice and Police Act 2001 (fixed penalty notices in respect of offences of disorder) except in respect of an offence under section 12 of the Licensing Act 1872, section 91 of the Criminal Justice Act 1967 section 1 of the Theft Act 1968, section 1(1) of the Criminal Damage Act 1971 and section 87 of the Environmental Protection Act 1990 (See below for a list of penalty notices for disorder that accredited persons can issue)</p>	<p>Paragraph 1(2)(aa) of Schedule 5 to the Police Reform Act 2002 (inserted by section 89(1) of the Anti-Social Behaviour Act 2003)</p>
<p>Power to issue fixed penalty notices for truancy: Power of a constable to give a penalty notice under section 444A of the Education Act 1996 (penalty notice in respect of failure to secure regular attendance at school of registered pupil)</p>	<p>Paragraph 1(2)(ab) of Schedule 5 to the Police Reform Act 2002 (inserted by section 23(6) of the Anti-Social Behaviour Act 2003)</p>
<p>Power to issue fixed penalty notice in respect of an excluded pupil in a public place: the power of a constable to give a penalty notice under section 105 of the Education and Inspections Act 2006 (penalty notice in respect of presence of excluded pupil in public place)</p>	<p>Paragraph 1(2)(ac) of Schedule 5 to the Police Reform Act 2002 (inserted by inserted by section 107(4) of the Education and Inspections Act 2006).</p>
<p>Power to issue fixed penalty notices for cycling on a footpath: Power of a constable in uniform to give a person a fixed penalty notice under section 54 of the Road Traffic Offenders Act 1988 (fixed penalty notices) in respect of an offence under section 72 of the Highway Act 1835 (riding on a footway) committed by cycling.</p>	<p>Paragraph 1(2)(a) of Schedule 5 to the Police Reform Act 2002</p>

<p>Power to issue fixed penalty notices for dog fouling: Power of an authorised officer of a local authority to give a notice under section 4 of the Dogs (Fouling of Land) Act 1996 (fixed penalty notices in respect of dog fouling) This power (and the 1996 Act) has now been repealed in relation to England and Wales by section 107 and Schedule 5 Part 5 of the Clean Neighbourhoods and Environment Act 2005. However the power continues to have effect in respect of any land which remains designated land under the 1996 Act.</p>	<p>Paragraph 1(2)(b) of Schedule 5 to the Police Reform Act 2002.</p>
<p>Power to issue fixed penalty notices for graffiti and fly-posting: Power of an authorised officer of a local authority to give a notice under section 43(1) of the Anti-social Behaviour Act 2003 (penalty notices in respect of graffiti or fly-posting)</p>	<p>Paragraph 1(2)(ba) of Schedule 5 to the Police Reform Act 2002 (inserted by section 46(2)(b) of the Anti-Social Behaviour Act 2003)</p>
<p>Power to issue fixed penalty notices for littering: Power of an authorised officer of a litter authority to give a notice under section 88 of the Environmental Protection Act 1990 (fixed penalty notices in respect of litter)</p>	<p>Paragraph 1(2)(c) of Schedule 5 to the Police Reform Act 2002</p>
<p>Power to issue fixed penalty notices in respect of offences under dog control orders: power of an authorised officer of a primary or secondary authority, within the meaning of section 59 of the Clean Neighbourhoods and Environment Act 2005, to give a notice under that section (fixed penalty notices in respect of offences under dog control orders.)</p>	<p>Paragraph 1(2)(d) of Schedule 5 to the Police Reform Act 2002 (inserted by section 62(3) of the Clean Neighbourhoods and Environment Act 2005)</p>
<p>Power to issue fixed penalty notices in relation to offences against certain byelaws: power of an authorised officer of an authority to give a notice under section 237A of the Local Government Act 1972 where the accredited person has reason to believe an individual has committed an offence against a relevant byelaw. This power is not yet in force.</p>	<p>Paragraph 1A of Schedule 5 to the Police Reform Act 2002 (inserted by section 133 of the Local Government and Public Involvement in Health Act 2007)</p>
<p>Power to require giving of name and address: Power to require the name and address of a person whom an accredited person has reason to believe has committed a relevant offence (Relevant offences are defined under paragraph 2(3) of Schedule 5 of the Police Reform Act 2002 as relevant fixed penalty offences in relation to which the accredited person is able to give a fixed penalty notice under paragraph 1 of Schedule 5 or an offence that appears to the accredited person to have caused injury, alarm or distress to another person or loss of or damage to another person's property. It also includes an offence under a relevant byelaw within the meaning of paragraph 1A, though this is not yet in force.) It is an offence to fail to comply with an accredited person's requirement.</p>	<p>Paragraph 2 of Schedule 5 to the Police Reform Act 2002</p>

<p>Power to deal with begging: The Serious Organised Crime and Police Act makes offences under sections 3 and 4 of the Vagrancy Act 1824 into relevant offences, giving accredited persons the power to request the name and address of someone who has committed such an offence</p>	<p>Paragraph 2(3)(aa) of Schedule 5 to the Police Reform Act 2002 (see paragraph 18 of Schedule 8 to the Serious Organised Crime and Police Act 2005).</p>
<p>Power to require name and address for anti-social behaviour: Power of a constable in uniform under section 50 of the Police Reform Act 2002 to require a person whom he has reason to believe to have been acting, or to be acting, in an anti-social manner to give his name and address.</p>	<p>Paragraph 3 of Schedule 5 to the Police Reform Act 2002</p>
<p>Power to require name and address for road traffic offences: power of a constable under sections 165(1)(c) and 169 of the Road Traffic Act 1988 to require the name and address where the accredited person has reasonable cause to believe certain offences under that Act have been committed.</p>	<p>Paragraph 3A of Schedule 5 to the Police Reform Act 2002 (inserted by paragraph 19 of Schedule 8 to the Serious Organised Crime and Police Act 2005).</p>
<p>Power to require persons drinking in designated places to surrender alcohol: Power of a constable under section 12 of the Criminal Justice and Police Act 2001 to require a person whom an accredited person reasonably believes is, or has been, consuming alcohol in a designated public place or intends to do so, to not consume that alcohol and to surrender any alcohol or container for alcohol. Power to dispose of alcohol surrendered to him.</p>	<p>Paragraph 4 of Schedule 5 to the Police Reform Act 2002</p>
<p>Power to require persons aged under 18 to surrender alcohol: Power of a constable under section 1 of the Confiscation of Alcohol (Young Persons) Act 1997 to require a person who he reasonably suspects is aged under 18 or is or has been supplying alcohol to a person aged under 18 to surrender any alcohol in his possession and to give their name and address. Power to require such a person to surrender sealed containers of alcohol if the accredited person has reason to believe that the person is, has been or intends to consume alcohol. Power to dispose of alcohol surrendered to him.</p>	<p>Paragraph 5 of Schedule 5 to the Police Reform Act 2002</p>
<p>Power to seize tobacco from a person aged under 16 and to dispose of that tobacco in a manner directed by the employer of an accredited person.</p>	<p>Paragraph 6 of Schedule 5 to the Police Reform Act 2002</p>
<p>Power to remove abandoned vehicles under regulations made under section 99 of the Road Traffic Regulation Act 1984.</p>	<p>Paragraph 7 of Schedule 5 to the Police Reform Act 2002.</p>

<p>Power to stop vehicles for testing: Powers of a constable in uniform to stop vehicles for the purposes of testing under section 67 of the Road Traffic Act 1988.</p>	<p>Paragraph 8 of Schedule 5 to the Police Reform Act 2002.</p>
<p>Power to stop cycles: Powers of a constable in uniform to stop a cycle under section 163(2) of the Road Traffic Act 1988 when an accredited person has reason to believe that a person has committed the offence of riding on a footpath.</p>	<p>Paragraph 8A of Schedule 5 to the Police Reform Act 2002 (inserted by section 89(6) of the Anti-Social Behaviour Act 2003)</p>
<p>Power to control traffic for purposes other than escorting a load of exceptional dimensions: The Serious Organised Crime and Police Act 2005 enables accredited persons to be given powers to direct traffic (for purposes other than escorting loads of exceptional dimensions) based on the powers constables have under sections 35 and 37 of the Road Traffic Act 1988 It also gives accredited persons the power to direct traffic for the purposes of conducting a traffic survey. Accredited persons conferred with powers under this paragraph must also be given powers under paragraph 3A of Schedule 5 to the Police Reform Act.</p>	<p>Paragraph 8B of Schedule 5 to the Police Reform Act 2002 (inserted by paragraph 20 of Schedule 8 to the Serious Organised Crime and Police Act 2005).</p>
<p>Power to direct traffic for the purposes of escorting abnormal loads</p>	<p>Paragraph 9 of Schedule 5 to the Police Reform Act 2002</p>
<p>Power to photograph persons away from a police station: The Serious Organised Crime and Police Act 2005 enables accredited persons to be given the power to photograph a person who has been given a penalty notice away from the police station.</p>	<p>Paragraph 9ZA of Schedule 5 to the Police Reform Act 2002 (inserted by paragraph 21 of Schedule 8 to the Serious Organised Crime and Police Act 2005).</p>

APPENDIX B

Table 2 Offences for which Accredited Persons may issue penalty notices for disorder under Chapter 1 Part 1 of the Criminal Justice and Police Act 2001	Relevant legislation
Wasting police time, Giving false report	s.5(2) Criminal Law Act 1967
Using public electronic communications to cause annoyance	s.127(2) Communications Act 2003
Knowingly giving a false alarm to a fire brigade	s.49 Fire and Rescue Services Act 1947
Behaviour likely to cause harassment, alarm or distress.	s.5 Public Order Act 1986
Throwing fireworks	s.80 Explosives Act 1875
Sells or attempts to sell alcohol to a person who is drunk	s.141 Licensing Act 2003
Supply of alcohol by or on behalf of a club to a person aged under 18	s.146(3) Licensing Act 2003
Sale of alcohol anywhere to a person under 18	s.146(1) Licensing Act 2003

Buys or attempts to buy alcohol on behalf of a person under 18	s.149(3) Licensing Act 2003
Buys or attempts to buy alcohol for consumption on relevant premises by a person under 18	s.149(4) Licensing Act 2003
Delivery of alcohol to person under 18 or allowing such delivery	s.151 Licensing Act 2003
Breach of fireworks curfew	Fireworks Regulations 2004 under s11 of the Fireworks Act 2003
Possession of a category 4 firework	Fireworks Regulations 2004 under s11 of the Fireworks Act 2003
Possession by a person under 18 of an adult firework.	Fireworks Regulations 2004 under s11 of the Fireworks Act 2003
Trespassing on a railway	s.55 British Transport Commission Act 1949

Throwing stones at a train	s.56 British Transport Commission Act 1949
Consume alcohol in a designated public place, contrary to requirement by constable not to do so.	s.12(4) Criminal Justice and Police Act 2001
Consumption of alcohol by a person under 18 on relevant premises	s.150(1) Licensing Act 2003
Allowing consumption of alcohol by a person under 18 on relevant premises	s.150(2) Licensing Act 2003
Buying or attempting to buy alcohol by a person under 18	s.149(1) Licensing Act 2003

Last amendments under Policing and Crime Act (2009) Schedule 7, part 4 re: Alcohol misuse other than mandatory licensing conditions.

Affected paragraph 5, schedule 5 Police Reform Act (2002).

Source: Home Office (2013),
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/117681/csas-powers.pdf