



RCIPS
We Care, We Listen and We Act

SPECIAL CONSTABULARY APPLICATION FOR MEMBERSHIP

The Special Constabulary operates as a **voluntary** sub-unit to the RCIPS.

This application form must be completed in full by the applicant in CAPITAL LETTERS and signed on the last page. It must also be accompanied by:

- two passport size full face photographs
- a reference from the applicant's current employer
- a personal reference dated not more than one month old. References from relatives or police officers will not be accepted.

The completed application should be mailed to:

The Commandant, RCIPS Special Constabulary
C/O RCIPS Headquarters
P.O. Box 909
Grand Cayman KY1-1103

or hand delivered during normal business hours to the Police Headquarters:

RCIPS Special Constabulary
C/O RCIPS Headquarters.
4th Floor Elizabethan Square
George Town

This application form is subject to change without notice. It is therefore the applicant's responsibility to ensure they are completing the current version of this form as previous versions will not be accepted.

The Special Constabulary reserves the right not to consider any application which has not been fully completed by the applicant.

ELIGIBILITY AND SERVICE REQUIREMENTS

ELIGIBILITY FOR MEMBERSHIP

The following persons are eligible to apply for membership in the Special Constabulary:

- Caymanians (which term includes those who have been granted Caymanian Status).
- Holders of permanent residence.
- Holders of a Residency & Employment Rights Certificate.
- Work permit holders who have lived and worked in the Cayman Islands not less than six months and not more than five years (*the six month minimum requirement may be waived for persons with suitable prior law enforcement experience or at the discretion of the Commissioner of Police*).

Persons who have an application pending for the grant of Caymanian Status, permanent residence, or a Residency & Employment Rights Certificate should not apply for membership in the Special Constabulary until after their application has been granted.

Applicants for membership in the Special Constabulary **MUST**:

- Be over the age of 18 and under the age of 50 (Special Constables are required to step down from active patrol duty when they reach 60 years of age, although they may remain as a reserve member of the Special Constabulary beyond that age). Exceptions to this policy can be authorised by the Commissioner of Police.
- Not be employed in a precluded occupation (see below).
- Possess a sound education.
- Have a reasonable knowledge of the Cayman Islands.
- Have no criminal convictions (see below).
- Sit and pass a written test.
- Take and pass a physical fitness test (applicants are not required to have a medical examination but are expected to be medically fit).
- Attend an interview.
- Attend and satisfactorily complete and pass a training course at a date to be arranged.
- Be willing to work in a disciplined environment.
- Be available to work in the event of a major national emergency. (*applications may not be accepted from persons whose employment may preclude them from complying with this requirement*)

- Be available to work duty shifts at public functions such as the Agricultural Show, Batabano, Queen's Birthday Parade, and Pirate's Week. (*applications may not be accepted from persons whose employment may preclude them from complying with this requirement*)

Applications will not be accepted from persons who currently have an application pending to join the RCIPS as a trainee full time officer.

Precluded Occupations

Persons in the following occupations are not eligible to become Special Constables unless they have previous law enforcement experience AND are approved by the Commissioner of Police:

- Those involved in the management of the law, such as magistrates, Justices of the Peace, clerks of court and probation officers.
- Social workers involved in the administration of criminal law.
- Holders of liquor licenses and managers of licensed premises.
- Security guards, including owners and employees of private security companies.
- Prison officers.
- Private detectives and enquiry agents.
- Those involved in the collection and dissemination of news media.

Subject to the actual role of an applicant, other occupations may be incompatible with the office of Special Constable because of the possibility of conflicts of interest. Examples are:

- Certain members of the medical and health profession.
- Occupations with client privilege, such as an attorney.
- Certain civilian employees of the Police Service.

Criminal Record

Under normal circumstances no application will be accepted from a person who has a conviction, including a caution, for any offence involving dishonesty, assault, driving "under the influence", or using a motor vehicle without insurance. However, all convictions and cautions will be considered on individual merit, taking into account the circumstances of the offence, the age of the individual when the offence was committed, the lapse of time since the offence, and evidence of good character since the offence. No application will be accepted from any person who has served any period of imprisonment or youth detention.

ELIGIBILITY FOR MEMBERSHIP

(continued)

Becoming a Full Time Police Officer

Special Constables are required to serve a full two years with the Special Constabulary before being eligible to apply to join the RCIPS as a trainee full time officer, should they so desire.

Whilst the Special Constabulary provides a valuable insight into policing, it is not a stepping stone for direct entry into the Police Service. It must be clearly understood that Special Constables will not be given any preferential treatment if they apply to become a full time police officer. They will be required to follow the same application process as all other candidates, sit and pass the entrance examination, pass the physical fitness test and pass the interview panel.

SERVICE REQUIREMENTS

Special Constables are, at all times, an integral part of the RCIPS and as such they are subject to the same disciplinary rules and regulations as regular police officers. The function of the Special Constabulary is to assist the RCIPS, its regular police officers and the public in general whenever and however possible.

Special Constables are expected to conduct all aspects of their personal lives in such a manner as to set a good example to other members of the community and be a credit to the RCIPS. This includes, but is by no means limited to, prompt and full settlement of personal debts and abiding by all laws and regulations, including those pertaining to the operation of motor vehicles.

Special Constables are expected to perform police duty on a regular basis of not less than fifteen (15) hours per month (with allowance for vacations) including a at least six (6) special event duties each year.

Special Constables who, without good reason, work less than 45 hours in a calendar quarter will receive a warning letter. Special Constables who receive two consecutive warning letters, or three such letters within a two year calendar year period, will be asked to voluntarily resign, and failure to do so will result in a recommendation to the Commissioner of Police that the individual be dismissed from the Special Constabulary.

SERVICE REQUIREMENTS

(continued)

The Special Constabulary operates as a sub-unit of the RCIPS District Uniform Operations, and accordingly each Special Constable is assigned to work through a District Command Unit (police station). Whilst every effort will be made to assign Special Constables to their station of choice, there can be no assurances as the manpower needs of the RCIPS are foremost in the deployment process. All Special Constables are therefore required to agree to serve at the police station to which they may be assigned.

Special Constables are required to perform their duties in uniform, unless the District Command Unit to which they are assigned is carrying out a non-uniformed operation in which the Special Constables are requested or permitted to participate.

Special Constables may work with the RCIPS Traffic Unit after they have completed one year of satisfactory patrol duty at their designated District Command Unit, but any such "transfer" must be approved by the Officer in Charge of the Traffic Unit AND the Commandant of the Special Constabulary.

Special Constables will only be permitted to work in Operational Support, CID Operations and CID Support if they possess specialist skills and experience and are specifically authorized or recruited to serve in that capacity. Authorisation from the Commandant must be obtained prior to commencing such duties.

Special Constables are required to be on time for duty shifts. The RCIPS depends heavily upon the Special Constabulary, and Special Constables who agree to work and then arrive late or do not show up are a serious detriment to effective policing. Such instances will be recorded in the Special Constable's file and repeated occurrences will result in dismissal.

Special Constables are expected to respond to **all** Duty Request E-Mail/Forms and to return them promptly even if they are unable to work the particular event.

Promises to work are to be kept at all times. In the case of a genuine emergency, such as sickness (which can include serious illness of a family member) the Deputy Commandant or Assistant Commandant must be notified as far in advance of the scheduled duty shift as possible.

SERVICE REQUIREMENTS

(continued)

Special Constables are to be neatly and properly attired in full police uniform when arriving for duty. Wearing of anything less than full uniform is not normally acceptable when working in public view.

All Special Constables are required to sign in and out in the Special Constabulary Duty Book at the station where their duty shift originates, and if they do not do so it will be assumed that they did not work. Verbal statements, except by someone of Commandant rank, will not be accepted as evidence of having worked.

Special Constables are responsible for, and accountable for, all items of uniform and equipment issued to them. Failure to treat such items with due care, or to account for such property when called upon to do so, may result in disciplinary action and may also result in the Special Constable being charged with the replacement cost of the property.

Special Constables are required to notify the Deputy Commandant or Assistant Commandant of any change in phone number(s), mailing address, residence or employment address, within seven (7) days of the change taking place.

Leaves of Absence will be granted only for legitimate reasons and only for a fixed period of time, usually not exceeding one year. Requests for Leaves of Absence, and any extension(s) thereof, are to be presented to the Commandant, in writing, at least two weeks prior to the intended start date (unless an emergency situation has arisen in which case shorter notice may be accepted), stating the reasons for the request. Requests will be replied to in writing within seven (7) days of receipt.



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Date Recv'd: _____

Reg #: _____

FOR OFFICE USE ONLY

SPECIAL CONSTABULARY

PERSONAL APPLICATION DETAILS

1. Surname: _____

First name: _____ Middle name: _____

2. If married please give maiden name: _____

If married more than once, give previous married names: _____

3. Have you ever used any other names? Yes / No

If yes, please state other names:

4. Date of birth: _____ Place of birth: _____
Day/ Month/ Year

5. How long have you lived in the Cayman Islands? _____ Years

6. Nationality: _____

7. Do you possess Caymanian Status? Yes / No

8. Have you been granted Permanent Residence? Yes / No

9. Do you have an application pending for the grant of Caymanian Status? Yes / No

10. Do you have an application pending for the grant of Permanent Residence? Yes / No

11. Height: _____ Weight: _____

12. Passport number: _____ Place of issue: _____

13. If not born in the Cayman Islands, your last address before coming to the Cayman Islands:

14. Address in the Cayman Islands (house or apartment number, road name, and district):

15. Postal address: _____

16. Work phone #: _____ Home phone #: _____

Cell phone #: _____ Other contact #: _____

17. Email address: _____

18. Marital status Married / Single / Divorced / Widowed

19. If married, spouse's full name: _____

20. Spouse's nationality: _____

21. Names and ages of all children of applicant:

22. Names and locations of high schools or secondary schools attended:

23. Names and locations of colleges or universities (including vocational and trade schools) attended and degrees or qualifications received:

24. What languages, other than English, do you speak? _____

25. Details of any special skills you possess or special training you have received:

26. Present occupation: _____

27. Employer's name and address:

28. How long have you been with your present employer? _____

29. What are your normal work days and working times in your present job?

30. List jobs held in last five years including dates, names, and addresses of employers:

31. Have you ever been dismissed from a job? Yes / No
If yes, give details:

32. Have you ever been asked to resign from a job? Yes / No
If yes, give details:

33. Have you ever been employed in any military or paramilitary service? Yes / No
If yes, give details including dates:

34. Have you ever been part of any other police organization? Yes / No
If yes, state name and location of organization:

35. Have you ever been the subject of disciplinary action? Yes / No
If yes, give details:

36. Do you possess a full Cayman Islands driver's license? Yes / No

37. Drivers license #: _____ Groups: _____
Date of issue: _____ Day/Month/Year Date of expiry: _____ Day/Month/Year

38. Has your driver's license ever been suspended or revoked? Yes / No
If yes, give details:

39. Do you have any criminal convictions? Yes / No
If yes, please give details of convictions for every offense (including traffic convictions and/or appearances before any court, military court martial or formal cautions by police for offenses, e.g. warning letters). You must also include spent convictions under the Rehabilitation of Offenders Law (1998 Revision).

If you have been cautioned or convicted you may still be eligible for appointment, depending upon the nature and circumstances of the offense, however failure to disclose details may be considered as a deliberate attempt to conceal information and could count against you.

40. Do you currently have any charges pending against you, or have you been summonsed for any offence which has not yet been dealt with? Yes / No
If yes, give date and nature of alleged offence:

41. Are you currently delinquent on the terms of repayment of any loan accounts or similar borrowings, including credit card accounts? Yes / No
If yes, give details:

42. Is there now, or has there previously been during the last six years any Court judgement made against you to enforce the repayment of a debt? Yes / No
If yes, give details:

43. Have you ever had an application to join the RCIPS as a full time police officer refused or rejected? Yes / No
If yes, give details:

44. Do you currently have an application pending to join the RCIPS as a full time police officer? Yes / No
If yes, give details:

45. Do you have any future plans for applying to join the RCIPS as a full time police officer? Yes / No
If yes, please explain:

46. Explain, in your own words, why you want to join the Special Constabulary:

47. If you are accepted into the Special Constabulary you will be required to perform a minimum average of 15 hours duty per month, as well as working at special events when called upon to do so. Are there any days of the week or hours of the day, other than your normal working hours, that you are unable or unwilling to work? Yes / No
If yes, please explain:

48. Please indicate, by ticking the appropriate box, the District Command Unit (police station) which you prefer to be assigned to if you are accepted into the Special Constabulary:

- | | |
|----------------------------|--------------------------|
| George Town Police Station | <input type="checkbox"/> |
| West Bay Police Station | <input type="checkbox"/> |
| Bodden Town Police Station | <input type="checkbox"/> |
| No preference | <input type="checkbox"/> |

Authorisation, Confirmation and Declaration

I hereby authorise the Royal Cayman Islands Police Service, or their bona fide representative, to carry out such background checks as are deemed necessary to verify any of the foregoing information.

I further authorize and permit the release of any such information that may be required by the Royal Cayman Islands Police Service and waive any and all rights to legal proceedings against them or any bona fide representative.

I have read and understand the above noted service requirements and I hereby confirm that if my membership application is approved I shall fully comply with those requirements.

I certify that all the information given above is true to the best of my knowledge and I understand that giving false statements or omitting material facts may disqualify me from joining the Special Constabulary of the Royal Cayman Islands Police Service, or may result in my future dismissal therefrom.

I understand that the Commandant of the Special Constabulary, or his duly authorized representative, has the right to reject any application without giving a reason.

Name (print): _____

Signature: _____ Date: _____

The Special Constabulary reserves the right not to consider any application which has not been fully completed by the applicant.