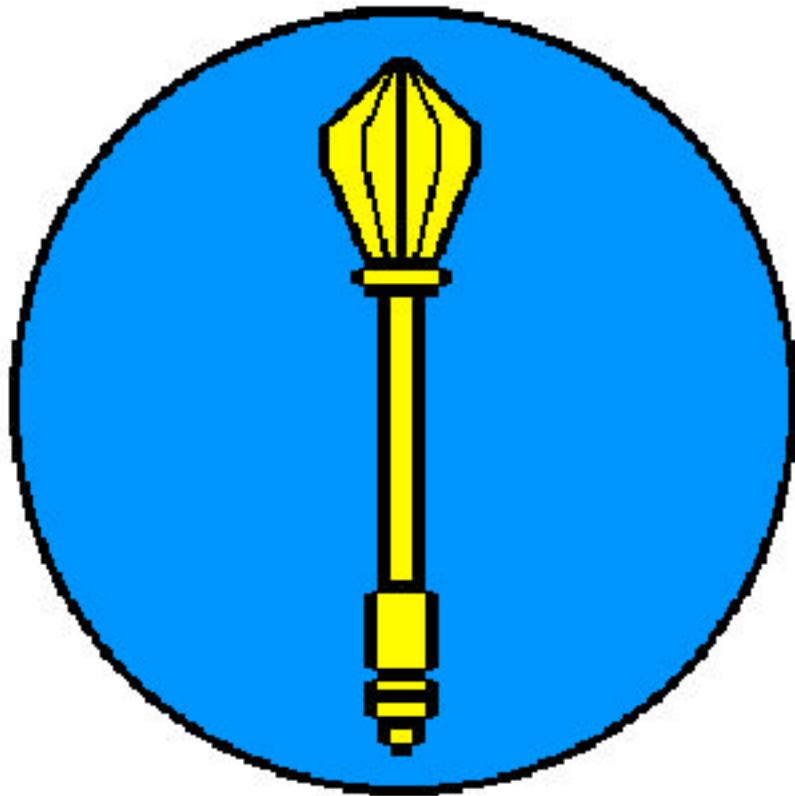


KINGDOM OF LOCHAC

CONSTABLES HANDBOOK



First Edition
September, 2003

TABLE OF CONTENTS

1 WELCOME & GENERAL INFORMATION	1
1.1 Welcome To The Constabulary	1
1.2 Badge Of The Constabulary	1
1.3 What Do You Need <u>Before</u> Becoming A Constable?.....	1
1.4 What Do You Need To Do <u>To Become</u> A Constable?.....	2
1.5 Types Of Constables.....	2
1.6 Organization & Reporting Structure For The Constabulary In Lochac	3
1.7 Indemnities/Waivers & Australian/New Zealand Mundane Law.....	3
2 DUTIES AND RESPONSIBILITIES.....	4
2.1 To Be The Main Safety Officer At Events.....	4
2.1.1 <i>Before The Event</i>	4
2.1.2 <i>During The Event</i>	5
2.2 To Collect Indemnities As Required By Corpora.....	6
2.2.1 <i>Who Signs What</i>	6
2.2.2 <i>Basic Rules - Collecting Indemnities</i>	6
2.2.3 <i>When To Collect Indemnities</i>	7
2.2.4 <i>When You Do Not Need To Collect Indemnities</i>	7
2.2.5 <i>Fighter Practices</i>	7
2.3 Policing Mundanity	8
2.4 The Maintenance Of Order And Good Conduct At Events.....	9
2.4.1 <i>Mundane People Walking Off The Street</i>	9
2.4.2 <i>Patrolling Vehicle Parking Areas</i>	10
2.4.3 <i>Other Situations – Media</i>	10
2.4.4 <i>Other Situations - Police</i>	10
2.4.5 <i>Other Situations - Group Members Who Are Causing Trouble</i>	10
2.5 Administering Lost Property	12
2.5.1 <i>Collection Of The Items Left Behind</i>	12
2.5.2 <i>Storage Of Lost Property</i>	12
2.5.3 <i>Return Of Lost Property</i>	12
2.5.4 <i>Disposal Of Lost Property</i>	12
2.5.5 <i>Keeping Records About Lost Property</i>	12
3 WARRANTS & ROSTERS.....	13
3.1 Kingdom Constable.....	13
3.2 Group Constable.....	13
3.3 What Information Is Required For The Roster?.....	13
4 EMERGENCY SITUATIONS	14
4.1 Medical Emergencies.....	14

4.1.1 Before The Chirurgeon Arrives.....	14
4.1.2 Injuries Occurring During Combat.....	14
4.1.3 Chirurgeon Not Available Or Not In Attendance At The Event.....	14
4.1.4 Reporting Medical Emergencies.....	15
4.2 Fires & Other Emergencies	15
5 WEAPONS POLICY.....	16
6 ALCOHOL USE BY CONSTABLES.....	17
7 REPORTING & STORING INDEMNITIES	18
7.1 All Officers Are Required To Report As Dictated By The Laws Of Lochac And Corpora.....	18
7.1.1 Constable In Charge Of An Event	18
7.1.2 Group Constable	18
7.1.3 Group Constable Reporting timetable:.....	18
7.2 Storing & Archiving Indemnities	18
7.2.1 How Long To Keep Indemnities.....	18
7.2.2 How to store indemnities.....	18
8 GROUP CONSTABLE – COMMENTS SPECIFIC TO THE OFFICE.....	19
8.1 Taking Up The Group’s Office.....	19
8.2 Suggestions For A Well-Run Office	19
8.3 Retiring.....	20
8.4 Suspension/Removal Of A Constable – From Office Or Roster	20
8.5 Grievance Procedure/Dealing With Problems	21

APPENDIXES – still under construction

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Baron Blaeney
Lochac Constable AS38

1 WELCOME & GENERAL INFORMATION

We like you (read as “*we have you now my pretty*”)
Enjoy your time as Constable.

1.1 WELCOME TO THE CONSTABULARY

This handbook is a guide to how this office can be run. It includes requirements and recommendations on what to do, and what not to do, as is appropriate to the Kingdom of Lochac.

Frequently check Corpora and the Lochac Laws for any changes to the rules that govern the game we play.

You should also be reasonably aware of Mundane Local Laws and restrictions, as it will always take precedence over our Laws.

1.2 BADGE OF THE CONSTABULARY

Azure a flanged mace Or.

All Constables on Duty should be wearing the appropriate identifying badge. Suggestions include a tabard, baldric or cloak. Banners and/or Tablecloths are an excellent way to identify where the Constables are based during an event. You do not need to be of any particular rank to wear these. Just use what is appropriate to the weather and event i.e. what is available.

1.3 WHAT DO YOU NEED BEFORE BECOMING A CONSTABLE?

Be:

- 18 years or older (you need to be able to sign legal documents)
- Willing to undergo training

If you are under 18 years of age then you can still assist the Constabulary in a number of ways, see your local Group Constable and volunteer to help out.

1.4 WHAT DO YOU NEED TO DO TO BECOME A CONSTABLE?

In addition to being 18 years or older & having undergone training:

- Have knowledge of Corpora and Lochac Law
- Have knowledge of Local/State laws
- Follow the Guidelines as directed in this handbook
- Be Rostered by the Group Constable
- Be on call for assistance
- Demonstrate an attitude compatible with the duties of this office (i.e. displaying a confrontational demeanour to an upset or aggressive person will only cause the situation to deteriorate).
- Demonstrate common sense, lateral thinking and the ability to delegate.
- To be an SCA official, (i.e. group officer or CIC for an event) you will need to be a member.

1.5 TYPES OF CONSTABLES

These people are require to be members of the SCA:

Kingdom Constable (KC)	Kingdom Officer
Group Constable (GC)	Group Officer
Constable in Charge (CIC)	Constable in charge of an Event

Other types of Constables:

Constable at Large (CAL)	Constable who is a member.
Assistant Constable (AC)	Constable who is NOT a member

Constable in Training (CIT)	Person who is in the process of being trained in the duties & responsibilities of a Constable. Can receive training from any of the above types of Constable. Cannot be in charge of an event.
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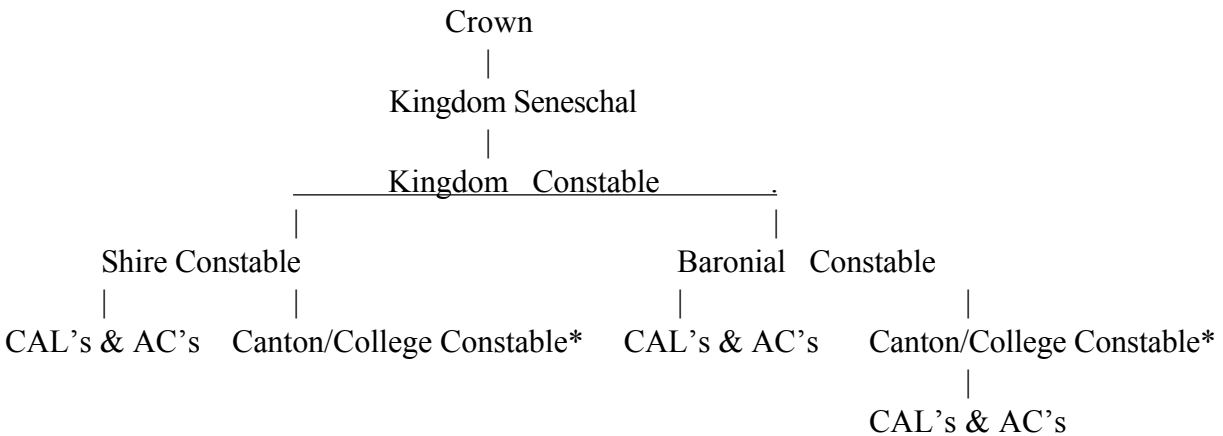
All of the above need to be warranted/rostered as is appropriate to their position.

Constable on Duty (COD)	Constable who is officially carrying out constabulary duties at an event
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1.6 ORGANIZATION & REPORTING STRUCTURE FOR THE CONSTABULARY IN LOCHAC

The office of Constable is a greater office and it is required that Baronies have a functioning and reliably reporting Constabulary. It is not a requirement for smaller groups to have one however, the Seneschal then must fill the role of being responsible for collecting indemnities.

Each officer reports upwards...



* Subordinate branches report to their sponsoring Group. Also, Constables of a proposed branch report to the sponsoring branch.

1.7 INDEMNITIES/WAIVERS & AUSTRALIAN/NEW ZEALAND MUNDANE LAW

As is defined in Corpora, Mundane Law ALWAYS takes precedence over SCA Laws.

In Australia indemnities are collected at all official events, fighter practices and anything combat related.

In New Zealand neither indemnities nor waivers are collected.

2 DUTIES AND RESPONSIBILITIES

“Have an opportunity to meet people”, they said. “Spend time with every person who attends the event”, they said. “Become a Constable,” they said!

The duties defined in law at this time require the Constable to fulfil five main roles:

- To be the Main Safety Officer at Events
- To Collect Indemnities As Required By Corpora
- Policing Mundanity
- The Maintenance Of Order And Good Conduct Amongst People At Events
- Administering Lost Property

These are ordered in a manner relevant to event not in order of importance.

2.1 TO BE THE MAIN SAFETY OFFICER AT EVENTS

Health and safety can be generally managed by:

- Identifying hazards;
- Assessing risks that may result because of the hazard;
- Deciding on control measures to prevent or reduce the level of risks;
- Implement control measures; and
- Monitoring and reviewing effectiveness of control measures

These hazards include (but are not limited to):

- Ensuring walkways are clear of clutter and potential dangers, this includes holes in walkways, electrical cords to be taped down and other hazards. (Large walkways require at least three metres of clear walkway, small walkways only require just over a metre)
- Checking the event grounds for potential hazards – eg holes, sharps, glass
Advise Chirurgeon/Steward of dangers and arrange the removal of sharps see – <http://www.ancahrd.org/pubs/pdfs/needlequest.pdf>
- Visual barriers for chasms, cliffs, hilltops & other dangerous terrain.
- Ensuring that vehicles (especially fire brigade and/or ambulance) can access all areas.
- Being aware of evacuation procedures for buildings eg does it have a smoke alarm, exit lights

2.1.1 BEFORE THE EVENT

The above checks should be done for all areas that are open to event attendees and should be completed prior to the opening of each event. Areas that are not to be accessed by the general populace should be clearly designated as such (i.e. if only a few rooms are used for an event – out of bounds rooms should be closed/locked and signs posted, where possible/appropriate).

These checks of the event areas should be conducted in conjunction with the Steward and any other relevant officers (eg Marshal, Chirurgeon). The workload should be shared if at all possible and it is more efficient to assign a person/people to each area, rather than have everyone check the entire venue.

All officers and members of the Stewarding team are to communicate any potential dangers and control measures to each other. It is up to these people to ensure that the control measures are monitored and rectified if not effective.

The Constable in charge of each event, should ensure that the Steward/Chirurgion has arranged:

That a:

- Person is designated as (and made aware that they are) the emergency driver as required
- Vehicle has unhindered access and entry to and from the site.
- Mobile phone, and/or directions to the nearest landline telephone for emergencies.

2.1.2 DURING THE EVENT

If there is a problem that the populace needs to be aware of, eg snakes in the area, ensure that announcements are made, and notify the person/people manning the door so that they can advise people as they sign in and pay.

Further information specifically geared to different types of events can be found in the appendices at the end of the document.

2.2 TO COLLECT INDEMNITIES AS REQUIRED BY CORPORA

This section is to be ignored for events held in New Zealand.

Indemnities should be collected at an obvious site entry. It is best if this is the only place that the populace can actually enter the venue so you don't miss anyone.

2.2.1 WHO SIGNS WHAT

There are four different types of indemnities:

Member Roster Sign in form for all members who present a Kingdom of Lochac Membership card that has not expired and states that an indemnity has been signed. You must sight the card.

MINOR MEMBER: If a minor is accompanied by one of their parents who can show a membership card (in the minor's name) which satisfies the above criteria: then the parent is to fill in the minor's name (put the minor's age in brackets next to their name), minor's member number & then it is for the parent to sign in the signature column.

Adult Member Signed by current members who can't present a membership card, or the card does not satisfy the criteria so that the Member Roster can be signed (i.e. left it at home; card not returned by registrar but they have sent their membership with payment; card expired; states 'indemnity not signed'; etc)

Overseas/International (including New Zealand) Members also sign this form.

Adult Non-Member For all persons over 18 years who are not members.

Minor Non-Member To be completed and signed by the legal guardians/parents of those attendees who are under 18 years of age. **The person who signs the minor in MUST be staying at the event.**

2.2.2 BASIC RULES - COLLECTING INDEMNITIES

- Indemnities must be filled in with MUNDANE names and signatures, as they are for reference in mundane legal proceedings.
- Indemnities must be counter-signed/witnessed at the time of signing, by a person over the age of 18 years.
- Minors who are attending an event with a person who is not their legal parent/guardian MUST have written authorization with them stating who their legal parent/guardian has given temporary guardianship to. See the appendices at the end of this document for an example of what is required. If the minor arrives at the event with their parent, but not temporary guardianship authorisation, then the parent can **countersign** the minor indemnity

with wording ‘I, (parent’s name) give guardianship of my child to the person named above for this event (signature)’.

- Refusal to sign an indemnity is grounds for exclusion from an event. You may have to politely chase some people. If they are particularly obstinate, politely offer to refund their money and ask them to leave site.
- Combat cannot begin until all attendees have signed indemnities. Those who arrive after the combat begins must sign in immediately.
- It is strongly suggested that the constable collecting indemnities avoid collecting the site fees as well. If it is a large event have a couple of deputies to assist you in just collecting the waivers.
- Indemnities are to be collected at the entry point to the event so that no-one can enter without signing. If you are the CIC you don’t have to remain at the gate and can delegate this responsibility out to deputies (CALs/ACs) so that you can carry out the other duties and responsibilities.

2.2.3 WHEN TO COLLECT INDEMNITIES

This is a paraphrase of corpora section VI:C, and is a working guideline as to what constitutes an “official event”. Indemnities are to be collected at all official events.

- All events that require an attempt at C17th clothing require indemnities. (EG: Feasts, Balls)
- All events or practices that involve combat or combat related activities (target archery)
- All Equestrian activities require indemnities

2.2.4 WHEN YOU DO NOT NEED TO COLLECT INDEMNITIES

- Business meetings
- Guild meetings, (i.e. A&S without garb and without combat or combat related activities)
- Demos (unless they include combat),
- Dance Practices; or
- Planning sessions.

2.2.5 FIGHTER PRACTICES

- Indemnities may be collected per person per site every six-month period. These shall be January – June and July – December. (i.e. Person attends FP on the 3rd of March sign their dates to participate as being 03/03/2003-30/06/2003)
- At each FP, each attendee signs the attendance roster - once people have signed an indemnity for the six month period (this requirement can be waived if monies are receipted for each attendee).
- Collected forms must be maintained by the Group Constable or, at their delegation, the Marshal-In-Charge or a Constable-At Large for the 6-month period
- Standard storage procedures apply, see Section 7.
- An exception to this is target archery practices which are conducted at an Archery Club.

2.3 POLICING MUNDANITY

This involves a measure of common sense to maintain the atmosphere of the event. Firstly, always address your clients in a courteous period fashion to attempt to draw them into the event.

Secondly, while manning the site entry and collecting indemnities, you will have the opportunity of reminding people about the mundanities that often creep into events. The types of things that are commonly forgotten include:

- Mobile phones – should be switched to vibrate and preferably for emergency only (eg – family/work)
- Chairs/Eskies – should be covered if they haven't got period equivalents
- Non-period drinking vessels (coke cans) and non-period bottles (particularly soft drink bottles) should remain out of sight and preferably covered.
- Smoking: occasionally it may be necessary to remind smokers that it is courteous to move away from doorways & crowds. Obviously smoking within buildings is a no-no.
- Any other obvious mundane things that will stick out – out of sight is out of mind

Sunglasses/Medical Aids

Sunglasses/Spectacles are considered medical aids. If there is an appropriate period solution that is affordable by all means suggest it but otherwise it is acceptable for them to be worn. Occasionally a gentle reminder may be needed to remind for unused sunglasses to be put away (i.e. left on their head, after dark etc)

Occasionally you may come across someone wanting to attend an event in mundane clothing. This is not appropriate under any circumstances. If the person signing the waiver to attend an event is wearing mundane clothes, direct them to the Hospitaller. The Hospitaller should have something appropriate or will canvass the attendees to see if there is anything spare that will fit. If the person refuses to make an attempt (i.e. throw over a tabard/cloak) politely refund their money and ask them to leave.

Most people are more than happy to be reminded of these things and want to cause as little fuss as possible particularly if what you are asking is reasonable. People are people and they will probably forget half way through the event. You will probably need to do rounds and gently remind them – out of sight is out of mind.

2.4 THE MAINTENANCE OF ORDER AND GOOD CONDUCT AT EVENTS

This area of the constabulary is the most mixed and complex side of the Office. It involves dealing with people in a number of potentially risky circumstances. You should avoid any physical contact and call for assistance where and when required. (eg – either another Constable or the police) Always refer to people in the utmost courtesy – Sir/M'am for mundane, My Lord/Lady for members of the SCA.

2.4.1 MUNDANE PEOPLE WALKING OFF THE STREET.

These could be:

- Interested people

Common Sense dictates that someone who is genuinely interested should be directed to the Hospitaller. If they are interested in participating (i.e. get closer to the fighting) they should be directed to sign a waiver and get assistance from the Hospitaller with appropriate clothing.

- People wanting to take advantage of a situation (thieves) or sometimes the person is under the influence of alcohol or drugs

Most people wanting to take advantage of a situation will probably be acting strangely. They may not wish to engage in eye contact and will be looking to take advantage of a weak point. Most often they will be most likely looking for cash or valuables. Judging people's behaviour in this instance will often rely upon gut instinct

If you suspect someone hanging around the event then:

- Report your concerns to other Constables or the steward so that a number of people will keep the person / area under observation.
- Inform the door reeve to take extra diligence with takings.
- Do a general announcement to the group to remind them to place purses, wallets and other valuables out of sight.
- As most criminals rely on anonymity and opportunity to commit their crime by going up to a person who is lurking around and talking to them in a generally welcoming way (same as for any other interested observer) will accomplish two things, firstly this will deter the opportunistic thief as they have then lost their anonymity and can be identified to police and secondly, will allow you to assess if the person is under the influence of alcohol or drugs and could be a danger to the general group.
- If the person is in anyway interfering with the event then a polite but firm request to leave the area should be given by you. If you are concerned about possible responses then the best course of action is to have a number of other group members to accompany you.
- If the person fails to leave or you suspect the person is under the influence of alcohol or drugs and could be a danger to the general group then a call to the police to inform them of your concerns is in order. They will be able to ensure that appropriate action is taken.
- Make a record of any identifying information including appearance or vehicle registrations.

2.4.2 PATROLLING VEHICLE PARKING AREAS

Remember that a large collection of cars with all sorts of interesting stuff in view are likely to attract the attentions of some 'undesirable' people.

A reasonable response to this situation is to remind the populace that they should lock their cars, especially when the main area of the event is not located in view of the vehicles. Also, having a 'costumed' person do a meandering patrol at irregular times, i.e. once every hour (or half depending on the locality), when you get a chance, is often enough to discourage those who would take advantage.

2.4.3 OTHER SITUATIONS – MEDIA

The majority of media personnel will only turn up to an event when invited. In which case a person should have already been appointed to assist them. If not, then contact the Steward of the event immediately and liaise with them regarding permission to allow the media to attend or record the event. Remember that the media should not be encroaching on the feel of the event.

2.4.4 OTHER SITUATIONS - POLICE

Police have the powers to check out any event for security and safety issues. Should police officers attend at your event greet them politely and direct them to the Steward of the event immediately.

2.4.5 OTHER SITUATIONS - GROUP MEMBERS WHO ARE CAUSING TROUBLE.

Dealing with Intoxicated members:

- Separate the troublesome member from the rest of the group, ask them if they could talk to you away from other members.
- Call on friends or family members (preferably more sober individuals) to care for them, take them to bed or home and check on them.
- Request that alcohol consumption cease or at least the person in particular is no longer served alcohol.
- If alcohol consumption is against the rules of the event then politely but firmly request that the group leaves or packs away the alcohol and no longer consumes it.
- If the person continues to disrupt the event then ask them to leave and accompany them from the event.
- No matter who you are dealing with always keep your temper and maintain a calm, non-threatening attitude.

If you are concerned about risk to yourself then the best course of action is to deal with the issue in a group.

If you choose to approach as a group then some suggestions are:

- Be sure before approaching the person that everyone knows who will be in charge and that everyone else is not to become involved unless you ask them to.
- Make sure the group does not block the exit for the person to leave. Nothing will exacerbate the circumstances worse than the person being confronted feeling that they are cornered.

- Be polite but firm, no matter what is being said and do not enter into a discussion or try to explain yourself. Once you have made the decision to exclude the person from the event then that decision is final. Remember it takes one person to be troublesome but two people to make an argument.
- After the person is escorted from the event make sure that they do not try to re-enter the event. Appoint either yourself or another Constable to monitor the door and make sure that no one leaving will be put at risk of harassment from the evicted person. This may include escorting people to their car and/or warning them of the risk at the door.
- Do not turn your back on the person if possible.
- If the person continues to be troublesome then call the police.

2.5 ADMINISTERING LOST PROPERTY

The Office of Group Constable is also responsible for the collection, storage, return if possible, and disposal of the many miscellaneous items that are often left behind by their owners at events.

Reminding the populace to mark their property with their name, device etc can lead to the return of their possessions, also it can reduce the amount of Lost Property that you end up storing.

2.5.1 COLLECTION OF THE ITEMS LEFT BEHIND

It may be that the Constable is the last to leave the event site, in which case they should have a look around to see if there are any articles which have been left behind.

Generally the Event Steward or one of the Stewart's team will be the last person to leave the site. A reminder to them that you would appreciate their collecting any Lost Property on your behalf & either dropping it off to you or letting you know when/where you can collect it from.

2.5.2 STORAGE OF LOST PROPERTY

The Group Constable is responsible for the safe storage of any Lost Property. Usually this is your house or shed or whatever corner of a room you have allocated for that purpose.

2.5.3 RETURN OF LOST PROPERTY

If practical, take the unclaimed items to the next few events for viewing. Advertise them in the local newsletter. If the left over articles are from a large event with wayfarers, you may also consider advertising the items in Pegasus.

2.5.4 DISPOSAL OF LOST PROPERTY

In most groups articles not claimed within six months are sold and the funds donated to the group, or perhaps used to cover the cost of running the office. Either way the funds must go through the local Reeves books. Check with your State law enforcement office (i.e. the cops) regarding mundane legal requirements of lost property disposal.

2.5.5 KEEPING RECORDS ABOUT LOST PROPERTY

Keep a list of the lost property articles with your event report & with your current files. Make a note against the article when it has been collected/disposed of.

Some examples of Lost & Found forms are located in the Appendix.

3 WARRANTS & ROSTERS

Who are you? Where do you belong?

3.1 KINGDOM CONSTABLE

Is warranted by the Crown.

Maintains a roster of all Constables within the Kingdom.

3.2 GROUP CONSTABLE

Is rostered by the Kingdom Constable.

Maintains a roster of all Constables (deputy(s), CALs & ACs) within the Group. Provides this roster to the Kingdom Constable in each end of reign report. (*Keep it up-to-date or you'll be caught out *grin**)

3.3 WHAT INFORMATION IS REQUIRED FOR THE ROSTER?

- Mundane name
- SCA name
- Address & contact details (eg phone, email and preference as to contact method)
- Member number and expiry date (not relevant for ACs)

4 EMERGENCY SITUATIONS

Argh, what do I do? Will I run around like a headless chicken, no, that won't help, sigh, better help out and calm things down wherever I can

4.1 MEDICAL EMERGENCIES

In a medical emergency the Chirurgeon has primary control of the situation and any assistance from the Constabulary will be given only at the direct request of the Chirurgeon. Upon receipt of this direct request the constabulary will render any of the services listed below:

- Identify and locate the person(s) travelling/responsible for the injured person(s).
- Provide crowd control as may be needed.
- Provide manpower requested to position, mobilise and evacuate the injured.
- Allow clear and unhindered access for emergency vehicles to the site
- Locate other chirurgeons as required.
- Provide other services as necessary and as directed by the Chirurgeon.

4.1.1 BEFORE THE CHIRURGEON ARRIVES

The Constabulary will notify the Chirurgeons immediately when informed of a medical problem. Until the Chirurgeon arrives the Constabulary will take such steps as they are QUALIFIED to take to prevent the situation from deteriorating. After the chirurgeon arrives, the constabulary will render assistance as detailed above.

4.1.2 INJURIES OCCURRING DURING COMBAT

The Marshalate has direct control over the fighting areas.

If an injury has occurred and a Chirurgeon has been called, then the Chirurgeon has direct control of the fighting areas.

Any assistance from the Constabulary will be given only at the direct request of either the Chirurgeon or the Marshal. Upon receipt of this direct request the constabulary will render any of the services listed above.

4.1.3 CHIRURGEON NOT AVAILABLE OR NOT IN ATTENDANCE AT THE EVENT

If a Chirurgeon is not available then the Constable In Charge at the event should have on hand and available the following information:

- Map of the local area
- Where the nearest medical centre is and its operating hours
- Where the nearest hospital is
- Mobile phone/nearest landline

The following steps should be taken when a serious injury has occurred:

- Call for assistance from anyone with a current first aid or better qualification
- Identify and notify a Next of Kin, Guardian or close friend of the injured who is on site.

The Constabulary will immediately call the mundane emergency medical services for assistance when informed of a serious medical problem. Until the arrival of the emergency medical assistance, the Constabulary will take such steps in order to prevent the situation from deteriorating. After the arrival of such medical personnel, the constabulary will render assistance as required.

4.1.4 REPORTING MEDICAL EMERGENCIES

Any medical situation, except the common drunks who present no special problems, require a complete Incident Report which includes the following information:

- Name of injured person(s) – mundane & SCA
- Description of injury
- What medical assistance was necessary (Chirurgeon attended? Ambulance called? Person taken to hospital?)
- Brief description of circumstances which led to the injury
- Any action taken to reduce the likelihood of incidence recurring

This report is to be attached to the event report and stored with the event indemnities and other paperwork relating to the event.

If there was no Chirurgeon in attendance then forward a copy of the Incident Report to your Group Chirurgeon and/or Group Seneschal.

(Q: Why record incidents like this? – A: It is a necessity that the Constable's Report of an event include ALL unusual/extraordinary situations which occurred to enable the KC to identify any trends and to share knowledge with other constables.)

4.2 FIRES & OTHER EMERGENCIES

If the situation cannot be handled by people at the event – call the appropriate Mundane Emergency Service.

'000' is your friend if calling from a landline telephone (in Australia)

5 WEAPONS POLICY

Just say 'no'

It is the policy of the Constabulary that Constables on duty will **NOT** carry weapons of any description. A belt knife can be handy (as can a piece of string), but it should be 'peace tied' or equivalently secured. It is tempting to carry a mace as sign of being on duty however, it can be a magnet for trouble and also hinder fulfilment of other duties. Also, flanged and spiked maces are restricted (illegal) weapons in most of Australia.

Past experience has indicated that the carrying of weapons does not aid or assist members of this office in carrying out their duties. If anything it has been proved that the carrying of weapons causes more trouble than would otherwise have been present.

Any questions as to what constitutes a weapon should be addressed to the shift leader or the Constable in Charge.

6 ALCOHOL USE BY CONSTABLES

But everyone else is drinking! Why can't I?

Given the sensitive nature of the situations the constabulary may be required to handle, all Constables working at an event must have the soundest of judgment and the best perception while on duty. This means that we as an office cannot condone the use (or abuse) of any substance that might alter a Constable's judgment or perception.

Use the 0.05 rule of thumb:

If you aren't legally allowed to drive a vehicle – then you shouldn't be On Duty as a Constable.

In cases where the Constabulary makes contact with the members of the general public it is absolutely **essential** that no drinking be done while on duty.

Alcohol is a drug; it will alter the user's judgment. Set an example for the populace. We therefore request that those in our office be both discreet and moderate in their consumption of alcohol, especially if they are going on duty soon.

If you are planning, or even considering, overindulging at an event, please notify the Constable in charge, so that you may be taken off any duty rosters for the remainder of the day or event.

A reminder about the effects and recovery time when drinking alcohol:

Consumption of alcoholic drinks, and/or the use of drugs, will affect your judgement, bodily responses and awareness of surroundings. This, in turn, may dull your instincts and reduce your awareness of your own safety and ability to control and react to situations. The way an individual responds to alcohol depends on a number of factors including:

- Amount of alcohol consumed;
- Rate of consumption;
- Size and weight of the individual;
- Gender;
- Physical fitness; and
- State of health.

It is important to realise that whether alcohol or drugs affect you, only TIME can sober you up. Food, coffee, a cold shower, fresh air, vomiting etc. DOES NOT WORK.

It should be obvious that the Office of the Constabulary does not permit any Constable to use, or be under the influence of, illegal drugs whilst on duty.

7 REPORTING & STORING INDEMNITIES

“It’s an easy job”, they said. “ Just turn up”, they said.

7.1 ALL OFFICERS ARE REQUIRED TO REPORT AS DICTATED BY THE LAWS OF LOCHAC AND CORPORA.

CALs, ACs and CITs will report incidents as soon as is practical to the CIC of an event. A written report is not required, unless the incident is of a serious nature or requires the attendance of any of the Mundane Emergency Services.

7.1.1 CONSTABLE IN CHARGE OF AN EVENT

The CIC is to report to the Group Constable within 1-2 weeks after event. A basic event report form is included in the Appendix.

7.1.2 GROUP CONSTABLE

The GC reports to the next most senior Constable – see Section 1.6. The Shire and Baronial GC report is required to cover all supported groups. A basic Group Report form is included in the Appendix.

7.1.3 GROUP CONSTABLE REPORTING TIMETABLE:

The KC is required to report to the Seneschal quarterly and needs input from each group to do this. As the KC also needs time to follow-up any issues and write a report the due dates for group reports is two weeks before the KC is required to report.

The dates by which all Shire and Baronial GC’s are required to report are:

Mid Reign – 28th February

End of Reign – 31st May

Mid Reign – 31st August

End of Reign – 30th November

7.2 STORING & ARCHIVING INDEMNITIES

This section not relevant to New Zealand.

7.2.1 HOW LONG TO KEEP INDEMNITIES

Original indemnities must be stored in such a manner that a responsible party can easily retrieve any needed form. <ref: Corpora- Corporate Policies-Section VI:E>.

Maintain Adult indemnities for 7 years and minor indemnities for 20 years.

(Minors have a number of years after they become an adult during which time they can start legal proceedings.)

7.2.2 HOW TO STORE INDEMNITIES

All indemnities from events are to be stored by the Kingdom Constable, unless the local Group Constable has arranged otherwise. Eg. Either post them to Kingdom Constable or store them at a location registered with the Kingdom Constable.

8 GROUP CONSTABLE – COMMENTS SPECIFIC TO THE OFFICE

Why did I volunteer? Wait a minute – someone else said it would be a good idea!

8.1 TAKING UP THE GROUP'S OFFICE

Contact your superior – say 'hi' and make sure they have enough information to roster you.

Check through the Office Paraphernalia you have been given.

Contact all your underlings (CALs, ACs & CITs) and let them know what you require of them regarding reports, information and assistance. Also let them know your availability to them if they need you.

If problems arise remember you are not alone, talk to people. Your fellow Constables and your superior officers are there to help.

Ask/call/plead for deputies, folks who can tend the Office if Life hits with a vengeance and to possibly take up the office when you retire.

8.2 SUGGESTIONS FOR A WELL-RUN OFFICE

Really it's not that hard, check out the following guide:

- Report regularly.
- Keep track of Constables in your area. It's a good idea to say hi when you take up the office and keep them informed of any changes and new policies.
- Talk to folks interested in the Constabulary. Get them rostered and supply them with their own file of indemnities.
- Collect indemnities at events or ensure there is a Constable there to do it.
- Work with the Stewards and the Marshalate.
- Keep the Office Paraphernalia and a filing system in reasonable order.
- Ensure that lost property makes it's way to you
- Have your indemnity forms printed in different colours (this is a suggestion, not a requirement - white: member roster; blue: Adult Member; yellow: Adult Non-Member; pink: Minor Non-Member) so it is absolutely clear which ones they should be signing.

Other Hints & Tips:

- Stay out of politics
- Stay calm in the face of all angst
- Think things through and take your time - often things resolve themselves or their origins become evident when things calm down.
- Avoid knee-jerk reactions.
- Avoid gossip and bitching
- Maintain confidentiality. A need to know policy is well advised.
- Be available for folks and your Constables to talk to you.

- Feel free to talk to Superiors/Seneschal. You can sometimes talk your way to the solution just by verbalising.

8.3 RETIRING

At least three months before retiring, advise your Seneschal, the Royalty as appropriate, as well as your senior Constable.

Advertise for a replacement for your Office, even if you have a deputy who would like the job (this allows people who were previously unable to assist with the office a chance). Ask for replies in writing and give the job to the best applicant after consultation with your Seneschal, the Royalty, as appropriate, and your senior officer.

At least a month prior to the handover, both you and the incoming should write to your senior Constable and ensure that all warrants/rosters and contact details are in order.

Together check through the Paraphernalia and files making sure all is in order.

Hand over your office and relax Mmmmmmmmm!

8.4 SUSPENSION/REMOVAL OF A CONSTABLE – FROM OFFICE OR ROSTER

On occasions this is a necessary. Generally, this is an uncommon occurrence.

A Constable may be removed from the Office for (but not limited to) the following reasons:

- Violation of mundane law
- Inability or refusal to cooperate with other Constables or society officers.
- Failure to fulfil the “duties of a Constable” either in regard to their Rank or position.

Removal of the roster letter may be carried out by the Group Seneschal, Kingdom Constable, Kingdom Seneschal or the Crown.

A Constable may be suspended immediately for gross violation of the Law, custom, or procedure. If it is the GC who is under suspension, then the KC will suspend the GC from roster & office, notifying the group's seneschal, who will carry out the duties of the office if there is no deputy. They may not be permanently removed from the office until the appropriate office reviews the situation. An office superior or the Crown may declare suspension. Within seven days a written report will be filed with the Kingdom Constable, the Crown and the Kingdom Seneschal. These persons will, within seven days of receipt of the written documentation, confer and decide the action to be taken. If it is the Kingdom Constable who is in question, the examining group will consist of the Crown and Kingdom Seneschal.

The suspended individual will have the right to request witnesses or depositions of the incident. A copy of all proceedings shall be furnished to the Crown, Kingdom Seneschal, Kingdom Constable, Office superior, and the suspended person. A permanent record will remain in the Files of the Kingdom Constabulary.

8.5 GRIEVANCE PROCEDURE/DEALING WITH PROBLEMS

The Grievance Procedure as detailed in Lochac Law:

Anyone having a dispute with, or grievance against another in Lochac shall first attempt to settle the matter as follows:

I First Stage

The person shall hold a direct and private discussion with the other and attempt to come to a resolution.

II Second Stage

If the matter cannot be resolved; the person shall bring the matter to the attention of the most appropriate local officer, or the Local Seneschal if there is no appropriate local officer. If the dispute is with someone outside the local area, the dispute will be brought to the Kingdom officer. If the grievance is against a landed Baron or Baroness, the dispute will be brought directly to the Crown. The relevant officer should then attempt to arbitrate a resolution.

III Third Stage

If the dispute cannot be settled at a local level, it should be brought to the attention of the most appropriate Kingdom Officer. The relevant officer should then attempt to arbitrate a resolution.

Serious Disputes

If the dispute is of such magnitude that all steps above have failed and a formal complaint is necessary, copies of such complaints shall be sent to the person being complained against, the local Seneschal, the Kingdom Seneschal, and the Crown via the Seneschal. Complaints against any officer shall be directed to the officer's superior in addition to the above.

In matters concerning the Marshallate the Crown may convene a Quarter Court to judge a matter being disputed. The Quarter Courts rulings are binding in their result and not subject to appeal within the Kingdom. The Quarter Court is composed of the Crown, Earl Marshal and a member of the Chivalry.

At all stages of any grievance both parties must be given the opportunity to declare their views and be given equal hearing

Hints, tips & suggestions:

- If people have a serious complaint or incident that involves your office get it in writing or it doesn't exist.
- Get reports from all eyewitnesses.
- Calmly read all reports and think of the problem from all points of view.
- Often you will find the core problem has been blown out of all proportion (often due to emotional involvement).
- Look for simple and effective solutions. There will be more than one option available to you.
- Pick the solution most appropriate to the people involved and the situation.
- At all times remember the Grievance Procedure and often all you will need to do is direct those involved to follow it.

- Don't get emotionally involved if you find yourself in this position. Talk to your Superiors/Seneschal
- Always inform Superiors/Seneschal of problems, your resolutions and/or your plea's for help.

APPENDIXES – still under construction

It is to include all relevant forms, templates & etc

I was thinking of including any relevant sections of Corpora here too – anything you think is necessary?