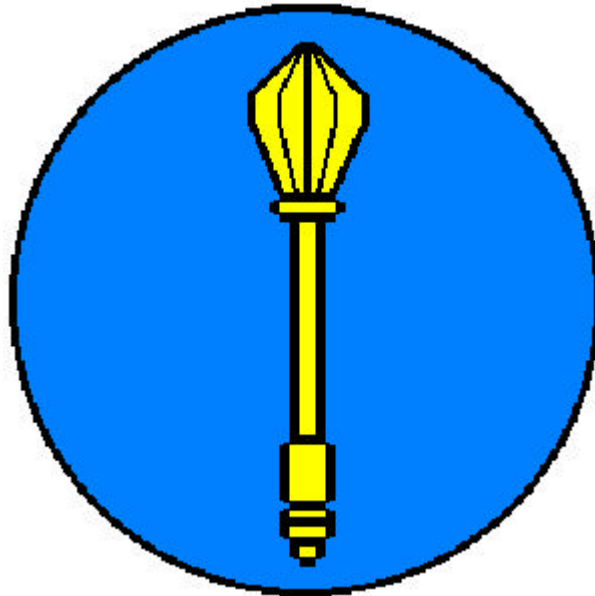


Constables Handbook



Kingdom of An Tir
6th Edition

Revision 1
March 2002

Signed this 3rd day of March, 2002 AS XXXVI

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A. PURPOSE OF THIS HANDBOOK

The Office of Constabulary is a necessary yet controversial institution. It is our belief that proper training and administration are key to the successful use of Constables within our Kingdom.

This Handbook will endeavor to provide an understanding of the duties, tools, and the attitude a Constable must have about themselves and the people they are serving.

This Handbook is meant to be a guide and not an all-inclusive document. Specific procedures within this document are subject to change at any time. Classroom training is highly recommended to fully understand this subject.

B. OFFICE OVERVIEW

The Office of the Constabulary is a Greater Office necessary for the proper functioning of the Kingdom. Crown Principalities and above must have all of the Great Offices present at the Kingdom level, including a Warrantable Constable. All other branches, especially Baronies, are strongly encouraged to have a Constable. In the absence of a Constable, responsibility for the fulfillment of the duties reverts to the Seneschal.

It is not advisable for an individual to hold more than one great office at one time. At the Kingdom level, it is prohibited by Corpora.

1. General Duties

The job description for the Kingdom Constable states,

"The constable's responsibilities shall include: administering the constabulary; promote general safety and security at events; work with modern legal authorities, as needed."

The Corpora states that all Branch Offices exist at that branch at the same level as the Kingdom level office it supports, hence, the Branch Constable is a Greater Officer of that Branch.

The Crown signs the warrant, along with the Kingdom Constable, at 12th Night and July Coronation. Until that time, a constable is not truly warranted. Upon verbal approval of the Kingdom Constable, a new branch constable may become an "acting constable," until such time the warrant is signed by the Crown (July and January). Principality Constables may do the same within their territories as long as the Kingdom Constable and Coronets also have warranted them.

Proof of SCA membership and the Branch Seneschal's approval is required to be a Warranted Branch Constable in An Tir.

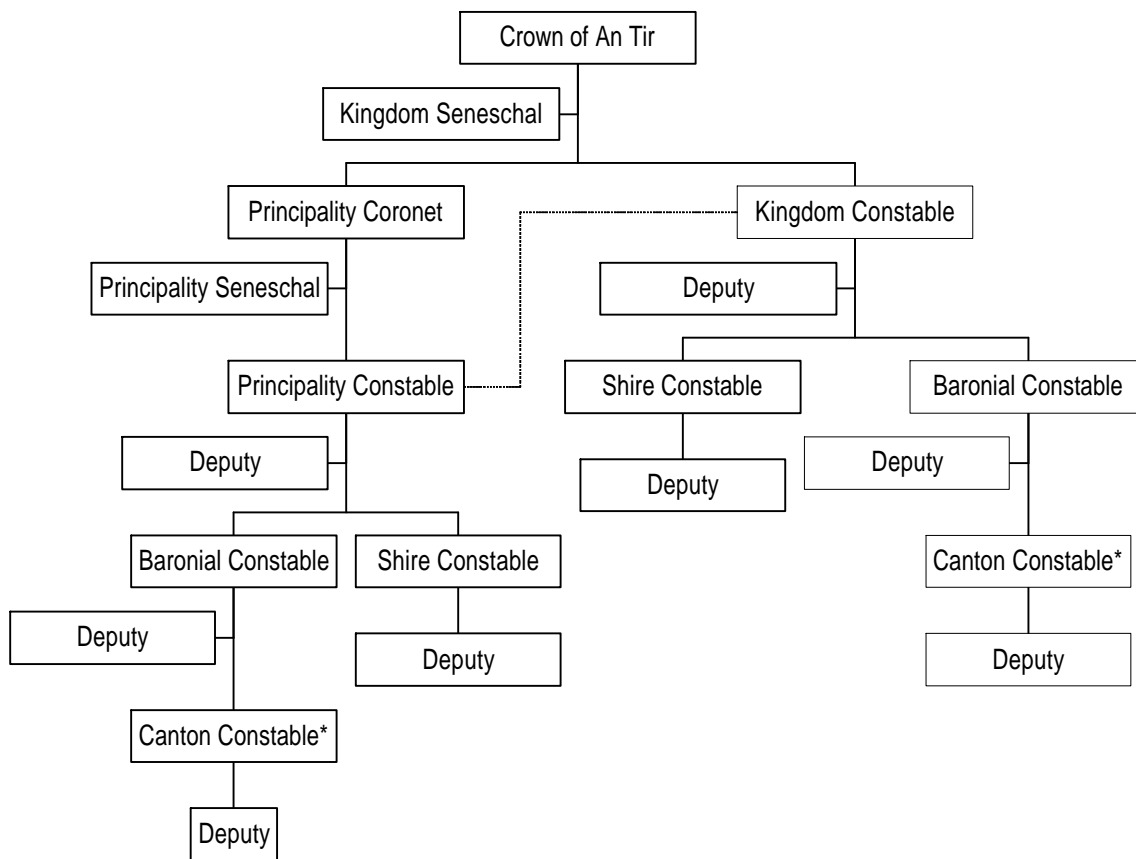
While everyone in the Society should become as familiar as possible with the rules and regulations of the SCA, constables are required to know them. Usually when people fail to follow the rules it is more a problem of their being unaware of the rules rather than openly flouting them. Study the Known World Handbook, the An Tir Handbook, the Organizational Handbook, and the Laws of An Tir. (Your branch library is required by Kingdom Law to have these resources.)

The Corpora, together with the By laws and Officer's Policies approved by the board constitute the written rules of the corporation and are referred to as the Organizational Handbook. If you don't already have a copy, get one from the Society Stock Clerk using the form found in the Crier. These governing documents may also be found on line at www.sca.org. As a Constable you are responsible for upholding the rules of the organization. If you don't know these rules, you will not be able to uphold them. The Corpora serves as a framework for the structure of the medieval organization of the Society. Kingdoms may follow custom or make law in areas where Corpora is silent, as long as they remain consistent with the general approach embodied therein. You will find in the Corpora answers to many of the questions people will ask you. You should know the answers or at least be able to look them up quickly.

The laws of the modern jurisdictions where an event is held always supercede the rules of the Society.

2. Organization Chart

Organization of An Tir Constabulary



***Cantons and other subordinate branches report to their sponsoring Barony. Also incipient branch constables report to the sponsoring branch.**

3. Specific Title Descriptions

THE KINGDOM CONSTABLE

Listed as a Great Officer of the Kingdom. This officer must attend all Crown level events (12th Night, May Crown, July Coronation, September Crown, and all Crown Councils). The Kingdom Constable serves as the administrator of the Constabulary, promotes general safety and security at events, works with the proper authorities, and carries out other duties as appropriate.

DEPUTY KINGDOM CONSTABLES

Listed as lesser Kingdom Officers. They represent the Office of the Kingdom Constable at events when the Kingdom Constable is not present. They act as consultants to the Kingdom Constable and perform any constabulary duties as directed by the Kingdom Constable.

PRINCIPALITY CONSTABLES

Listed as Great Officers of the Principality. The Principality Constable serves as the administrator of the Principality Constabulary, promotes general safety and security at events, works with proper authorities and maintains the Principality Warrant. They report to the Kingdom Constable approximately one month prior to 12th Night and July Coronation, establishes reporting deadlines within their Principality and carries out other duties as are appropriate.

CROWN PRINCIPALITY CONSTABLES

Maintain the "Acting" warrant within their respective geographic areas, which are submitted to the Kingdom Constable twice yearly, approximately one month prior to Twelfth Night and July Coronation. They recommend Branch Constables for vacant posts. They process reports from Branch Constables within their area for submission to the Kingdom Constable on a quarterly basis.

BRANCH CONSTABLES

They are responsible for constabulary duties at events sponsored by their branch. They recruit persons for the Constabulary and Watch duties at events of their branch, and recommend Deputy Branch Constables for their branch to assist them with their duties and who will be ready to step in if needed. They keep track of all Deputy Constables in their territory and report on a quarterly basis to the CP/Principality or if not in those territories, to the Kingdom Constable or designated Kingdom Deputy.

BRANCH DEPUTIES

Fill in whenever there is a need for a Warranted Constable (anywhere in the Kingdom) and carry out other duties as assigned by the Constable in Charge (CIC) at an event. They report quarterly to their local Branch Constable. Branch Deputies are the equivalent of the old Constable-at-Large but must report more often and to a local Branch.

THE WATCH

These are non-member or non-warranted volunteers who assist the CIC at events. Sometimes referred to as **Rovers**. General roving duties, manning gates, fire watch, parking watch, merchant watch. They are the eyes of the CIC and Autocrat. They help people with general information and inform people of specific site rules. They do not need to fill out reports unless involved with an incident.

4. Level of Authority and Attitude

Think of a Constable as an usher in a theater. The movie is the event and the theater manager is the autocrat. The ushers insure that you gained entrance properly, will help you find your place if needed and provide watch services and other duties during the show. They will also ask you to leave the theater if you are disruptive. They do not scream at you. They do not grab you and throw you out. They do not threaten you. They will call the manager (autocrat) and mundane authorities if necessary.

A constable's primary duties are to see that participants at Society events have a more enjoyable time because the site is safer. Occasionally it may require getting involved in dispute resolution. It may require an interaction with modern authorities when an injury or a crime has been committed.

Constables (usually) are not mundane police officers and do not have any more power to arrest people than anyone else. Just like anyone else, a constable who wrongfully restrains someone may be liable for the Tort of false imprisonment. If there has been a violation of serious modern law (a felony), a constable may use reasonable force to restrain someone until law enforcement officers arrive.

Reasonable force is entirely situation dependent. The use of too much force in a given situation could give rise to Tort liability for Battery and possible criminal sanctions. It could also lead to being permanently banished from the Society. It is always better to try to talk your way through a problem rather than use force. If it looks like force may be necessary, you should have already called the modern law enforcement officers who are trained to deal with situations like this.

A Constable is more effective when unarmed. It is not the duty of a Constable to look menacing, therefore Constables must not carry weapons of any kind while on duty.

If a constable becomes aware of someone committing a “**victimless crime**” at an event, they should request politely that the offender stop the activity. If they refuse to comply, contact the CIC who will either get the Seneschal or Autocrat or if already given the authority through prior written agreement will ask that they leave. If they refuse to leave or stop what they are doing, contact the police immediately and cooperate fully in the prosecution.

If a Constable becomes aware of someone committing a modern crime **where there is a victim**, let the victim know that the Autocrat has access to a phone and the Autocrat or the CIC can call police if they so desire. Do not discourage them from seeking justice and alternately, do not push them to do so if they do not wish it.

The police should only be called when there is an immediate threat to someone's safety or when a crime involves a victim. Do not allow yourself to become involved arguing matters of modern civil laws.

If a Serious crime is discovered such as assault, domestic violence, or **any sexual offenses involving minors**, make certain there are valid witnesses who are willing to make a statement, then contact the police and cooperate fully in the prosecution.

If there are no direct eyewitnesses to a modern crime and nobody is willing to make a statement, including the victim, don't call authorities at that time. You must make a full report anyway on what was initially reported, but it can go with the regular event report.

Crimes cannot be condoned. Illegal activities hurt the interests of the entire Society and its members. A key part of honor is respect for Laws. Serious crimes are not a matter that can or should be handled within the medieval context.

If you suspect that there has been a theft of SCA funds or embezzlement, contact the Kingdom Seneschal, the Kingdom Constable and the Kingdom Exchequer immediately! Do not tell other people other than the police and your Branch Seneschal that you suspect that a crime has been committed. Do not directly confront the person you suspect has committed a crime.

When interacting with modern authorities (i.e. law enforcement officers, health department inspectors, medics, firemen, etc.) always be fully cooperative and polite. Not only will this help you to accomplish your task and help the event, it will also reflect positively on the entire Society.

Again, if someone at an event refuses to abide by the rules, they may be asked by the Autocrat or the Seneschal (or designee such as the CIC) to leave. This is not the same as someone being banned from attending an event. You cannot ban someone from attending a meeting or event unless either the Crown or the Board of Directors has banned them from attending events. But you and the other SCA officers are responsible for seeing that the rules of the society and the laws of the Kingdom are enforced.

If there is a non-violent dispute between SCA members it must be resolved by means of the grievance procedures which are part of both Kingdom Law and Corpora. That means that the participants to a dispute do not involve third parties until after they have tried to work things out face to face and then in writing if they can't work it out face to face. The failure to follow grievance procedures often leads people into some very messy situations that can negatively effect their entire future in the Society.

It is the Constable's duty to be courteous at all times. If you enter a situation with a bad attitude or become visibly angry, there is little chance that you will be able to satisfactorily resolve a problem.

At all events, the Constable in Charge (CIC) should be the sponsoring branch Constable unless the Branch Constable with the Autocrat's approval has delegated that authority to some other warranted Constable. If there are two branches cooperating in holding an event, their Branch Constables will be jointly in charge.

C. RANK DESIGNATIONS

There are three levels of rank within the constabulary. Listed below are the minimum requirements necessary to attain the rank.

1. Apprentice Constable

1. Minimum age of 18 in the US and 19 in Canada
2. Be a current member of the SCA
3. Must be sponsored by a local Constable of at least Junior rank
4. Be acceptable to the Principality/CP Constable

2. Junior Constable

1. Minimum age of 18 in the US and 19 in Canada
2. Be a current member of the SCA
3. Minimum of five(5) events serving as a Constable
4. Three letters of recommendation from Junior or Senior Constables with at least one from outside their local area
5. Have attended an Ithra, Allthing or Workshop on constabulary duties within the last two years.
6. Be acceptable to the Principality/CP Constable and Kingdom Constable

3. Senior Constable

1. Minimum age of 21 in both the US and Canada
2. Be a current member of the SCA
3. Have attained the rank of Junior Constable
4. Minimum of three(3) events as Head Constable-in-Charge
5. Three letters of recommendation from Senior Constables with at least one from outside their local area
6. Have attended or taught an Ithra, Allthing or Workshop on constabulary duties within the last year
7. Must be acceptable to the Principality/CP Constable and Kingdom Constable

4. Teaching Constable

1. Must be a Senior Constable
2. Have knowledge of the subject
3. Demonstrate the ability and willingness to teach the subject
4. Approval by the Kingdom Constable

Anyone may teach a class on constabulary, however, to earn your authorization card, you must take a designated class from an approved Teaching Constable.

The Teaching Constable designation is in addition to the regular ranking system. Anyone who desires to gain this designation can ask to co-teach with a Teaching Constable. The Kingdom Constable must then approve you.

If a Teaching Constable teaches three constabulary classes at an Ithra, they will be entitled to the designation of "Master of Constabulary" in the Ithra and they will be awarded the Masters token from Ithra. (Subject to Ithra regulations)

Note: If you feel you have been overlooked or inappropriately ranked, you may appeal in writing to the Kingdom Constable who will begin a review process. As with all things in the Society, decisions will be made on a case-by-case basis.

D. IDENTIFICATION

1. Wearing Baldrics

The heraldic device of the Constabulary is Azure*, a Mace Bendwise Or*. This device is registered to the Kingdom of the West and is used, with their permission, by An Tir.

A Warranted Constable shall wear the Mace on their blue Baldric along with the proper Trim, Device and Border. They may also wear any appropriate insignias. The purpose of the Mace and Baldric is for easy identification as an authorized constable.

(The Trim goes along the Baldric edge, the Border wraps around the Device)

Position	Baldric Trim	Device	Border
Kingdom Constable	Or and Argent*	Kingdom	Or
Kingdom Deputy	No Trim	Kingdom	Argent
Principality/CP Constable	Or	Principality	Or
Principality/CP Deputy	No Trim	Principality	Argent
Branch Constable	Argent	Branch	Or
Branch Deputy	No Trim	Branch	Argent

*Azure = Blue; Or = Gold; Argent = Silver; Sable = Black

**DD = Drop Dead

Members of the Watch (non-member volunteers) shall wear a completely plain blue Baldric with no Device, Trim, Border or Insignia when on duty.

All Constables who remain active and members may continue to wear the Baldric Trim of the highest position they have held. However, they must only wear the correct Device and Border of the position they currently hold.

Rank Insignia: When you achieve a specific rank within the Constabulary, you may wear either an Argent Chevron (point down) for Junior Constables or an Or Chevron (point down) for Senior Constables. This is worn between the Device and the Mace.

Teaching Insignia: If you have earned the designation of Teaching Constable, you may also wear a Sable* Chevron (point down). This should be worn below any other Chevron between the Device and the Mace.

Longevity Insignia: Stars and Bars may be worn to show how many years you have served in the Constabulary. Bars equal 1 year and five-point Stars equal 5 years. Bars are worn vertically. These should be worn from left to right and above the Device.

2. Authorization Cards

Cards will be issued only to those who complete an approved training course and are on the warrant list. The Kingdom Constable or Principality Constable will issue this card. This card should be shown to the autocrat before being approved as CIC for an event. Cards are valid only when accompanied with proof of membership. In the case of a lost card, a call from the Kingdom Constable will suffice until a replacement is made. This card must also be shown to any SCA citizen who asks for it.

E. SPECIFIC DUTIES

1. Constable in Charge

Prior to an event, the Constable in Charge or “CIC” should understand the site layout and if possible have been out to see the site. All duties required or requested by the Autocrat should be noted in a Constabulary Plan, which should be written at least several weeks prior to the event.

At the event, the CIC is responsible for the smooth coordination of other constables and the Watch volunteers. CIC’s must coordinate which duties will help the Autocrat most. The Constabulary plan should also include a signed agreement with the Autocrat or Seneschal as to their level of authority at the event. The Constable must have reached a specific rank to become a CIC.

Apprentice Constable- may only be a deputy to another CIC at an event.

Junior Constable- may be a CIC for events not expected to reach 500 participants.

Senior Constables- may be CIC of Kingdom Level or any large event.

The CIC should be one of the first to arrive on site and one of the last to leave. CIC’s keep track of the Watch volunteers at events by making duty rosters for gate, parking patrol, roving patrols, and **making sure the volunteers understand the site rules and what to report back to the CIC.** Watch volunteers should be asked to sign a volunteer roster sheet that shows both legal and SCA name with contact information. The CIC should be the only constable on site that actually calls in modern authorities if necessary.

2. The Watch

The Watch is a designation for all the individuals who volunteer for any duties under the CIC but are not members of the SCA or Warranted Constables. Their primary duty is to help the CIC perform all miscellaneous duties that do not require any previous training. They are sometimes referred to as Rovers as they are usually asked to rove the site with a radio and report back to the CIC any serious safety or security concerns. It is not the duty of a Rover to confront anyone at the event and it is very important that they are courteous at all times while performing their tasks. Rovers should not be below the age of 16 and are best paired with someone over 18.

It is the duty of the CIC or his warranted assistants to ensure that all watch volunteers understand clearly that they do not have any actual authority over anyone. If Rovers come across someone not following rules that are **specifically written in the site rules**, they may courteously inform them of the rules (and should have a copy with them). They are not to attempt to enforce the rules, only inform and report back to the CIC.

3. Site Rules

Site rules and customs vary throughout the Kingdom. Autocrats at various sites and events are going to have different ways they wish situations handled. This is why the constable needs to be part of the Autocrat Team and be involved in the planning stages of the event. How most situations will be handled should be spelled out in a Constabulary Plan, which should be submitted and authorized by the Autocrat in advance of the Event.

People making excessive noise in quiet areas usually will be politely asked to retreat to the bardic circle or pray silence. Individuals blatantly out of costume may be asked to cover themselves or be sent to the Gold Key.

When it comes to non-period containers and other obvious mundanities, use common sense in addressing the situation. If needed, and if the autocrat wants you to monitor these breeches in etiquette, then keep in mind that the person may be making their best effort at medieval recreation given their personal set of circumstances, financial or otherwise. Perhaps they are relatively new to the SCA and unfamiliar with our customs and traditions. Tact and diplomacy are called for in liberal doses. The same goes for the situations when individuals need to be reminded that smoking is only permitted in designated areas. Treat others the way you would want to be treated if the roles were reversed.

4. Gate

The Gate is not directly the responsibility of the Constabulary, however, Gate duty is one of the most important positions a person can volunteer for at any event. It is where memberships are verified, entrance (site) fees are collected, minor waivers are taken care of, persons unworthy of entrance are denied same, information is disseminated, messages are passed, and other necessary functions are performed.

Attitude: The Constable at the gate is usually the first person with whom persons attending the event or the curious public have contact. Often people have traveled many miles to attend events. The Constable greeting them needs to put their best face forward. If they don't have a best face, they should not be in this position. The last thing any one wants to hear, when approaching a gate is **"HOLD!"** Do not try to present yourself as an authority figure. Present yourself as a servant, because that's what you are. "Good morning mi'Lady," or "Good day mi'Lord," will be much more warmly received. If there are enough Constables on duty, one of the very kindest and thoughtful things you can do is to help the weary traveler in finding their camping area.

How many?: There should be at least one warranted constable plus as many Watch volunteers as needed to assist any exchequer deputies from the official start until the official end of the event, to insure proper ingress and egress of attendees. However, there should be a constable or exchequer deputy taking site fees at the gate as soon as people are allowed on site. It is extremely difficult to collect site fees after someone has come on site, particularly if many people have entered site without paying.

Check Vehicles: Constables should check every vehicle entering the event. Mundanes should be politely warned of what is taking place, and at night, be courteously asked to go elsewhere unless the site is not reserved exclusively for SCA use. During daylight hours direct, and if possible, escort those mundanes who wish to observe to the Chatelaine and/or Gold Key.

Entrance Requirements: There are certain requirements to gain entry to any event. Membership is usually one of them. In some cases, when events are also open to the public, members are extended a "member discount".

If the people arriving at the gate are there to attend the event, the Constables should collect and secure site fees, hand out site rules and general information and make sure all appropriate waivers are signed or checked. Once they have paid, make sure a card with the name of the vehicle's owner is displayed in the car window.

Non-member minors (this varies with jurisdictions) must have a minor waiver, and a medical release form signed by their parent or legal guardian on their person. Minors are anyone under legal age of majority in the location of the event. In some jurisdictions, it is all right to have a letter from the parent or guardian stating that another adult has the temporary guardianship of your minor child and can sign to approve emergency medical treatment. In other jurisdictions, this can not be transferred.

It is always necessary to be familiar with the laws of the jurisdiction the event is being held in. This is why the CIC should be part of the Autocrat team and prepare ahead of time for the event.

Cash: Generally, the cash box is the duty of the Exchequer. The job of a Constable or Rover is to sign people in and make sure waivers are completed and deliver the cash to the cashier at the table. As money is collected at the gate, arrangements will be made with the autocrat for them to come and make regular transfers of funds to a place of safekeeping. A Constable may be asked to escort each transfer of cash.

5. Patrols

Method: Patrols are best done with teams of two Constables or Rovers. Whenever possible a more experienced person should be paired with a less experienced person. Roving patrol shifts should be 2-hour intervals. Camping area patrols are most needed between 8:00 PM and 6:00 am. Merchant areas are patrolled most heavily during the open merchant hours, with roving security patrols after hours.

Primary Function: The purpose of a patrol is to look for safety and security hazards. Look for unmarked guy ropes, tents too close to roadways, unattended children (return them to their parents), unattended or unsheathed steel (or other weapons). Look for water hazards, holes or low fences that could cause injury, low hanging electrical wires or transformers, venomous snake areas, revelers exploring neighboring properties, and unauthorized people who may have gained entry into the event.

Fires: A special hazard during evening hours is fire safety. Look for unattended cooking fires or stoves, lamps, lanterns, tiki torches, etc. Tiki torches too close to tents is a frequent concern. Look to see that they are securely staked. Keep an eye on the bardic campfire after the revelers have gone to bed. **Constables should know where Fire Extinguishers are located.** If none are available, it is best to have a back-up plan for dealing with fire-related emergencies such as shovels, buckets of water, blankets, cloaks, tarps, sand or dirt. Know where these things are.

Animal Control: Animal control is a growing problem at events. Unattended animals running freely are worthy of one clear caution to the owner. Repeated offenses may result in asking the person to leave the event with the animal. Animals on leash, if positioned incorrectly may present problems to passers by, e.g. a vicious dog near the water source. Many events have very strict rules relating to animals, which may include site fees for the animals; health authority certifications for required vaccinations, special camping areas for all that bring pets and areas at the event where pets are never allowed. Be aware of the site rules prior to starting a patrol shift.

Two Fronts: It is possible to have more than one emergency at a time. If this happens, the more Senior Constable should take charge. A communication point is established. Often this is the Main Gate or Constables Point.

If there are insufficient radios at the event, the CIC should have one and one radio should be at an incident site(s) and runners should carry communications between the other (non-radio) incident(s) and the nearest radio site. It may occur that radios have dead batteries when you really need them. Runners should always be members of the Watch or less experienced Constables and the more experienced Constables should take charge of the scene when an incident happens.

Who to call: If the CIC determines a situation is beyond control, he will recommend the summoning of mundane police and the Autocrat* will make the final decision. If this is a

medical emergency, the Chirurgeon should be called and the Chirurgeon will recommend when to summon mundane medical assistance and the Autocrat will make the final decision. In either of these cases the Autocrat will likely choose to follow the recommendation, and you or the Chirurgeon will be asked to summon the appropriate assistance.

*This is also dependent upon the written agreement made with the Autocrat prior to the event. Some situations require immediate calling of authorities. Let the CIC make that call if necessary. All calls made to the authorities will require a review after the event.

Summary: Always bear in mind we are one part of a team. The team wins when all attending an event have a safe and fun outing. If and when things go wrong, we work together to keep the situation from getting worse, minimizing injury to any individuals and liability to the SCA.

6. Parking

Duties in the parking area can run from traffic control or guiding cars into proper parking spaces to patrols intended to be a deterrent to crime. Be on the lookout for lights that have been left on and report immediately to the CIC by runner or Radio.

(Specific procedures not yet determined)

7. Merchant

Duties include patrolling the merchant “streets”. Keep a keen eye out for shoplifters. Be very visible to the merchants and shoppers. Stop a moment and get to know them. During the late nights, patrol the “streets” and again look for dangerous fire situations or anything else unsafe. Constables should not be afraid to ask polite questions if someone is lurking near a darkened pavilion.

If merchants have their own private patrols, stop in and coordinate your efforts. Private patrols must be identifiably different from Constables on duty. **Private patrols must follow the same rules as all SCA citizens.**

8. Lost and Found

The CIC of the event and their deputies are responsible for receiving lost and found items, cataloguing them, storing them and transporting them to events for display. The goal is to return as much as possible to their rightful owners. There will usually be some items that get left unclaimed.

Items in Lost and Found may be auctioned off after being held for one year. A notice in the appropriate newsletter should precede this auction. Ten percent (10%) of the funds thus generated should go to the Principality/CP or Kingdom Constable and be used to defray the costs of running the Constabulary. The remainder is retained by the branch and should be used to support the branch constabulary.

Some recommendations for ensuring the return of lost items are:

1. Establish a central deposit for all lost items, preferably at the gate
2. Arrange to display the lost items at the gate, especially as the event closes down to give people a last chance to check for lost items
3. Use the Lost and Found Items Forms to help identify found items and control items being returned

F. OTHER EVENT DUTIES

Other duties may include setting up signs for the event and taking them down afterwards or replacing toilet paper in the biffies. Getting water for people, helping set up camps, locating parking areas and providing light for people who need it at night may be required. Also giving directions, escorting ladies as requested (a very noble deed), giving relief breaks at the gate even though you're not scheduled, helping people find lost articles, turning in lost and found articles, carrying garbage for people or picking up garbage as you are on patrol....

The list is indefinite. You get the picture. You are a servant in a big way.

As the CIC for the Event, you may be asked by the autocrat to be responsible for the final inspection of the site, ensuring that it is left cleaner than it was found and take down the signs. You will be the one to take home the lost and found (which will be minimal because you did such a great job of finding the owners of misplaced property).

Prior to an event, a CIC should have already recruited Constables and Watch volunteers to assist with the necessary tasks. When Constables arrive who are not originally part of the assigned team, they should check in with the CIC and volunteer to help for a couple of hours. There is always a need for extra help and if you are a more experienced Constable or of higher rank, offer your advice or ask to be a part of the team. Just remember, never supersede the authority of the assigned CIC.

There are so many tasks a constable may be asked to perform that it may seem necessary to over work oneself. Avoid the feeling that you must do all the work. An effective Constable will learn how to delegate tasks, take time to rest, and enjoy other aspects of an event.

Remember this, a tired and grumpy Constable is not an effective Constable!

G. INCIDENTS

Incidents can range from medical evacuations to quelling a physical altercation between two or more intoxicated individuals. Try (as much as possible) to foresee problems before they arise and plan ahead for emergencies. These would include entry and exit routes for emergency vehicles, together with plans for crowd (and rumor) control. The most important thing to remember during emergencies is to remain calm, use common sense, and encourage others to do the same. The best course is to let the person most suited to deal with the problem take charge, while you keep unneeded spectators out of the way.

Infractions of Mundane Law: If infractions of mundane law are observed and you are unable to control the activity, the mundane authorities may have to be called. When unusual or serious situations do arise, if possible, confer with the Autocrat, Kingdom Constable, Principality Constable, or sponsoring branch Seneschal before taking any action. Only the Autocrat or Seneschal has the right to remove someone from an event. However, this may be delegated to a responsible CIC who has this in writing in the Constabulary Plan made with the Autocrat.

Citizen's Arrest: Citizens arrest laws vary from jurisdiction to jurisdiction, as do search and seizure, and powers of detainment. A Constable is not to search anyone or hold anyone against his or her will. You could be charged with false imprisonment, false arrest, or depriving someone of their constitutional or civil rights. If the situation requires real police, get them. Only under the most rare emergencies can a citizen physically restrain another citizen. These cases involve the immediate threat of loss of life or serious bodily injury.

Unlawful Detainment: Unlawful detainment of a person is a felony in most jurisdictions. Unlawful search and seizure is very close to burglary and larceny. When these things are needed, get the autocrat immediately, who will likely call (or have you call) the mundane authorities.

Injuries or Unusual Incidents: Send a copy of an incident report, a copy of the site waiver/sign in sheet, any mundane reports, and a full event report to the Kingdom or Principality Constable as soon as possible. Make sure your superiors understand what happened and also make sure your superiors communicate with the Principality Seneschal, and/or the Kingdom Constable, as soon as possible.

H. RADIO COMMUNICATION

Radios are becoming commonplace at many larger events. They are useful and sometimes essential in coordinating the Autocrat Team and Patrols. Many people dislike them at events due to the distraction from the medieval atmosphere. When using radios at events, please use common sense and follow these guidelines:

1. Business only
2. No personal conversations
3. If you bring your own radio, follow the rules set down by the CIC and Autocrat
4. Wear the radio as concealed as possible utilizing earphones when available
5. Do not use the "call" buttons
6. Conserve batteries

FRS radios are becoming the radio of choice. Radios with 14 channel and 38 sub-codes are best. It is recommended that each Constable have one to bring to events they attend.

(More information on radio use will be available when better protocols are developed)

I. Reporting Schedule

Three things are necessary to remain on the warrant list, they are:

1. Maintaining SCA membership
2. Activity as a Constable
3. Filing timely and adequate reports

KINGDOM CONSTABLE: The Kingdom Constable reports to the Crown quarterly. Copies also go to the Kingdom Seneschal who is considered the Constabulary Society Superior.

PRINCIPALITY /CP CONSTABLES: Principality/CP Constables are to report to the Coronet and Kingdom Constable by the 15th of February, May, August, and November. Copies also to the Principality/CP Seneschal who is considered the Constabulary Society Superior.

BRANCH CONSTABLES: Report to their Principality/CP Constable by the 1st of February, May, August, and November. If there is no Principality/CP Constable to report to, then they must report directly to the Kingdom Constable. Copies of their reports shall be provided to the Branch Seneschal and the Baron and Baroness or Royal Patron. The Kingdom Constable can require greater reporting frequency if the needs of the office dictate it.

BRANCH DEPUTIES: Report to their respective Branch Constables no later than the 15th of January, April, July, and October.

INCIPIENT BRANCH CONSTABLES: Report to their respective sponsoring Branch Constable no later than the 15th of January, April, July, and October. Incipient Branch Constables will not be responsible for local Branch deputies other than their own Drop Dead Deputy.

J. HOW TO JOIN THE CONSTABULARY

Apprentice Constable

If you are new to the constabulary, you must do the following:

1. Attend a Constable Training Class
2. Complete a Constable Application Form
3. Include a copy of your membership card
4. Send application to the Crown Principality or Principality Constable*

It is recommended that you write a brief letter outlining any experience that may help you to function as a Constable. If you do not have a sponsor, you may still apply but you will not be accepted until a sponsor is assigned.

*If not within the territory of a Principality/CP Constable, send application directly to the Kingdom Constable.

Branch Constable (Barony and below)

Steps to becoming a Branch Constable are:

1. Prove you are a current member of the SCA to your Seneschal
2. Be chosen by your local Branch to be the Branch Constable
3. Fill out the Job Acceptance Form
4. Have Branch officers and Branch Seneschal sign your Job Acceptance Form
5. Submit copy of your current membership card and Job Acceptance Form to your Crown Principality or Principality Constable*
6. If also new to the Constabulary, include other requirements as listed above for Apprentice Constable
7. It is recommended that Junior Constables or above serve as Branch Constables

Again, it is recommended that you write a cover letter outlining any experience that may help you to function as a Constable. A brief summary of past constable service in the SCA would help.

*If not within the territory of a Principality/CP Constable, send application directly to the Kingdom Constable.

Branch Constable (Crown Principality and Above)

For positions above Barony level, the Kingdom Constable will select from all résumés submitted by Senior Constables who desire the position. A review panel will likely choose the best candidate. The Kingdom Constable would then contact your local Seneschal to have you listed as the officer.

In the event there are no applications for positions above Barony level, the Kingdom Constable may appoint any Senior Constable he feels will fulfill the duties.

Note: Candidates become officers only at the point when they are warranted by the hand of the Crown and the Kingdom Constable, not when they are recommended by the outgoing officer. Until the Crown and Kingdom Constable sign your warrant, you should be referred to as the “Acting” or “Interim” Branch, Principality/CP Constable.

K. CONSTABULARY AWARDS

Kingdom Constabulary Award

Presented by the Kingdom Constable in recognition of outstanding service to the Constabulary of An Tir.

Kingdom Constabulary Award with Ribbon

Presented by the Kingdom Constable in recognition of dedicated service to the Constabulary of An Tir that far exceeds the services called for.

Recipients of these awards need not be warranted constables. Recommendations for these awards can be made by anyone by contacting the Kingdom Constable.

Additional Recognition for constabulary services at events may be awarded by the Autocrat, Seneschal, Baron, Baroness, or Constable-in-Charge. The forms of this recognition vary from situation to situation but should clearly be separate from the Kingdom Constabulary Awards.

L. TOOL & EQUIPMENT CHECKLIST

Olaf's Lamp

written by Mikill-Olafr Bjarnarson of course

For your convenience, the following is a list of the tools useful for gate and patrol duty.

This list should help to jog your thinking tool (brain) when preparing for an event.

Never assume these will be there, waiting for you.

Pens
Brain
Shelter
Radios
Matches
Batteries
Clipboards
Heat source
General Waiver Forms
Directions to nearest stores
Change for phone and directions
Cards for Dragon Windows, and tape
Site Maps (autocrat, Chirurgeons, etc.)
Constable's duty roster (gate and patrol
Your membership and authorization cards
Site Regulations (fires, parking, camps, etc.)
Copies of animal control and smoking policies
Light sources (flashlights, chem-lights, lanterns)
Knowledge of trails and roads on and around the site
Directions for contacting police, fire, medical authorities
A means of securing site fees out of sight and the weather
Locations of hazardous areas (rivers, cliffs, wasp nests, etc.)
Addresses of Branch, Principality/CP and Kingdom Constable
A list of royalty and great officers who are exempt from site fees
Small table and chairs
Fire extinguisher
Rope and twine
Message board
Insect repellent
Sunblock
First aid kit
Warm Cloak
Cellular phone
Fluids and Snacks
Blue Baldrics for volunteers
Constable application forms
Media package and tour guides
Constable's incident report forms
Copy of constabulary warrant, if possible
A good book to read when things are slow
and many other items too numerous to mention.

M. DISCIPLINARY ACTIONS:

1. Complaint of Bad Conduct

Occasionally there will arise situations where a Constable has allegedly overstepped his or her authority and aggravated an individual to a point they feel it necessary to report them. When this happens, a Constable will likely be suspended, pending the investigation. They can not perform duties as a Constable while suspended. Their immediate superior in the constabulary, as well as the seneschallate shall be informed of the suspension. All investigations into alleged inappropriate behavior by Constables will be held in the strictest confidence.

Review Committee: Typically the Principality or Kingdom Constable will appoint a review committee to interview the constable and the complainant. A written report signed by committee members with recommended action(s) will be forwarded to the Principality or Kingdom Constable within 30 days.

Possible Actions: Upon receipt of the review committee's report, the Principality or Kingdom Constable may take any one of the following actions:

1. Reinstate the constable to full warranted status (a finding of no wrongdoing).
2. Continue suspended status, pending an educational alternative.
 - a. The constable may take a class to avoid being removed from the warrant.
3. Removal from the Constabulary Warrant list.
4. Referred to the Principality Seneschal, Kingdom Seneschal, Coronets and or Crown for possible banishment proceedings (in the most egregious cases only).

The Principality or Kingdom Constable shall make full written reports of any such review, investigation and disciplinary actions to the Principality or Kingdom Seneschal, as appropriate. These actions should also be reported to the Coronets and Crown at Curia.

2. Review of All Calls to Police

Any time Police are called in to handle an incident, the situation will be reviewed by the Kingdom Constable, Kingdom Seneschal and advisors. If the calling of the Police seems to have been seriously inappropriate, the Constable in question will be subject to a review as listed above.

N. FORM DESCRIPTIONS

Following is a list of forms used by the Constabulary and a brief description of each.

Application to become a Constable: This form is to be used to apply to become a constable, to apply for a position opening, to apply to be elevated in rank, or to attain the Teaching Designation. It is a multi-purpose form.

Job Acceptance/Change of Officer Form: Used to show acceptance of an office by the applicant and the other branch officers. Also used when an officer desires to resign.

Event Report Form: This form should be filled out after each event by the CIC of that event. It should include all forms listed as attachments and sent to the Crown Principality or Principality Constable.

Constabulary Incident Report: This form should be completed in the event of an incident occurring at a branch activity. If the incident occurred at an event, the incident report should be listed and attached to the event report form.

Constable Report: This form is used for periodic reporting by all constables. Don't forget, the original form was a blank piece of paper, use one if needed for a "full" report.

Gate Watch and Roving Patrol Schedule: These forms are for use at events to sign up people to volunteer for Gate and Roving duties.

Lost Items: This form is to be filled in by persons reporting items as lost. It provides a written description of the item lost and a way to contact the owner if the item is found.

Found Items: This form is to be filled in by the constable on duty for each item that is turned in as found. It provides a written record of the item and a way to track it. If the item is claimed, fill in the "Item Returned To" portion of the form. If the item is disposed of, then fill in the "How Item Disposed of" section of the form.

Sign-In Sheet: This form is provided to allow for a standardized gate sign-in form.

Minor Waiver (USA): Needed for minors without blue membership cards in the US.

Adult Waiver (USA): Needed for adults without blue membership cards in the US.

Adult Waiver and Minor Waiver (Canada): These forms are provided for use in their appropriate areas. For the Canadian forms blanks are left so that gate personnel can provide the society name (ASCA, MSCA, SSCA) as well as the incorporation information (location and date).

NCSA Minor Waiver (Canada): The NCSA has it's own forms for Minors and must be used where the NCSA has jurisdiction.

NCSA Adult Waiver (Canada): The NCSA has it's own forms for Adults and must be used where the NCSA has jurisdiction.

Medical Authorization For Minors: This form should be filled in by a parent or guardian of any minor attending an event when the parents are not also going to be in attendance for part or all of the event. A copy of this form should remain on the person of the child at all times, so we know whom to contact in case of an emergency.