

SPEEDWATCH START PROCEDURE.

Hi

Please follow the procedure below to become active on the Thames Valley Police speed watch program

1, Browse to <https://communityspeedwatch.org> PLEASE DO NOT USE .ORG.UK

2, On the top toolbar in the system click on 'REGISTER'

3, On the left hand side you will now see some drop down boxes, click on 'JOIN AN EXISTING GROUP' follow the prompts to see if there has already been a group registered in your area. If so follow the prompts to join that group, however if it shows my email address, please contact me with your contact phone number and I will contact you directly. When you have registered, please follow the instructions in the email that is sent to your account, this is to ensure we have your correct email address. If you do not appear to have received an e-mail, please check your spam/junk email folders using your online web email system if you have one. If you do not receive an email within about 30 minutes please contact support@communityspeedwatch.org by email who are able to correct this issue. Once your account is registered, please choose the 'Sign In' button and log in with your password and you will be taken to your 'Mandatory online training' this consists of six 2-minute videos, only when you have completed the final quiz will you have access to the system. You will now be registered as a group operator.

4, If there is not a group for you to join follow the initial steps 1 and 2 but now click on the dropdown box on the left marked 'CREATE A NEW GROUP' follow the prompts. If you are requested to contact me, please do so with a contact number, I will get back to you soonest in order to open up your pathway. If you are not requested to contact me' please follow the prompts. These are similar to those in section 3 but will ask you to name your group. When you have registered, please follow the instructions in the email that is sent to your account, this is to ensure we have your correct email address. If you do not appear to have received an e-mail, please check your spam/junk email folders using your online web email system if you have one. If you do not receive an email within about 30 minutes please contact support@communityspeedwatch.org by email who are able to correct this issue. Once your account is registered, please choose the 'Sign In' button and log in with your password and you will be taken to your 'Mandatory online training' this consists of six 2-minute videos, only when you have completed the final quiz will you have access to the system. You will now be registered as a group co-ordinator

4a, Following your mandatory online training, those who have registered as a co-ordinator will be required to build your site locations into the system. All of this is completed without the need to attend locations and take photographs. To do this you should sign in as before, now using the toolbar click on 'SITES' this will enable the drop down boxes on the left to appear, click on 'WIZARDS'. Follow the prompts filling in the details requested as you go. PLEASE complete the details and when you get to the direction page please choose photos of the sites and where you think it's safe to stand, by choosing and using the direction pull downs until the photo shows the location. **1st photo of traffic direction and the 2nd photo** of where you as either operator or co-ordinator wish to stand. Once you have completed these, only then, will I be able to assess each site. Upon completion, this will form your Service Level Agreement and your Health and Safety risk assessment, which in turn covers you and the group on the TVP insurance scheme.

5, Upon completion of the above I will need to be made aware, which device you wish to use. This will be logged to your group enabling the group to use the onsite-booking calendar. From this point,

you and your group are free to carry out speed watch sessions whenever you please, but only between dawn and dusk.

Should you have any issues please email me WITH a **contact number** and I will do my best to assist.

Lee Turnham P3146
Community Speed Watch Co-Ordinator
Thames Valley Police.