

The Constable's Handbook Kingdom of Caid

4th Edition

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This is the Constable's manual of the Kingdom of Caid, published for the citizens of Caid of the Society of Creative Anachronism, Inc. It is not a publication of the SCA, Inc. and does not delineate SCA policy.

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Forward

The Laws for the Kingdom of Caid charge the constabulary with the responsibility of being “the chief safety officers for the Kingdom”. This above else is the primary concern as a member of this office. This handbook is an outline of the most common ways that we are of service to the Kingdom.

Constables will comport themselves with courtesy, politeness and chivalry. Please remember that the people of Caid that are served by the constabulary are at the sponsored events for their enjoyment. More confrontational situations have been avoided by being polite than by trying to force someone to “see it your way”. Once a situation has become confrontational we are in serious danger of losing all control of it. We are NOT the police, nor do we want to act like them.

The security aspect is a complex mix of SCA and everyday situations. We try to deal with members and non-members equally, with respect and chivalry.

Chapter 1

WHAT IS THE CONSTABULARY?

THE LAWS GOVERNING THE CONSTABULARY:

Caidan Law, 8th edition (September 6, AS XXXII, 1997 c.e) Article IV Part B Section 2b3 states: “The Kingdom Constable, who shall be in charge of the Kingdom Constabulary, and be responsible for:

- (aa) Keeping the peace at Kingdom-sanctioned events.
- (bb) Making and enforcing such regulations concerning events as appropriate to insure safety and orderly participation therein. This power and responsibility does not extend to anything connected with SCA-style combat or with anything specifically given to another officer to regulate.
- (cc) Operating the Kingdom Lost and Found.

Caidan Law, 8th edition (September 6, AS XXXII, 1997 c.e) Article IV Part B Section 1b states: The Constable is a Lesser Officer of the State

Caidan Law, 8th edition (September 6, AS XXXII, 1997 c.e) Article IV Part B Section 2b states The Kingdom Seneschal shall be the immediate superior to the (3) Kingdom Constable.

The Copora states that that all Branch Offices exist at that branch at the same level as the Kingdom level office it supports.

According to the Corpora and By Laws of the Society of Creative Anachronism 2nd edition revision (1995) Appendices A, all Local, State Federal and Law takes precedence over Kingdom Law, and we have no greater powers to enforce law then that of an individual citizen. This fact should be considered when making a judgment of a situation. The only function that we have is to observe and to report what we see of an activity to the appropriate personnel, whether in the SCA or in the world at large. However we can and should maintain a visible and aware presence. This presence is normally enough to cause problems to disappear of their own accord. In working with the section of laws and regulations that we can and do enforce (i.e. Kingdom Law), we all must temper our actions in enforcement with the principles of appropriate attitude and judgment. Remember when we are on duty, we are acting in the name of their Majesties. We are carrying out their will and directions, and our actions and behavior must reflect this. We all should be striving to make our actions at all times an example of courtesy in action.

OTHER IDEAS:

The constabulary is often called upon to help in many ways. We are normally the first people in from within the SCA that newcomers will meet. We try to answer their questions and direct them to the Chatelaine for further information. We, along with the Autocrat, provide the main interaction between the SCA and the local authorities. Under normal conditions, we work quietly with the Autocrat to help create an uneventful and smooth event.

The Constabulary as a whole cooperates with other Offices of the SCA, either as required or as directed, to insure the safe functioning of the event.

As Constables the most important thing to remember is that we are NOT “POLICE”, in any sense of duties or power. Because of this, we all must remember how limited the powers that we can exercise are. We have no legal power to compel any form of behavior; we have only the legal powers that any normal member of the public has.

The lack of legal powers plus the SCA’s ideals of honor, courtesy, and chivalry, leads into the heart of the area of attitude. The duties of the office, and the areas, in which we perform them, may put the Constables into a number of different roles. However, the most important thing to remember is that, in any situation, we should avoid becoming confrontational. Once a situation has become one of confrontation, we have no way that is good and reasonable to resolve it. This is not only true in dealing with the SCA populace, whom we are here to serve, but also more importantly in our dealing with the world outside of the SCA.

Linked to this idea of non-confrontation is one of non-violence. We cannot allow any situation or emotion on our part to lead in a direction where we could or would use any form of force or violence to compel or hold an individual or action. It cannot be stated too clearly that if you are looking for a place or an excuse to “bash heads”, this is NOT the place for you.

A large part of avoiding situations that have gone wrong is in living up to, and acting in a manner consistent with the ideas of the SCA. Honor, courtesy, and chivalry mean that ours is above all a polite society where we are courteous and polite to everyone at all times. It has proved true in the past, and will undoubtedly prove true in the future, that polite and helpful advice coupled with a smile will work better than almost anything else.

Avoidance of violent confrontation is of highest priority. That being said, there is no requirement that a constable allow themselves to be assaulted. Each constable must decide according to their own values how to respond in the event that a member of the public (be they society member or not) becomes violent. Constables should remember that a few steps back for space may help to reduce the opportunity for violence. It may happen that a constable becomes convinced that someone is acting in a way that constitutes a danger to the constable, to themselves or to others. If the constable feel it is their duty as a private citizen to forcefully resist the attempts of another to bring harm, the constable should clearly state that they are acting as a private citizen and that actions are being taken to ensure the safety of the constable, the individual or others.

As the role of constable does not include any special powers to detain, no part of constable training shall deal with subdual or restraint techniques.

Given the wide scope of duties and functions that this office may be called on to perform all Constables must be aware that any actions that we take may have a wide range of repercussions. In light of this, this office must consciously exercise both good judgment and responsibility. We must always think about and review the possible results of any action that we may take in a given situation. Since members of this office will almost always be the first contact points at an event for people who are not members of the SCA, we must always put the best face forward for the SCA.

Chapter 2

OFFICE STRUCTURE

The Constabulary structure includes the following ranks and positions of responsibility. This office uses a system of Branch Constable positions, starting with the local branch and continuing through the Kingdom Constable.

The Branch Constable is charged with running the office at events held by their branch, dealing with any required paperwork, and supervising the education of all of the constables living within their branch. It should be understood that these duties might take some time during the week. The Branch Constable may have special deputies to help them with their work in these areas.

The Constabulary, like any other office in the SCA, can take as much or as little time as you give it. Since we are trying not to burn out our workers plan well for your events.

Although the majority of our duties and duty time will be at events, there will be some non-event time and effort needed. The Branch Constable should attend the group's business meetings and event meetings. All Constables should try to attend the training events sponsored by this office.

This office is organized along two different tracks: Rank and Titled Positions. This split has been introduced to maximize the office's ability to serve at the local and Kingdom levels. The following pages show how both of these tracks are organized.

All positions are rostered. The roster letter issued by the Constabulary will specify both an individual rank and any titled position that he/she may hold.

RANK

Outside of the territorial constables, there is no longer a warranting system for constables. This is to reflect the idea that the primary roll of the constable is to observe and report. Setting artificial barriers to the number of people who feel they are empowered to report issues does not benefit this primary goal.

That being said, it is useful to have designations for constables to help shift leads to understand the assumed skill level of individuals serving in recognized patrol shifts. Any ranking assigned to an individual member of this office is a shorthand for the current level of ability of someone acting as a constable. The constable in charge of the event should trust firsthand knowledge, (or the word of a well experienced constable) regarding an individual's level of ability. This level of ability (rank) may be used when assigning constable duties at large scale events where the Constable-in-charge may not be familiar with all of the constables present. The Constable-in-Charge of an event is discouraged from relinquishing ultimate responsibility for the overseeing of constable functions to another without direct knowledge of the skill level of the individual planning to accept that responsibility.

CONSTABLE IN TRAINING (CIT)

- Is appointed by the Local Branch Constable
- Minimum age of 16
- Shall assist the Constabulary at events that they may attend
- Are considered to be in training and should not work without a supervisor.
- Shall attend such additional training activities away from events, as may be possible.
- Shall maintain current documentation of service hours

Examples of specific duties:

- Watching for safety violations at all time
- Watching for Kingdom law violations and reporting to supervisor
- Manning patrol shifts at events
- Help other Offices as needed
- Assist the Autocrat of the event

Experience level for Constable:

- 5 events of constable duty of which 1 must be from night War duty.
- Attendance of the Constable training course.
- Recommendation of a Constable or higher rank

CONSTABLE

- Shall assist the Constabulary at events that they may attend
- May hold Local Branch Constable's Office
- Shall be considered to be a permanent rank
- Shall provide incident reports for any incident they are involved in.
- Shall assist in the training of Constable's in Training (CIT)

Examples of specific duties:

- Dealing with suspected safety violations of Kingdom Law
- Assigning the duties during a shift at events except Kingdom or Barony sponsored wars
- Constable in charge at a local event except Kingdom sponsored wars

Requirements for Senior Constable:

- 4 events of constable duty of which 1 must be from war duty.
- 2 events of constable duty as a shift supervisor.
- Certification of Basic First Aid and CPR from a qualified local authority
- Recommendation of a Senior Constable

SENIOR CONSTABLE

- Shall assist the Constabulary at events that they may attend
- Shall be considered for shift supervisor for any event
- May hold any Constable's Office including Kingdom Level Offices
- Shall provide reports for all incidents they are involved in.
- Shall assist in the training of Constable's in Training (CIT) and Constable

Examples of specific duties:

- Dealing with suspected safety violations of Kingdom Law
- Assigning the duties during a shift
- Constable in charge at any event

TITLED POSITIONS

A Titled Position means a constable who has been rostered to perform at a certain level. This job may be either as the constable for a specific branch or a member of the Kingdom staff. An assignment of this nature is held independently of rank.

LOCAL BRANCH CONSTABLE

- Is appointed by Local Branch and approved by the Kingdom Constable Office
- Shall be a sustaining or family member of good standing in the SCA
- Shall be of a rank of Constable
- Should live in the branch
- Maintain and forward all required reports

Examples of specific duties:

- Running the Constabulary at such events as the branch may hold
- Report quarterly to the Kingdom Constable of the branch activities
- Assist in the other officers/members of the branch in planning of events for the branch
- Attend the local Branch's business meetings
- Maintain the Branch's Lost and Found
- Help to train the local CIT's

DEPUTY KINGDOM CONSTABLE

- Is appointed by the Kingdom Constable Office
- Shall be a sustaining or family member of good standing in the SCA
- Shall be of a rank of Senior Constable
- Must reside with in the kingdom
- In the absence of the Kingdom Constable shall assume such duties as necessary to continue the operations of the office in the Kingdom.

Examples of specific duties:

- Assist the Kingdom Constable in directing the operations of the office within the Kingdom
- Helping supervise the action of the kingdom Constable staff
- Perform other duties as assigned

KINGDOM CONSTABLE

- Is appointed by King and approved by the Kingdom Seneschal
- Shall be a sustaining or family member of good standing in the SCA
- Shall be of a rank of Senior Constable
- Must reside with in the kingdom

- Maintain and forward all required reports

Examples of specific duties:

- Attend Kingdom Meetings
- Supervise and assist in the training of all constable within the kingdom
- Assist any other Office/member of the Kingdom in the planning of Kingdom events
- Controller of the Kingdom Constable Funds

KINGDOM AND BRANCH CONSTABLES

The titled positioned job of the constable is a big one, and trying to do it all yourself leads to burnout, broken promises, and poor performance of duties. Therefore, it is strongly recommended that these Constable appoint such deputies, as needed.

Chapter 3

OFFICE OPERATIONS

REVIEW PROCEDURES

This section covers the normal review procedures to be used to evaluate the duty of our members. It should be understood that the reviews described in this section are not punitive, but are attempts to assess the ability and performance of our members.

There are two kinds of review that this office will use: evaluation of actions at events and evaluation of participation and learning at training activities.

The evaluation of actions at events will be an ongoing process. The most common will be general supervision given to the junior members of the office, when on duty. The next most commons will be the review given in the preparation for advancement in rank.

Individuals who are in Kingdom titled positions or senior constables appointed by them will perform the reviews.

REMOVAL OF A CONSTABLE

A constable may be permanently removed from the office (but not limited to) the following reasons:

- Violation of Local, State or Federal law while acting in the office.
- Inability or refusal to cooperate with other Constables or Society members.
- Failures to fulfill the "Duties of a Constable" either in regard to they're rank or position.

A constable may be suspended immediately for gross violation of law, custom, or procedure, but may not be permanently removed from office until a review of the situation by the appropriate officer. An officer's superior or the Crown may declare a suspension. Within seven (7) days a written report of the situation will be filled with the Kingdom Constable, the Crown, and the Kingdom Seneschal. These persons will within two (2) weeks 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 the Kingdom Seneschal.

The suspended individual will have the right to request witnesses or depositions of the incident.

A copy of the proceedings shall be furnished to the Crown, Kingdom Seneschal, Kingdom Constable and the suspended individual. A permanent copy will remain in the files of the Kingdom Constabulary.

WEAPONS POLICY

It is the policy of the Office of the Constabulary that constables on duty do not carry weapons. 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 has been proved, it is that carrying weapons causes more trouble than would have otherwise been present. Any questions on what constitutes a weapon should be addressed to the Shift Leader or the Constable-in-Charge.

ALCOHOL USE BY CONSTABLES

Underage drinking is never permitted within the Society for Creative Anachronism. Any incident of drinking by an underage constable (while on shift or off) will be reported to local law enforcement and to the under aged constables legal guardians.

Do not start your shift under the influence of intoxicating substance. It is absolutely essential that there be NO DRINKING while on duty. Constables must be aware of any site restrictions and if permitted, may chooses to use a legal intoxicant during an event while off duty. It may be that constables in charge at events may need to abstain entirely.

If you are planning, or even considering, over-indulging at an event, notify the Constable-in-Charge, so that you may be taken off of any duty roster for the remainder of the day or event.

Minors Policies

Minors as Constables

The following are at the discretion of the Constable in charge of an event.

- Minors between the age of 12 and 15, while escorted by their parent or legal guardian, may act as a Constable on patrol during daylight hours.
- Minors over the age 16, while escorted by their parent or legal guardian, may act as a Constable on patrol until midnight.

Missing and unsupervised minors

A missing minor is one of the most serious safety concerns a constable might be called on to address. In the event that a minor is reported missing to any of the event staff at any SCA event, the constable in charge must be notified immediately. Obtain a detailed description of the missing child, age, approximate height, skin, eye and hair color are important as is a description of the clothing the minor was last seen in. Also determine where the minor was last seen and in whose company. When notified of a missing minor the constable in charge should start by posting staff to watch for the minor at exits from the site. No vehicle should be permitted to leave the site until the missing minor is found. The Event steward and the Seneschal should be notified of the missing child and a systematic search for the minor should start. Be sure to check with other members of the family or party that the minor is with. Make sure that the legal guardians are informed that the child is missing and assure them that a search is being conducted. As the search progresses, keep in mind that clothing can be changed or removed quickly and hair color and style can be disguised or modified. Watch for anything out of place. Time is important when dealing with a missing minor incident. If there is any indication that the minor may have been removed from the sight or that the minor may be in danger contact safety services immediately and continue the search. If the minor is not found during the preliminary search or if information is obtained in the search that indicates any risk to the missing minor, contact safety services immediately. Once the minor has been located, attendees can be allowed to leave and enter the site as normally permitted. Inform the parent or guardian of the site and society rules regarding care of minors while on site and let them know that a repeated occurrence may result in them being asked to leave. If the minor is not located within 20 minutes contact local law enforcement and continue to search. Follow all directions by local law enforcement and support their actions in investigation and defer to them on allowing attendees to depart the site.

Unsupervised Minor

Unsupervised minors represent a security risk for our organization. Constables on patrol should watch for children below the age of 12 who are not actively monitored by an older child or adult. If such a child or group of children are identified, If at a War or camping event, the constable shall report the incident to base camp. The constable shall escort the child/children to their parent or guardian. At the time the child/children are turned over to the custody of their parent or guardian, the constable shall remind the responsible party regarding the society and site rules regarding minor attendance and inform that further violations could result in their group being asked to leave.

At no time should a constable allow themselves to be alone with an unrelated minor. Constables shall always ensure the presence of at least 1 other unrelated adult at all times when dealing with minors and issues related to minors.

Violation of Civil Law involving a Minor

All violation of law involving a Minor **MUST** be referred to civil authorities.

Chapter 4

IDENTIFICATION STANDARDS

Constables must be visible while on duty. For this purpose we have consulted with the heralds to establish the following heraldic display for the different ranks and titles to the constabulary.

Again if you are on duty, you must be wearing a constabulary baldric.

General Baldric information:

The baldric is to be 4 _ inches in width. It is to be Caid blue in color (Caid blue is defined as dark blue). See rank for further details.

Titled Position	Details of Baldric
Kingdom Constable	Trimmed with _ or and argent with a _ space between the trims, Displayed are the Kingdom of Caid Arms and the badge of the Constables office
Deputy Kingdom Constables	Trimmed with _ argent. Displayed are the Kingdom of Caid Arms and the badge of the Constables office
Branch Constables	Displayed are the Branch Arms and the badge of the Constables office
Constables at Large	Displayed is an Or mace
Constables-in-Training	Plain Caid blue baldric

Note: If a Constable with the rank of Deputy Kingdom Constable is also holding a Branch level Constable position, they shall display the Branch Constable baldric along with _ argent trim. Argent is described as white or silver. Or is described as gold.

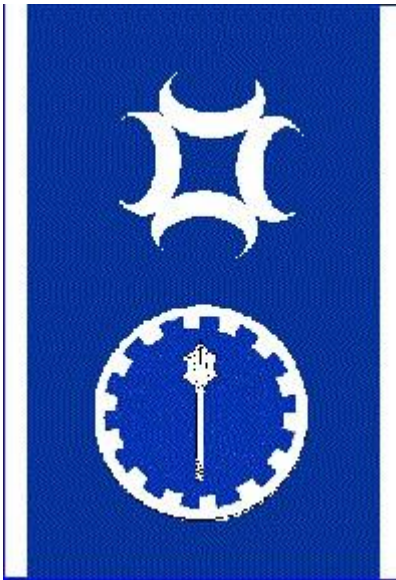
Kingdom Constable:

The Kingdom Constable's baldric shall be border by OR and ARGENT trim _" in width with a _"space between trim. It shall also display the kingdom arms and the device of the Constabulary.



Deputy Kingdom Constable:

The Deputy Kingdom Constable's baldric shall be border by ARGENT trim _ inches in width. It shall also display the kingdom badge, the Caidan Cross, and the device of the Constabulary.



Branch Constable:

The Branch Constable's baldric shall a plan Caid blue baldric. It shall also display the Branch Arms and the device of the Constabulary.



Constables at Large:

The Constable's at Large baldric shall a plan Caid blue baldric. It may also display a plain Or mace as a symbol of the Society constables office.



GENERAL OPERATIONS

GENERAL EVENT INFORMATION

What services do a Constable provide for an event? They greet people around the site. They provide information. They assist people as needed. They patrol the camping, parking and merchant areas as safety and security personnel. They make sure that fires are kept under control. They make sure that lost children are returned to their parents. They gather information and report incidents to the appropriate authorities. They act as liaison between the autocrat, the local authorities and the populace at the event. They collect lost articles.

A Constable's primary duty is 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 a crime has been committed.

At all events the Constable in Charge is the sponsoring Branch Constable, unless the Branch Constable, with the autocrat's approval, has delegated that authority to another warranted constable. If there are two branches cooperating holding an event, their Branch Constables should be jointly in charge, unless other arrangements have been made prior to the event.

When a regional or Kingdom level Constable arrive at events, they should make their presence known to the Constable in Charge and volunteer for duty like any other constable. They do not automatically take charge of the event. They should be notified in the case of serious incidents.

JUST A REMINDER

Constables are not police 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 Local, State or Federal law (a felony), a constable may use force to restrain someone until law enforcement officers arrive. Reasonable force is entirely dependent upon the situation. 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 bring permanently banished from the Society. (xxxx place corpora number here xxxx) 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 local law enforcement who are trained to deal with situations like this.

If a constable becomes aware of someone committing a "victimless crime" at an event, they should have the Seneschal or the autocrat request that the offender desist the activity and leave the site immediately. If they refuse to leave, contact the police immediately and cooperate fully in the prosecution. If a constable becomes aware of someone committing a crime where a victim, including any sexual offenses involving minors, contact the police immediately and cooperate fully in the prosecution. Illegal activities hurt the interests of the entire Society and its members. Crimes cannot be condoned. A key part of honor is respect for the laws. Crimes are not a matter that can or should be handled within the medieval context.

When dealing with local authorities like law enforcement, 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, but also it will reflect positively on the entire Society.

If someone at an event refuses to abide by the rules they may be asked by the autocrat or the Seneschal to leave. This is not the same as someone being banned from attending an event. Neither you nor your branch can ban someone from attending a meeting or an event, unless the Crown or the Board of Directors has already done so. But you and other SCA officers are responsible for seeing that the rules of the Society and the laws of the Kingdom are enforced.

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

BEFORE YOUR SHIFT

A Constable should be well informed about what is going on at the event. They should know locations within the site of people and/or groups that arrived earlier. This information can range from the location of the Autocrat to the location of a specific household or group. They should also know the days activities, and those who are responsible for them.

PATROL

Patrols are best done in teams of two Constables. Whenever possible a more experienced person should be paired with a less experienced person. Roving patrols shifts should be planned in such a manner as to not burn out any Constable. Camping area patrols are most needed between 8:00pm and 6:00am. Merchant areas are patrolled most heavily during the merchanting hours, with roving security patrols after hours. The primary function of patrols is to look for safety and security hazards.

FIRES

A special hazard during evening hours is fire safety. Constables must be aware of the sites fire rules and be prepared to enforce them. Look for unattended cooking fires or stoves, lamps, lanterns, tiki torches, etc. Tiki torches being set too close to tents are a frequent concern. Keep an eye on the bardic campfire after the revelers have gone to bed. Branches should provide fire extinguishers for events and the Constables should know where they are. If none are available, it is best to have a backup plan for dealing with fire-related emergencies.

ANIMALS

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, i.e. a vicious dog near the water source. Many events have very strict rules relating to animals that may include site fees for the animal, health authority certifications for required vaccinations, special camping area for all who bring pets, and area at the event where pets are not allowed. Be aware of the site rules prior to starting a patrol shift. The Constable in Charge should consult with the autocrat before a site is chosen to consider all of the restrictions on the site.

MULTIPLE EMERGENCIES

It is possible to have more than one emergency at one time. If this happens, the most Senior Constable should take charge. A communication point should be established. Often this is the Main Gate or Constable Point. If there are insufficient radios at the event, the CIC should have one and one radio should be at the 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 the less experienced Constables and the more experienced Constables should take charge of the scene when an incident happens. The CIC will recommend when to summon the local authority or the necessary members of the event staff. Always bare 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 individual and liability to the SCA.

SITE RULES AND CUSTOMS

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 way the constable needs to be part of the autocrat team and be involved in the planning stages of the event.

Caidan Law, 8th edition (September 6, AS XXXII, 1997 c.e) Article VI Part B Section 2b states: “No event shall have official Kingdom sanction unless: The Kingdom Constable or his/her authorized representative has been given the information necessary for the full performance of the Constable’s duties at said event.

DRINKING

Minors with alcohol will not be tolerated. This means a minor with alcohol will be told to leave the site immediately if they are sound enough to do so. The minor's parent/guardian will be required to leave the site with the minor. Remember that this is against the law.

If a minor is intoxicated on site without a parent or guardian then all steps should be taken to find the responsible parties and have them take the minor home immediately. If no other responsible party is around then the minor must be monitored until sober and then told to go home.

If the intoxicated person is not a minor but is disruptive to the event and its participants (reasonability issues apply here) the person must be told to go home by means of a sober driver, cab, or wait until sober and then go home.

Handling people who have had too much to drink can be tricky. Sometimes their companions will help them find their beds, and off they go quietly. If the intoxicated person wants to escalate the situation, call for backup immediately. The objective in these cases is to diffuse the situation, not to add fuel to the fire. You cannot reason with a drunken person. You can appeal to their sense of honor by asking them to think about the example they are setting for others in this organization. If this person is camping with more experienced members of the SCA, don't hesitate to ask them to assist you in appealing to this person's sense of dignity and honor. Courtesy and chivalry are the basis of the organization. Remember to always treat members with dignity and respect, even when they can't demonstrate those courtesies to you.

ILLEGAL DRUGS

Illegal drugs will not be tolerated. The presence and or use of illegal drugs at an event place the SCA in a position of extreme liability. While current California law has put certain controlled substances into a gray area, as a part of a national organization, we must conform to national standards. Persons in possession of a medical use card must be informed that illegal drug use is not permitted on the site of sanctioned SCA events. All other suspected illegal drug use or possession must be reported to the CIC.

OTHER DUTIES

As stated before, we are here for the safety and welfare of our members. However there are times that we may be asked to other duties that do not quite fit into the realm of the constabulary. They may range from setting up and taking down signs for the event to helping setup locations for other officers at the event. Another duty that does fall into or realm is escort duty, which we should provide upon request.

AFTER THE EVENT

LOST AND FOUND

If you are the CIC, you and the autocrat are responsible for the final inspection of the site, insuring that it is left cleaner than it was found. You will be the one taking home the lost and found (which should be minimal because you did such a great job finding the owners of the misplaced items). All lost and found items but be tagged and entered into the Constabulary report

in the Lost and Found section. The goal is to return as many items as possible to their rightful owners. There will usually be some items that are left over.

The Lost and Found shall be held for one year before being auctioned off. A notice in the Crown Prints should precede the auction. The annual action will be held at Twelfth Night. It is the Branch Constables who are responsible for turning over all unclaimed items to the Kingdom Constable prior to Twelfth Night for the auction.

Some recommendations for ensuring the return of found items are:

- Establish a central depository for all lost items, preferable the gate.
- Arraigning 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.
- Using the lost and found items form to help identify found items and control the return of those items.

EVENT REPORTS

Complete all reports and send them to the appropriate personnel. Please remember that for each event there is a Constabulary report. If they're where any incidents lost and found or anything else that should be reported, this is where it is to be done. Even if all went well, which will be most of the time, the CIC will need to make a report. This report needs to be turned into the Local Branch Constable. At the end of every quarter, a copy of the needs to be sent along with any other reports by the Branch Constable to the Kingdom Constable's office.

RADIOS AT THE EVENT

The option to use radios for Constabulary communications at SCA events rests solely with the Constable in Charge of the event. The radios should be used only to facilitate clear communications where either the site or current conditions would impose critical constraints on other methods of communications.

WHEN TO USE THE RADIOS

- While using the radios the language used will meet the requirements of the FCC and common courtesy. No foul or abusive language can be used of the radios.
- Operational convention "10" codes will not be used. Use clear language in short concise form will be used for radio communications.
- When using the radios care should be taken to describe the situation in a calm, accurate manner.
- Communication should be controlled from a central location, such as a base camp or gate.
- Constables who are using radios will not provide a detracting element to any ongoing SCA activities such as Court, fighting, etc.

FIRE EXTINGUISHERS AND HOW TO USE THEM

In order to understand what we expect a fire extinguisher to do, let's review what causes a fire to happen in the first place. For fire to exist, it needs three things: fuel, oxygen, and enough heat to start the fire. In the process of combing the fuel and oxygen, more heat is released, enough to keep the reaction going.

To put out a fire, we need to eliminate one of the three items it needs. For wood and grass fires, the easiest thing to do is deprive it of heat, which we do by putting water on it. The water will strip the heat from the fuel so quickly that the reaction cycle is interrupted, and not enough heat remains to start it again. In the process, some of the water turns to steam, which helps to drive oxygen from the fire, but this is only incidental to the water's effectiveness with this type of fire. By the way, fires fueled by wood, paper, grass, and the like are what fire-fighters call "Type A" fires, and fire extinguishers designed to combat them are labeled "Type A".

These extinguishers are the easiest and cheapest to buy. The better ones incorporate some kind of pumping action and a hose to allow you to direct the stream of water to the base of the fire. They can be refilled with water. The most basic form of the "Type A" fire extinguisher is a bucket of water.

It is important to direct the stream to the base of the fire, not the flames. This holds true for almost all kinds of fires and fire extinguishers except those that specifically state otherwise.

The second type of fire we may encounter at SCA events is the oil-fueled or "Type B" fire. In this case the fuel is derived from oil such as gasoline, Coleman fuel, kerosene, and so on.

DO NOT USE WATER ON AN OIL TYPE FIRE! If you try to use a "Type A" fire extinguisher on a "Type B" fire, you will not put it out! Instead, you will spread the fire! This is because the fuel won't mix with the water, but instead will float above it (being lighter than the water). That leaves the fuel still next to the oxygen in the air, with the water at the bottom flowing along and carrying the still burning on top of it as it flows. This is not a good thing.

Another way to fight a fire is to exclude oxygen from the fire, and that is what "Type B" fire extinguishers do. They accomplish this by releasing chemicals or gases that blanket the fire, driving off the lighter oxygen and snuffing the fire out.

So any device that might cause a "Type B" fire should have a "Type B" fire extinguisher around. This includes kerosene or oil lamps, Coleman lanterns, Coleman stoves, space heaters, etc.

You will notice that most "Type B" fire extinguishers are also labeled "Type A" as well, meaning that they will work on both types of fire. This is logical, since that works by eliminating oxygen from the fire. The drawbacks of "Type B" extinguishers are that they are more costly, and cannot be recharged except by professionals. But they are the only ones that will do the job for "Type B" fires.

There is a third type of fire, called "Type C" fires, which are caused by lots of electricity providing the ignition heat. We won't run into any of these in any normal camping situations. I'm just mentioning them because you'll see some fire extinguishers marked "Type C" and that's what they're for. There's also "Type D" fires caused by burning magnesium, etc. Not a problem for us.

At an overnight tourney that allows campfires, each fire should have at least one "Type A" extinguisher handy, even if it's just a bucket of water. Every campsite with potential "Type B" fire source should also have a "Type B" fire extinguisher. Your job at a tourney is to make sure that these guidelines are followed, and to educate the populace in fire-fighting and fire prevention. With your help, we can maintain the SCA's excellent record and preserve the sites we use.

Chapter 6

REPORTING

The Kingdom Constable is a lesser officer of the Kingdom, therefore they report quarterly to the Kingdom Seneschal, or as requested by the Seneschal.

The Deputy Kingdom Constable reports directly to the Kingdom Constable no later than the first of June and December or as requested by the Kingdom Constable.

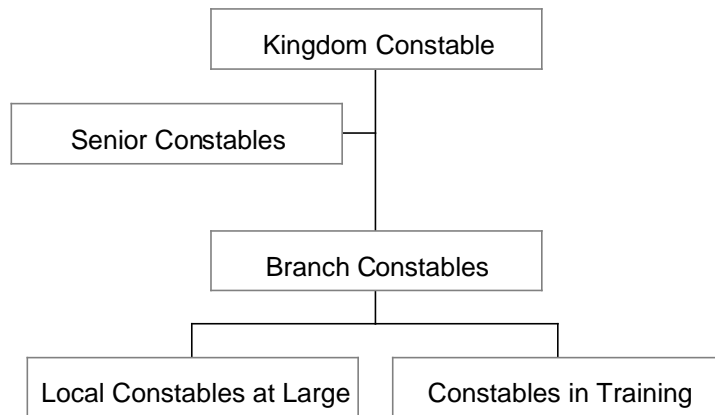
The Branch Constables report to the Kingdom Constable no later than the 1st of February, May, August and November.

All other Constables report to their respective Branch Constables no later than the 15th of February of their last year's activities.

In A.S. XXXV, the Constabulary was restructured. This new reporting table reflects the new structure and its function. As well as constabulary activity and membership, filling reports is required to continue as a warranted Constable.

Copies of the constable reports should be kept on file. When filing incident reports, please send courtesy copies to the Branch Constable & Seneschal, the Kingdom Constable.

Reporting and Rank System



Chapter 7

FORMS

The following section consists of several forms that you may find useful. Please do not use the pages in this book for forms! Instead, copy the pages and use the copies. In this way, you will always have a blank master copy of the forms on file, and a fully serviceable handbook to pass on to your successor in the office.

Following is a list of forms included in this manual and a brief description of each.

Constabulary Incident Report Form

EVENT INFORMATION:

Sponsoring Branch: _____ Date Held:

Name of Event:

Location of the Site:

Autocrat(s) (Please give mundane name, SCA name and phone numbers)

CONSTABLE INFORMATION:

This form submitted by:

Mundane Name: _____ SCA Name:

Address: _____ Phone Number:

INCIDENT INFORMATION:

On (date) _____, at (24 hour time) _____ hrs,

I witnessed or became aware of the following incident (cite only factual information, with mundane and SCA names and phone numbers of parties involved. Give all information as to who, what, when, where (location on site), and why (factual only). The SCA does not consider racial, religious, gender, age, or ethnic factors to be worthy of comment beyond the extent that they may pertain to a particular part of the event):

Signed: _____ Title: _____ Date:

If need use the other side for more information

Event Report Form

EVENT INFORMATION:

Sponsoring Branch: _____ Date Held: _____

Name of Event: _____

Location of the Site: _____

Autocrat(s) (Please give mundane name, SCA name and phone numbers)

CONSTABLE INFORMATION:

This form submitted by:

Mundane Name: _____ SCA Name: _____

Address: _____ Phone Number: _____

The approximate Number of Persons attending the event was:

If there where any problem at this event and attach all incident reports.

If there were any lost and found items at this event, and copies of the appropriate lost and found forms are attached

If there was one or more persons who performed outstanding constabulary service at this event, please list them below, along with a summary of what that service was:

Signed: _____ Title: _____ Date: _____

If need use the other side for more information

Lost Items

Event : _____ Branch: _____ Date:

SCA Name of person losing item:

Mundane Name:

Address:

Phone Number: (Home) _____ (Message)

Description of item lost:

Place item was last seen:

SCA Name of person losing item:

Mundane Name:

Address:

Phone Number: (Home) _____ (Message)

Description of item lost:

Place item was last seen:

SCA Name of person losing item:

Mundane Name:

Address:

Phone Number: (Home) _____ (Message)

Description of item lost:

Place item was last seen:

Page: _____ of _____ Pages

Found Items

Event : _____ Branch: _____ Date:

Item Description:

Item returned to (SCA Name):

Address:

How Item disposed of: _____ Date:

Item tag number:

Item Description:

Item returned to (SCA Name):

Address:

How Item disposed of: _____ Date:

Item tag number:

Item Description:

Item returned to (SCA Name):

Address:

How Item disposed of: _____ Date:

Item tag number:

Item Description:

Item returned to (SCA Name):

Address:

How Item disposed of: _____ Date:

Item tag number:

Page: _____ of _____ Pages

Lost Items Tags

<input type="radio"/> Event: _____ Event Date: _____ Location of Event: _____ Tag Number: _____
<input type="radio"/> Event: _____ Event Date: _____ Location of Event: _____ Tag Number: _____
<input type="radio"/> Event: _____ Event Date: _____ Location of Event: _____ Tag Number: _____
<input type="radio"/> Event: _____ Event Date: _____ Location of Event: _____ Tag Number: _____
<input type="radio"/> Event: _____ Event Date: _____ Location of Event: _____ Tag Number: _____

To create the tag numbers do the following:

1st character is for the type of branch: B=Barony C=Canton L=Collage S=Shire O=Other

2nd & 3rd characters is the first two letters of the name of the branch

Then place the date as one set of numbers. (032998)

The last character will be the actual item numbered found proceeded by a dash (-). So if this was the third item found, then this would 3.

So for a item found in the Barony of Gyldenholt on March 29, 1998 and it was the third item found the tag number would be: BGY032998-3

Constable's Report

SCA Name:

Mundane Name:

Address:

_____New []

Phone Number: _____New []

At present, I am serving as a:

[] Deputy Kingdom Constable Position: _____

[] Branch Constable Branch: _____

[] Constable at Large Branch: _____

[] Constable in Training Branch: _____

Number of events I attended this reporting period:

Number of events I performed Constable duties at:

I wish to continue serving as a Constable next year: Yes [] No []

REPORT:

Please briefly describe your service that you performed this past year. Also use this space for any ideas that you may have on improving the constabulary, or any other ideas or problems. All of your comments are greatly appreciated.

SCA Signature: _____ Date:

Mundane Signature:

Constable's Resignation Form

I, _____, known in the SCA
as _____, give notice of
my intent to resign my position as _____ of
, effective the _____ day of _____, 20_____.

Signature:

For Constables at Large, please return this form to your Local Branch Constable, who will forward it to the Kingdom Constable's Office.

We thank you for all of your time and effort while holding your position. Without the efforts of you and those of the Constabulary, we would not be able to accomplish any of these tasks. Again, thank you.

REPLACEMENT FOR TITLED POSITIONS:

If you are resigning from a titled position, please submit a replacement for your position.

SCA Name:

Mundane Name:

Address:

Phone Number: (Home) _____ (Work)

For Branch Constables or the Kingdom Constables, please have your Branch Seneschal or Kingdom Seneschal sign below, and then send it to the Kingdom Constable's Office. (A copy should be kept with the Seneschal)

SENECHAL SIGNATURE:

By signing this form, I indicate that I have read it and understand that the above named individual is resigning from their position as the Constable of _____. I also understand and approve the replacement for the branch position of the Constable of _____.

Seneschal (le)'s Legal Name:

Seneschal (le)'s Signature:

Date:

KINGDOM CONSTABULARY OFFICE ONLY:

Received by: _____ Date: _____ Effective: _____

Constabulary Event Information Form

Event Name: _____ Date: _____

Autocrat: (SCA Name)

(Mundane Names)

Event Location:

EVENT CONCERNS:

What level of Alcohol is allowed at this site: Wet [] Damp [] Dry [] Fighting Yes [] No []

Anything the Constabulary should know about this site: (Potential conflict with Non-SCA activities, special hazards, special waivers needed, etc.)

IF OVERNIGHT CAMPING

Will "quiet area" be designated? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Fire Danger: Low [<input type="checkbox"/>] Med [<input type="checkbox"/>] High [<input type="checkbox"/>]
24 hour gate required? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Site Fire Requirements:
Can the gate be locked after hours Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	
Gate combination or key:	
Water at site: Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Water Type: Drinkable [<input type="checkbox"/>] Washing only [<input type="checkbox"/>]

SITE EMERGENCY RESOURCE LIST: (WHO TO CALL FOR)

Police: (City or Sheriff)
 Nearest Hospital:
 Directions:

Autocrat's Signature: _____ Date: _____

Branch Constable's Signature: _____ Date: _____

Warrant of Appointment Constable in Training

Be it known to all by these present that _____ known in the Society of
(Mundane Name)
 Creative Anachronism, Inc. as _____ is hereby warranted as a Constable
(SCA Name)
 in Training in the Kingdom of Caid. This warrant takes effect _____ and shall be valid until
(Date)
 superseded or revoke.

Signed:

Territorial Constable, Deputy Kingdom Constable, or Kingdom Constable Signature

Address: _____ Phone: _____
(Home) _____ (Work/Message)
 Special Skills: (Fire fighter, Military, Law Enforcement, etc.)

No Longer needed

TERRITORIAL EVENTS

Event	Constable in Charge	Date
Collegium Class or equivalent		

You must do 4 events of Constable duty at any territorial event

WAR EVENTS

Event	Constable in Charge	Date

You must do 1 events of night Constable duty at any War event. **CONSTABLE'S RECOMMENDING ADVANCEMENT**

Constable's Name (print SCA name)	Signature	Date

When starting, send a copy of this form with the top filled out to the Kingdom Constable of inclusion in the Constabulary's Database. Send the completed form (keep a copy) to the Kingdom Constable for advancement.

Warrant of Appointment Senior Constable

Be it known to all by these present that _____ known in the Society of
(Mundane Name)
 Creative Anachronism, Inc. as _____ is hereby warranted as a Senior
(SCA Name)
 Constable for the Kingdom of Caid. This warrant takes effect _____ and shall be valid until
(Date)
 superseded or revoke.

Signed:

Deputy Kingdom Constable or Kingdom Constable Signature

Address: _____ Phone: _____
(Home) _____ (Work/Message)
 Special Skills: (Fire fighter, Military, Law Enforcement, etc.)

No Longer needed

TERRITORIAL EVENTS

Event	Constable in Charge	Date

You must do 4 events of Constable in Charge duty at any territorial event

WAR EVENTS

Event	Constable in Charge	Date

You must do 2 events of Constable duty as a shift supervisor.

SENIOR CONSTABLES RECOMMENDING ADVANCEMENT

Senior Constable's Name (print SCA name)	Signature	Date

CPR AND FIRST AID CERTIFICATION

Issuing Authority	CPR Expiration Date:	First Aid Expiration Date:
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Please attach copy of both your First Aid and CPR cards to this application.

When starting, send a copy of this form with the top filled out to the Kingdom Constable of inclusion in the Constabulary's Database. Send the completed form (keep a copy) to the Kingdom Constable for advancement.