

The Constable's Handbook

Kingdom of Caid



3rd Edition
August 2012

By:

The Honorable Lord Andreas von Leiningen
Constable of the Kingdom of Caid

This is the Constable's Handbook for the Kingdom of Caid, and pertains to the policies, procedures, operations and functions of the Constabulary within the Kingdom of Caid, Society of Creative Anachronism, Inc. This publication is a guideline to the application of policies governing the Constabulary of the Kingdom of Caid. Refer to the SCA Organizational Handbook, Copora, and Caid Kingdom Law for all current rules and policies. In all cases and instances modern law (local, State, and Federal) take precedence.

FORWARD

The Laws for the Kingdom of Caid charge the Constabulary with the responsibility of keeping the peace at Kingdom-sanctioned events. This has come to mean many things within the SCA and the Kingdom of Caid, but above all else the Constabulary is charged with the responsibility of being the chief safety officers for the Kingdom. This above all else should be the primary concern as a member of this office.

It is important to take a few minutes to understand that, as Constables within the Kingdom of Caid, we derive any authority and responsibility from the Seneschal office(s) for the Kingdom and local territories. As such, we are specifically tasked with assisting the seneschals and event stewards for events with providing a safe environment for Kingdom-sanctioned events. Although we are not a policing force, we are tasked with observing, assisting, and accurately reporting an unbiased account of events. Often times the Constables are called as the first response to incidents that will require decisive and affirmative action to resolve a potentially hazardous situation.

Perhaps the single and best piece of advice to any and all Constables is to be polite, courteous, and chivalric in your dealings with members and non-members at all times. We should always deal with participants at an event with respect and chivalry. 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.

It is important to note that the Constable is not a Chirurgeon or emergency first responder in the event of a medical emergency. There is no longer a requirement for Constables to take and maintain a Basic First Aid and CPR certification, although a member of the Constabulary may have a Basic First Aid and CPR certification or also be a warranted Chirurgeon, if they so desire. In the event of a Constable coming across a situation requiring medical assistance, the Constable should contact the Chirurgeon on duty and/or emergency medical services via 911 as soon as possible.

This handbook is an outline of the most common ways that we are of service to the Kingdom.

TABLE OF CONTENTS

<u>Chapter</u>	<u>Title</u>	<u>Page</u>
SECTION 1	INTRODUCTION AND OVERVIEW.....	1-1
1.1	Laws governing the Constabulary.....	1-1
1.2	Ideals Concerning the Constabulary	1-1
SECTION 2	OFFICE STRUCTURE.....	2-1
2.1	Overview	2-1
2.2	Constable Ranks and Identification.....	2-1
2.3	Titled Constable Positions and Identification	2-4
2.4	Warranting Process	2-8
2.5	Organizational Structure	2-9
SECTION 3	POLICIES AND PROCEDURES.....	3-1
3.1	Overview	3-1
3.2	Constabulary Requirements for Events.....	3-2
3.3	Site Rules and Customs.....	3-4
3.4	Fire Policy	3-4
3.5	Lost and Found Policy.....	3-5
3.6	Roving Patrols	3-6
3.7	Weapon Policy on Patrol.....	3-7
3.8	Alcohol Policy.....	3-7
3.9	Animal Policy.....	3-7
3.10	Controlled Substance and Illegal Drug Policy	3-8
3.11	Radio and Communication Policy.....	3-8
3.12	Event Reporting Policy	3-8
SECTION 4	FORMS AND REPORTS	4-1
	Commission of Appointment Constable in Training.....	4-2
	Constabulary Event Report.....	4-3
	Constabulary Incident Report.....	4-5
	Lost Items.....	4-6
	Found Items	4-7

LIST OF ILLUSTRATIONS

Figure 1: Territorial Constable Baldric, Barony of Gyldenholt.....2-5

Figure 2: Constable at Large device2-6

Figure 3: Deputy Kingdom Constable Baldric2-7

Figure 4: Kingdom Constable Baldric2-8

Figure 5: Constabulary Organizational Structure2-9

This page intentionally left blank

SECTION 1 INTRODUCTION AND OVERVIEW

1.1 LAWS GOVERNING THE CONSTABULARY

The Boke of Caidian Law, 14th Edition (June 2009 c.e., A.S. XLIV with Revision posted April 4th, 2011) and the Kingdom of Caid Branch Seneschals' Handbook, 9th Edition (with Revision 3 posted 7/14/2010) comprise the governing documents used to establish the office of the Constable. Refer to the latest edition of Kingdom Law for the specific article, part and sections.

From The Boke of Caidian Law, 14th Edition:

Article IV, Part B, Section 1.b. identifies the Constable as a Lesser Office of State

Article IV, Part B, Section 2.b. identifies the Kingdom Seneschal as being the direct superior for the Kingdom Constable.

Article IV, Part B Section 2.b.(3) defines the overarching duties and responsibility of the Constable as follows:

(3) The Kingdom Constable, who shall be in charge of the Kingdom Constabulary; and be responsible for:

(a) Keeping the peace at Kingdom-sanctioned events.

(b) Making and enforcing such regulations concerning events as appropriate to insure safe and orderly participation therein. This power and responsibility does not extend to anything connected with SCA-sanctioned combat or with anything specifically given to another officer to regulate.

(c) Operating the Kingdom Lost and Found.

Article VI, Part B, Section 2.b charges the event staff for Kingdom-sanctioned events to provide the Constable with all information needed for the performance of the Constable's duties at an event.

The Copora (April 2001 Edition, updated June 11, 2009) states that modern law takes precedence over Kingdom Law. It is also stated that we have no special authority to enforce modern law, aside from those as an individual citizen. In the performance of our duties and responsibilities to the SCA and the Kingdom of Caid we work with the section of law and regulation that we can administer and enforce, which is Kingdom Law and the Copora of the SCA.

1.2 IDEALS CONCERNING THE CONSTABULARY

The Constabulary is often called upon to help at events in many different ways. We work very closely with the Kingdom and Local Seneschals and event staff, usually being one of the first officers consulted and given responsibility or duties at a Kingdom-sanctioned event. We, along with the Event Steward (Autocrat) and Seneschal, provide the main interaction between the SCA and modern authorities (law enforcement, land owners, fire department, and medical services). Under normal conditions we work quietly and behind the scenes with the other event staff to help create and facilitate an uneventful and smooth event for those participants in attendance.

As a Constable the most important aspect to remember is that we are NOT "Police" or a policing force. We do not have the duties, responsibility, or power to enforce modern, kingdom, or Copora laws and regulations. The authority and responsibility we do exercise is very limited and is granted to us through our working relationship with the territorial and kingdom seneschals. It is important to continually

remember the limitations of authority we can exercise. We have no legal power to compel or enforce any form of behavior; we only have those legal authorities and responsibilities that any member of the modern populace may exercise.

The Constabulary should always strive to maintain and enhance the ideals of the SCA such as honor, courtesy, and chivalry. By practicing and remembering these ideals at the core of fulfilling the roles of the office we can foster a cooperative and healthy attitude. A large part of avoiding conflict and preventing a situation from turning negative is to always attempt to live up to, and act in a manner consistent with the ideas of the SCA. Being courteous and polite in our dealings with participants at events at all times has proven to be an effective means of resolving situations and issues.

The Constabulary serves two main functions at a Kingdom-sanctioned event. We are often called upon to fill a number of different duties and responsibilities.

The first is to promote and ensure a safe environment for participants at the event. This is generally accomplished by knowing and communicating the local branch, kingdom, and modern laws and restrictions associated with an event to participants. The second is to observe and report what we see of an activity to the appropriate authorities and officers. We maintain a visible and aware presence at events to help promote and maintain a safe environment. This presence is normally enough to prevent incidents from occurring.

It is important to remember that, in each situation, we should avoid becoming confrontational with those involved. Once a situation has escalated to confrontation there is usually no acceptable and reasonable method at our disposal to resolve that situation. This is not only true when dealing with members of the SCA populace, but also very important when dealing with members of the modern world who are visiting or in proximity to an SCA event.

Linked to the idea of non-confrontation is one of non-violence. As officers within the SCA we must continually strive to prevent any situation from escalating from confrontation to violence. We should always maintain and prevent our personal ideology and emotions from leading us into a situation where any form of force or violence is considered or used to enforce or compel behavior. This includes restraining an individual or preventing any course of action through the use of violence or threat of violence. It cannot be stated clearly enough that the Constable's Office is not the place or an excuse to "bash heads" or exert authority over others.

The Constables have a wide range of duties and functions that we are called on to perform and it is important to remember that our actions will have a wide range of repercussions. We must continuously exercise good judgment and responsibility; we should always think about the possible results of our actions; we must always maintain a good sense of courtesy, honor, and chivalry. Since members of this office will usually be in direct contact with members of the populace, the modern world, and modern law enforcement, we must strive to always represent the best ideals of the SCA.

SECTION 2 OFFICE STRUCTURE

2.1 OVERVIEW

The office of the Constabulary consists of several ranks and positions, each with their own specific duties and responsibilities. The Kingdom Constable, per Caid Kingdom Law, is a deputy and reports directly to the Kingdom Seneschal. Any and all power, authority or responsibility the Kingdom Constable wields comes directly from the Kingdom Seneschal and Kingdom Law; therefore, it is important for the Kingdom Constable and Kingdom Seneschal to have a good, healthy working relationship. In like manner, the Territorial Constables are also deputies to the Territorial Seneschals, as well as deputies to the Kingdom Constable. It is important that the Territorial Constables and Territorial Seneschals have a good, healthy working relationship.

Like any other office within the SCA, the Constabulary can take as much, or as little, time and effort as the member is willing to put into the office and position. Although a majority of our duties and responsibilities revolve around Kingdom-sanctioned events (before, during, and after the event) there are some non-event related time and effort that are required to maintain the office. The Constable should always attend their respective branch (territory or Kingdom) business meetings and event meetings. All Constables should try to attend any Constabulary training sessions/classes sponsored by the Kingdom Constabulary.

The Kingdom Constabulary has been streamlined to avoid confusion and promote good communications. There are several ranks within the Constabulary which are used to organize the members of the office by warrant. There are also several titled Constabulary positions used to denote specific job functions, duties, and responsibilities.

All Constabulary positions (territorial and non-territorial) will be warranted, using the warrant listed in Section 4 of this handbook. The Constabulary warrant will be issued by the Kingdom Constable, signed by the Crown, and specify the individual holding the warrant, the rank for the warrant, the titled position of the warrant (if applicable), and the expiration date of the warrant. The warranting process is described later in this section.

2.2 CONSTABLE RANKS AND IDENTIFICATION

Ranks assigned to individuals of this office denote the level of training, experience, and ability of the individual. These ranks are used to note what level of knowledge, skill, and ability a Constable is capable of serving at, or where the individual is placed in the organizational structure of the Kingdom Constabulary Office. Since Constables from one territory of the Kingdom may not be personally familiar with all the other Constables within the Kingdom, these ranks facilitate a common capability level that all Constables, Seneschals, and Event Stewards can understand when assigning volunteers to Constabulary duties at an event. It is important to note that the requirements for each rank of Constable are cumulative, which means a Senior Constable should also meet the requirements of a Constable and Constable in Training.

There are three ranks of Constable: 1) Constable in Training, 2) Constable, and 3) Senior Constable.

Constable in Training (CIT):

A Constable in Training is the initial rank for Constabulary. This is usually the “training” phase or interim period for an individual who has agreed to become a Constable for a territory and receiving a formal warrant of office. The Constable in Training will carry a specialized “Constable in Training Commission” which will act as an authorization during the training period and will act as suitable documentation of the service provided by the CIT during the training phase.

The following is a summary list of requirements in order to become a CIT:

- Minimum 16 years of age.
- Family or Sustaining Member of the SCA in good standing.
- Ability and desire to learn and serve the SCA, the Kingdom of Caid, and the local territory.

Members of the CIT will usually work as Constable patrols with another warranted Constable (of higher rank), when it is appropriate and available. CITs should not serve as shift leads for large scale events unless the Constable in Charge (Constable in charge of a specific event) and the Event Stewards for the event agree that the CIT has a clear understanding and capability to do so. The CIT will observe and relay vital information concerning potentially unsafe conditions and incidents to the Constable in Charge. The CIT will assist the Event Steward/Deputies and other Territorial and Kingdom offices as required and needed.

A CIT will be eligible for advancement to the next higher rank upon completion of the following requirements:

- Serve at a minimum of 4 events as a Constable or Constable patrol.
- Serve at a minimum of 2 patrol shifts at a major “War” event as a Constable. One of these patrols should be served between the hours of 8 PM and 8 AM.
- Attend the Constabulary Training course when provided.
- Be recommended by one (1) Territorial Seneschal or recommended by two (2) Warranted Constables.
- Be approved by the Kingdom Constable.

Constable:

The Constable is the main rank within the Kingdom Constabulary. This is the rank held by all Territorial Constables, regardless of geographic size or demographics, unless otherwise stated on the individual's warrant of office. The following is a summary list of requirements in order to be and maintain the Constable rank and warrant:

- Minimum of 16 years of age.
- Family or Sustaining Member of the SCA in good standing.
- Serve as Constable in Charge or Constable on Patrol for a minimum of 1 Territorial Event annually (usually the territory and branch where the Constable resides).
- Serve a minimum of 2 hours as Constable patrol or Constable shift lead at a major kingdom event, such as a War or Crown-level event (this requirement can be waived by the Kingdom Constable for extenuating circumstances) annually.
- Maintain and clearly communicate required reports.
- Assist, as needed and available, with the training of CITs.

The Constable's main duty is to serve their local territory, as needed and required by their local Territorial Seneschal or Territorial Constable. A Constable will usually hold the Territorial Constable position, unless there are multiple warranted Constables in a territory or it is agreed otherwise by the Territorial Seneschal and Kingdom Constable. The Constable is eligible to serve as either a Constable on Patrol or

Constable Shift Lead/Supervisor at large scale events and can serve as the Constable in Charge for Kingdom level events, such as Crown, Coronation, 12th Night, or a Kingdom War.

A Constable will be eligible for advancement to the next higher rank upon completion of the following requirements:

- Consistently serve a minimum of 3 events as the Constable in charge or Constable patrol annually.
- Consistently serve as a Constable patrol, Constable shift lead, or Constable in Charge for a major “War” or Kingdom level event. Some of these shifts should be served between the hours of 8 PM and 8 AM.
- Attend and provide constructive and well thought out amendment materials for the Constabulary Training course when provided.
- Have the recommendations of one (1) Warranted Senior Constable and one (1) Kingdom Officer.
- Be approved by the Kingdom Constable.

Senior Constable

The Senior Constable is the highest rank, aside from the titled positions of the Kingdom Constable and appointed deputies, within the Constabulary. Individuals holding this rank have continuously proven their dedication and desire to serve their local territories and the Kingdom of Caid. These individuals usually possess years of experience and tenure serving as Territorial or Kingdom Constables and have served as Constables in Charge at Territorial, Kingdom, and Inter-Kingdom events for several years. Their knowledge, skill, and capability to perform the duties and responsibilities of the Constabulary are clearly recognizable. Senior Constables are usually those individuals who willingly and continuously volunteer to serve as Constables at events.

The following is a summary of the requirements to maintain Senior Constable status:

- Family or Sustaining Membership of the SCA in good standing.
- Consistently assist Territorial and event Constables as needed to ensure a safe and smooth event.
- Serve as a shift lead or Constable in charge at major events, as needed and available.
- Assist the Kingdom Constable to develop and/or maintain good sound policies and practices for the Kingdom.
- Maintain and clearly communicate required reports.
- Be approved by the Kingdom Constable and Kingdom Seneschal.

Due to their demeanor, experience, and tenure within the SCA and Kingdom of Caid the Senior Constables act as a de facto "staff" for the Kingdom Constable. Although the Kingdom Constable may have one or more titled deputies, it is the Senior Constables who provide the Kingdom Constable with counsel and advice concerning policies, practices, and potential pitfalls inherent within our Society. It is the responsibility of an individual warranted as a Senior Constable to proactively provide the Kingdom Constable with honest and effective advice.

2.3

TITLED CONSTABLE POSITIONS AND IDENTIFICATION

Titled positions within the Constabulary come with additional duties and responsibilities, usually as a member of the Kingdom Constable's Staff or as a Territorial Constable. These titled positions are held independently of the individual's rank. All titled positions will be warranted by the Kingdom Constable or the Kingdom Seneschal, as discussed in the warranting process later in this section. All titled positions must be held by Family or Sustaining members of the SCA in good standing.

The following are basic descriptions and responsibilities for the common titled positions:

Territorial/Branch Constable

The working relationship between the Constable and the Seneschal is highly important. As the Kingdom Constable is the Deputy to the Kingdom Seneschal, so is the Territorial Constable a deputy to the Territorial Seneschal. Clear, concise, and effective communication and a willingness to work well with one another is a paramount factor for these two offices. As such, the Territorial Seneschal nominates who they wish to have as their Territorial Constable (refer to the warranting process later in this section for how this is accomplished).

The Territorial Constable should live within the geographic area of their territory and attend all territorial events and business meetings, as available. This policy can be waived if the Territorial Constable and Seneschal agree to the appointment. The Territorial Constable will act as Constable in Charge for events held within their geographic territory or sponsored by their branch unless other arrangements have been made prior to the event (i.e., training of a new Constable, another Constable, Senior Constable, or Kingdom Constable volunteering to serve as Constable in Charge for the event).

Territorial Constables are required to maintain their local territorial lost and found for any and all events held within their geographic area or sponsored by their territory. The only exception to this would be major kingdom level wars or inter-kingdom wars. Refer to the Lost and Found Policy in Section 3.

Territorial Constables will provide event reports to their Territorial Seneschals and the Kingdom Constable within 30 calendar days after the event. Refer to the Event Reporting Policy in Section 3. There is no monthly reporting requirement for Territorial Constables. An annual report may be made by the Kingdom Constable in January each calendar year.

Territorial Constables should strive to maintain open and clear lines of communication with the Kingdom Constable. This can be accomplished via regular mail, electronic mail, telephone, or in person.

The Territorial Constable should have a plain Caidan blue baldric or mantle to display the Branch Arms and the device of the Constabulary. Both the Branch Arms and Constabulary device should be clearly displayed while on duty and at events sponsored by the territory.



Figure 1: Territorial Constable Baldric, Barony of Gyldenholt

Constable at Large

The Constable at Large is a special titled position appointed and warranted by the Kingdom Constable. This titled position reports directly to the Kingdom Constable and is not attached to any specific territorial branch, but acts as an advisor to the Kingdom Constabulary as needed/required.

A Constable at Large will reside within the Kingdom and will usually be asked to perform specific duties and responsibilities for the Kingdom Constable or Kingdom Constabulary.

A Constable at Large may take over as a Constable in Charge for an event or shift lead for a major event at the direction of the Event Steward or sponsoring branch Seneschal (territory or Kingdom) in the event of an emergency.

A Constable at Large will provide input to the Territorial Constable within 15 calendar days after any event that they serve as a Constable (in any capacity).

A Constable at Large will perform any duties and responsibilities specifically given to them by the Kingdom Constable and will report on these duties and responsibilities in January and July of each year they serve as a Constable at Large.

Constables at Large should maintain open and clear lines of communication with the Kingdom Constable. This can be accomplished via regular mail, electronic mail, telephone, or in person.

The Constables at Large should have a plain Caidan blue baldric or mantle to display a plain Or mace as a symbol of the Society Constables office. This devise should be clearly displayed while on duty.



Figure 2: Constable at Large device

Deputy Kingdom Constable

Deputy Kingdom Constables will be appointed and warranted by the Kingdom Constable and have duties and responsibilities specifically assigned to them as part of their titled position. For example, the Deputy Kingdom Constable - Lost and Found will be specifically tasked with maintaining the Kingdom Lost and Found and coordinating the Lost and Found with the Territorial Constables; a Deputy Kingdom Constable - Site Rules and Regulations could be tasked with collecting and maintaining a database of peculiar site rules and regulations that are more stringent than Kingdom Law (such as no "tiki"-style torches allowed, etc.).

A Deputy Kingdom Constable will reside within the Kingdom and will be tasked to perform specific duties and responsibilities for the Kingdom Constable or Kingdom Constabulary.

Deputy Kingdom Constables will report monthly to the Kingdom Constable with the status of their designated areas of duties and responsibilities.

Deputy Kingdom Constables should maintain open and clear lines of communication with the Kingdom Constable. This can be accomplished via regular mail, electronic mail, telephone, or in person.

A Deputy Kingdom Constable will be named and assigned to assume the duties and responsibilities of the Kingdom Constable in the emergency absence of the Kingdom Constable. This Deputy Kingdom Constable will be approved by the Kingdom Seneschal.

The Deputy Kingdom Constable's baldric should have a baldric or mantle of Caidan blue bordered by ARGENT trim ¼ inches in width. It shall display the kingdom badge, the Caidan Cross, and the device of the Constabulary. This device should be clearly displayed by the Deputy Kingdom Constable at any event that the individual is present and acting in the capacity as a Constable, except when it is not appropriate (i.e., fighting on the tournament or war field, or marshalling said activities).

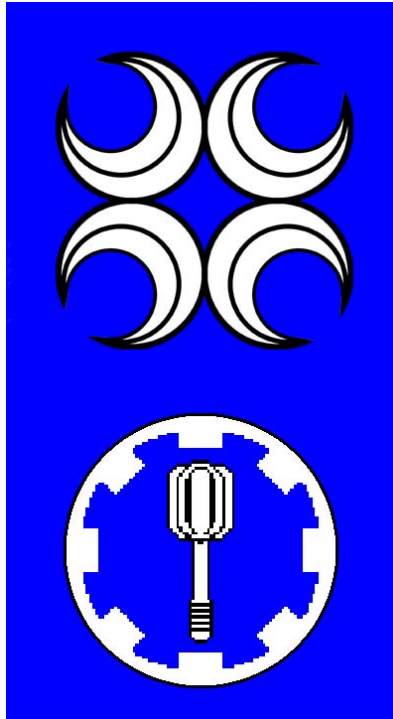


Figure 3: Deputy Kingdom Constable Baldric

Kingdom Constable

The Kingdom Constable is warranted by the Kingdom Seneschal and recognized/appointed by the Crown, swearing the Oath of Fealty at the beginning of each reign.

The Kingdom Constable will maintain, update, and review all policies and procedures pertaining to the safety of the Kingdom with those exceptions that are designated to another office (i.e., Kingdom Earl Marshal, etc.).

The Kingdom Constable shall maintain and attempt to improve the operation and effectiveness of the Constabulary within the Kingdom of Caid.

The Kingdom Constable shall act as a central point of contact of all members of the populace concerning the Kingdom Constabulary.

The Kingdom Constable will act as a point of contact with mundane law enforcement and emergency services, as necessary.

The Kingdom Constable will maintain and update the Constable Handbook as required and provide a Constable's Training Course at least one (1) time per year.

The Kingdom Constable will maintain a list of all warranted Constables (Territorial and non-Territorial) within the Kingdom of Caid. The Kingdom Constable will notify individuals within 60 days of their warrants expiration date and establish a suitable time and location for all parties required to be present to renew warrants, as required.

The Kingdom Constable should always attempt to deal with all participants at events, regardless of membership status, with honor, courteously, and chivalry.

The Kingdom Constable can create temporary titled positions, as needed, to assist in the management, administration, and execution of the Kingdom Constabulary. These temporary titled positions will be warranted as Deputy Kingdom Constables for their respective areas.

The Kingdom Constable shall provide knowledgeable, reasonable, and concise counsel to the Kingdom Seneschal and Crown on any and all matters concerning the safe and orderly conduct of Kingdom-sanctioned events within the geographic territory or sponsored by the Kingdom of Caid.

The Kingdom Constable must maintain open and clear lines of communication with the Kingdom Seneschal, reporting as often as the Kingdom Seneschal requires.

The Kingdom Constable shall wear one of the following articles of identification of office, as available and appropriate:

- A Medallion bearing the device of the Constabulary suspended from a fealty chain composed of links fashioned to resemble the badge of the Kingdom, Caidan Cross.
- A Baldric of Caidan blue, bordered by OR and ARGENT trim, 1/4" in width with a 1/4" space between each trim. It should display the Kingdom Arms and the device of the Constabulary.
- A Mantle, worn around the shoulders, of Caidan Blue, bordered by OR and ARGENT trim, 1/4" in width with a 1/4" space between each trim. It should display the Kingdom Arms and the device of the Constabulary.



Figure 4: Kingdom Constable Baldric

2.4 WARRANTING PROCESS

All Constable ranks and titled positions will be warranted. Warrants for any Constable will only last for a two-year period, but can be renewed as often as desired/needed. The Kingdom Constable will warrant each individual with a rank according to those listed prior in this section. It will be the Kingdom Constable's duty to ensure that each Territorial Constable is a full ranked Constable within one (1) year of being nominated by their respective Seneschal or assuming the duties of the Territorial Constable position.

For Territorial Constables the Agreement to Serve is prepared and signed by the Territorial Seneschal and Territorial Baronage, as applicable, then forwarded to the Kingdom Constable. The Warrant will be

prepared and signed by the Kingdom Constable and the Crown after the Agreement to Serve has been submitted.

For Deputy Kingdom Constable/Constable at Large the Warrants are prepared by the Kingdom Constable and signed by the Kingdom Constable and the Crown upon completion of requirements of the office/post.

For Kingdom Constable the Warrant is prepared by the Kingdom Seneschal and signed by the Kingdom Seneschal and the Crown

A roster of warranted constables will be maintained by the Kingdom Constable and signed by the Crown after each Coronation.

All signed warrants will be kept with the Territorial Seneschal (for Territorial Constables), the Kingdom Constable (for all warrants), and with the Kingdom Seneschal (for Kingdom Constable warrant only). A copy of the signed warrant will also be given to the Warranted Constable for their records. The Kingdom Constable will keep a database of all active and inactive Warrants. On a monthly basis the Kingdom Constable will review the Warrant Database and provide individual warranted Constables with notification about expiring warrants within 60 days of the expiration of their warrant. At that time, the Kingdom Constable, Kingdom or Territorial Seneschal (as required), the Baronage (as required), and the Warranted Constable will determine how and when to formally do a renewal of Warrant.

Warrants will be good for 2-years from the date of issue (including Constable in Training warrants), but can be renewed repeatedly as long as the individual meets the requirements for rank and/or titled position within the Constabulary.

2.5 ORGANIZATIONAL STRUCTURE

The following diagram depicts the organizational structure of the Constabulary and is intended to provide a visual representation and guide for Constables.

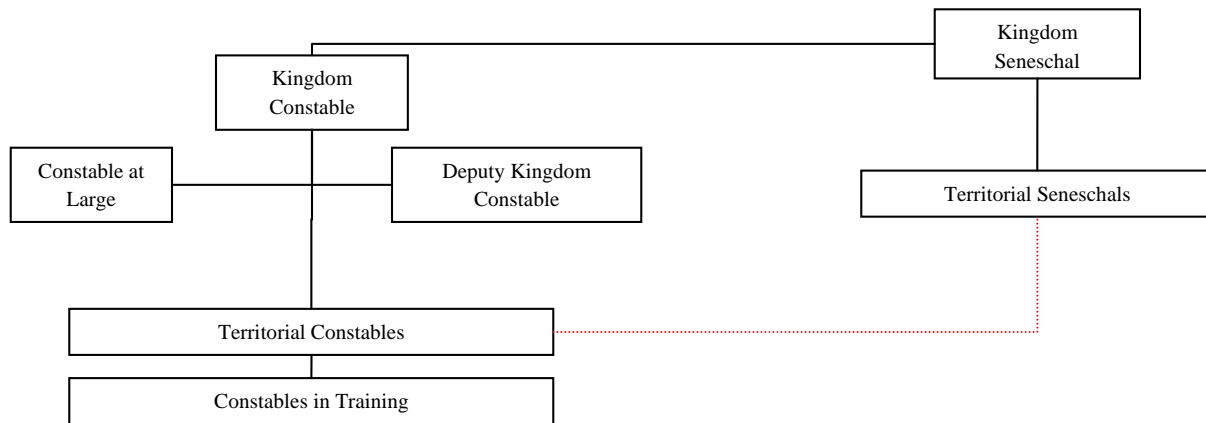


Figure 5: Constabulary Organizational Structure

SECTION 3 POLICIES AND PROCEDURES

3.1 OVERVIEW

What services does 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 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 event steward, the modern authorities and the populace at the event. They collect lost articles. It may seem like a lot for one person to handle, but by taking the time and effort needed to fulfill this vital position and office we help ensure that each and every event happens smoothly.

A Constable's primary duty is to see that participants at Kingdom-sanctioned events have a more enjoyable time because the site is safe. Occasionally it may require getting involved in dispute resolution. It may require an interaction with modern authorities when a crime has been committed. It may require being crowd control or escorting modern authorities through site to attend an injured participant. Sometimes it may involve simply walking around and talking with old and new friends.

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 false imprisonment. If there has been a violation of serious mundane law (a felony), a Constable should immediately contact the modern authorities and observe and report the incident. It is acceptable to use reasonable force to prevent a violent crime, as it is reasonable in the modern world for a citizen to act in a reasonable manner in order to prevent a violent crime from occurring. It is important to remember, as a Constable, that we are only allowed to perform those actions that a reasonable member of society would perform to prevent or respond to a violation of modern law. And just like a modern citizen, there is the potential for serious legal repercussions for those reasonable acts.

If a Constable becomes aware of someone committing a "victimless crime" at an event, they should have the Seneschal or the event steward request that the offender desist the activity and leave the site immediately. If they refuse to leave, contact the local law enforcement immediately and cooperate fully in the prosecution. If a Constable becomes aware of someone committing a modern crime where there is a victim, including any sexual offenses involving minors, contact the local law enforcement 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. Modern crimes are not a matter that can or should be handled within the medieval context.

When dealing with modern 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 Event Steward or the Seneschal to leave. This is not the same as someone being banned from attending an event. Neither the Constable nor the territorial 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.

A note concerning multiple emergencies:

It is possible, however unlikely, to have more than one urgent or emergency situation occur at one time. In the event this happens, the most senior Constable on site (by rank and title) should take charge of coordinating the efforts of the other Constables in directing emergency services and providing crowd control for the event. It is the responsibility of the Constable in Charge to make the recommendation to the Event Steward when to summon other necessary event staff, emergency medical services, or modern authorities to an emergency situation.

3.2 CONSTABULARY REQUIREMENTS FOR EVENTS

At all events the Constable in Charge is the sponsoring Territorial Constable, unless prior arrangements have been made before the event. If there are two territories are cooperating to hold an event, their Territorial Constables should be jointly in charge, unless other arrangements have been made prior to the event. In the case where a sponsoring territory does not have a Constable, the territory Seneschal and Event Steward will be responsible for acting as a temporary Constable for the event, or for arranging for a Constable for the event.

When the Kingdom Constable, Deputy Kingdom Constable, or a Constable at Large arrives at events, they should make their presence known to the Constable in Charge and volunteer for duty like any other Constable. The Kingdom and Deputy Kingdom Constable do not automatically take charge of the event, although they should be notified in the case of serious incidents.

The 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 Event Steward to the location of a specific household or group. They should also know the day's activities, and those who are responsible for those activities.

Caidan Law, 14th edition (June, AS XLIV, 2009 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."

This portion of Kingdom Law simply means that the Constable in Charge of the event has been given and has written down all the information needed to perform the Constable's duties for the event, prior to the event. This information will be included in the Constable's Event Report. This also means that no event can have official Kingdom sanction unless there is a Constable in Charge for the event, unless the Territorial Seneschal or Event Steward serves as the Constable for the event (following all the policies and procedures outlined in Kingdom Law and this Handbook).

DAY EVENTS

Constables at day-long events will be on-site within 30 minutes of the event site opening and should accompany the Event Steward or Territorial Seneschal until the time the site/event is officially closed. During this time the Constable in Charge is responsible for the safety of the site and assisting the Event Steward or Territorial Seneschal with the event. The Constable will also ensure that all Kingdom and Constable policies, as applicable, are observed, reporting violations of Kingdom Law or policies to the Event Steward, Territorial Seneschal, and Kingdom Constable. The Constable in Charge is responsible

for performing periodic patrols of the site and parking areas, as applicable, to ensure that continued site safety is observed.

OVERNIGHT/CAMPING EVENTS

This policy covers the general policies, procedures, practices and functions of the Constabulary for events that have overnight lodging and/or camping at the event site. This includes events such as Winter Weekend, Black Oak Lodge, and King's Hunt where the sponsoring territorial branch reserves the entire site for an extended period of time greater than 24 continuous hours.

All Kingdom-sanctioned events that are scheduled to run more than 24 continuous hours (or where the legal lease for the site spans more than 24 continuous hours) will have a Warranted Constable in Charge or will have a waiver submitted by the sponsoring Territorial Seneschal to the Kingdom Constable and Kingdom Seneschal. This request for waiver should be submitted with sufficient time for the Kingdom Constable and Kingdom Seneschal to properly review and approve.

As at a day event, the Constable should arrive on site within 30 minutes of the official opening of site and should remain on site until the event is officially closed. During this time the Constable in Charge is responsible for the safety of the site and assisting the Event Steward or Territorial Seneschal with the event. The Constable will also ensure that all Kingdom and Constable policies, as applicable, are observed, reporting violations of Kingdom Law or policies to the Event Steward, Territorial Seneschal, and Kingdom Constable. The Constable in Charge is responsible for performing periodic patrols of the site and parking areas, as applicable, to ensure that continued site safety is observed. In addition, it is the responsibility of the Constable in Charge to perform periodic patrols of the site during the night. Evening patrol only need to be manned as long as the Constable in Charge and the Event Steward feel a viable need.

WARS

This policy covers the general policies, procedures, practices and functions of the Constabulary for events that are classified as a War. This includes Potrero War, Highland War, Great Western War, and Talon-Crescent War. War Events are similar to Camping/Overnight Events with the following exceptions:

All Kingdom-sanctioned war events will have a Warranted Constable in Charge. Due to the highly social and festive nature of war events, a warranted Constable must serve as the Constable in Charge for the event. This cannot be waived.

The Constable in Charge will request volunteers to perform Constable patrols. These volunteers do not need to be warranted Constables or Constables in Training, but must be trustworthy and know what to do in the event of an emergency. The Constable in Charge will prepare a special briefing that can be given by the Constable in Charge or the Event Steward, or duly appointed representative, covering the important information (who is the Constable in Charge, where on site is the Constable in Charge camped, radio frequencies and etiquette, etc.).

The Constable in Charge, in consultation with the Kingdom Constable, the Event Steward and/or the sponsoring Territorial Seneschal can suspend the need for night time (late night/early morning) Constable patrols on a case by case basis.

3.3 SITE RULES AND CUSTOMS

The Constable should be familiar with the site rules and customs. Since these rules and customs vary throughout the Kingdom, the Constable should record these rules and customs in the Constable's Event Report. Event Stewards and Territorial Seneschals will differ in how they would like situations handled and the methods to be used for handling situations. It is important that the Constable in Charge of an event know these methods and be involved in the planning stages of the event.

The Constable in Charge of an event should be familiar with all the site rules and customs. These site rules and customs should be readily accessible to the Constable while on site. This means the Constable in Charge or the Event Steward should have the site rules and customs in written format on site during the event. For sites owned by entities such as Parks and Recreation, the Constable in Charge will have a list of site rules applicable to that site for the duration of the event.

3.4 FIRE POLICY

Fire policies and regulations will differ from territory to territory and site to site, depending on modern laws, regulations, and ordinances. The Constable in Charge of an event will ensure that the fire policy for each event is clearly documented and posted at the event, as applicable. The following policy is based on comparison of modern state, county, and parks/recreation regulations, laws, and ordinances for the states of California, Hawai'i and Nevada that fall within the geographic area/territory of the Kingdom of Caid. These are the minimum requirements for fire and fire safety. Each site/event may have more stringent regulations but should not, without proper waiver, exceed these minimum requirements.

- All portable fire pits, barbeques, gas/propane cooking stoves, etc., must be no less than 18 inches off the ground. The stands and legs used to mount fire pits, barbeques, and cooking stoves must be stable. The ground 2 feet surrounding the fire pit, barbeque, cooking stove, etc., should be cleared of easily flammable materials (brush, dry grass, etc.). Any non-compressed gas fire source will have a sufficient sidewall and containment to minimize and prevent the spread of embers or sparks from escaping. All portable fire pits, barbeques, and cooking stoves should be a minimum of 5 feet from tents, pavilions, and guide ropes.
- Sufficient type and quantity of a fire extinguishing agent (fire extinguisher, sand, water, etc.) will be readily available, accessible, and present within 5 feet of all portable fire pits, barbeques, and gas/propane stoves/fire pits. ABC Fire Extinguishers (normal red bottled fire extinguishers) should be properly maintained and charged.
- Portable torches (tiki, propane, etc.) are allowed on those sites that do not specifically ban them. These torches will be securely anchored into the ground and be no less than 5 feet from pavilions and tents. Torches should be placed in such a manner as to not obstruct normal walking paths within the event or encampment.
- Pyrotechnics, fireworks, chemically treated woods (not including Duraflame type logs) or fuels, powders, or any substance which alter the physical properties of the particular type of fire/heat source are strictly forbidden to be used without an appropriate modern issued license and prior approval from the Event Steward and Kingdom Constable in advance of the event.
- No open flame or heat source may be left unattended. This includes candles, lanterns, fires, torches, barbeques, gas/propane stoves and fire pits, etc. Upon finding an unattended open flame

source, the Constable will attempt to notify the encampment/owner of the open flame/heat source. If the owner cannot be found within a reasonable timeframe, the Constable may request permission from the Constable in Charge or Event Steward to extinguish the open flame, as long as there is no possibility of personal property damage.

- The Constable Patrols, Constables in Charge of events, and Territorial Constables will ensure that this policy is observed and will report any violation of this policy to the Event Steward(s) and Kingdom Constable (following the reporting process and framework outlined in this section).

Sites where there are facilities appropriately designated for fires (fire pits, standing barbeques, etc.) will also fall under the Fire Policy if used by attendees of the event, as outlined above.

Constables on patrol should know the Kingdom Fire Policy, the Event Fire Policy, and be familiar with the Federal, State, and Local modern fire policies for the site where the event is held. In the event of a fire emergency, the Constable should contact the local emergency fire services or 911 as soon as possible and assist with the evacuation of participants from the immediate area.

3.5 LOST AND FOUND POLICY

Oftentimes participants at an event misplace or lose a personal article they brought with them. These articles are usually turned into the Gate (Troll), the Event Steward, or the Constable in Charge throughout the event, or at the end of the event. Per Kingdom Law, the Constabulary is charged with maintaining and holding a record of Lost and Found Items. This policy states the general guidelines for administering and maintaining the Kingdom Lost and Found.

Lost Items:

Items reported lost at an event will be directed to the Territorial Constable of the sponsoring branch for the event. The Territorial Constable will log all pertinent information regarding the lost item (SCA Name of person losing item, Mundane Name, Address, Phone Number (Home/Cellular), Email address (if applicable), Description of item lost, and Place item was last seen) and document it in the Territorial Lost and Found log. Lost and Found logs will be forwarded to the Kingdom Constable as part of the Event Report. In addition, the Territorial Lost and Found Logs will be forwarded to the Kingdom Constable by January 15th and July 15th of each year to be included in the Kingdom Lost and Found database.

For Kingdom Events (such as Crown Tourney, Coronation, 12th Night, GWW, etc.) items reported as lost to the Constable in Charge will be directed and forwarded to the Kingdom Constable and logged in the Kingdom Lost and Found database.

Every 6 months the Kingdom and Territorial Constables will reconcile the Lost Items with items that have been Found in an attempt to return lost items to their proper owner. The Kingdom Constable should make an effort to contact people on the Lost Item Log annually to see if the item has been found or if it is still missing.

Found Items:

Items turned in at an event as “Found” items will be logged into the sponsoring Territorial Constable’s Lost and Found Log. Pertinent information regarding the found item (Event Name, Sponsoring Branch, Event Date, Item Description, Item Tag Number, if applicable) will be placed into the Territorial Constable’s Lost and Found Log. Lost and Found logs will be forwarded to the Kingdom Constable as part of the Event Report. The Territorial Constable will maintain the inventory of items Found within their territorial region, and will report the status of this inventory. In addition, the Territorial Lost and Found Logs will be forwarded to the Kingdom Constable by January 15th and July 15th of each year to be included in the Kingdom Lost and Found Database.

For Kingdom Events (such as Crown Tourney, Coronation, 12th Night, GWW, etc.) items reported as found to the Constable in Charge will be directed and forwarded to the Kingdom Constable and logged in the Kingdom Lost and Found database.

Every 6 months the Kingdom and Territorial Constables will reconcile the Found Items with items that have been Lost in an attempt to return lost items to their proper owner. When an Found item has been properly identified and/or claimed by a participant at an event, pertinent information will be logged regarding the return of the item (Returned to (SCA and Modern Name), Address/Contact information).

Lost and Found Auction:

Territorial Constables may choose to either hold a Territorial Lost and Found Auction at their territorial anniversary for items that have been in the Territorial Lost and Found for greater than one (1) year or they may pass the Territorial Lost and Found items to the Kingdom Constable prior to Kingdom 12th Night to be auctioned in the Kingdom Lost and Found Auction.

Proceeds of a Territorial Lost and Found Auction should be used for the Territorial Constable (production/repair of regalia, tools and materials required for Territorial Constable, etc.) or may be donated to the local branch territory, Kingdom Constable's Office, or any approved Kingdom fund (general fund, travel fund, etc.) as the Territorial Constable wishes. Proceeds of the Auction cannot be used in any manner not approved by the Copora or Kingdom Law.

The Kingdom Constable will host a Kingdom Lost and Found Auction annually at the Kingdom 12th Night. All Items in the Kingdom Lost and Found will be present for the populace to view and claim. Items that have been in the Kingdom Lost and Found for greater than one (1) year will be auctioned off via a silent auction.

Proceeds of the Kingdom Lost and Found Auction should be used for the Kingdom Constable Office (production/repair of regalia, tools and materials required for Office, etc.) or may be donated to any approved Kingdom fund (general fund, travel fund, etc.) as the Kingdom Constable wishes/directs. Proceeds of the Auction cannot be used in any manner not approved by the Copora or Kingdom Law.

3.6 ROVING PATROLS

Roving patrols at events are important in maintaining site safety and the safety of participants at events. The roving patrols will report directly to the Constable in Charge of the event, Event Steward, or designated headquarters/gate when making patrols.

Roving patrols will consist of a periodic tour of the event site, parking areas, and area designated as part of the terms of lease for the event site. Roving patrols are intended to be a visible show of ensuring the event site, and the participants of the event, are safe. Roving Patrol shifts should be planned in such a manner as to ensure that volunteers are not continually on patrols or working at an event. The SCA is intended to be a fun and learning experience for all participants, and we in the Constabulary office do not wish to over-utilize and burn out our volunteers.

Any participant at an event, above the age of 16, can volunteer for Constable Roving Patrols at a Kingdom-sanctioned Event. It is the responsibility of the Constable in Charge to ensure that volunteers for the Roving Patrol fully understand the duties and responsibilities of the patrol and meet the applicable Kingdom and SCA rules governing minors.

Roving patrols are best accomplished in teams of two (2). It is highly recommended that at least one member of a 2-man Roving Patrol be a warranted Constable. Whenever possible a more experienced Constable should be placed on patrol with a less experienced person.

3.7 WEAPON POLICY ON PATROL

It is the policy of the Office of the Constabulary that Constables on patrol and on shift do not carry any weapons. Past experience has shown that carrying weapons (SCA or modern) does not aid or assist members of this office in carrying out their duties. Any question on what constitutes a weapon should be addressed to the Shift Constable, the Constable in Charge, or the Kingdom Constable.

3.8 ALCOHOL POLICY

Constables:

Constables on shift should be physically and mentally capable of performing the duties and responsibilities of the office. Given the sensitive nature of the situations members of the Constabulary may be required to handle, all members of the Constabulary working at an event should exercise sound personal judgment and best perception while on duty.

Alcohol is a known mood and judgment altering substance, especially when abused. Although the Kingdom Constabulary does not prescribe abstinence at events, the abuse or excessive use of alcohol will not be condoned. Moderation and control must be practiced with regard to the amount of alcohol a member of the Constabulary consumes. The Kingdom Constabulary believes that members of this office should set an example to the populace and therefore requests that those in our office be both discreet and moderate in their consumption of alcohol, especially if they are to be called to shift.

If a member of the Constabulary is planning, or considering, over-indulgence at an event, they should not volunteer for Constable duty for a minimum of 18-hours before and after the planned over-indulgence. The legal drinking age within a vast majority of the Kingdom of Caid is 21. Those members of the Constabulary under the age of 21 are not of legal drinking age and should be aware that the SCA is not exempt from modern laws.

Event Participants:

The legal drinking age within a vast majority of the Kingdom of Caid is 21. Event participants under the age of 21 are not of legal drinking age and should be aware that the SCA is not exempt from modern laws. It is modern law that a picture identification with date of birth should be readily available for inspection if you are drinking. Minors with alcohol will not be tolerated. This means that a minor in the possession of alcohol will be remanded to the Event Stewards with the recommendation that the minor be removed from the event/site if they are sound enough to do so. In the event the minor is unable to leave site safely, the recommendation will be for the appropriate modern authority to be contacted.

Handling people who have had too much to drink is a very tricky endeavor. Sometimes their companions will help them find their way back to camp and into bed quietly. It is imperative that the Constabulary do not escalate the situation, but diffuse it as quickly as possible. In the event that a situation is escalating quickly, call for back up and try to keep the situation from escalating further. Remember to always treat participants with dignity, courtesy, chivalry, and respect.

3.9 ANIMAL POLICY

Animal control is a growing issue, concern, and problem at events. Given the general nature of the activities occurring at most SCA events (some of which are extreme contact sports) it is important to maintain control of animals present, especially in the case of very protective pack animals. A rather mellow and docile canine can become a very vicious protector if it witnesses its owner get hit and fall in the field during a round in the fighting. Unattended animals running freely (outside of the appropriate hound coursing areas) are worthy of one clear caution to the owner. Repeated offenses may result in asking the person to leave the event with the animal. Many events and sites have strict rules and regulations concerning animals and leash laws. The Constabulary should be fully aware of these rules and regulations prior to the date of the event.

3.10 CONTROLLED SUBSTANCE AND ILLEGAL DRUG POLICY

The use of controlled and illegal substances (outside of those prescribed by a physician) will not be tolerated. The presence of illegal substances, or their use at an event, places the SCA in an extremely liable position. In all cases, if you discover the presence of illegal substances, notify the Constable in Charge immediately. It is the responsibility of the Constable in Charge, the Event Steward, and the sponsoring Territorial Seneschal to take appropriate and proper actions. There are no exceptions to this policy.

3.11 RADIO AND COMMUNICATION POLICY

Communication is one of the most vital and important aspects of the Constabulary's job. The option to use radios at an SCA event rests with the Constable in Charge and the Event Steward. The radios should be used to facilitate clear communications where the site or conditions impose critical constraints on other methods of communication.

The following policies and rules apply to the use of radios by the Constabulary:

- All language used on the radio will meet the requirements of the FCC and common courtesy. There will be no foul or abusive language used on the radios.
- Modern operational convention codes (or "10" codes) will not be used. Use clear language in short and concise form.
- Always take care to remain calm and orderly when communicating over the radios.
- Constables using radios will not provide a detracting element to any ongoing SCA activity such as Court, Tournament Lists, A&S classes, etc.).
- For Wars and larger events the use of multiple channels may be necessary. The Constable in Charge will be responsible for establishing proper channels for communication over radios for each event, unless otherwise directed by the Event Steward.

3.12 EVENT REPORTING POLICY

Timely, clear, and concise reporting concerning Kingdom-sanctioned events are very important to overall operation of the Kingdom Constabulary. Oftentimes the only information the Kingdom Officers have concerning incidents and happenings at an event come from the Event Report. In addition to incidents, the Event Reports also provide a "one-stop shop" for the Constable in Charge concerning vital information concerning the event. Understanding and knowing the sites we, as a Kingdom, utilize for our events is essential in ensuring each event is as safe as possible.

The Constable in Charge for an event will use the Constable Event Report (a 2-page event report) and any additional Incident Reports and Lost and Found record sheets to report after an event has taken place. The Constable in Charge will have 30 calendar days after the last day of the event to submit a full Constable Event Report to the Kingdom Constable and the Event Steward. This report can be submitted via normal postal mail (the Kingdom Constable's mailing address is in the Crown Prints Regnum section), via email (Constable@sca-caid.org) in MS Word or PDF format, or in person.

Constable Event Report:

Each field in the Constable Event Report should be filled out to the best of the Constable in Charge's ability. Page 1 of the Constable Event Report should be filled out at least 2 calendar weeks prior to the event. By having this event information before the event, the Constabulary can ensure a proper understanding of the potential safety risks to the event and participants. This also allows the Constabulary to take the necessary precautions to help avoid or minimize these hazards.

When filling out the Special Concerns/Hazards section, the Constable in Charge should note any special hazard that may impact the event. In the interest of protecting the SCA and the participants at an event there are a few special concerns that should be noted in this section, such as:

- Conflicts with non-SCA activities (i.e., organized sporting events, family picnics, etc.).
- Special Hazards (i.e., fires in the local area, site is in potential “gang territory”, proximity of site to known Megan’s Law Registered Offenders, etc.).
- Special Waivers required for the Event (i.e., Equestrian Waiver required).

This section is also a very good place to note if the anticipated response time for modern emergency services or authorities is estimated to be greater than 30 minutes.

The Event Steward(s) and Constable in Charge will sign the first page the morning of the Event after arriving on site and performing the initial walkthrough. At this point in time the Constable should note any deficiencies or changes in the site (such as broken water pipes/sprinklers, noticeable road/entry hazards, etc.) and document them on the Constable Event Report.

Page 2 of the Constable Event Report should cover a brief synopsis of the event, and include the important information about the day and if there are any attached incident reports. This is also the page where the Constable in Charge should record the SCA and Modern names of any volunteer who provided service to the Constabulary during the event.

Incident Reports:

Unfortunately bad things happen from time to time at SCA events. Too many times throughout our time participating in the SCA we will hear about an incident that required either action from the SCA Board of Directors, The Crown of the Kingdom, or modern authorities/emergency services. In almost every one of these incidents, the clear and concise reporting of the incident from the Constable in Charge has provided invaluable detailed information in protecting the SCA, the Kingdom, and the local branch and participants of an event. These reports help form the basis for finding the root cause of an incident, or they help determine if there are particular problem areas of concern that the SCA, Kingdom, or Local Territory/Branch should be aware. A majority of this detailed information comes from our Incident Reports; therefore it is important to understand and use the Incident Report properly.

When filling in an Incident Report, use the “Who, What, Where, When, Why, and How” methodology for reporting. Cite only factual information and be as factual and concise as possible. It is important to always get the modern and SCA names for people involved in an incident, as this assists in providing modern protection to the SCA from potentially harmful legal actions. Give all information as to who, what, when, where (location on site), and why (factual only). Never be afraid to put down too much information, as long as it is pertinent, factual, and applicable to the incident.

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.

SECTION 4 FORMS AND REPORTS



the society for creative anachronism, inc.

P.O. Box 360789 •Milpitas, California 95036-0789 •Tel (408) 263-9305 •Fax (408) 263-0641

Kingdom of Caid

Warrant for appontment to the office of _____

Legal Name: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: (Home) _____ (Other) _____

Email Address: _____

SCA Reference Name: _____

Membership Number: _____ Expiration Date: _____

Let it be known that the above referenced person is hereby appointed to the office of _____

For (Branch): _____

Effective as of: _____ and expiring as of: _____

with all rights, privileges, insignia, precedence, and responsibilities thereto appertaining the office while the Warrant is effective. This warrant supersedes any existing or previous Warrant for this office. This warrant will be deemed expired should the officer let their membership expire prior to the expiration date of this warrant.

Legal Name: _____

Legal Name: _____

Signature: _____

Signature: _____

Office: _____

Office: _____

Date: _____

Date: _____

Legal Name: _____

Signature: _____

Office: _____

Date: _____

Required Signatures: (Please sign with *Legal* name only)
♦ **Great Officers:** Crown and the corresponding Kingdom Officer, if any.
♦ **Lesser Officers:** Crown and the corresponding Kingdom or Principality Great Officer, if any.
♦ **Other Officers:** As established by Kingdom Law and custom. Must include Royalty and have more than one signature.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

1/13/2010

Commission 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 commissioned as a Constable

(SCA Name)

in Training in the Kingdom of Caid. This commission takes effect _____ and shall be valid until _____, 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.) _____

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 2 Constable duty shifts at any War event.

RECOMMENDING ADVANCEMENT

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.

Constabulary Event Report

Event Name: _____ Date(s) of Event: _____

Event Steward: (SCA Name) _____

(Modern Name) _____

Event Location: _____

EVENT CONCERNS:

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

Special Concerns/Hazards: (Potential conflict with Non-SCA activities, special hazards, special waivers needed, etc.)

IF OVERNIGHT CAMPING

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

SITE EMERGENCY RESOURCE LIST: (WHO TO CALL FOR)

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

Event Steward Signature: _____ Date: _____

Constable in Charge Signature: _____ Date: _____

Constabulary Incident Report

EVENT INFORMATION:

Sponsoring Branch: _____ Date Held: _____

Name of Event: _____

Location of the Site: _____

Event Steward(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 modern 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

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: _____

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: _____

This page intentionally left blank