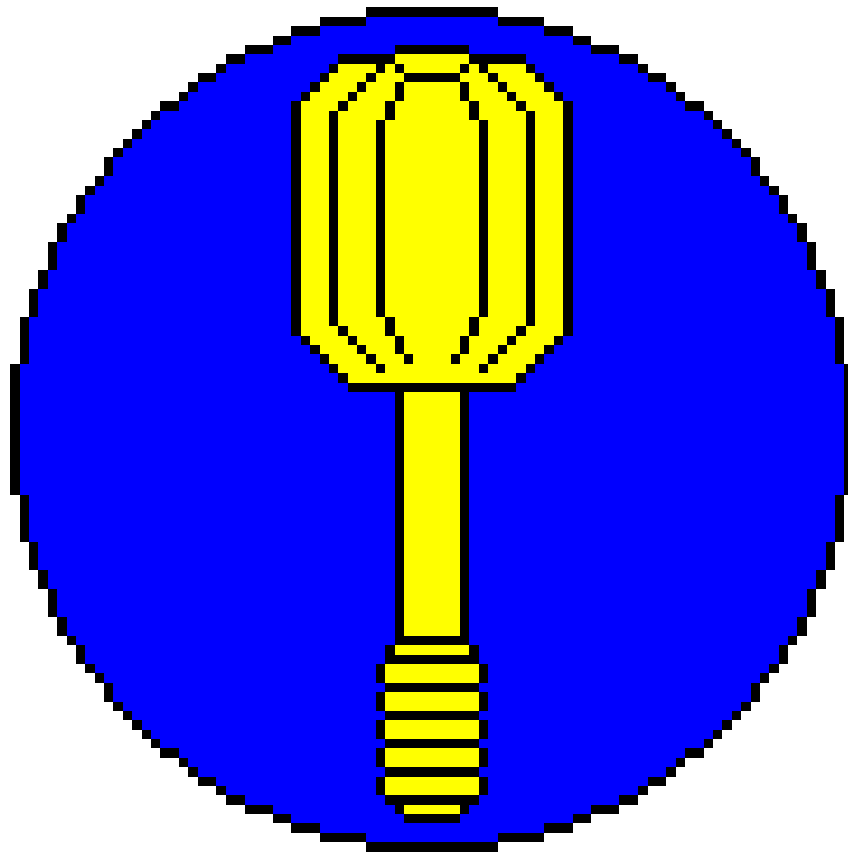


# Trimaris Constabulary



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# 1. OFFICE OF THE CONSTABULARY

## A. What Is The Constabulary

The Constabulary is a lesser office of the Kingdom of Trimaris. It encompasses all Kingdom and Branch constables. Our sole duty is to oversee the welfare and safety of the populace. Through chivalrous courtesy and conduct we ensure Mundane, Corpora and Kingdom laws are observed. The Constabulary, as a whole, cooperates with other Offices of the SCA, either as required or as directed, to insure the safe functioning of an event. While the Seneschal is the main point of contact between the SCA and the mundane authorities, the Constabulary works for the Seneschal and Autocrat to help create a harmonious and smooth event. Above all else the officers of the constabulary must remember **We are NOT police officers and do not have the authority to ENFORCE the law.** We UPHOLD the law by way of observation, limited intervention, and proper use of the Chain of Command. (**\*We have no legal power to compel any form of behavior; we have only the legal powers that any normal member of the mundane world has.**)

**\*All members of the Constabulary must be aware of this fact and act accordingly at all times.**

The lack of legal powers, plus the SCA's ideals of honor, courtesy, and chivalry, leads into 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 or violent.** We cannot allow any situation or emotion on our part to lead to any form of force or violence, be that verbal or physical.

The best way to prevent situations from becoming increasingly worst is to behave in a manner consistent with the ideas of the SCA. Honor, courtesy, and chivalry mean that our society is a cultured organization where we are polite and gracious to everyone. It is a fact that chivalrous and considerate behavior coupled with a smile will work better than almost anything else. This is not to say that Constables will not encounter rude or harsh people, only that Scadian behavior will, in most instances, prevent escalation of the situation.

Constables must always be aware that their actions may have wide and varying repercussions. In light of this, an officer must exercise both good judgment and responsibility when handling a situation. Training is the best course of action to develop and master these skills.

This handbook has been designed for training Officers on the proper procedures and policies of the Constabulary as well as Kingdom and Corpora Law. Any changes in those laws will be observed over the policies in this handbook. The Kingdom Constable is responsible for reviewing and updating this handbook annually and must submit all changes and updates to the kingdom Seneschal for review and approval before publishing to the Constabulary and populace.

## **B. Laws Governing The Constabulary**

### **Lesser Laws of the Kingdom of Trimaris:**

#### **C.2. Kingdom Constable**

- a)** The Kingdom Constable shall oversee the security of event sites, including Gate security
- b)** The Kingdom Constable shall collect, inventory, store/disburse unclaimed items lost or found at events.
- c)** The Kingdom Constable shall train and appoint local officers as necessary.
- d)** The Kingdom Constable shall report to the Kingdom Seneschal

### **Corpora:**

Section II – Events

Part E. Duty to Enforce Requirements

The officer(s) of the sponsoring branch responsible for an event shall ensure that the event operates according to the rules set forth in this document. If transgressions occur which seriously compromise the integrity of the event or endanger the health and safety of the attendees, the responsible officers shall correct the problem immediately as follows:

1. Disruptive elements at an event may be removed from the event by the individual responsible for that event or other appropriate officer. Offenses against contemporary civil or criminal law should be dealt with through the appropriate legal system. This does not preclude the Society from taking other appropriate actions as described in Corpora X.
2. The responsible officer for the event may find it necessary to remove Society sanction for the event, or call the appropriate civil authorities, such as police, fire or medical personnel. If the responsible officer cannot or will not do so, the senior Seneschal present, or (in cases involving the Rules of the Lists) the senior Marshal present shall do whatever is necessary to end the transgressions, and notify the responsible officers and the owner of the site or the owner's agent that the Society will no longer be responsible for the event. In such a case, all official actions properly performed prior to the point when sanction was removed will be considered valid. However, no action taken after that point, including transfers of office or bestowal of awards, will be considered valid. If an event is terminated in this manner, the person(s) doing so must notify the Society Seneschal, the appropriate kingdom officers, and any other appropriate Society officers as soon as possible. They must also file a complete written report of the circumstances with the Society Seneschal, the appropriate kingdom officers, and any other appropriate Society officers within 30 days.
3. It is not the responsibility of Crowns to deal with violations of modern law. When asked to resolve situations that fall under the jurisdiction of modern authorities, it is the Crown's responsibility to cooperate in referring such violations to the modern authorities. Further, it is the responsibility of the officers, particularly the local or Kingdom Seneschal, to ensure that the modern authorities are promptly notified.

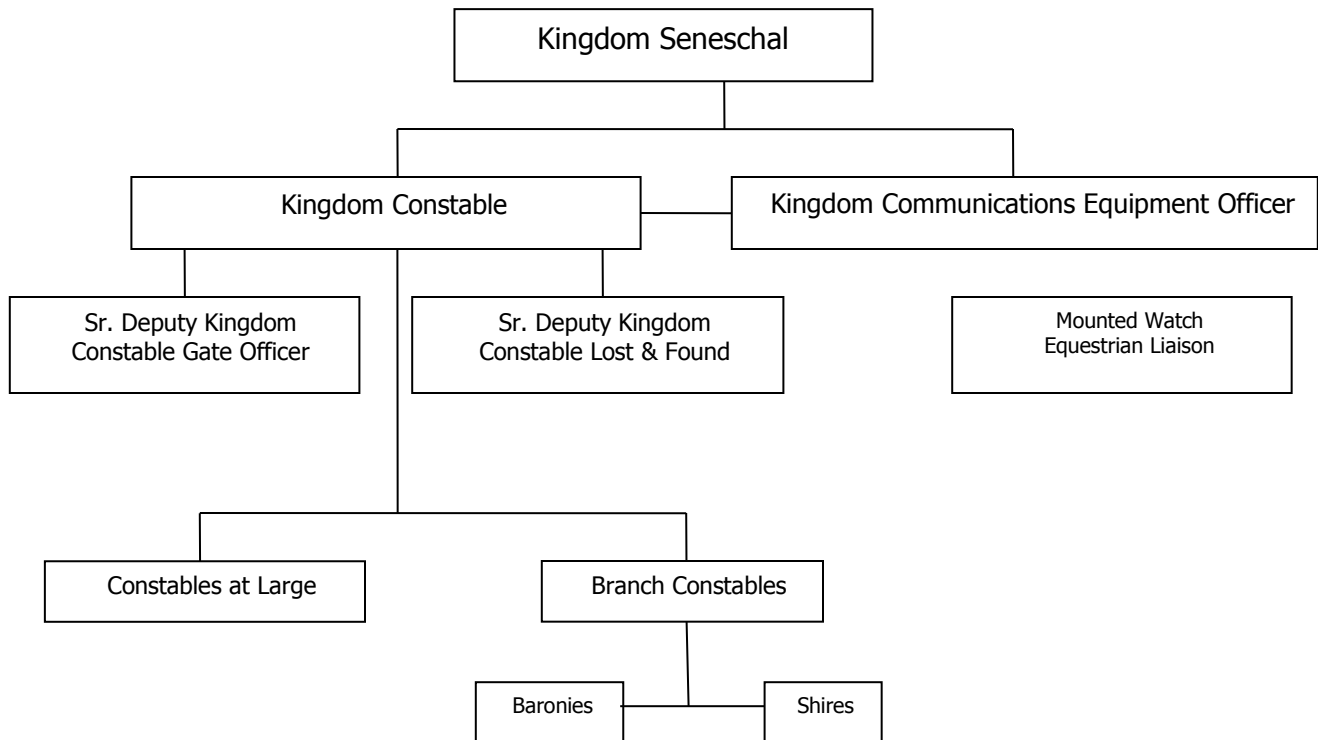
## 2. OFFICE STRUCTURE AND POLICY

### A. Chain Of Command

#### I. General

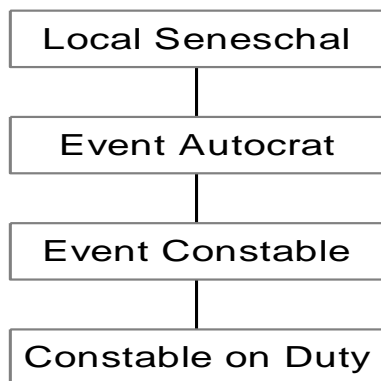
The general Constabulary reporting structure of the Kingdom of Trimaris is as follows:

#### Kingdom of Trimaris Constabulary



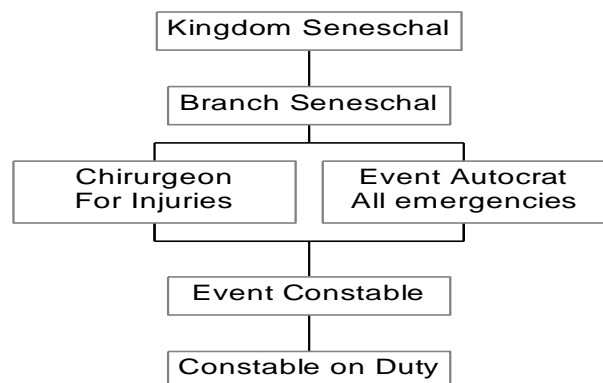
#### II. Event

The Constabulary reporting structure for an event is as follows:



#### III. Emergency

The Constabulary reporting structure for an emergency is as follows:



## **B. Requirements, Ranks and Responsibilities**

### **I. Kingdom Officers**

There are three levels of Kingdom officers: Kingdom Constable, Sr. Deputy Constable, and Deputy Constable at Large. All Kingdom Officers shall be a sustaining or family member in good standing. They will work their positions as well as walk-about security patrol at all Kingdom events (2-Crown, 2-Coronation and Art/Sci and other events as determined by the Kingdom Seneschal and Kingdom Constable) unless otherwise excused by the Kingdom Constable or Kingdom Seneschal.

#### **1. Kingdom Constable**

- Appointed by the Kingdom Seneschal and warranted by the King and Queen.
- Must reside within the Kingdom
- Completes the required State of Office quarterly report for the Seneschal (*See section 6 for reporting forms*)
- Responsible for appointment, administration and training of Kingdom Deputies.
- Responsible for administering duties for Sr. Offices when office is vacant
- Shall maintain a Yahoo-Groups list for communication within the office
- Attends Kingdom Officer meetings
- Communicates with the Kingdom Seneschal and Exchequer regarding funds and replacement supplies.

#### **2. Sr. Deputy Kingdom Constables**

Sr. Deputies are appointed by the Kingdom Constable for specific duties and are next in the chain of command. They are chosen from individuals who have worked as Constables and have shown the proper aptitude. They are required to provide a quarterly reports on the state of their office (*See section 6 for reporting forms*).

##### **Communication Officer (KCO)**

- Must have completed training and shown exceptional service to the Constabulary
- Maintains all radios, batteries and chargers for use at events
- Arranges for delivery of radios to all required events
- Recommends replacement and costs to the Kingdom Constable when necessary
- Maintains listing of active Constables (both at-large and local)
- Maintains an inventory of Constabulary supplies

##### **Lost & Found Officer (KLF)**

- Must have completed training and shown exceptional service to the Constabulary
- Collects, inventories, and stores all L&F items (Must be able to stay to close of events as they are most likely to be the last person off-site)
- Uploads inventory of L&F items to the Constabulary L&F Facebook page and sends to all appropriate web-based Kingdom news groups
- Serves as a point of contact for the populace for lost and found items
- Operates the bi-annual Constabulary L&F Auction at Coronation

##### **Gate Officer (KGO)**

- Must have completed training and shown exceptional service to the Constabulary
- Oversees the set up and removal of the 'Gate' equipment at each Kingdom and any additionally requested events
- Responsible for maintaining an inventory of all Kingdom Gate Supplies
- Recommends replacement and costs to the Kingdom Constable when necessary

### 3. Deputy Kingdom Constable at Large

- This office of the Constabulary serves as the eyes and ears of office at Kingdom events, and any other event, which they have volunteered or been requested to work.
- When scheduled, Constables at Large are to provide service to the kingdom by performing walk-about security patrols ensuring all Mundane, Corpora, and Kingdom law is being upheld.
- All infractions are to be reported to the Kingdom Constable, Communications Officer or event Autocrat (in that order). *(See section 6 for reporting forms.)*
- Constables at Large will be required to attend all officer training.

### 4. Mounted Watch Liaison (Sr. Deputy of the Mounted Watch)

- This office is only available during events that have an EqMIC listed for the event and at the discretion of the Kingdom Constable and the Kingdom Equestrian Marshall.
- The Sr. Deputy of the Mounted Watch should be an Equestrian Marshal or a EMIT and will act as liaison between the Constabulary and the Equestrians.
- It is advisable for the Sr. Deputy of the Mounted Watch to have a deputy who should be an authorized rider at the least.

#### A. Mounted Watch Guidelines

1. In order for Mounted Watch to be allowed at an event, there must be an EqMIC listed for the event as well as equestrian insurance,
2. All persons interested in Mounted Watch must be authorized as a rider in Trimar. It is highly recommended that those interested in Mounted Watch attend as many equestrian practices as allowable, so that they can improve their riding skills. The EqMIC may allow riders from other Kingdoms as his/her discretion.
3. Any person who wishes to be part of the Mounted Watch needs to arrange for a horse ahead of time. It is recommended that those persons form relationships within the equestrian community.
4. Mounted Watch authorization is only current for the event at which the rider is authorized. The rider may be requested to authorize for each day of the event, at the EqMIC's discretion.
5. The Mounted Watch must be aware of which areas they are allowed in. Areas may be different per the event, the EqMIC and the Autocrat. It is the Mounted Watch's duty to ascertain those areas. If an area is considered off-limits to horses, the Mounted Watch may not enter for any reason.
6. The Mounted Watch may or may not be issued from the Constable's office, depending upon availability. Duties may include watching for open flames in unattended camps, asking populace to move vehicles, watching out for unattended children and notifying the Constable on Duty in cases of emergencies or other duties that the Constabulary sees fit to add.
7. Remember, above all, **BE COURTEOUS!**

## II. Branch Officers

There are two levels of Branch officers: Branch Constable and Deputy Branch Constables. Branch officers are encouraged to be sustaining or family member in good standing.

- Appointed by the Branch Seneschal
- Reports to both the Branch Seneschal and Kingdom Constable.
- Sends an event report to the Kingdom Constable within 2 weeks of event served *(See section 6 for reporting forms)*
- They are encouraged to complete the same full range of training as the Kingdom Constabulary.
- They may appoint Deputies and shall oversee all training.
- They are encouraged to subscribe to the Yahoo-Groups list for communication within the office. If they do not have access, they can notify the Kingdom Constable for other arrangements.
- Attends Constabulary Officer meetings at each crown and Coronation
- Maintains an inventory of Branch Constabulary supplies
- Communicates with the Branch Seneschal and Exchequer regarding funds and replacement supplies.

- They are responsible for running gate and L&F for their local events. L&F items may be maintained within the local group or turned over to the Kingdom L&F Officer after all attempts to locate the owner have been made.

### III. Training Classes

Classes shall be offered by the Kingdom Constable or his designated instructor. All Kingdom Constable officers will be required to complete all training courses offered by the Constabulary and where possible, will be offered for credit with TRU. It is recommended that Branch officers avail themselves of any courses offered. All Constables are required to read Corpora, Kingdom Law and the Constables Handbook.

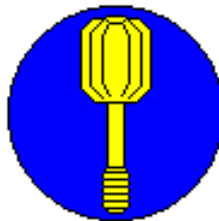
- Safety and Prevention
- Corpora and Kingdom Law (as pertains to the Constabulary office)
- Emergency Situations
- Civility, Communication, and Etiquette

### IV. Baldrics and Belt Tokens

The Constabulary Badge shall be: Azure, A Flanged Mace Or, displayed on Yellow Baldrics with Blue edging.

- Baldrics will be produced, paid for, maintained, repaired by the Constabulary
- Baldrics are the property of the Constabulary
- Baldrics shall be delivered and returned to the Communications Officer or the highest ranking officer on site
- Baldrics shall be worn by officers on duty and returned to the Constable in charge before the next shift begins

An optional belt may be worn by all officers when not on duty. The Token shall be yellow with blue edging bearing the office badge and service stripes where applicable. Belt tokens may be sold to officers of the Constabulary as a form of fund raiser. Costs must be made minimal.



Office Badge

## C. Officer Conduct

The duties of the Constabulary can put an officer into a variety of different scenarios. Because the actions and repercussions of the individual Constable reflect directly on the Constabulary, officers must practice good judgment and accountability. The conduct of a Constable must at all times adhere to the values and ideals set forth by the SCA

### I. Demeanor

Constables wearing a sign of office shall carry themselves in a controlled, non-aggressive respectful manner. Honor, courtesy, and chivalry are not simply part of our game, but duties of our office. The most important thing for a Constable to remember is to **avoid becoming confrontational or**



**violent.** An officer must **NEVER** yield their self-control and succumb to verbal or physical force or violence. A very gracious Queen of our Kingdom once advised that Officers, Peers and Royals should "Smile 'til it hurts no matter what the situation". Simply put, we should all use common sense and common courtesy no matter how angry or agitated we may feel!

This is often a very easy thing to discuss, but on rare occasions it can be much more difficult to put into practice. This is why proper training is so important. By reviewing various scenarios in a controlled atmosphere an officer can practice their reactions and responses without risk to himself or a member of the populace. By learning how to manage their reactions and remain calm and polite Constables can prevent a potentially dangerous situation from escalating thus protecting both themselves and the populace.

## **II. Weapons**

Constables on duty should **not** carry weapons over 8" in length. Past experience has indicated that the carrying of weapons does not aid or assist members of this office in carrying out their duties. Common sense and research have shown that carrying a weapon can pose additional dangers to the officer and populace in volatile situations. It is always best to err on the side of safety.

## **III. Alcohol**

Alcohol is a drug; it will alter the user's judgment and has the potential to increase the seriousness of a situation. Constables are not permitted to consume or be under the influence of alcohol or any other substance, while on duty. They are required to handle all situations with clear, unaltered perception so they can apply good judgment to form a sound resolution.

***Public perception of this office is paramount. Members of the Constabulary should set an example for the populace thus it is requested that off duty officers be both discreet and moderate in their consumption of alcohol or that they do not wear their baldrics or belt tokens while imbibing.***

# **3. EQUIPMENT**

## **A. Radios**

### **I. General Use**

Radios used by the Constabulary are for the expressed purpose of communicating information as it pertains to the safety and welfare of the populace. They are not to be used for careless banter. The training class Courtesy, Communication, and Radio Etiquette offered by the Communication officer, is required of all Kingdom officers before issuance of a radio. This course is strongly recommended to all Branch officers as well. Radios are issued and returned to the Communications Officer (KCO) or the highest-ranking Constable on site.

### **II. Maintenance**

All radios and additional batteries shall be maintained and charged by the KCO. They must be kept in a dry area free from possible destruction when in use or when in storage. Any damage made or found during use at an event must be reported immediately to the KCO who will in turn report the damage to the Kingdom Constable. Intentional destruction or damage to any radio, battery or charger will be reported and addressed by the Kingdom Seneschal and Kingdom Constable.

### **III. Replacement**

When a radio, battery or charger needs replacing, the KCO is responsible for researching and presenting replacement information, to include count, cost, and shipping, to the Kingdom Constable who in turn will report to the Kingdom Seneschal and discuss replacement.

## **IV. Borrowing Equipment for Other Events**

If a group wishes to use the radios and accompanying equipment for an event other than Kingdom, a request must be made in writing to the Communications Officer a minimum of 30 days prior to the scheduled event. If the Communications Officer is required to be at the event for the purposes of delivering and maintaining the equipment, the group should compensate the KCO.

## **B. Pavilion**

### **I. General Use**

The Kingdom Pavilion shall be transported and setup at the designated Gate (troll) area by the Kingdom Gate Officer (KGO). The pavilion shall be used by the Gatecrat and their volunteers appointed by the event's host group. It shall be broken down, transported and stored by the KGO after the close of reservations on the final event day. All Pavilions and their attachments must be kept in a dry safe manner when not in use.

### **II. Maintenance**

Basic care and consideration must be used, such as oiling of hinges, removal of dirt, adequate drying time after rain and gentle transportation and storage on and off site. All damages or necessary repairs must be reported in writing to the Kingdom Constable upon discovery.

### **III. Replacement**

When the pavilion frame, roof, walls or storage case needs replacement, the KGO must research and present cost for replacement or repairs before those purchases are made. The Kingdom Constable will in turn report to the Kingdom Seneschal and discuss replacement or repair.

## **4. TRAINING**

### **A. Officer**

#### **I. Responding to Daily Situations**

Constables should always carry themselves in a confident, professional manner. We must be aware that we are often the first people that non-Society people, including the local authorities, will meet. With this in mind we must consider the impression we give. A scantily dressed dirty officer with an ax and beer might not give the impression that the Constable is a well-trained, responsible representative. Conversely, a sober, courteous individual dressed cleanly with a non-alcoholic beverage in their tankard might have a better impact. This does not mean that everyone must change the way they dress or invest in expensive clothing. It simply means one should consider how one looks and carries oneself as it will be a direct reflection of one's abilities.

How we react is a direct reflection of our office and often engraves an image of the Constabulary in the mind of the populace. Angry outbursts, negativity, yelling, lying, indifference or poor judgment will only serve to diminish our reliability and image as servants of this realm. We must strive to prepare ourselves for every possible situation we can with the understanding that we cannot be prepared for EVERY set of circumstances. There will always be a time when you will have to think on your feet because you're faced with a situation, which was not covered in training. Please remember, getting in over your head is not the issue, but how you respond to it **IS**. Emotions and nerves are human reactions but we are able to control them with proper training. Even if it is not always the same exact situation as in your training, you can apply certain aspects of your learned skills.

Constables are often put in awkward situations, dealing with theft, drunkenness, parking violations, or rowdy behavior. It can test even the most seasoned officer's nerves. Many times we may personally know the people involved, yet we must handle the situation as an Officer of the Constabulary, without bias. This is not always easy to do and our friends do not always understand, but it is the duty of every officer to act in the best interest of the **Kingdom** as a whole. We must strive to keep our personal feelings out of our Constabulary duty. ***Use common sense; when in doubt, call the Kingdom Constable or the Communications Officer.***

One of the biggest problems faced by the Constabulary in the SCA, known world-wide, is the Superman syndrome. We are not police and we are not super heroes. We cannot solve all problems by ourselves. We cannot lay our hands on people in an aggressive manner and must never become confrontational. It is foolish to act out of emotions, or to put yourself in harm's way, because of pride or poor training. Deferring to those who are more qualified when necessary is a sign of a WELL TRAINED constable who fully understands the rules of the Constabulary and works within them.

With this in mind, here is an outline of basic things to remember when dealing with a situation:

1. **INVESTIGATE** – Who, What, Where, When and How (when applicable) - Gather complete information about the situation, including names (if available) or descriptions of those involved.
2. **SURMISE** - Decide if additional help is needed or if a higher-ranking Officer should be requested. Call the highest ranking Constable if available, if not, request the event Autocrat.
3. **ACT**- Follow the chain of command when the situation is beyond your span of authority or if the situation demands it. Notify the Autocrat and Seneschal **IF** the situation requires it.
4. **RESOLVE**– If the situation is not serious, try to resolve the issue using your best judgment. *Rule of Thumb: Ask once nicely, ask twice nicely, and then call the highest ranking Constable on site.* If the situation is serious or one you cannot easily resolve, defer to a higher ranking Constable or The Autocrat and/or Seneschal
5. **REPORT** – No matter the situation, a report must be made either verbally (non-serious – parking, unattended fire, rowdy behavior, etc.) or written (serious – Injury, fire, theft, missing child etc.)

Remember when completing the steps above that not every part of every step is possible in every situation and it is not a sign of weakness to call for assistance.

**EXAMPLE A** Merchantcrat reports there has been a theft in Merchant's row. The Constable on duty responds to the Merchantcrat asking who the Merchant filing the claim is.

1. **INVESTIGATE** –
  - Who The merchants name, description of subject(s)
  - What Description of situation and number of item(s) stolen
  - Where Location theft occurred
  - When Time of the incident
  - How Explanation of incident
2. **SURMISE** – Realize theft is a serious incident and must be reported to the senior ranking Constable, who will take the next step of contacting the event Autocrat and Seneschal. Understand you need to call for additional help since extra eyes will speed up the process of finding the subject.
3. **ACT** – Contact Kingdom Constable for assistance.
4. **RESOLVE** – On direction of the Autocrat and/or Seneschal, search for the subject and missing items. Communicate often any information relevant to the situation. When the subject is found escort them to the Autocrat and/or Seneschal. Follow their direction on how to proceed.

5. **REPORT** – Report the incident in a writing to the Kingdom Constable within 48 hours after the event.

**EXAMPLE B** During walk-about a Constable discovers what appears to be an unattended fire

1. **INVESTIGATE** – (This one is harder to answer all the questions for)
  - What Hail the camp to see if anyone is there and enter only after you are sure there is no one else around
2. **SURMISE** – Unattended fires are not a serious situations, unless they spread, so there is no need to notify the Autocrat of Seneschal right now. Look for a bucket for water or a shovel for sand
3. **ACT** – Radio another Constable to inform them you are entering a camp. Put out the fire well enough that it will not restart.
4. **RESOLVE** – Report in again with another Constable that you are leaving the camp. Later attempt to make contact with the inhabitants and inform them you found their fire unattended and politely encourage them to be more careful.
5. **REPORT** – Verbally report to the Event / Kingdom Constable as well as the next Constable on shift so they are aware of the situation.

**EXAMPLE C** A call comes across the radio that there is a very drunk subject trying to start a fight.

1. **INVESTIGATE** –
  - Who Name of the complainant and the name and/or description of the subject.
  - What description of the subject's behavior
  - Where location of incident
  - When time of incident
  - How explanation of incident
2. **SURMISE** – Realize the subject is extremely drunk, violent, poses a threat to you, the populace and himself.
3. **ACT** – Call for the Kingdom Constable, then any additional assistance as needed. It is the Kingdom Constables responsibility to notify the event Autocrat and/or Seneschal. Search for the subject. When found, try to eliminate (from view) the subjects source of anger (person, item, situation) and prevent escalation if possible.
4. **RESOLVE** –Speak with the subject in a NON-CONFRONTATION MANNER. If resolution cannot be made, contact the Seneschal on how to proceed.
5. **REPORT** – Include the incident in a written report to the Kingdom Constable within 48 hours after the event

## II. Safety, Prevention, Emergency Operating Procedures

### a. FIRE

#### 1. Things everyone should know about fires

For fire to exist, it needs three things to complete its reaction cycle: 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.

There are several types of fires. Each one is very dangerous and must be dealt with in a specific manner. It is important that a Constable understand the various types of fires, which they might encounter. Proper training will ensure proper reaction during a fire emergency.

**TYPE "A"** - Wood, grass, brush, paper, cloth, rubber and most plastics

#### **USE TYPE "A" FIRE EXTINGUISHER or WATER**

The best way to fight Type "A" fires is by depriving them of heat. You can do this 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. Sand can sometimes be used to deprive oxygen as well.

**TYPE "B"** - Flammable liquids: oil, gasoline, Coleman fuel, kerosene, paints, lacquers, grease, and solvents

**USE TYPE "B" FIRE EXTINGUISHER or SAND**

DO NOT USE WATER ON AN OIL TYPE FIRE! 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 oil on top of it as it flows. This type of fire must be deprived of oxygen. This can be done by smothering it with sand or using a fire extinguisher which released chemicals or gases that blanket the fire, driving off the lighter oxygen and snuffing the fire out.

**Type "C"** - Electricity - wiring, fuse boxes, electrical equipment

**USE TYPE C EXTINGUISHER**

Do not use water or attempt to smother this kind of fire. Electricity travels in currents and can spread when water is present.

**Type D"** - Metal fires such as magnesium, titanium and sodium.

**DO NOT TRY TO FIGHT THESE FIRES.** These types of fire are very dangerous and seldom handled by the general public.

## **2. Using a Fire Extinguisher**

The Red Cross strongly recommends that you visit your local fire department to practice using a fire extinguisher properly. This practice will help you will remember how to respond if you are forced to react to a fire situation. Also, please remember that most household fire extinguishers are designed to put out very small fires only. Attempting to put out large fires with a household extinguisher can be dangerous. An experienced fire professional will be able to explain the safest, most effective way to use your extinguisher.

When using a fire extinguisher you should stand back 10 feet from the fire, keep your back to an exit and use the **PASS Sequence:**

**P**ull the pin out

**A**im the extinguisher

**S**queeze or press the handle

**S**weep from side to side at the base of the fire

## **b. SEVERE WEATHER – Emergency Operating Procedure**

Due to the fact that we live in a Semi-Tropical state known for its Severe Storms, Lightening, Hurricanes, Brush Fires and Floods, it is in the best interest of the populace for the Constabulary know how to deal with these types of situations. Our emergency operating procedure is as follows

**An order to evacuate to a sheltered structure, or off site can only be issued by the Seneschal. This order may be issued due to a severe weather warning, health hazard or other situation where the populace may be at risk. If this situation should arise, all constables on site should consider themselves "Activated to Duty". It is our responsibility to serve according to the directives of the Seneschal in insuring the safety of the populace.**

## **3. Event Preparations** -

Event Constables should always check the weather forecast and area news for their upcoming event. If there is potential for severe problems they should make the following emergency preparations:

- a. Before arriving on site contact the Kingdom Constable to see if an emergency evacuation map is on file for the event site, if not the event constable should plan to arrive early and create one (see further information below)
- b. When on site alert the Autocrat staff and Seneschal of the potential problems as well as the Chirurgeon and any Constabulary staff on site regardless if they are working the event or not.
- c. Locate all fire extinguishers as defined in the Fire section (Types A, B & C)

- d. It is strongly recommended the event constable bring radio to the event so they may monitor the situation. Battery operated radios are preferred in case of power loss.
- e. Constables **may** alert the populace to the **potential** of an incoming storm with permission of the Seneschal. They can **recommend** tying down tents, securing objects, and stowing items, which do not need to be rained on, but only when the weather information has been **confirmed by the Seneschal**. **Officers may NOT pass along unconfirmed weather information as warnings** as it could lead to panic among the populace. Our first priority is to alert, aid and respond, not frighten, alarm or mislead

Examples for Gate-

**ACCEPTABLE** - "The weather report said there might be a storm or two through here this weekend. So you may want to make sure your camp is secured and dry. If anything develops the Heralds and Constables will cry the camp. Enjoy your event"

**NOT ACCEPTABLE** - "I heard from a friend we are in for a really bad storm this weekend. Tons of rain and lightning, hope you stay dry. I'm happy I'm in a cabin".

The first example is informative without giving unconfirmed information. The second is only hearsay not to mention just plain rude. It could lead to undue worry for the new arrival. Be sure you only give substantiated information and gentle suggestions, not opinions, rumors, or lies.

4. Designing An Evacuation Plan - An evacuation plan should be designed for each campsite and submitted for storage with the Kingdom Seneschal for future use. An evacuation plan should contain the following:
  - a. Site Map – noting all
    - i. **Secure Structures** (Cabins, Feast Hall, etc) that can provide acceptable shelter to the populace when threat of severe weather is present and evacuation to shelter has been ordered
    - ii. **Location and types of Fire Extinguishers** as defined in the Fire section
    - iii. **Evacuation Map** must show all exits and entrances as well as the designated 'traffic-flow'. It should also reflect the various areas where constable should be stationed to direct the populace off site. See example on following page.

### III. Medical Response

#### a. Responsibilities of the Constable

When an emergency or disaster strikes the Constable must function effectively as a leader in a calm, orderly fashion. The Constable will report to the Kingdom Seneschal and the event Autocrat or Chirurgeon for instructions. If any injuries are involved the Chirurgeon **must** be notified. **Regardless the cause or extent of an emergency situation the chain of command must be followed ending with the Seneschal, as he/she is the legal representative for the Kingdom, Barony or Shire.**

Oftentimes the Chirurgeon is the first person contacted for a medical response. It is their job to decide whether the problem is a **Medical Emergency** or a **Medical Situation**. A Constables duty is to provide aid to the Chirurgeon **if** needed. They may not assist the Chirurgeon with the actual administration of medical aid unless they are a certified Chirurgeon or directed to do so by the Chirurgeon.

A Constable must know how to respond to these types of situations thus the Constabulary defines these medical circumstances as follows: (These terms **MUST** be used when on radio relaying information.)

**Medical Emergency** - Any situation where mundane medical authorities need to be contacted (Serious Physical Injury, Drowning, Alcohol Poisoning, Animal Bite, Rape, Over-Does, Suicide, and Car Accident).

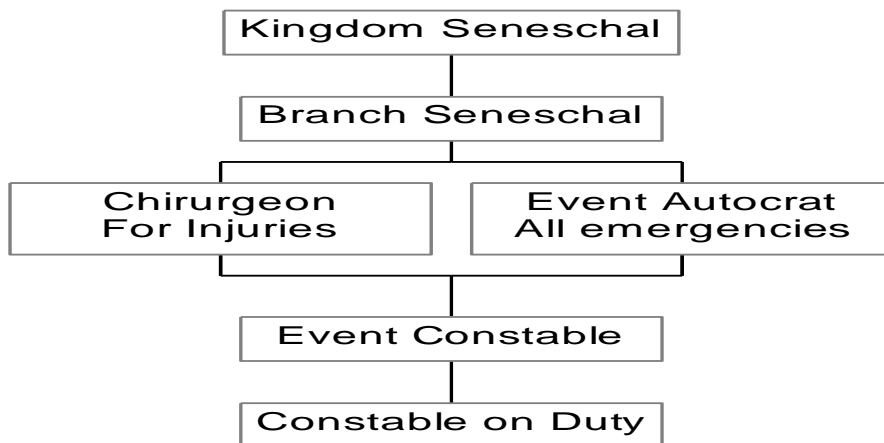
A constable must:

- Contact the Autocrat and highest ranking Seneschal so they may call 911 or summon the Chirurgeon
- Contact the Constabulary for additional help with traffic and crowd control
- Act as an extra set of eyes, ears and hands to the Chirurgeon
- Establish an emergency traffic route for the responding medical authorities.

**Medical Situation** - Where only the Chirurgeon is needed. (Heat exhaustion, sunburn, bee sting, bruise, splinter, etc)

Usually the Constabulary will not be required but if they are requested, they are to aid the Chirurgeon as directed with traffic and crowd control.

A Constable must also know how to react after the emergency situation has cleared. Questions will be asked and answers must be given. Officers must try to surmise the cause and course of action, which lead to the accident. They must determine whether future accidents of the same sort can be prevented in the future. They must communicate their findings to the Kingdom Constable and Kingdom Seneschal and follow their directions on how to further proceed.



### b. Mundane Services

Mundane Service must only be contacted by direction of the **Seneschal or Chirurgeon**.

The Seneschal is the point of contact for all mundane authorities. They are the **ONLY** representative to speak with mundane authorities regarding the SCA and any situation which requires mundane response, accepting the Chirurgeon speaking with Rescue personnel.

- **Police** – should only be called when mundane law has been broken and the **Seneschal** has deemed a need for their intervention (Theft, Rape, Child Molestation, Missing person, etc)
- **Ambulance / Fire Rescue / Life Flight** –should only be called when a serious injury has been reported and the Chirurgeon or Seneschal has deemed it necessary (Heart Attack, Injury from Battle, Alcohol Poisoning, Animal bite, Sever Allergic Reaction, Rape, Molestation, Drowning, Over Dose, etc.)
- **Fire Fighters** – should only be called when a fire has been deemed beyond control by the Kingdom Seneschal

## V. Communication & Radio Etiquette

### 1. Basics

- Speak clearly
- Eating or drinking while speaking on a radio is inadvisable. This makes speech unclear and causes confusion.
- If you are angry or upset, take a deep breath before transmitting. Speak in a clear and calm voice as much as possible. Emotion clouds the voice and confuses the message.
- The radio is not a toy or a method for chatting when you are bored. The amount of kidding around on the radio that will be allowed is up to the Kingdom Seneschal and/or Autocrat.
- If you are issued a radio, you will also be issued a headset and are required to wear it during your shift.

- You will be required to check-out a radio from the Communications Officer (or designated deputy) approximately ten (10) minutes prior to your assigned shift and must return your equipment promptly at the end of your assigned shift, unless otherwise directed. (If working solo, you will be issued a radio, headset and either Constable tabard or belt tab. If working in a team or two, both members will wear belt tab or tabard and one radio and headset will be issued to the team.)

#### A. Common Radio Terms & Phrases

- **Over** – this signifies that one end of the conversation is ending their transmission and awaiting a reply.
- **Out** – Conversation is ended. No reply should be given.
- **Affirmative** – Yes or understood/message received.
- **Negative** – No
- **Stand By** – I am not in a good position right this second. Let me call you back. This is not one that should be ignored.
- **Repeat** – I did not get your last transmission. Please repeat it.
- **Emergency Traffic** – **THIS IS NEVER TO BE IGNORED!** Use your radio ONLY if you are being requested. Do not use your radio until the channel is cleared. This is also never a phrase just to get everyone’s attention or take control of the radio channel. EMERGENCIES ONLY!

## 2. Speaking on the Radio

- A. When calling someone on the radio press the transmit button FIRMLY and count one second and THEN speak. It takes a moment for the radio to fully catch. When you have finished talking, count one second again and then release. Letting go too close to your ending will cut it off your conversation

**<press button> <count one second>**  
**"Gate to Autocrat"**  
**<count one second> <release button>**

- B. When answering someone calling for you, realize that they are counting one second and wait a moment. Then count your second and answer the call.

**<count one second> <press button> <count one second>**  
**"Autocrat back to Gate"**  
**<count one second> <release button>**

- C. When you call for someone and they don't answer, count fully to at least five seconds before asking for them again. Three requests for a specific person is sufficient. If no answer is received after the third request, ask for someone else or go find the person physically if needed. This releases the channel for other traffic. Always ask for someone specific. Do not just ask, "does anyone know where the autocrat is". This will cause 10 people to key up at once and all transmissions to be cover each other and none of them will be understood. You cannot "conference call" on radios. One at a time.

If you are not the person being requested but you KNOW that they are unavailable, identify yourself coming back to the caller. This is not a time for guesses. If you do not know, do not answer. The exchange would go as follows:

**<press button> <count one second>**  
**"Gate to Autocrat"**  
**<count one second> <release button>**

**<count one second> <press button> <count one second>**  
**"Reservations back to Gate"**  
**<count one second> <release button>**

**<count one second> <press button> <count one second>**  
**"This is Gate"**  
**<count one second> <release button>**



**<count one second> <press button> <count one second>  
"The autocrat is currently busy at the lyst field without a radio"  
<count one second> <release button>**

**<count one second> <press button> <count one second>  
"Affirmative. Gate Out"  
<count one second> <release button>**

You have now informed the caller that the autocrat is busy and does not have a radio. It is now the caller's responsibility to search down the autocrat or make other arrangements to contact said person. It is NOT your job to further tie up radio time by asking what they need. If they wanted you, they would have called you. They may come back to ask you what they needed but that is up to the caller.

- E. Do not call for someone and ask your question in the same transmission. They may not have heard your call. Receive acknowledgment before asking your question. Otherwise you will have to repeat everything and waste airtime and battery charge.
- F. When someone asks a question of someone DO NOT answer unless YOU were the person asked. Yes, you may know the answer but you will cover (and garble) both your response and the response of the actual recipient of the question. Everyone wants to be able to provide help and answers but in this case you will be providing only a hindrance.
- G. DO NOT walk over someone else's transmission. You may think you know what the person is going to ask, but they may surprise you. Wait until the beginning transmission is completed before answering. If you do not, the transmissions will garble each other out and the whole process will need to be repeated.
- H. DO NOT walk over transmissions not related to you. If you hear someone call for someone, don't get on the radio to call for someone else. Let the first caller and recipient finish before starting an unrelated conversation on the radio. You may have to wait longer to get your transmission in, but you will save time by not ruining both YOUR transmission and the original transmission. There is very little so pressing that it cannot wait 30 seconds for a transmission to finish.

### 3. **Emergencies**

- A. If you have an emergency, and you need help right away do not start screaming into the radio. It will not be understood and everyone will key up his or her radio wondering who is dying. Use the following procedure:

**<press button> <count one second>  
"EMERGENCY TRAFFIC ONLY!" <count one second but do not release transmit button>  
"Autocrat to Chiurgeon"  
<count one second> <release button>**

The pause is because you will hopefully have EVERYONE'S attention at this point and the person you seek will be ready to respond. You give a small pause due to "shock factor delay" when someone hears the word "emergency".

At this point follow the procedures outlined above. Absolutely NO ONE is to interfere with emergency airtime. Only the parties involved in the discussion are to transmit. This rule excludes NO ONE.

The situation may not be resolved yet but when the emergency discussion is handled as best as it can be the channel must be released. The person who called for "emergency traffic" should do this. The entire process is as follows:

<count one second> <press button> <count one second>  
"EMERGENCY TRAFFIC ONLY!" <count one second but DO NOT release transmit button> "Autocrat to Chiurgeon"  
<count one second> <release button>

<count one second> <press button> <count one second>  
"This is the Chiurgeon"  
<count one second> <release button>

<count one second> <press button> <count one second>  
"We need you at lyst field one immediately"  
<count one second> <release button>

<count one second> <press button> <count one second>  
"Affirmative. Chiurgeon out"  
<count one second> <release button>

<count one second> <press button> <count one second>  
"Affirmative. Channel released. Resume traffic"  
<count one second> <release button>

At this point NO ONE is to tie up airtime asking what is going on. If at all possible, take the discussion to Channel 2 and release Channel 1. It is a sure bet you will find out sooner or later what was going on. Just go about your job and answer if asked for, but do not question the situation. You will tie up the radios in the case that more airtime is needed by the emergency.

If you are involved with the "emergency", do not name the parties involved. Notifying the Chirurgeon that his/her presence is needed is enough. They do not need to know that "John Doe has broken his leg".

**NOTE**-It is also against the law to release medical information without authorization. I doubt you asked "John Doe" if you could tell the Chirurgeon why their presence was needed. You are breaking the law by releasing ANY personal information over the radios. This includes information such as "Jane Doe had an accident in a golf cart because she was drinking and driving". This was actually said over a Kingdom radio once when the staff needed a constable. The person who said this could have been sued. You do not **EVER** give out personal information over the radio.

#### 4. Phonetic Alphabet

If it is needed to spell something out, such as a license tag, use phonetics to minimize misunderstandings. This is not the alphabet you HAVE to use but it gives an example. Note that none of these words really sound like the other. This helps when transmission clarity is poor.

A – Alpha B – Bravo C – Charlie D – Delta E – Echo  
F – Foxtrot G – Golf H – Hotel I – India J – Juliette  
K – Kilo L – Lima M – Mike N – November O – Ocean  
P – Papa Q – Quebec R – Romeo S – Sierra T – Tango  
U – Uniform V – Victor W – Whiskey X – X-ray Y – Yankee Z – Zulu

## 5. Procedures

### A. Event Security

The SCA grows and changes, and so must the Constabulary. Over the years our events have grown larger thus increasing the chance for security and safety issues. Kingdom events often see attendance of 800+ while Inter-kingdom events and Wars can reach into thousands. Consider for a moment, if only 1% of the 800 people attending an event gets into or causes trouble, it could mean 8 situations, which must be dealt with. The larger the event the harder it is to control. Proper training and awareness are our best tools for preventing such problems.

The most common situations the Constabulary deals with are illegally parked cars, noisy parties, unattended fires, occasional theft, a lost child and the obnoxious drunk now and again. But harsher more dangerous situations are possible. The SCA has seen suicide, child molestation, rape, and assaults over the years not to mention medical and civil emergencies. Fires, tornados, hurricanes, and floods are not situations most autocrats are prepared to handle. The Chirurgeon is there to help an injured person but it is Constabularies responsibility to get emergency vehicles on and off the site. We, as a group, must be trained and ready to respond quickly to handle these types of problems. Of course our hope is that we never have to put our training to use.

#### I. General

- Event Constables should contact the event Autocrat to confirm the protocol for the campsite or conditions noted in the contact. (i.e.: Conditions for Parking, Fires, Animals, and Alcohol). It is the job of the Constabulary to uphold these decisions.
- When possible a member of the Constabulary should accompany the Autocrat on their preliminary walk-thru of the event site.
- Work with Gatecrat to establish where Gate will be set up, and where gentles will park.
  - ✓ Ensure that the site management is consulted on parking.
  - ✓ Entrances/Exits other than the gate need to be secured. If there are gates, close them. If no gate, put a line across the drive.
- Security inside the gate at events is the responsibility of the host group's constable (Local events), or the Kingdom Constabulary (Kingdom events).
- Walk through security checks (Walk-about) need to be conducted throughout each shift. Patrol the camping area as well as the main areas. Be sure to patrol the parking areas, roads and other vehicle accessible areas. If vehicles are not where they are supposed to be, tag them with a sticky note, and/or locate the owner and politely ask them to move to designated parking. (Ask once nicely, ask twice nicely, and then call Kingdom Constable.) Be sure to take adequate lighting with you while on evening patrol
- Constables on duty must keep their radios on at all time, including those working the night shift.
- Officers must hail a camp before entering. (If the camp appears empty officers must hail several times). Constables may not enter an empty camp without a verifiable concern (unattended fire, person in need of aid, etc....)

#### II. Parking

- Identify and designate parking and no-parking zones
- Relate that information onto a site map, and on the grounds with rope or caution tape.
- Identify all other areas to the site, which may be used as emergency exits or by gate jumpers.
- Designate handicapped parking, and a loading zone for merchants.
  - ✓ The merchant loading area, if not a parking area, needs to be patrolled in order to keep traffic moving. Merchants will try to park as close to their setup as they can, and will complain—often loudly – about moving their vehicles. At larger events there is usually a merchantcrat to assist with merchants and their vehicles.
- Patrol parking areas, roads and other vehicle accessible areas.
  - ✓ Try to locate owners of vehicles, which are parked in no-parking areas and politely ask them to move to designated parking.
  - ✓ If owners cannot be located, tag the vehicle with a sticky note politely asking them to move to designated parking.

- Do not allow any emergency exits or main roads to be blocked even temporarily
- Ensure smooth traffic flow through the gate and into the camp.

### III. Alcohol

- Confirm with the Autocrat whether drinking at the event is permitted or not
- Gently remind the populace to enjoy their alcoholic beverage in a 'period' drinking vessel, not the original packaging
- Be on the continuous look-out for under aged drinkers.
  - ✓ Do not be afraid to ask for proper ID if you suspect someone is under age
  - ✓ Notify the highest ranking Seneschal and Constable IMMEDIATELY
  - ✓ Using a firm but not demanding voice, inquire as to who their parents are and where they can be found.
  - ✓ Remove alcohol from minors and place in a safe area until parents arrive
  - ✓ Do not call the police, it is the Seneschal's decision to do so, not ours.

### IV. Lost Children

- Kingdom Law as it pertains to children:

#### II.D. Minor Children

II.D.3. Any minor under twelve (12) years of age must have on his or her person at all times while attending any Society event both his or her legal name and both the legal and SCA names of the parent or other responsible adult at the event. If the child is not tagged, contact the Kingdom Constable immediately.

- When a child is reported missing all Constabulary staff should be put on alert, including those not on duty, and the Kingdom Seneschal should be notified.
- The Event Constable should meet with the Parent(s), Kingdom Seneschal, Event Autocrat and the KMOY (if available) to gather a complete description of the child, what they were wearing, and the last area in which they were seen. Then relay this information onto the Constabulary staff.
  - ✓ The Event Constable will instruct all officers as to the areas which need to be searched.
  - ✓ A radio should accompany each group of officers when possible.
- Most lost children incidents are simply the result of poor communication between parent and child.
- You may also contact the KMOY depending on the age of the child. Younger children can sometimes be afraid of strangers but since they know the KMOY it can make your job a bit easier.

### V. Mundanes

- Kingdom Law:

#### II.A. Pre-Seventeenth Century Clothing

II.A.1. Persons attending events must wear their best effort at pre-17th Century dress.

- If mundanes have simply wandered onto site, and are interested in what is going on, offer minimal information and attempt to contact the Seneschal or Hospitaller to help. If they wish to stay politely inform them there are site fees and escort them to troll.
- If the mundanes have jumped gate, snuck in or are simply looking to cause trouble, contact the Kingdom Constable and Kingdom Seneschal. When found, escort the mundanes offsite. If the situation escalates, defer to the highest ranking Constable and Seneschal.

### VI. Weapons

- Kingdom Law:

#### II.C Live Steel

II.C.1. Live steel (excluding tableware, eating knives, utility knives or other small tools) may only be used at Society events for the purpose of ceremony, display, approved competition or approved theatrical performance.

*\*II.C.2. A sheath and peace tie (securing the weapon in its sheath) are required for all live steel weapons.*

II.C.3. Weapons of any kind must be kept out of the reach of children at all times and must be stored in a safe manner.

## **VII. Animals**

- Kingdom Law:

### **II.E. Animals**

II.E.1. Animals may accompany their owners to Society events to the extent the federal, state, and local laws and site regulations allow.

II.E.2. The owner of an animal will be held accountable for its actions.

II.E.3. The animal and the owner may be ejected from the event for just cause by the Autocrat or the senior Seneschal at the event.

II.E.4. Animals may not be brought into feast halls at any time.

- Service animals are exempt.
- Horses will be allowed when an event has scheduled equestrian activities and an EqMIC is on site.
- Dogs will be allowed when an event has scheduled coursing activities.

## **VIII. Theft**

The contacted Constable will take a report (getting a description of the items missing) and then immediately contact the Kingdom Constable, who will then contact the Kingdom Seneschal and the event Autocrat. Only the Kingdom Seneschal and/or the event Autocrat may contact the authorities.

## **IX. Violence**

In instances of reported violence, immediately contact the Kingdom Constable. If witnessed, try to calmly deescalate the situation. Call for back-up; do not attempt to handle the situation one-on-one.

## **B. Gatecrat (Gate Guard)**

### **I. Kingdom Events:**

- a. The Event Gatecrat is required to contact the Sr. Deputy Kingdom Constable Gate Officer (KGO) at least three weeks before the event to request use of the Kingdom supplies. (Pavilion, clip boards, coolers, etc.)
- b. The KGO is required to oversee set-up and break down of Gate equipment as well as provide training to the Event Gatecrat at ALL Kingdom events regardless who the hosting group may be.
- c. Event Gatecrat is to ensure the smooth operation of the gate and preventing gate-crashing and traffic backups on the site.
- d. Event Gatecrat is to recruit, train, and organize shifts of Gate Guards assuring that the gate is continuously manned during the designated hours of operation. Each Gate Guard should work about 2-3 hours max. To ensure the gate is manned continuously requires at least 12 gentles. If there are insufficient volunteers to man the gate, the event Gatecrat will be operating the gate themselves.

1. 2-day Kingdom and local group events, hours of operation are:

Friday, 4:00 p.m. - 1:00 a.m.

Saturday, 7:00 a.m. - 2:00 p.m.

2. 3-day Kingdom events, hours of operation are:

Friday, 4:00 p.m. - 1:00 a.m.

Saturday, 7:00 a.m. - 2:00 a.m.

Sunday, 7:00 a.m. - 2:00 p.m.

These hours of gate operation may be amended, reduced, or extended by the event Autocrat, after consulting with the Kingdom Seneschal or the Kingdom Constable.

- e. Event Gatecrat

- Does not need to be a member of the Constabulary.
- reports directly to the event Autocrat
- is responsible for the actions of Gate Guards under their supervision

- f. If the Gatecrat has not shown up or failed to perform their duties as required the KGO or Kingdom Constable may relieve an event Gatecrat after consulting with the event Autocrat and/or host group/Kingdom Seneschal. KGO, or Kingdom Constabulary will assume the gate operations or appoint another Gatecrat for the remainder of the event.

## II. Branch Events:

- a. The Autocrat will appoint a Gatecrat for branch events
- b. Gatecrat is required to oversee set-up and breakdown of the event Gate and bears full responsible for the Gate operations and is responsible for the actions of Gate Guard under their supervision
- c. Gatecrat does not need to be a member of the Constabulary
- d. Gatecrat reports directly to the event Autocrat and/or branch Constable
- e. Gatecrat is responsible for setting up gate
- f. Before the event, obtain the branch Gate pavilion and supplies
- g. Recruit, train, and organize shifts of Gate Guards assuring that the gate is continuously manned during the designated hours of operation
  - Each Gate Guard should work about 2-3 hours max
  - To ensure the gate is manned continuously requires at least 12 gentles.
  - Hours of gate operation are the same as for Kingdom events (see above) and may be amended, reduced, or extended by the event Autocrat, after consulting with the Kingdom Seneschal.
- h. Event Gatecrat should contact the Autocrat, or any member of the Constabulary to obtain any answers/help/cooperation.
- i. Event Gatecrat is responsible ensuring the smooth operation of the gate and preventing gatecrashers and traffic backups on the site.
- j. If the Gatecrat has not shown up or failed to perform their duties as required the KGO or Kingdom Constable may relieve an event Gatecrat after consulting with the event Autocrat and/or host group/Kingdom Seneschal. KGO, or Kingdom Constabulary will assume the gate operations or appoint another Gatecrat for the remainder of the event.

## III. Gate Procedure

Required	Elective	
Pavilion	Pavilion Walls, Signs, Banners	Fire Pit And Wood
Table & Chairs	Table Cloth, Chair Covers	Rope Or Caution Tape For Parking
Source Of Light	Tiki Torches, Lamps, Lanterns,	Bright Color Sticky Notes And
Clipboards	Fuel, Wicks, Hangers	Paper Weights
Pens	Cooler for beverages	Insect Repellent, Sunscreen
NCR Forms		

- a. Set up Pavilion, table and chairs.
- b. After gate is set-up and ready to operate obtain NCR forms from the event Autocrat or Reservations. **AN NCR FORM MUST BE COMPLETED AND SIGNED (SIGNATURE ONLY REQUIRED IF THEY DON'T HAVE A BLUE CARD) FOR EACH PERSON BEFORE THEY ENTER THE SITE!** This is a **mandatory** procedure, which must be completed for every person, regardless of age or **membership status**, including Royalty!
- c. As cars arrive, the Gatecrat and Gate Guards should:
  1. Determine how many NCR/Clip boards are needed per car and deliver them to the car (1 NCR form and pen per clip board)
  2. While the occupants are filling out their forms, the Gatecrat/Gate Guard should ask if the driver needs his license tag number. If requested, the Gatecrat/Gate Guard steps to the rear of the vehicle and read the tag for the driver.
  3. Adults should sign the NCR forms for their children or legal charges under the age of 18.
  4. A minor accompanying an adult who is NOT their Parent, or legal guardian must have a medical/travel waivers checked at gate. If the waiver is not notarized the minor cannot be allowed on site. DO NOT permit any minors without legal guardian or waiver on site. They must be turned away. If any problems, get your Seneschal, Kingdom Seneschal, or Kingdom Constable to handle the matter.

### **KINGDOM LAW – II.D. Minor children**

II.D.1 All persons under the age of eighteen (18) attending Society events must do so in the company of their parents, legal guardians or parental representative.

II.D.2 The parent or legal guardian of any minor attending a society event must complete such paperwork as the Kingdom Seneschal deems necessary, prior to the event. Such paperwork may be required to be notarized.

5. Once all NCR forms are collected from all occupants of the vehicle, along with pens & clipboards, advise the driver of any parking and camp concerns such as a fire ban or closed areas, and wish them a pleasant event.
6. If a car just cruises through gate without stopping, that is called crashing the gate. Notify the Autocrat, Seneschal, or Kingdom Constables of the incident, and provide as complete a description of vehicle and its passengers as possible
- e. If there is another group (like the Boy Scouts) having an activity on the event site, the camp management should have informed the Autocrat of this. The Autocrat needs to let the Constabulary team know about any other persons – not associated with SCA-- using parts of the site.

### **C. Lost and Found**

- Lost & Found shall be collected, tagged, inventoried, and stored according to the event and date where lost or found.
- All items shall be collected by the Sr. Deputy Kingdom Lost & Found Officer (KLF) at kingdom events or the Event/Branch Constable at local events
- Item inventories shall be uploaded to the Kingdom Constabulary Lost and Found Facebook page by the KLF. Listings of items found should be posted to all pertinent Kingdom newsgroup for dissemination.
- Event/Branch Constable may turn Lost & Found items over to the KLF officer.
- An Auction of all unclaimed items shall be held twice per year at each Coronation event.
  - ✓ Items shall be viewable for the populace for two hours prior to the auction so their owners may claim them.
  - ✓ A storage fee of \$1.00 will be charged per claimed item. This fee shall be added to any funds collected during the Auction and used for maintaining and gaining equipment for the office.

### **D. Communications**

- Officers on duty at all sanctioned events are required to relay all pertinent information, via the chain of command, no exceptions.
- Event Constables must notify all staff working the event of any applicable rules or regulation regarding parking, troll, fire, alcohol, animals or any other areas of the event or which will be needed to perform their duties.
- When completing a shift officers are required to update the incoming officer of any situations or potential problems encountered during their shift or which may be encountered in the incoming shifts
- (see Communications and Radios Etiquette under the officer training section of this handbook)

# CONSTABULARY REPORTING FORMS

These forms are for use by officers of the Constabulary of Trimaris. All forms will be available through the Constabulary website in Word documents. Instructions for use have been provided below. Examples of each form are included. If there are any questions, please feel free contact the Kingdom Seneschal for assistance.

- **Kingdom Constable's Quarterly Reports Form**

Kingdom Constable's quarterly report is due to the Kingdom Seneschal by the first of March, June, September, & December. Each section should reflect all changes, problems, solutions, suggestions, replacements, repairs & requests specific to that section

- ✓ General State of Office
- ✓ Overview of Sr. Offices and Officers
- ✓ Overview of Inventory & Files
- ✓ Specific Event Incidents

- **Sr. Kingdom Deputy Quarterly Report Form**

Sr. Kingdom Deputies Quarterly Reports are due to the Kingdom Constable by the first of February, May, August, & November so their information may be included in the Kingdom Constable's Quarterly reports to the Kingdom seneschal. Each report should reflect all changes, problems, solutions, suggestions, replacements, repairs & requests specific to that section

- ✓ General State of Office
- ✓ Overview of Inventory & Files (*where applicable*)
- ✓ Specific Event Incidents (*Where applicable*)
- ✓ Suggestions for Improvement

- **Sr. Officer Inventory Report**

Sr. Officers are to complete and file Inventory Reports with the Kingdom Constable, twice per year, January 1 & July 1. These reports should reflect all inventory and files associated with the specific Sr. Office as well as suggestions or requests for improvement and replacement. All information will be relayed to the Kingdom Seneschal.

- **Branch Constable Report Form**

Branch Constables Local Event Reports are to the Kingdom Constable due within 30 days of the event, so that they may be included in the Quarterly reports to the Kingdom Seneschal. Each report should reflect all problems, solutions, suggestions, & requests specific to the local event.

- **Incident Report Form**

Incident Reports are to be filed by Kingdom & Branch Deputies when a situation has occurred which, must be reported via the Chain of Command as outlined in this handbook. These reports must be filed within one week of the incident in reference so they may be included with the Kingdom Constable's Quarterly Report to the Kingdom Seneschal. Each report should reflect

- ✓ Overview of the situation
- ✓ Specific Names of those involved
- ✓ Steps take for resolution
- ✓ Suggestions for future prevention, if possible





# Kingdom of Trimaris Constabulary



## Kingdom Constable's Quarterly Report

SCA Name: \_\_\_\_\_

Mundane Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Please check the appropriate reporting quarter:***

___ First Quarter	December, January, February	Due March 1
___ Second Quarter	March, April, May	Due June 1
___ Third Quarter	June, July, August	Due September 1
___ Fourth Quarter	September, October, November	Due December 1

**General State of the Office:** *(Please include all progress, training, changes, problems, solutions and copies of **all Incident reports**)*

**Overview of Inventory and/or Files:** *Please include any changes to the current inventory (i.e.: depletions, disposal or additions). This information is to be included on the inventory report submitted twice per year.*

**Suggestions for Improvement:** *(all suggestions and requests)*



# Kingdom of Trimaris Constabulary



## Sr. Deputy's Quarterly Report

Sr. Deputy of: (Circle One)      Gate      Lost & Found      Communications

SCA Name: \_\_\_\_\_

Mundane Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b><i>Please check the appropriate reporting quarter:</i></b>		
<input type="checkbox"/> First Quarter	November, December, January	Due February 1
<input type="checkbox"/> Second Quarter	February, March, April	Due May 1
<input type="checkbox"/> Third Quarter	May, June, July	Due August 1
<input type="checkbox"/> Fourth Quarter	August, September, October	Due November 1

**General State of the Office:** *(Please include all progress, training, changes, problems, solutions and copies of **all Incident reports**)*

**Overview of Inventory and/or Files:** *Please include any changes to the current inventory (i.e.: depletions, disposal or additions). This information is to be included on the inventory report submitted twice per year.*

**Suggestions for Improvement:** *(all suggestions and requests)*



# Kingdom of Trimaris Constabulary



## Sr. Deputy's Inventory Report

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Sr. Deputy of: (Circle One)      Gate      Lost & Found      Communications

SCA Name: \_\_\_\_\_

Mundane Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Please check the appropriate reporting period:***

First Half      January – June      Due July 1  
 Second Half      July - December      Due January 1

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**Inventory:** *Please include all items inventoried to your office.*

Item	Current Count	Required Count	Replacement



# Kingdom of Trimaris Constabulary



## Branch Officer's Event Report

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Branch Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

SCA Name: \_\_\_\_\_

Mundane Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

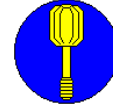
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**Event Report:** *(Please include event chain of command, all problems and resolutions encountered)*



# Kingdom of Trimaris Constabulary



## Incident Report

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Branch Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

SCA Name: \_\_\_\_\_

Mundane Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Incident Report:** *(Include complete description of incident, chain of command and the resolution. Please include names of those involved whenever possible)*

## **THANK YOU!**

I would like to thank all of those who helped make this project possible

✠ To The entire Constabulary Staff, both old and new.

✠ And Thank-You to Baron Master Rurik and HL Sireena de Artopeous for giving us the basis of the first Constables Handbook.

I would like to acknowledge the information provided by:

The Constable's Handbook, Kingdom of Caid, 2<sup>nd</sup> Edition, Lord Rowan Killian  
Tricks for Organizing a Security Office, Balin the Hunter of the West Kingdom

National Safety Council: <http://www.nsc.org/>

FEMA [www.FEMA.org](http://www.FEMA.org)

The Red Cross [www.redcross.org](http://www.redcross.org)

In Service To Kingdom and Crown,  
HL Taz Mongojin  
HL Sythean Lina Chandler

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