

Northamptonshire Police



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OVERSEAS SECONDMENTS

POLICE OFFICERS & POLICE STAFF

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1. Introduction

Northamptonshire Police supports the British Foreign and Commonwealth Office in seconding Police Officers/Police Staff to areas in the world where there has been, or is, conflict which require the expertise and assistance from British Police Officers in rebuilding a free and democratic society.

In addition to secondments, there may be cases in which the presence of an officer/police staff member is required overseas (i.e. to interview, gain evidence and complete investigations). The Home Office Overseas Deployment Manual provides guidance on the procedures required for all types of overseas deployment and this policy incorporates an overview of the guidance.

Officers/Police Staff seconded from Northamptonshire Police will be fully supported whilst they are away and on their return to the Force.

Overseas secondments for Police Officers are capped to 1%. The limit for police staff will be determined by Strategic HR Planning.

2. Legislative Compliance

This document has been drafted to comply with the principals of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individuals and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with current Equality Legislation and policies. In addition, Data Protection, Freedom of Information and Health Safety issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all legislation and internal policies.

3. Policy Statement

PROCEDURE FOR OFFICERS/POLICE STAFF SECONDED OVERSEAS

Officer/Police Staff member applies for secondment. The maximum number of Police Officers seconded overseas will not exceed 3 at any time.

All officers/police staff must:

- Have the recommendation of Area Commander/Departmental Head, Chief Officers and Regional Occupational Health
- Attend a briefing by an experienced 'Mission' Officer
- Following selection by the Foreign and Commonwealth Office and after the Home Office training course, Regional Occupational Health will arrange to meet the officer/ police staff member.

The officer/police staff member will be given the name of previous mission officers if they feel the need to contact them.

Prior to departure a meeting will be arranged for the officer/police staff member to meet the Chief Constable.

The seconded individual should write three-monthly reports to the Chief Constable regarding their views of the 'mission' and the tasks that they are being requested to perform and be involved in. There is an official report completed by the contingency leader in the mission area. The Chief Constable can then disseminate the information contained in this report to the Head of HR and Area Commanders/Departmental Heads

The Multi Force Shared Service (MFSS) will disseminate information and keep in contact with the seconded individual via email.

Two to three months prior to the date that the seconded individual will return to the force they should liaise with the Workforce Planning and Reward Manager:

- To discuss the role that they will take up on their return to Force.
- To allow both the Officer/police staff member and the Force to make any necessary arrangements.
- To discuss any ongoing or perceived problems and plan to ensure that Regional Occupational Health are kept informed of returns to Force and any issues that may arise.

On return to the Force from the mission but prior to their 4 week leave, a meeting will be arranged with:

- The Chief Constable
- Regional Occupational Health
- The Area Commander/Departmental Head
- These meetings are to discuss:
 - I. A welcome back by the Chief Constable
 - II. Any ongoing personal issues
 - III. Any welfare issues
 - IV. The role that the Officer/Police Staff member will be tasked with, along with any training needs

- V. A full medical, taking into account any problems there have been in the mission area.

Regional Occupational Health, where deemed appropriate, may ask the Officer/Police Staff to meet with them again, after a designated period of time.

Meetings should be held after 3 months, 6 months and 12 months of the individual returning to Force, where appropriate, with:

- I. A Chief Officer
- II. The Officer's Area/Departmental Head

NOTES

All Police Officers and Police Staff must take any outstanding accrued annual leave/toil prior to the commencement of their secondment.

Access to Regional Occupational Health, Human Resources and Chief Constable should not be limited to those as described above. These are the only mandatory meetings. Any other meetings, especially with the Regional Occupational Health, should be at the discretion of either party.

A member of Force Headquarters Training staff will be tasked with keeping the seconded Officer updated with any new legislation and/or procedures. This can be done in a number of ways agreed by both parties, e.g. a distance learning package whilst the Officer is away, or courses on the Officer's return. It must be borne in mind that if any new legislation and/or procedures are introduced whilst the Officer is away that may result in the Officer being subject to disciplinary procedures and/or criminal proceedings, then the Officer must be given training in these before returning to full duties. However, for driver refreshers, public order training, etc a programme should be prepared for the Officer to complete in a reasonable timescale upon return to Force.

The Officer/Police Staff member should have the option of returning to the Area/Department they left in order to make the transition back into Force as easy as possible. For Police Officers this will be reviewed over the following 12 months when the Officer's future career aspirations will be discussed and planned within the system of Performance Development Review (PDR).

The following is a list of provisions that Northamptonshire Police give to their seconded Officers/Police Staff:

- A laptop computer (for e-mail etc) where requested
- A mobile phone (line rental paid and £50's call costs per month)

Extension to Tour of Duty - ACPO policy is to refuse extensions of duty over or above 12 months. However, if under exceptional circumstances an extension is requested then the Chief Constable retains the right to consider and decide if the request should be met.

PROCEDURE FOR OVERSEAS DEPLOYMENT FOR UK OPERATIONAL REASONS

FUNDING AND AUTHORITY - The authority for any officer/police staff member to travel abroad in pursuit of an operation need arising within the UK rests with the Chief Constable and requests for such deployments should be sent in writing to the Chief. The Chief Officers Checklist for Overseas Deployment (Appendix A) must also be completed and sent with the request.

Before any authority to travel abroad is given, both the person authorising the visit and the officers/police staff members concerned must have a clear understanding of what is being funded, the source of that funding and the limit of that funding. A record must be kept of financial authorities and expenditure.

As soon as an individual is aware that foreign enquiries are likely contact should be made with Interpol London at the Serious Organised Crime Agency (SOCA).

The Foreign and Commonwealth Office is responsible for the UK's political relations overseas, and should also be informed of the dates and purpose of any proposed visit.

No individual may travel abroad to make enquiries or approach witnesses without formal permission from the host country. Visits arranged directly with the local police may breach local law. The UK Central Authority for Mutual Legal Assistance in Criminal Matters (UKCA) can provide assistance with this.

DOCUMENTATION AND INSURANCE

Check the individual has a valid passport that will not expire during the period abroad and has the necessary visas and work permits for the countries to be visited.

Ensure they have medical insurance, is insured against injuries received on duty, insured for third party/public liability for the country concerned and has legal aid insurance.

TRAVEL ARRANGEMENTS

Ensure that all travel arrangements have been made and that suitable accommodation has been sought in the country concerned. Make appropriate arrangements for foreign currency requirements.

PERSONAL CONSIDERATIONS

Northamptonshire Police has a duty of care when officers/police staff members are to work abroad and every effort is made to ensure that they are not disadvantaged in terms of conditions of service, unless such disadvantages are recorded and understood and agreed to by the individual.

Make sure the officer/police staff member has clear terms of reference and objectives for the visit.

Ensure they are properly equipped and clothed and provide them with written details of all arrangements made on his/her behalf.

The process of adaptation to a new location is vital for the individual and where applicable his/her family. It is essential to obtain as much information as possible about the country, its people, and the community, housing standards and so on to give the officer a briefing prior to deployment. The Foreign and Commonwealth Office Travel Advice Unit can offer advice on safety and security issues, local travel, local laws and customs, and entry requirements/validity of passports for most countries.

RISK ASSESSMENT

Prior to deployment overseas a risk assessment must be completed.

Safety issues associated with individuals working abroad cannot be addressed by a generic risk assessment. The Facilities Manager (Compliance) or the Facilities Coordinator (Compliance) will be able to advise whether any relevant risk assessments exist in respect of previous visits abroad, however each visit/country will need to be reviewed with the new environment and circumstances in mind.

Accountability lies with the officers/police staff member's line manager who must ensure trained assessors have carried out the relevant risk assessments and that appropriate actions have been taken.

Regional Occupational Health can assist by identifying and providing inoculations that may be appropriate to the destination being visited.

Additional information sources, such as the foreign office advice to travellers, may be useful in writing these assessments.

SECONDMENT REQUESTS FROM OVERSEAS

Requests for secondments/attachments/placements from overseas police officers and police staff to join Northamptonshire Police Force cannot be facilitated due to Home Office residency rules

4. Monitoring and review

The senior owner will review the content of this guidance annually to ensure that this is relevant and up to date. The author has agreed that this document will be reviewed within 12 months of the effective date.

5. Appendices

APPENDIX A – Chief Officers Checklist for Overseas Deployment

This form must be completed and approved by a Chief Officer prior to any Police Officers/Police Staff overseas deployment. The form is in conjunction with the policy and procedure for Overseas Secondment and Deployment (policy W7).

Name:
Collar No:
Department/Area:
Line Manager:
Date of Deployment:
Expected Date of Return:
Country Visiting:
Reason for Overseas Deployment:

	Funding and authority	Yes/ No	Comments
1	What is being funded and by whom? Is any of the funding conditional on any given outcome? Does the PCC need to be informed of funding arrangements?		
2	Is a Home Secretary's letter required? If so, has the individual obtained one?		
3	Does the individual require a letter of authority? If so, have all necessary arrangements been made in this country with the CPS, Home Office and NCIS and with police and judiciary country concerned?		

	Documentation and insurance	Yes/ No	Comments
4	Does the individual have a valid passport that will not expire during the period abroad?		
5	Does the individual have the necessary visas and work permits for the countries to be visited including any to be travelled through?		
6	Does the individual have medical insurance, including repatriation cover. Is there a need for additional accident insurance?		
7	Is there a contingency plan for urgent		

	repatriation? Does the individual have written details of this?		
8	Is the individual insured against injuries received "on duty".		
9	Is the individual insured for third party/public liability for the country concerned? Do they have legal aid insurance?		
	Travel arrangements	Yes/ No	Comments
10	Have appropriate arrangements been made for foreign currency requirements?		
11	Has suitable accommodation has been arranged in the country concerned?		
12	Have all travel arrangements have been made?		
13	Does the individual require additional insurance for non-scheduled flights? Are the unscheduled flights essential? If they are not essential and the individual wants to do them, get a written disclaimer to that effect.		
14	If the visit is to include a period of holiday for the individual, ensure that he/she has been informed of whether insurance/pension cover will apply to the holiday so that he/she may make their own arrangements.		

	Personal considerations	Yes/No	Comments
15	Does the individual have clear terms of reference and objectives for the visit? Including the length of the visit and an understanding of whether this could be extended if necessary and if so, how.		
16	Does the individual need political briefings for the countries concerned? If so, do they understand the significance for the work to be undertaken?		
17	Is the individual properly equipped and clothed?		
18	Does the individual need a first aid kit and first aid training? If so, is this compatible with the working conditions and possible injuries?		
19	Have written details been provided to the individual of all arrangements, insurances, pension cover and evacuation plans made on		

	his/her behalf?		
Risk Assessment		Yes/No	Comments
20	Has a trained assessor carried out the relevant risk assessment?		
21	Have the necessary precautions been identified to the individual and the relevant health and safety measures taken?		
22	Are any inoculations required? Has the individual had the relevant inoculations?		
Informing relevant parties		Yes/No	Comments
23	Has the British Embassy/Consulate/Governor's Office been informed of the visit/posting by the Foreign and Commonwealth Office?		
24	Has the ACPO secretariat/Home Office been informed in writing of the visit?		
25	Does the MFSS have the contact details for the officer in the country concerned and for next of kin in the UK?		

Line Manager Approval:

Date:

Chief Officer Approval:

Date: