



Home Office

**Overseas
Deployment
Manual
For
Police Officers**

Updated 25 May 2004



INVESTOR IN PEOPLE

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

FOREWORD

UK policing is held in high esteem throughout the world. The UK's long history of civilian policing, of working with members of the public from different communities, and of upholding the rule of law, has proved invaluable in assisting in the development of democratic, civilian policing practices in transitional/crisis nations around the globe.

A global community means globalised crime. Illegal immigration, drug trafficking and money laundering are all cross-border activities and if the challenges posed by such crimes in the 21st Century are to be met then ever-greater international co-ordination of policing resources will be required.

This is recognised in the Government's greater commitment to UN, EU and OSCE missions. At the Feira Council in 2000, for example, EU member states agreed that they should be able to collectively provide 5000 police officers to international peacekeeping missions by 2003. Not only is there the sense that it is our duty as a responsible member of the international community to work towards these goals, but there is also the growing recognition that by stabilising crisis countries we can tackle cross-border crime at source before its effects are felt on UK streets. All UK contributions are voluntary and subject to domestic policing requirements.

There is, however, much more to overseas policing than peacekeeping missions. UK police officers provide training to Central and East European EU candidate states through the Twinning Programme, enabling those countries to acquire police forces that adhere to the principles of democracy and the rule of law. UK officers provide improved management techniques and training to enhance street level competence, respect for human rights and community policing through DFID's Overseas Development Programme. UK officers attend seminars and workshops throughout the world, sharing and learning policing expertise. And UK officers regularly pursue UK operational work that has traversed the increasingly flexible national boundaries of today's world.

These are but a few examples of overseas policing work undertaken by UK officers. This work not only benefits the countries receiving assistance but also gives UK officers a unique opportunity to acquire a wide range of challenging experience and responsibility that they may not have been able to gain in such a short time at home. Returning to the UK, these skills should enrich their careers as well as benefiting the work of their own force.

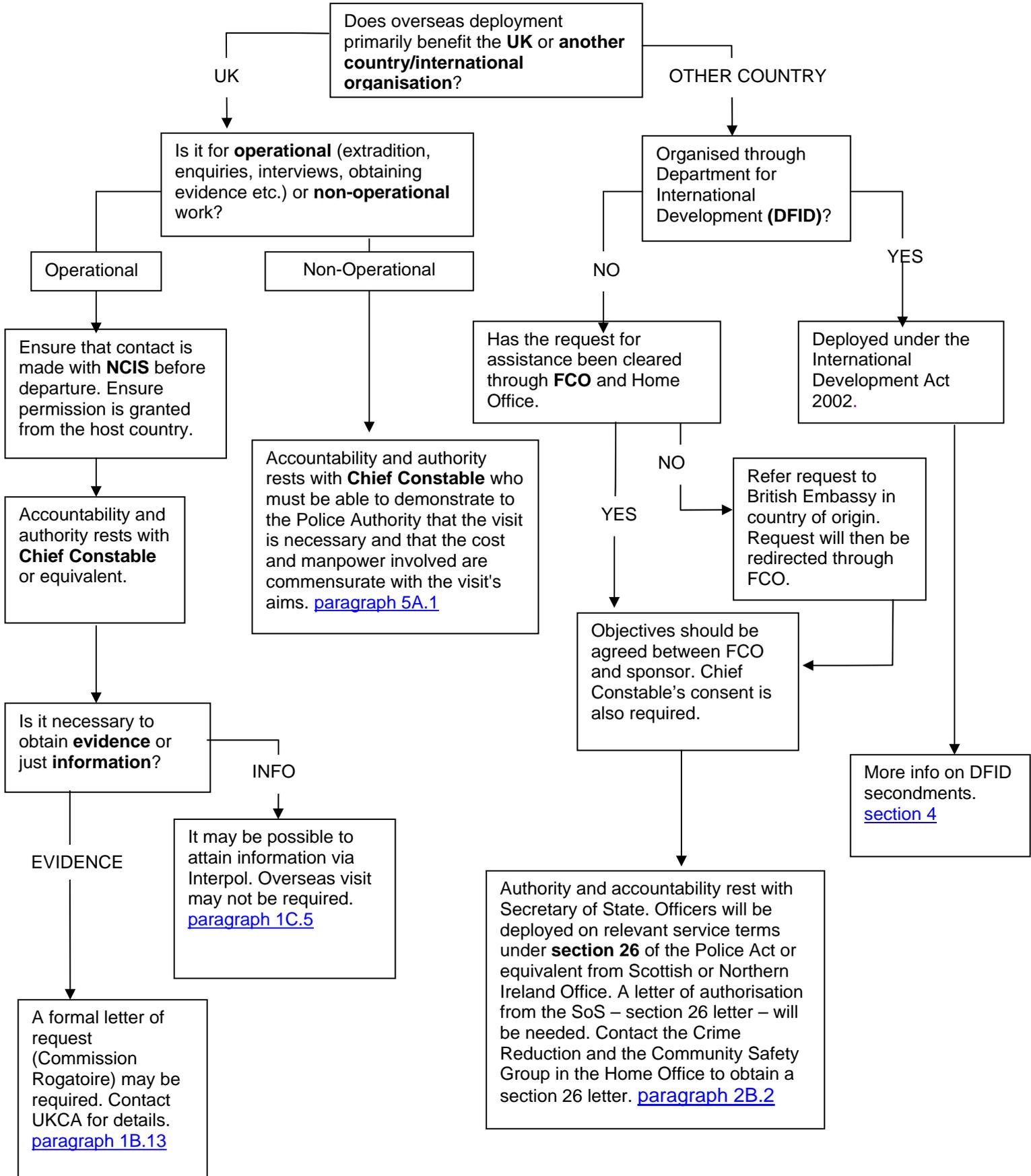
With greater number of officers now needing to travel or serve overseas, updated advice and guidance for all types of overseas deployment is clearly overdue. This Manual of Guidance, following consultation with all parties with an interest in overseas policing, aims to provide it.

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FLOWCHART ILLUSTRATING BASIC OVERSEAS DEPLOYMENT ACTIONS



INTRODUCTION

How to Use the Manual

- 11.1 This manual is a reference guide and has been designed to cover every type of overseas deployment for police officers and support staff. Overseas deployment can be broadly divided into five categories. The manual is divided accordingly into five main sections, together with a general welfare and support section and relevant appendices.
- 11.2 Once you have selected the appropriate category, the section should contain all the relevant information you need, referring you to appendices or to the other parts of the manual as appropriate. Some paragraphs occur in more than one section to ensure the information is not missed.
- 11.3 Each of the first five sections are subdivided into:
- A. Finance - the source of funding for every overseas visit or posting must be clear in advance.
 - B. Permissions and Authorities - to ensure accountability, validity of evidence, insurance and pension entitlement, where relevant.
 - C. Information and Advice –where to obtain further guidance.
 - D. Summary – a flowchart of the main points to consider.
- [Section 6](#) is arranged differently. It contains sections on recommended support arrangements on the part of local forces; cultural and political awareness; security issues; and health advice.

Compliance with the Manual's Directions

- 11.4 The manual has been compiled following consultation with the Foreign and Commonwealth Office (FCO); The Department for International Development (DFID); the Home Office (HO); Her Majesty's Inspectorate of Constabulary (HMIC); the Association of Chief Police Officers (ACPO); the Association of Chief Police Officers in Scotland (ACPOS); the Association of Police Authorities (APA); the Local Government Association (LGA); National Crime Intelligence Service (NCIS); Her Majesty's Customs and Excise (HMCE); Centrex and all the police and support staff associations for England, Wales and Scotland.
- 11.5 This manual has been drafted to comply with the Human Rights legislation where relevant.
- 11.6 This guidance sets out the latest procedures to the best of our knowledge. Where the manual details procedures, they should be followed without exception. The procedures and contact points have been agreed by all the interested parties including the staff associations, and are considered to be the most effective means of supporting a police commitment overseas. However, if you are in any doubt as to what should be done, please consult with the relevant listed contact.

Method of Amendment

- I1.7 The manual will be made available as an online document. The online version of the manual will be updated regularly with the date of any substantive amendments clearly stated.
- I1.8 Where a change becomes necessary, the body notifying the change should send the proposed amendment to the:
- The Crime Reduction and the Community Safety Group
International Policing Section
7th Floor
Home Office
50 Queen Anne's Gate
London
SW1H 9AT
Tel: 020 7273 2415/3210/3421
Fax: 020 7273 2974
- I1.9 Where the amendment requires the agreement of others (as opposed to a change in detail affecting only a single department) the amendment and the reason for it will be circulated to the persons contributing to the manual and views sought. The list of persons to whom proposed changes will be circulated appears at [Appendix 1AA](#).
- I1.10 The Crime Reduction and the Community Safety Group will be responsible for securing agreement for the change amongst interested parties and for updating the online version of the manual in due course.
- I1.11 This manual incorporates the policy and guidance hitherto recorded in relevant Home Office circulars. Notification that the manual is on the Home Office website was issued to forces in Home Office Circular 11/2003.

Guidance To Chief Officers

- I1.12 Police Regulations, associated legislation and Home Office (and Scottish Executive) policy is primarily intended for police officers working operationally in the United Kingdom. When police officers work abroad or represent their country abroad, there will be many circumstances peculiar to the visit for which police regulations may not be appropriate.
- I1.13 Chief officers have a duty of care towards all those under their command. When officers are to work abroad every effort is to be made to ensure that they are not disadvantaged in terms of conditions of service, unless such disadvantages are recorded and are clearly known, understood and agreed to by the officer. Chief officers also need to consider the welfare of officers' families/partners in the UK when the officer is abroad.
- I1.14 The duty of care extends to ensuring that medical and accident insurance are sufficient and that evacuation to the UK has been properly planned whether urgent or not and whether on medical, operational or political grounds. In third world and remote countries, the need for more than the most basic first aid training and equipment is obvious and there may be a need for some appropriate first aid training. The information in [Section 6](#) needs to be understood by an appropriate member of staff (probably in the personnel or

occupational health branch) who can then give suitable advice. Issues of suitable equipment and clothing should also be considered, as should the need for substantial cash advances so that an officer is able to obtain foreign currency and is not placed into debt awaiting reimbursement. Some developing countries have cash-only economies and officers working there are likely to have to pay in local currency for accommodation, meals, car hire etc. Thus, in some cases, the cash required may take time to organise.

- I1.15 The Foreign and Commonwealth Office (FCO) 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, though not all. FCO travel advice and country-specific information is available on BBC Ceefax (pg 470 onwards) and on the FCO website (www.fco.gov.uk). To contact the Unit, please call their 24 hour number on 0870 606 0290. For details of political profiles, please contact the FCO Desk Officer for the country concerned, via the main switchboard number 020 7270 1500. Alternatively, contact the Embassy/Consulate direct via e-mail consular.fco@gtnet.gov.uk. For general tourist information, contact a travel agent or the relevant tourist board.
- I1.16 Medical advice can be obtained from NHS Direct on 0845 4647.
- I1.17 In addition to the international liaison officers in each force who deal with the evidential considerations of international enquiries, chief officers are advised to consider appointing a member of the personnel department to co-ordinate health, welfare and insurance matters and issues pertaining to conditions of service for officers travelling overseas.
- I1.18 The checklist [overpage](#) covers the main issues which must be considered in every case.

I1.19 Chief Officers' Checklist

Funding and authority:

1. Establish what exactly is being funded and by whom. Is any of the funding conditional on any given outcome? Does the police authority need to be informed of funding arrangements?
2. Establish whether a Home Secretary's letter is required. If so, has the officer obtained one? See [paragraph 2B.7](#)
3. Check whether the officer requires letters 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 in the country concerned?

Documentation and insurance:

4. Check the officer has a valid passport that will not expire during the period abroad.
5. Check the officer has necessary visas and work permits for the countries to be visited, including any to be travelled through.
6. Ensure the officer has medical insurance, including repatriation cover. Is there a need for additional accident insurance?
7. Check that there is a contingency plan for urgent repatriation and that the officer has written details of this.
8. Ensure the officer is insured against injuries received "on duty."
9. Make sure the officer is insured for third party/public liability for the country concerned and has legal aid insurance.

Travel arrangements:

10. Make appropriate arrangements for foreign currency requirements.
11. Make sure that suitable accommodation has been arranged in the country concerned.
12. Ensure that all travel arrangements have been made. Does the officer require additional insurance for non-scheduled flights? See [Paragraph 1A.7](#). Are the unscheduled flights essential? Can the journeys be made by scheduled airlines? If they are not essential and the officer wants to do them, get a written disclaimer to that effect.
13. If the visit is to include a period of holiday for the officer, 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:

Make sure the officer has 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.

14. Check if the officer needs political briefings for the countries concerned and, where provided, make sure that he or she understands their significance for the work to be undertaken. See [paragraph 6.5](#)
16. Ensure that the officer is properly equipped and clothed.
17. Check if the officer needs a first aid kit and first aid training. If so, is this compatible with the working conditions and possible injuries?
18. Provide written details to the officer of all arrangements, insurance, pension cover and evacuation plans made on his or her behalf.

Informing relevant parties:

19. Ensure that the British Embassy/Consulate/Governor's Office has been informed of the visit/posting by the Foreign and Commonwealth Office.
20. Check that ACPO Secretariat/ACPO(S)/Home Office/Scottish Executive/Northern Ireland Office has been informed in writing of the visit. ([*](#))
21. Check that the Personnel Department has contact details for the officer in the country concerned and for next of kin in the UK.

Guidance To Individual Officers

- I1.20 The police forces in the UK are primarily designed to provide services in the UK. Thus much of force and national policy does not cover working abroad. Currently, the number of police officers working abroad in any year, whether full time or just visiting for a few days to obtain evidence, is relatively small. The police organisation is therefore not equipped to make the necessary arrangements as a matter of course. Do not assume, therefore, that the person authorising the visit is fully conversant with what needs to be done before your departure and do not assume that everything will be done for you. Be patient, give people time to find out what they need to do and seek advice unless you know what you are doing or need to do. Even then do not assume that what you have done in the past is necessarily correct.
- I1.21 This manual gives details of people and agencies that can help you. Ideally, your force should have someone who specialises in making arrangements for visits abroad.
- I1.22 Remember, NCIS must be contacted in every case of a visit abroad for operational reasons (see [Section 1](#)). No case is so urgent that you do not have time to seek advice before you go. Failure to do so may ruin your own enquiry and possibly that of somebody else.
- I1.23 The checklist overleaf does not cover everything but does list the main issues you must consider for yourself. Chief officers will also be considering these issues from the organisation's perspective but do not expect everything to be done by someone else. The list is there so you can check these things have been done.

11.24 Officer's Checklist

Seeking authority

1. Do you need a **Home Secretary's letter**? See [paragraph 2B.7](#)
2. Do you require legal **letters of authority** for your visit? (Speak to CPS/NCIS if in doubt).
3. Have you completed the form at [Appendix 2BC](#) and sent it to ACPO(S) ACPO Secretariat, Home Office and HM Inspectorate of Constabulary? (*****)
4. Have you discussed your visit with **NCIS**? Do the police in the country concerned know of your visit?

Documentation, insurance and financial arrangements:

5. Do you have a valid passport that will not expire during the period abroad?
6. Do you have visas and work permits, as required, for all the countries to be visited or travelled through? (If you are going to or through a country more than once you will need a 'multiple entry' visa). The FCO can advise on all these, The Foreign and Commonwealth Office (FCO) 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, though not all. FCO travel advice and country-specific information is available on BBC Ceefax (pg 470 onwards) and on the FCO website (www.fco.gov.uk). To contact the Unit, please call there 24 hour number on 0870 606 0290. For details of political profiles, please contact the FCO Desk Officer for the country concerned, via the main switchboard number 0207 270 1500. Alternatively, contact the Embassy/Consulate direct via e-mail consular.fco@gtnet.gov.uk. For general tourist information, contact a travel agent or the relevant tourist board.
7. Medical advice can be obtained from NHS Direct on 0845 4647.
8. Do you have sufficient foreign currency for your trip? Do you understand what budgets you have been given and how to record/claim expenditure? Do you know what authority (if any) is required to exceed budgets in exceptional circumstances. Are expenses an allowance (you keep them if you don't spend them) or disbursements (you give back whatever is not justifiably spent)?
9. Do you know which banks are available in the countries to be visited?
10. Do you understand the arrangements made for medical insurance, including repatriation costs?
11. Do you understand the arrangements made for non-medical repatriation and do you know who decides on the necessity of this?
12. Do you understand what you have to do, if you need to return urgently to the UK?
13. Have you been given written details of:
 - (a) Your pension cover abroad.

- (b) Accident/injury insurance or indemnity (to include injuries on duty).
 - (c) Third party/public indemnity insurance.
 - (d) Legal aid insurance.
14. If your visit includes a period of holiday, are you fully aware of your pension/insurance cover during the holiday?
 15. If your travels are likely to include any non-scheduled flights (police/military or private aircraft) check that your life insurance/mortgage protection policies are valid for such journeys. If they are not, see whoever is responsible for your trip to either rearrange your flights or provide additional insurance to match yours for the unscheduled flights
 16. If you are being accompanied by your family, have all necessary arrangements been made for them? (passports, visas, inoculations, air tickets, insurances, accommodation etc).
 17. Do you have a system to record all claimable expenditure in the local currency and the sterling equivalent at the time of spending?
 18. Have you made arrangements for joint access to financial accounts with your spouse/partner?

Medical and personal arrangements:

19. Do you understand exactly why you are going and who is expecting you to do what? Do you know what powers, if any, you have in the country concerned?
20. Have you had all necessary and recommended injections/inoculations? See [Section 6](#) and [Appendix 6AA](#)
21. Have you had medical and dental check-ups?
22. Do you have the appropriate clothing for the climate and all technical equipment necessary for your visit? Do you know if and by whom equipment is provided?
23. Have you been issued with first aid equipment? Do you need any extra first aid training, bearing in mind where you are going?
24. Do your family and your work know how to contact you when abroad? Are you aware of the arrangements made for communication by post, telephone and email?
25. Does your workplace have details of next of kin?
26. Do you know what job you are coming back to? If you are to be away for some time you might wish to discuss this with the Personnel Department and get written confirmation before you go.
27. If you are taking a career break, do you have in writing what job (if any) you are coming back to, in which rank and where you might be expected to serve? Would you have to retake entrance exams and pass a fitness test?

- * **NB:** Work is currently underway (co-ordinated by ACPO) to set up the UK Police Overseas Assistance Group (UKP-OAG) which will receive all requests for police assistance from overseas countries/forces and from UK Government departments. The UKP-OAG will allow a more coherent and co-ordinated Government response to requests for overseas assistance and advice as it will act as a clearing house for all such requests. As part of this initiative, Centrex will assume responsibility from the ACPO secretariat for maintaining a database of all requests and responses. The UKP-OAG is not yet operational but it is envisaged that it will be in 2004 and this Manual will then be updated accordingly.

Section 1

Police Visits Abroad for UK Operational Reasons

1A Budget

1A.1 Before any authority to travel abroad is given, both the person authorising the visit and the officers concerned must have a clear understanding of:

- what is being funded
- the source of that funding
- the limit of that funding - both in total and per item (e.g. maximum amount per night for accommodation)

1A.2 The person authorising the visit needs to give the officers concerned written confirmation of this funding. Where it is routine and within existing guidelines, written reference to the guidelines need only be made. In very urgent cases, verbal authority may be given and subsequently confirmed in writing.

1A.3 Chief officers need to set clear guidelines concerning the circumstances when normal maximum limits on expenses may be exceeded without prior authority, and those where further authority to spend is necessary.

1A.4 A record must be kept of financial authorities and relevant expenditure.

1A.5 While an exhaustive list of budgetary items cannot be produced, chief officers have a duty of care to ensure that the staff they send abroad are properly funded, equipped and insured. Issues to be considered include:

- transport costs
- accommodation and expenses
- equipment and clothing (including any protective clothing e.g. ballistic vests)
- accident insurance and healthcare provision
- pension cover (including local authority superannuation scheme)
- overseas allowances
- family expenses (are they to accompany the officer?)
- return journeys home during the posting

1A.6 In the absence of any national agreement, chief officers must provide written details of pension cover and medical, accident and life insurance before the officer leaves the UK.

1A.7 Officers need to check whether the visit will include travel in non-scheduled aircraft (e.g. police/military aircraft or helicopters) as some personal life insurance and mortgage protection policies do not apply to such flights. If such air travel is essential and does affect an officer's insurance cover he/she must inform their chief officer in order that appropriate cover can be arranged.

1A.8 Officers will need to be compensated for costs incurred while on duty away from their own force. Police forces do not have their own overseas subsistence rates but can use the rates provided by the Foreign and Commonwealth Office. These rates will vary according to destination, rank and sometimes date of departure. Details of overseas subsistence rates should be obtained from the Crime Reduction and the Community Safety at the Home Office, prior to departure on:

- N.B Claims for overseas subsistence are unaffected by changes to claims for domestic subsistence which came into force on 1 April 2003.
- 1A.9 Inflation levels in some countries are sufficiently high to have a direct bearing on standards of living and officers need to understand what mechanisms exist to get adjustments made during the secondment.
- 1A.10 Chief officers must cover officers' civil (as well as criminal) liabilities in the countries concerned (e.g. being involved in a road traffic accident, or being with a local officer who commits an unlawful act). Should there be a subsequent need for bail bonds or securities, the British Embassy in the country concerned will arrange them. Contact must be made either directly by the officer or by his or her chief officer through the relevant FCO desk officer in the UK. See [paragraph 11.15](#)
- 1A.11 Chief officers have a responsibility to ensure that their officers know that the Criminal Injuries Compensation Authority (CICA) does not entertain claims for injuries abroad, and inform them of how the force and police authority have provided suitable alternative cover. The CICA does however cover the whole of the channel tunnel including the terminus at the French end.
- 1A.12 In the event of serious illness or injury, the cost of medical evacuation to the UK from some remote regions can be as much as £30,000 for air ambulance with doctor and nursing support. It is therefore essential to ensure that proper provision for such emergencies is made before the officer leaves the UK. The officer must be notified in writing of the specific details of this provision.

Police Dependants' Trust

- 1A.13 The secretary of the Police Dependants' Trust (PDT) has taken legal advice and can confirm that officers on operational enquiries are eligible to benefit from the PDT. Officers posted abroad are also covered provided they have been sent with the consent of the Home Office and police authority under Section 26 of the Police Act 1996. See [paragraph 2B.7](#)

1B Permissions And Authorities

- 1B.1 The authority for any officer to travel abroad in pursuit of an operational need arising within the UK rests with the officer's chief constable or other chief officer where appropriate.
- 1B.2 Chief officers need to be aware of their accountability to their police authority for the efficient and effective use of all their resources when making such decisions. Where considerable cost is likely to be involved, the relevance to national and local priorities will need to be considered and, if necessary, discussed with the police authority. Records should be kept of relevant decisions, including refusals. HMIC have a responsibility to the government to inspect the efficient and cost effective use of resources by forces, which includes money spent on overseas enquiries.
- 1B.3 Difficulties can occur when requests for operational assistance are made direct to law enforcement agencies in some countries, or when witnesses are contacted direct. Depending on the nature of the enquiry, such an approach might be regarded as a violation of the sovereignty of the country concerned and thus provoke diplomatic criticism. However, if bureaucratic channels are followed, vital evidence may be lost or fugitives may remain at large. Clearly this is a complex issue and varies greatly from country to country. The United Kingdom Central Authority for Mutual Legal Assistance in Criminal Matters (UKCA) is based in the Judicial Co-operation Unit at the Home Office, and is available to give help on 020 7273 2437. For details of UKCA out of hours contact, by pager dial 01399-1133, quote number 783854 and leave message with the service operator.
- 1B.4 The UKCA can advise on the criminal justice issues associated with enquiries abroad (HO Circular 16/1997 sets out their legal frame work). Scottish officers must contact the Crown Office who will, in turn deal with the UKCA as necessary. The Crown Office is at 25 Chambers Street, Edinburgh EH1 1LA, Tel: 0131 226 2626 Fax: 0131 226 6861.
- 1B.5 Many countries outside the EU, including the USA, require police officers to obtain an entry visa on their passport before they will be allowed to enter the country. Therefore, the officer responsible for authorising the journey must ensure that those travelling have visas where necessary. The application will need to specify the nature of the enquiry. Advice should be obtained from the embassy or consulate of the country you intend to visit or via the FCO. See [paragraph I1.15](#)

The National Criminal Intelligence Service (NCIS)

- 1B.6 NCIS is available 24 hours a day to assist with overseas operational policing enquiries and **must** be contacted before any officer goes abroad for operational reasons. NCIS acts as the UK National Unit for Europol and the UK National Central Bureau (UKNCB) of Interpol. NCIS also has a detailed intelligence database covering international crime.
- 1B.7 It is often the case that UK crime investigations involving witnesses and suspects abroad have links with other international crime enquiries including organised crime. Failure to check with NCIS before taking action could jeopardise investigations and in some cases put officers at risk. NCIS officers

are also well-networked with police forces in most countries and can give excellent advice on how to get the best results.

- 1B.8 NCIS should therefore be the first point of contact when advice is sought on operational police matters overseas. Thereafter, NCIS will arrange contact with the most appropriate department to deal with the request. NCIS generally deal with operational enquiries prior to the arrest stage (e.g. intelligence gathering, locating and interviewing witnesses). The Overseas Liaison Officers at NCIS are from other countries with whom the UK has exchanged detectives and may be able to assist with certain enquiries.
- 1B.9 Some countries' legal systems are very different to those of the UK. It is essential that officers contact NCIS to find out what arrangements exist in a country, before contact with the CPS is made to find out how, within any constraints, the officer may ensure the evidence intended to be gathered will be admissible and of maximum value.
- 1B.10 Enquiries regarding operational matters should be directed to the International Division at NCIS on: Tel: 0207 238 8116. For enquiries out of hours the NCIS reserve desk is: Tel: 0207 238 8115

The address of NCIS is: PO Box 8000
London SE11 5EN

Making Enquiries Overseas

- 1B.11 The Foreign and Commonwealth Office is responsible for the UK's political relations overseas. The relevant geographical desk should be informed of the dates and purpose of any proposed visit. Not only may the desk and the Mission be able to assist an overseas deployment but the local Head of Mission should, as a matter of principle, be made aware of any bilateral police co-operation.
- 1B.12 Many international enquiries may be effectively conducted using the Interpol network without officers having to travel overseas. There may however be cases in which the presence of an officer is required overseas.
- 1B.13 A distinction should be drawn between obtaining evidence and obtaining information. Generally, information can be obtained through Interpol channels without the need for a letter of request. Evidence can require the submission of a formal letter of request, also known as a *Commission Rogatoire*. An example of a letter of request is shown at [Appendix 1BA](#). The advice of the authorities in the country concerned should be sought first. Interpol can assist with this.
- 1B.14 There are now so few countries that are not members of Interpol that there will rarely be a request or enquiry that does not relate to one of them. When such cases do arise, The United Kingdom National Central Bureau (UK NCB) of Interpol (Tel: 0207 238 8115) and the UKCA (Tel: 0207 273 2437/2917) should be consulted.
- 1B.15 No police officer may travel abroad to make enquiries or approach witnesses without formal permission from the host country. Visits arranged after direct contacts with local police may breach local law. Officers who travel abroad without permission risk being detained and returned to the UK before

completing their enquiries. They may also adversely affect mutual co-operation with that country, which in some cases has been carefully built up. NCIS will give advice on how to achieve the best results.

- 1B.16 Any enquiries which seek access to bank accounts will require the submission of a letter of request. Officers drawing up letters of request should ensure that there is a clear link between the evidence sought and the details of the request. A safe rule of thumb is to consider whether the letter of request would, on its own, justify an English magistrate issuing a search warrant or an English circuit court judge issuing a Production Order [awaiting details for Scotland and N. Ireland]. If it does, then the request will be sufficient for the requested authorities to issue the equivalent warrants/order.
- 1B.17 The official channel for receipt and transmission of letters of request is the UKCA based at the Judicial Co-operation Unit at the Home Office. The Unit deals with requests in accordance with the Criminal Justice International Co-operation Act 1990. Home Office Circular 16/1997 sets out the terms of reference for the UKCA under the 1990 Act and includes useful guidance on how to write a letter of request. It also explains how, under the Act, prisoners can be brought from foreign prisons to assist in criminal investigations in the UK. Similarly prisoners from the UK can be escorted abroad to assist enquiries there. Any enquiries on the content of the circular should be made to UKCA.
- 1B.18 In most cases a letter of request also asks that investigating officers from the requesting country may be allowed to be present in the country when the enquiries are conducted. The decision as to whether UK officers go abroad in these circumstances is a matter for individual forces who will make the necessary arrangements. In some countries, notably the USA, Canada, Australia, New Zealand, British Overseas Territories and some commonwealth countries, it is acceptable for UK police officers to take witness statements having gained formal approval for the visit and under the direction of a local police liaison officer. In countries using the French or Napoleonic judicial system the witness statement is taken by the public prosecutor or examining magistrate. Even though there may be no direct questioning by the UK police officer, there is often scope to prompt and confer with the local official. Guidance on which judicial system a country has and the latitude for intervention is available from the UKCA and Interpol, but a check should be made with the CPS to establish that the end product would be admissible in court. It is useful to have the certificate translated into the local language while still in the UK ready for use during the interview. Without a certificate the foreign evidence could be rendered inadmissible in the UK.
- 1B.19 In urgent cases, Interpol is a legally acceptable channel for transmission/receipt of letters of request sent to countries that have ratified the 1959 Council of Europe Convention on Mutual Assistance in Criminal Matters. However this is no guarantee of an urgent response. An Examining Magistrate may receive a letter of request very quickly, but legally he is not obliged to act on it until he receives the original through the diplomatic channel, which may be some considerable time later. If in doubt, take advice from Interpol London NCB at NCIS.
- 1B.20 It is the responsibility of the officer in the case to obtain a translation of the letter of request if the language of the country is not English. Copies of the English version and the translation should be retained.

- 1B.21 All letters of request (the original English version and translation) should be sent, usually by the CPS, to the UKCA to forward on to the foreign authority. The UKCA will in turn send a copy of each to the UK NCB.
- N.B.** Letters of request involving surveillance/controlled deliveries that have been routed via NCIS need not be sent to the UKCA.
- 1B.22 When officers travel overseas, and the CPS has prepared a letter of request, they should take with them at least two copies of the translated version to hand to the local judicial authorities and police.
- 1B.23 The Police and Criminal Evidence Act 1984 does not apply abroad. However, officers should comply with the spirit of the Act as far as they possibly can. Failure to do so could lead to criticism and the possible exclusion of evidence in subsequent criminal proceedings in the UK.
- 1B.24 The evidence obtained overseas should comply with the requirements of UK legislation. Officers should take advice from the UK NCB and, if necessary, from the prosecuting authority before obtaining information. Though admissible under the rules of evidence of the host country, it may subsequently be found inadmissible in the UK.
- 1B.25 Statements taken abroad by foreign police or judicial authorities are rarely in the form of those taken by UK police officers. They are generally acceptable for committal purposes at court and may be used in a trial if admitted by the defence.
- 1B.26 Statutory declarations on statements made abroad have no status in the UK and individuals making statements should not be requested to sign such declarations.
- 1B.27 Where a case involves taking evidence from witnesses or suspects, seizures of documents or requests to seek attendance of witnesses, it is normal for the foreign judicial authorities to forward the originals to the UKCA. Some may provide copies to either the visiting officer or the UK NCB but there is no legal requirement to do so. It should be noted that several months might elapse before the UKCA receives original or certified copies.
- 1B.28 If the evidence received by the UKCA requires translation into English it is the responsibility of the prosecuting authority, normally the CPS, to arrange for translation. The prosecuting authority may in turn ask the police to arrange for the translation.
- 1B.29 As soon as an officer is aware that foreign enquiries are likely, contact should be made with Interpol London at NCIS. Frustrations and delays are often encountered because of late requests made via Interpol. Very few countries operate in the same way as the UK and differing practices and attitudes may cause problems for UK officers.
- 1B.30 Officers should be aware that their presence abroad is not always a guarantee that enquiries will be undertaken more quickly. For example, in Switzerland the presence of police officers requires a further administrative decision to be made and can delay the obtaining of evidence by up to 6 weeks.

Foreign Media

- 1B.31 Officers who travel abroad should not discuss their enquiries with members of the foreign media. If a press conference is necessary, the local police or judiciary should conduct it. When appropriate, visiting officers should make clear they have asked the local police for assistance in making their enquiries.
- 1B.32 Police officers should be aware that they may be liable to an action for contempt if any information is given to foreign media about a criminal case currently before the Courts in this country. The sub-judice rules, which restrict the publication of material in the UK, do not apply abroad.

Joint Investigation Teams

- 1B.33 Joint teams, have for many years been a feature of international co-operation in investigating cross-border crime, particularly in relation to organised crime. Until now, there has not been an internationally agreed framework for establishing and operating teams. The Member States of the EU have now put in place provisions on joint investigation teams in articles 13, 15 and 16 of the EU Convention on Mutual Assistance in Criminal Matters. With the coming into effect of the relevant provisions of the Police Reform Act on 1 October 2002, competent authorities in the UK are now able to establish joint investigation teams under the Framework Decision (FD) with the competent authorities of any other Member States which are similarly in a position to operate the FD.
- 1B.34 Further information about how to set up a joint investigation team under the FD can be found in Home Office circular 53/2002 which is attached at [Appendix 1BB](#).

Sensitive Operations Overseas

- 1B.35 In recent years, there has been a steady increase in overseas operations by a number of organisations and agencies including the National Crime Squad and individual police forces. The FCO has an interest in all activities outside the UK, which incur political or diplomatic risk.
- 1B.36 Where such overseas operations are under consideration it is essential that there is adequate consultation at an early stage. The responsibility for identifying those rare cases liable to cause political embarrassment or give rise to operational or diplomatic risk lies with the head of the appropriate regional office of the National Crime Squad or the relevant chief officer. The points of contact in the FCO are the Drugs and International Crime Department (Tel: 0207 238 0235/0226 or 0207 008 8268) or the Counter Terrorism Policy Department (Tel: 0207 008 2077). When visiting UK nationals detained overseas, the consular department of the FCO should be informed.

Visits to Prisons in Spain

- 1B.37 Visits to prisons in Spain require a letter of request to gather evidence, although intelligence can be obtained less formally. Spain is the only country that operates a specific procedure to facilitate prison visits.

- UK Citizens detained overseas are the responsibility of the nearest British Consul.
- The Consul or the Consular Department of the FCO should be informed before a visit is made to any prison.

1B.38 A visit may be made for two reasons, to obtain intelligence or gather evidence from a person held in a Spanish prison.

1B.39 Intelligence gathering can be done on a more informal basis. A visit for the purpose of intelligence gathering may be arranged by petitioning the prison governor. Interpol Madrid cannot assist, therefore such visits should be arranged through the Drugs Liaison Officer. See [Appendix 1CA](#).

1B.40 Where a visit is requested to obtain evidence, a letter of request sent via the UKCA, Judicial Co-operation Unit and through Interpol Madrid is required. In the case of remand prisoners (the Spanish term is 'placed at the disposal of the court') the letter of request should be addressed to the Court which remanded the prisoner in custody.

1B.41 In the case of convicted prisoners, the letter of request should be addressed to the 'Juzgado de Vigilancia Penitencial', which roughly translated means 'Prison Supervisory Court'. There is no UK equivalent.

1C Information And Advice

Personal and Welfare

- 1C.1 Chief officers have a responsibility for the welfare of those under their command and therefore they should ensure that systems are in place to provide the advice and support to officers serving overseas and their families through line command and welfare departments. This becomes especially important when the officer is away from his or her family, with all the attendant stresses this involves. It is important that procedures are put in place to check on the welfare of the officer - particularly if the period abroad becomes prolonged - and also to deal with any worries the family may have.
- 1C.2 The officer also needs to prepare for a change in climate, culture and expectation of the people with whom he/she will be dealing. The more sensitive the officer becomes to local custom, the more likely the enquiry is to succeed.
- 1C.3 [Section 6](#) contains helpful information for officers going abroad, though it is aimed more at officers posted overseas for a length of time than those carrying out a single enquiry.
- 1C.4 There is considerable information and intelligence available in the UK about most countries, which can assist an operational officer in determining how best to plan an operational visit abroad. Every officer must speak to NCIS and Interpol, details of which are given in [paragraphs 1B.9 and 1B.12](#). Whoever is authorising the visit abroad needs to ensure that this has been done. Further details of Interpol and other relevant agencies are included in the following paragraphs, and summarised in the table below

AGENCY	ROLE
Interpol	<ul style="list-style-type: none">• Principal channel of communication between police forces at a national level throughout the world• Useful tool in conducting international criminal investigations• UK National Central Bureau based at NCIS
Europol	<ul style="list-style-type: none">• An information agency to improve the co-operation of the competent authorities in Member States in preventing and combating international crime• UK National Unit based at NCIS
HM Customs and Excise	<ul style="list-style-type: none">• National service with responsibility for prevention of illegal imports and exports. Gathers and analyses intelligence about the source of supply, trafficking routes and techniques.• Contact should be made via NCS, NCIS or HMCE desk officers
European Drugs Liaison Officer Network	<ul style="list-style-type: none">• UK posts police and customs officers overseas to source and transit countries to act as DLOs• Particularly useful to obtain drugs related pre-arrest intelligence• Not a substitute for Interpol – co-located with Interpol at NCIS
Special Branch – The European Liaison Section	<ul style="list-style-type: none">• Central point of contact between UK police and other European police forces on counter-terrorist matters.• Channel of exchange on common European terrorism, non-sporting public order events and racist and xenophobic offences.
Counter-Terrorist and Extremist Liaison	<ul style="list-style-type: none">• Three officers under the ELS based in Belgium, France and Germany. Contact should be made through the ELS• Enhance and support police co-operation in preventing, investigating and prosecuting terrorist activity.

Officers	
Kent County Constabulary – European Liaison Unit	<ul style="list-style-type: none"> • Useful resource for officers requiring advice regarding enquiries in Europe. The unit is not an alternative to Interpol, but is rather a unit to assist it. • Based at Kent County Constabulary
White Collar Crime Investigation Team	<ul style="list-style-type: none"> • Undertakes and assists in the investigation of White Collar Crime involving the US, UK and British Overseas Territories. • Based in Florida
National Hi-Tech Crime Unit	<ul style="list-style-type: none"> • Multi-agency Unit to investigate national and trans-national crime using computers and IT

Interpol

- 1C.5 The role of the International Criminal Police Organisation - Interpol - is to provide the widest possible mutual assistance amongst police agencies in its 181 member countries around the world, and to act as a 'channel of communication' to send messages from the police or judicial authorities of one country to those of another. It is the principal channel of communication between police forces at national level throughout the world. It is not an investigation agency.
- 1C.6 However, Interpol is a useful tool in conducting international criminal investigations. Interpol circulates details of people who are sought by the police forces of one or more countries (particularly for extradition), stolen property and details of new or particularly interesting 'modus operandi' used by offenders.
- 1C.7 Each member country of Interpol has a National Central Bureau (NCB) which acts as a focal point for all incoming and outgoing Interpol enquiries. The United Kingdom NCB is located in the Headquarters of NCIS. See [paragraph 1B.10](#)
- 1C.8 The UK NCB is staffed by a mix of seconded police officers, customs officer and directly employed NCIS personnel with a wide range of experience and specialist knowledge. The Bureau is open 24 hours a day all year round and senior managers are always on call to assist with sensitive or complicated enquiries.
- 1C.9 The NCB can be contacted as follows: Tel: 0207 238 8115
 Telex: 9402 1124 NCISG
 Fax: 0207 238 8112
- 1C.10 National Central Bureaux communicate directly between themselves. However, they keep the General Secretariat in Lyon informed of their investigations so that the latter can perform its task of centralising information and co-ordinating co-operation between all Interpol member countries.
- 1C.11 The UK NCB can offer advice on any type of crime enquiry abroad and assist with any queries on procedures to be followed.
- 1C.12 The UK NCB has seven teams (desks) four of which deal with criminal enquiries, one with research, one with wanted/missing cases and the other with translations for the NCB.

- 1C.13 The teams are as follows:
- Drugs - Theft -Fraud - Persons Desk - Wanted/Missing - Research
 - Miscellaneous Matters: Interpol will assist with any crime or police enquiry, even if it does not fall into one of the above categories.

Europol

- 1C.14 Europol was first proposed in 1991 as an operational European FBI equivalent and came into existence on 1 July 1999.

- 1C.15 The purpose of Europol is to improve the effectiveness and co-operation of the competent authorities in the Member States in preventing and combating serious forms of international crime. It focuses on crime where there are indications that an organised criminal structure is involved and two or more Member States are affected by the forms of crime in question. Such crimes require a common approach by the Member States owing to the scale, significance and consequences of the offences concerned.

- 1C.16 The mandate of Europol covers the following:
- Illegal immigration networks.
 - Trafficking in human beings for sexual purposes (including child pornography)
 - Nuclear, radioactive substances and drugs
 - Drug trafficking.
 - Forgery of money and means of payment, including the Euro.
 - Crimes committed, or likely to be committed in the course of terrorist activities against life, limb, personal freedom or property.
 - Money laundering associated with all of the above.

- 1C.17 Europol's principal tasks are as follows:
- To facilitate the exchange of information between the Member States.
 - To obtain, collate and analyse information and intelligence.
 - To notify the competent authorities of the Member States without delay via the National Units of information concerning them and of any connections identified between criminal offences.
 - To aid investigations in the Member States by forwarding all relevant information to the National Units.
 - To maintain a computerised system of collected information.

- 1C.18 Each member state is linked to Europol through a designated Europol National Unit. The United Kingdom Europol National Unit is housed within the International Tactical Services Division of NCIS. The National Unit is the only liaison body between Europol and the competent national authorities. Relationships between the National Unit and the competent authorities are governed by national law, and, in particular the relevant national constitutional requirements.

- 1C.19 Member States take the necessary measures to ensure that the National Units are able to fulfil their tasks and, in particular, have access to relevant national data. It is the task of the National Units to:

- Supply Europol on their own initiative with the information and intelligence necessary for it to carry out its tasks.
- Respond to Europol's requests for information, intelligence and advice.
- Keep information and intelligence up to date.
- Evaluate information and intelligence in accordance with national law for the competent authorities and transmit this material to them.
- Issue requests for advice, information, intelligence and analysis to Europol.
- Supply Europol with information for storage in the computerised system.
- Ensure compliance with the law in every exchange of information between themselves and Europol.

1C.20 For further information or advice regarding the role of Europol, you can contact Chris West in the NCIS International Policy Unit at westc@ncis.x.gsi.gov.uk or on Tel: 0207 238 8373.

HM Customs and Excise (HMCE)

1C.21 HM Customs and Excise is a national service with primary responsibility for:

- prevention and detection of the illegal import and export of controlled drugs, cigarettes and alcohol together with associated money laundering activity,
- seizure of pornographic material
- seizure of endangered species
- other prohibitions and restrictions
- investigation and prosecution of organisations and individuals engaged in international smuggling;
- identification and seizure of any assets and proceeds associated with such crime;
- collection of VAT and other indirect taxes and duties; the investigation and prosecution of non-compliant / fraudulent individuals and companies

1C.22 HMCE is concerned with current smuggling activities and with gathering and analysing intelligence about sources of supply, trafficking routes and techniques which may be used in future smuggling operations. In addition, HMCE investigates the supply of drugs which have evaded customs controls and where there is a clear link to the means of their importation. HMCE also undertakes regular co-operation and exchange of intelligence with overseas law enforcement agencies. Under the UK Drug Strategy, HMCE is tasked as lead department with regard to supply reduction.

1C.23 Control is focused under the Law Enforcement (LE) Directorate which is divided into three main areas:

- a) Detection - staff operate throughout the country but are primarily located at major ports and airports, container and parcel post depots and Waterloo International station.
- b) Investigation - staffed by specialist officers who undertake operational activities to disrupt and dismantle smuggling organisations.
- c) Intelligence - provides the strategic, tactical and operational intelligence necessary to support investigation and the various Departmental and Government strategies. Overseas Liaison Officers, both drugs (DLO) and fiscal (FLO) are part of LE intelligence.

1C.24 HMCE works closely with the police both in the UK and overseas and are a useful resource when conducting drug related enquiries abroad. In all cases where the assistance of HMCE is sought, an approach should be made via the Force Intelligence Unit, National Crime Squad or NCIS. Specialist advice regarding the countries covered by Customs overseas network can be provided by the HMCE desk officers. See [Appendix 1CB](#)

The European Drugs Liaison Officer Network

1C.25 Since 1984 the United Kingdom has posted police and customs officers overseas to both source and transit countries to act as Drugs Liaison Officers (DLOs). Though their function is drugs liaison, these officers know and understand the judicial system and police services in the countries to which they are assigned and therefore can give detailed, sound advice on how best to proceed with any police enquiry in that country. They also have an excellent network of local police contacts who can assist a UK officer whether or not their enquiry involves drugs.

1C.26 The DLO network is split into two parts:

- DLOs based in Europe, who report to NCIS
- DLOs based in Eastern Europe and Worldwide, who report to HM Customs and Excise

1C.27 Their brief is to obtain strategic, tactical and operational intelligence in respect to persons, consignments, finance etc, involved in the supply of Class A drugs to Europe and the UK. This is in support of the UK Drug Strategy. Assistance is also provided to both police and customs operational teams to enhance existing operations

1C.28 The DLO network is particularly useful to obtain drugs related pre-arrest intelligence, arranging controlled deliveries and obtaining urgent information. The network, however, is not an alternative to Interpol. Both are co-located within the international division of NCIS thereby ensuring that the most appropriate channel is used to undertake an enquiry. Details of the DLO desk officers at NCIS are given in [Appendix 1CA](#)

1C.29 HMCE Overseas Liaison Officers are split between Drugs Liaison Officers (DLO) and Fiscal Liaison Officers (FLO). The FLO network provides a similar intelligence service to the DLO network but concentrates on high level fraud activity. DLOs are located in Eastern Europe, Eastern Mediterranean, Middle East, Asia, Africa, the Caribbean, North America, Central America and South America. FLOs are primarily based in Europe with two hybrid Drugs/Fiscal Liaison Officers in Moscow and Hong Kong. Where their assistance is sought, an approach should be made via the Force Intelligence Unit which will inform NCIS. Contact details of the HMCE DLO and FLO desk officers are included in [Appendix 1CB](#)

Information to DLOs

1C.30 Whenever UK police officers travel abroad to conduct drug-related enquiries, and there is a DLO posted in their country of destination, or one with responsibility for it, then the DLO must be informed of their travel.

1C.31 Although these officers are called 'Drugs Liaison Officers', the nature of their work and their local knowledge, will usually enable them to assist on all aspects of operational matters in the country they are based or for which they have a responsibility. However, though they may undertake other organised crime enquiries, all requests must be directed through NCIS International Division Tel: 0207 238 8341 or 0207 238 8115 out of office hours.

1C.32 It is therefore advantageous for contact to be made with the relevant DLO desk as soon as it becomes likely that officers may need to travel abroad. This will avoid any last minute travel arrangements or enquiries that could have been carried out prior to the visit. This ensures the operation runs as smoothly as possible. DLO desk officers in the UK are always available for advice.

1C.33 Assistance from a DLO can be obtained through the Interpol London case officer, through the DLO desk officer in NCIS International Division or the DLO desk officer at Customs House. See [Appendix 1CB](#).

Special Branch - The European Liaison Section

1C.34 The European Liaison Section (ELS) of the Metropolitan Police Special Branch (MPSB) was set up in January 1976 with the aim of establishing direct and effective liaison with other European police forces on police counter-terrorist matters. Its role, formalised in Appendix B in the Home Office Circular 153/77 and subsequently updated in Home Office Circular 4/1993, is to act as the central point of contact between UK police and their counterparts in Europe. Owing to the close and personal nature of its overseas liaison contacts, and the communication systems at its disposal, ELS is able to tackle urgent and sensitive enquiries both swiftly and securely.

1C.35 ELS has staff who can speak French, German, Spanish, Portuguese and Italian, and is often able to offer assistance at short notice in several other languages. It has a well-established network of contacts throughout Western Europe and considerable experience both of making enquiries of other European police forces and facilitating their enquiries of UK police on counter-terrorist matters.

1C.36 The principal responsibilities of ELS are as follows:

- to act as a central point of contact between UK police and other European police forces on counter-terrorist matters, as described above;
- to operate as an official channel for the exchange of police information on terrorism, non-sporting public order events and racist and xenophobic offences in respect of which there are organisational connections with other European countries;
- in its role as UK representative on the Police Working Group on Terrorism (PWGT), to promote best practice through short and long-term exchange of police liaison officers, to provide expert mutual assistance and to promulgate anti-terrorist initiatives.
- management of the National Counter Terrorist and Extremist Liaison Officer (CTELO) Scheme.

Counter-Terrorist and Extremist Liaison Officers

1C.37 In order to enhance its ability to facilitate enquiries on behalf of other European police forces, ELS has pursued a policy of occasional short and long-term exchanges of police liaison officers with other European countries. The policy of longer-term postings was placed on a firmer footing in 1992 with the establishment of three overseas police Counter-Terrorism Liaison Officers (CTELO) posts funded under Common Police Service arrangements. Management of the CTELO posts passed from the Home Office to the Metropolitan Police Service (Special Branch) in April 2002. A management committee made up of representatives from ACPO Terrorism and Allied Matters Committee, the Metropolitan Police, the Home Office, the Northern Ireland Office and the Scottish Executive currently oversees these posts.

1C.38 The officers are based in France, Germany and the Belgium, though their remits are not limited to the countries in which they are based. The CTELO in the Belgium is more properly termed CTELO Benelux, and CTELO Germany covers other PWGT countries and Eastern European countries. In each case, the UK officer is placed with the national police authority with responsibility for counter-terrorist matters in the host country. These officers are therefore uniquely placed to provide support and assistance to UK Police.

1C.39 The primary purpose of the UK CTELOs is to enhance and support police co-operation in preventing, investigating and prosecuting terrorist activity. However, they are equally able to assist with enquiries in other fields where national, political or security sensitivities are an issue. The officers have no operational powers abroad, their role being to provide advice, information and practical assistance. The principal tasks of the three CTELOs are as follows:

- to act as a channel for requests for assistance and for the exchange of information between the UK and the host country on policing matters relating to terrorist offences;
- to assist UK police officers in carrying out enquiries within the host country;
- to assist European police officers with their enquiries of UK Police.

Contact with CTLOs should **always** be sought initially through the European Liaison Section of the Metropolitan Police Special Branch.

1C.40 As part of the police liaison officer network, a French liaison officer from the national police anti-terrorist co-ordinating agency is based in the ELS, which also maintains regular contact with officers from other countries based at their Embassies in London.

Contacts with other European Countries

1C.41 ELS is part of an established network of police contacts within Europe and has a secure facsimile link with the undermentioned countries, all of which are members of the Police Working Group on Terrorism:

Austria • Belgium • Czech Republic • Denmark • Finland • France • Germany • Greece • Rep Ireland • Italy • Luxembourg • Netherlands • Norway • Portugal • Spain • Sweden • Switzerland • Hungary • Poland • Slovakia • Slovenia

1C.42 The ELS is also able to assist with terrorist enquiries in Gibraltar, Iceland, Malta, Australia, Canada, Japan, United States of America, New Zealand and Cyprus and is in the process of establishing contacts in Eastern Europe. The office is staffed from Monday to Friday from 08.00 hrs to 18.00 hrs and can be contacted as follows:

Tel No: 0207 230 3754

Fax No (direct, not secure): 0207 230 4475

Out of office hours Tel No: 0207 230 2175

Kent County Constabulary - European Liaison Unit

1C.43 Kent County Constabulary has created a European Liaison Unit (ELU) because of the historical contacts they had under the Cross Channel Liaison Scheme. Traditionally, Kent Police has always enjoyed direct operational contact and a close relationship with law enforcement and judicial agencies in the northern part of mainland Europe and can give practical advice on enquiries in Europe.

1C.44 The role of the unit is essentially one of co-ordination of European activity by Kent Police. The ELU is a force resource and is based at Bouverie House, Folkestone Police Station close to the Channel Tunnel Terminal. It is important to stress that the ELU is not an alternative to Interpol but is rather a unit to assist it.

1C.45 Although enquiries may be made direct to the ELU, they will, unless urgent, be referred to Interpol. Even when enquiries are of an urgent nature the unit will only assist in the first instance before referring to Interpol. The unit cannot be used to bypass Interpol.

1C.46 Because of the experience of the ELU, it is a useful resource for police officers requiring advice or information regarding enquiries in Europe. The Unit can be contacted at:

Bouverie House
Bouverie Road West
Folkestone
Kent CT20 2RW
Tel: 01303 289 225
Fax: 01303 289 229
Tel (24 Hours): 01303 273 055
Fax (24 Hours): 01303 289 269

1C.47 The Unit has the capacity to deal with enquiries in French, German and Spanish

White Collar Crime Investigation Team

1C.48 The White Collar Crime Investigation Team is a joint operational investigative unit, comprised of two experienced fraud investigators from the FBI, and two from the UK police force, based at FBI Field Office in Miami, Florida.

1C.49 The mandate of the team is to undertake and assist in the investigation of a broad range of white collar crime involving the USA, the UK and UK Overseas

Territories in the Caribbean (Anguilla, British Virgin Islands, Cayman Islands, Montserrat and the Turks and Caicos Islands).

- 1C.50 Any UK enquiries dealing with such cases in the Overseas Territories should first make contact with the WCCIT at:

FBI Field Office
16320 NW 2nd Avenue
North Miami Beach
FL 33169
USA
Tel: 305 787 6182/6230
Fax: 305 954 7338

National Hi-Tech Crime Unit [NHTCU]

- 1C.51 This Unit came into being in April 2001, to investigate serious and organised, national and transnational crime committed using computers and information technology.

- 1C.52 The Unit is multi-agency, comprising staff from the National Crime Squad, HM Customs & Excise and the Royal Air Force. It is in daily operational contact with foreign law enforcement agencies and frequently deploys staff abroad on both operational and non-operational business such as liaison at Europol, Interpol and G8, and on matters of training. Indeed the NHTCU is currently participating in a major project co-ordinated by the DCID at the FCO to provide equipment and training to certain central and eastern European States and other developing nations.

- 1C.53 The NHTCU provides the G8 24/7 emergency contact point for urgent assistance in respect of digital data preservation pending formal mutual legal assistance requests. This is a network of computer crime experts in which some 30 countries now participate. Although participation in G8 initiatives is voluntary, the concept of the network has been enshrined in international law by both the EU and the Council of Europe and the NHTCU will continue to be the national point of contact when these foreign instruments are given domestic effect in the UK.

- 1C.54 The NHTCU not only assists with incoming requests from foreign agencies in respect of computer-enabled criminality, but also out-going requests from UK law enforcement agencies. The NHTCU can either assist with the investigation or facilitate contact with the appropriate experts overseas.

National Hi-Tech Crime Unit
PO Box 10101
London
E14 9NF
Tel: 0870 241 0549
Fax: 0870 241 5729

THE AUTHORITY FOR ANY OFFICER TO TRAVEL ABROAD IN PURSUIT OF AN OPERATIONAL NEED ARISING WITHIN THE UK RESTS WITH THE OFFICER'S CHIEF CONSTABLE

Chief officers need to be aware of their accountability to their police authority for the efficient and effective use of all their resources when making such decisions. Chief officers also have a Duty of Care to ensure the staff they send abroad are properly funded, equipped and insured.

BEFORE OFFICERS LEAVE THE UK THERE NEEDS TO BE A CLEAR UNDERSTANDING THAT THE NEED TO GO HAS BEEN ESTABLISHED WITH CLEAR OBJECTIVES FOR EACH OFFICER

Those authorising the visit and the officer concerned must establish what is being funded, that the cost can be justified and that the length of the visit is commensurate with the task required. A record must be kept of financial authorities and relevant expenditure.

NO OFFICER MAY TRAVEL ABROAD FOR OPERATIONAL PURPOSES WITHOUT FORMAL PERMISSION FROM THE HOST COUNTRY. VISITS ARRANGED DIRECTLY WITH LOCAL POLICE MAY BREACH LOCAL LAW

Issues of legality, police powers and what can be obtained by a visit need to be understood by the officer before the journey is planned. The UK Central Authority for Mutual Legal Assistance in Criminal Matters (UKCA) can provide details.

THE NATIONAL CRIMINAL INTELLIGENCE SERVICE (NCIS) MUST BE CONTACTED BEFORE ANY OFFICER GOES ABROAD FOR OPERATIONAL REASONS.

NCIS is the centre for Europol and Interpol and has a detailed intelligence database covering international crime. NCIS officers also have strong contacts with police forces in most countries and can provide advice on how to get the best results. Most importantly however, failure to contact NCIS could jeopardise other investigations being co-ordinated by NCIS.

OBTAINING INFORMATION CAN BE CHANNELLED THROUGH INTERPOL. OBTAINING EVIDENCE CAN REQUIRE THE SUBMISSION OF A FORMAL LETTER OF REQUEST (COMMISSION ROGATOIRE)

If the international enquiry requires only information and not evidence then this can be conducted through Interpol without the officer travelling overseas. For international enquires requiring evidence, the official channel for the receipt and transmission of Commission Rogatoires is the UKCA located at the Judicial Co-operation Unit in the Home Office.

A NUMBER OF AGENCIES CAN ASSIST IN OVERSEAS ENQUIRES
([See paragraph 1C.4](#))

ON RETURN TO THE UK IT IS RECOMMENDED THAT A CLOSING REPORT IS FILED ALONG WITH THE AUTHORITY TO TRAVEL SHOWING WHETHER THE OBJECTIVES HAVE BEEN ACHIEVED

A copy of this report should be sent to ACPO Secretariat.

Section 2

Provision of Policing Services to Other Countries

2A Budget

2A.1 When policing services are provided to another country, funding usually comes either from the country concerned or from funding bodies in conjunction with either the Foreign and Commonwealth Office or the Home Office. As the decision of whether police assistance is to be given to another country normally has a political aspect, the FCO and the Home Office must be consulted at the earliest stage. The Treasury, The United Nations, Department for International Development (DFID) and the European Union are the most likely sources of such funding.

2A.2 Officers must be clear as to exactly what is and is not being funded; for example the length of the working day and payment of overtime, entitlement to days off, reimbursement for travel expenses, refreshment and subsistence, provision of appropriate clothing for the environment. Even when responding to advertisements for Central Service secondments, no assumption is to be made that all existing pay and conditions will remain the same.

2A.3 Whereas an exhaustive list of budgetary items cannot be produced, chief officers have a duty of care to ensure that the staff they send abroad are properly funded, equipped and insured. Issues to be considered include:

- transport costs
- accommodation and expenses
- equipment and clothing (including any protective clothing e.g. ballistic vests)
- accident insurance and healthcare provision
- pension cover (including local authority superannuation scheme)
- overseas allowances
- family expenses (are they to accompany the officer?)
- return journeys home during the posting

In the absence of any national agreement, chief officers must provide written details of pension cover (unless covered by Home Secretary's letter of authority), medical, accident and life insurance before the officer leaves the UK.

2A.4 Officers need to check whether the posting will include travel on unscheduled airlines (e.g. police/military aircraft or helicopters) as some personal life insurance and mortgage protection policies do not apply to such flights. If such air travel is essential and does affect an officer's insurance cover, he or she must inform their chief officer so that appropriate cover can be arranged.

2A.5 Inflation levels in some countries are sufficiently high to have a direct bearing on standards of living and officers need to understand what mechanisms exist to get adjustments made during the secondment.

2A.6 In the event of serious illness or injury, the cost of medical evacuation to the UK from some remote regions can be as much as £30,000 for air ambulance with doctor and nursing support. It is therefore essential to ensure that proper provision for such emergencies is made before the officer leaves the UK. There needs to be a clear, written, exit strategy, copied to the officer and supported by open ended air tickets to evacuate the officer (and their family)

in the event of danger or a need for medical care not available within the country concerned.

- 2A.7 Most funding for secondments will come from within the UK. However, where some or all of the funding is being provided by a foreign government or other institution, the guarantee of such funding needs to be thoroughly explored by the chief officer before any contract is signed. The police authority is likely to want details before their agreement to the secondment is given.
- 2A.8 Officers need to be clear about the circumstances when agreed financial guidelines can be exceeded without prior authority and those where further prior authority is necessary. Officers also need to be aware that they may be required to account for all expenditure both to the host force and to the sponsoring body.
- 2A.9 The terms of reference of the secondment need to be clear. Objectives and tasks need to be agreed along with means of measurement so that the degree of success of the venture can be objectively assessed. This will help the UK Government in determining whether such a venture is worthy of continuation or repetition and whether any amendment of conditions or funding is necessary.
- 2A.10 Police Authorities will be aware that officers absent from post through long-term secondment will generally need replacement. This means that in addition to the reimbursement of the cost of pay and allowances, there will be costs associated with backfilling the vacancy. Chief officers, or personnel officers on their behalf, need to consider the implications of this for the efficient running of their force. There will also be a need to plan suitable employment for the secondee on his/her return to force. Where senior ranks are involved, an overhold above establishment could occur which would attract significant additional on-costs over many months and, once a vacancy does arise, there could be additional training costs.
- 2A.11 Chief officers will also need to consider issues of insurance and indemnity for secondees. The Criminal Injuries Compensation Authority does not cover officers serving abroad. An injured officer may also wish to sue a person or organisation abroad for compensation. Officers may find themselves being sued as a result of actions taken abroad in connection with their work. Insurance for injury, third party liability and legal representation need to be provided prior to the officer's departure, with written details being given to the officer including how to organise a claim when required.

2B Permissions And Authorities

2B.1 The main legislative provisions relating to police officers' service abroad (other than for force operational purposes) are:

- the International Development Act 2002
- sections 26 and 97 of the Police Act 1996
- sections 8 and 27 of the Police (Northern Ireland) Act 1998
- section 12A of the Police (Scotland) Act 1967

Secondments under the International Development Act are dealt with in [chapter 4](#). This section primarily deals with assistance to be given to international organisations or other bodies carrying out policing functions under section 26 of the Police Act 1996 or Scottish and Northern Ireland equivalents.

2B.2 Under section 26 of the Police Act 1996 there is a requirement for the Secretary of State to approve the provision of police assistance outside the UK (it is important to note that outside the UK includes the Channel Islands, the Isle of Man and British Overseas Territories). The officer concerned is then engaged on relevant service. This means that the officer is not treated as a member of his/her parent force during the period of overseas service, except to the extent provided in the relevant legislation. See [Conditions of Appointment, Appendix 3AA](#)

Requests for Advice or Assistance

2B.3 Any requests for advice or assistance from international organisations, foreign governments or foreign police forces made directly to UK police should be referred to the FCO and the HO. In the first instance, a request for UK police advice or assistance will be considered by the Foreign and Commonwealth Office if foreign policy, otherwise it will be referred either at Ministerial or official level to the Home Office who will consult HMIC on the implications of the request. ([*](#))

2B.4 In the event of a direct approach by a foreign country to a force or individual officer, the country concerned should be advised to make application to the British Embassy or High Commission in their country. The Embassy or High Commission will inform the FCO who, in consultation with the Home Office, will consider what response the UK will make. HMIC will contribute to this process and when the request can be accommodated, will liaise with the ACPO International Affairs representative. HMCIC for Scotland and the Scottish Executive will undertake these functions in relation to Scottish forces. ([*](#))

2B.5 Chief officers must ensure that both the Home Office **and** the Foreign and Commonwealth Office are consulted regarding any request for advice or assistance overseas. This will allow the Government to provide a coherent and cost effective response to such requests. Equally, if the request comes through the Home Office or FCO, both should consult with each other to provide a co-ordinated Government response to the request.

2B.6 For some assignments full selection procedures will be developed and completed; but where the matter is urgent it may be necessary for HMIC and

ACPO to move swiftly to identify suitable individuals who are ready to take it on and whose forces are prepared to release them.

2B.7 In either case, The Crime Reduction and the Community Safety Group at the Home Office will write to each officer before they leave the UK, to let him or her know that the Secretary of State has approved the assignment. The letters will set out the terms of the assignment, the reporting arrangements, the period for which it will last and the conditions of service which will apply. **These letters ensure that officers are fully protected when they are abroad. Without a letter of authorisation officers going abroad would not be eligible for the normal benefits if, for example, they were injured on duty.** If the terms of the assignment change (e.g. if the assignment is extended beyond the agreed period or additional officers are to be sent) it is imperative that further approval is sought. The force or the officer concerned should do this by contacting the Crime Reduction and the Community Safety Group (CRCSG) **Unless the matter is extremely urgent, officers should not leave the country until they have received their letters of appointment.** A draft letter of authority is shown at [Appendix 2BA](#).

2B.8 ACPO Secretariat maintain an index of officers going overseas other than as a result of UK operational needs. Officers must notify ACPO Secretariat of their impending visit. ACPO Secretariat can then provide the details of other officers who have recently visited that country, in order to provide an up to date briefing. Officers should be aware that ACPO and the Home Office may request copies of reports made. A specimen notification form for the ACPO index is included as [Appendix 2BC \(*\)](#)

2B.9 Personnel officers need to ensure that there is regular contact between the officer and his or her force. Career appraisals must continue and formal arrangements are to be made to receive written reports of the officer's work and performance. Officers need to be reassured that they will continue to be considered for career development, including possible promotions.

Central and Eastern Europe

2B.10 A number of visits abroad take place in furtherance of the Twinning Programme, agreed following discussions between the police advisers and Government officials from countries in Central and Eastern Europe, the Foreign and Commonwealth Office, ACPO and HMIC. Individual police forces are nominated to provide assistance to a specified country (or, occasionally, to more than one neighbouring country). Once this has been done the nominated force administers an agreed programme of assistance to that country. Officers will provide assistance under section 26 of the Police Act. Nominated forces should inform CRCSG that they will be providing assistance to a particular community or countries before the first visit takes place, so that an appropriate letter can be issued. For further details of the Twinning Programme, see [Appendix 2BB](#).

Enquiries

2B.11 Any enquiries to do with Secretary of State's letters of approval should be made to:

The Crime Reduction and the Community Safety Group
International Policing Section

Home Office
7th Floor
50 Queen Anne's Gate
London SW1H 9AT
Tel: 0207 273 2415/3210/3421
Fax: 0207 273 2974

For Scottish Officers, write to:

Police Division
The Scottish Executive
St Andrews House
Edinburgh
EH1 3DG
Tel: 0131 244 2381

Requests for Large Scale Police Assistance Overseas

- 2B.12 From time to time requests are received for substantial aid to the police of British Overseas Territories, for example, to preserve public order in an area where police resources are insufficient in number to cope.
- 2B.13 These requests will be made on a Government to Government basis, and owing to their nature usually require a rapid response. The Foreign and Commonwealth Office will consider the request in conjunction with the Home Office whose Minister of State will, if it is agreed, liaise with HMIC who will be responsible for identifying suitable officers.
- 2B.14 Officers who travel overseas in these circumstances will be in receipt of their full pay and fixed allowances as if they were serving in the UK. This will be paid by the UK government. Any additional cost of travel and subsistence will be met by the government of the territory concerned though in certain circumstances this may be underwritten by the FCO or DFID. The Police Pension Regulations and the local government Superannuation scheme for police support staff, cover officers for injury or death in the course of their duties or while on a bona fide journey. Any medical expenses incurred will be met by the requesting Government.

Long Term Appointments to British Overseas Territories

- 2B.15 ACPO remains opposed to long-term secondments of police officers to British Overseas Territories. Officers who wish to undertake such employment should resign from the service, though some forces may be prepared to facilitate them by means of career breaks.
- 2B.16 This precludes emergency situations. ACPO would seek to respond to any request made by the Foreign Secretary, with the support of his ministerial colleagues responsible for domestic UK policing.
- 2B.17 The British Overseas Territories are: Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn Islands, St Helena and its dependencies, Turks and Caicos Islands, the Sovereign Base Areas of Cyprus, the territories of the British Antarctic Territory, British Indian Ocean Territory and South Georgia and the South Sandwich Islands.

2B.18 If a career break is used, the terms under which re-employment will be offered must be fully explained. It would be appropriate to provide a formal notice in which the relevant details are fully explained.

2B.19 If unpaid leave or a career break is taken, the officer needs to arrange pension cover. It might be possible, in some circumstances, to negotiate with the police authority to continue to make pension contributions and thus qualify the absent years as reckonable pensionable service. However, there is no guarantee that this will be available. Pension provision might be able to be made in the foreign country concerned but care needs to be taken firstly over entitlement to pension once no longer resident, and secondly over the ability to take money out of that country. Fluctuations in exchange rates and inflation can also be major factors. A private pension fund in the UK could also be considered. The extent of any pension cover should be included in any formal notice of conditions of unpaid leave or career break.

2B.20 Officers not on secondment would be subject to the discipline regulations of the foreign force.

* **NB:** Work is currently underway (co-ordinated by ACPO) to set up the UK Police Overseas Assistance Group (UKP-OAG) which will receive all requests from overseas countries/forces and from UK Government departments. The UKP-OAG will allow a more coherent and co-ordinated Government response to requests for overseas assistance and advice as it will act as a clearinghouse for all such requests. As part of this initiative, Centrex will assume responsibility from the ACPO secretariat for maintaining a database of all requests and responses. The UKP-OAG is not yet operational but it is envisaged that it will be in 2004 and this Manual will then be updated accordingly.

2C Information And Advice

- 2C.1 Care needs to be taken by all officers, seconded or not, of any difference with the UK in standards of proof, local criminal and civil law and the rights of employees. Certain practices and lifestyles that are accepted in this country (for example, same-gender and extra-marital relationships or alcohol consumption) can result in severe punishment in some foreign countries.
- 2C.2 [Section 6](#) contains useful information regarding the understanding of culture and how it can differ from country to country. An ability to fit in with the local culture is an important element to any overseas secondment, particularly if it is a first for UK police.
- 2C.3 In view of the political nature of many overseas appointments, it is important for secondees to understand the motivation for the secondment and the politics surrounding it. What is also important is for the officer to establish his or her position within the political and social hierarchy of the country concerned. For example, in some British Overseas Territories ex-patriates are not always welcomed by the local population; in some countries police have a high status and in some, a low status. Sometimes a change in police chief can be seen as an opportunity to move the balance of power. Thus, before accepting such appointments thorough research is recommended.
- 2C.4 The FCO and DFID can help with much of this information. ACPO secretariat ([*](#)), can help too by putting officers in touch with others who have visited or been seconded to the countries concerned.

Local Sensitivities

- 2C.5 It is important that officers familiarise themselves with local law as well as local customs. The UK police force is held in the highest regard in most other countries and there will be a local expectation that UK officers will comply with the law and be sensitive to local custom. Every officer is a representative of the UK Police, to a greater or lesser extent, and thus has a responsibility to uphold that reputation.
- 2C.6 Overseas laws and customs can sometimes be regarded as incompatible with UK equal opportunities law and policy. However, officers must show sensitivity to local law. If there are any doubts or reservations on this issue, advice should be sought via force personnel officers from the FCO [paragraph 1.15](#) and ultimately from the Government concerned if considered appropriate by the FCO. Typical issues for consideration would include male officers interviewing females alone; female officers wearing clothing that leave arms and legs uncovered; and in very strict countries, being unveiled. The use of the left hand by any officer in some Islamic countries can also be offensive.

2D SUMMARY

THE FCO AND HOME OFFICE MUST BE CONSULTED BEFORE PROVIDING POLICING SERVICES TO ANOTHER COUNTRY AND MUST BE CONSULTED AT THE EARLIEST STAGE.

The FCO will decide, in consultation with the HO and HMIC (or HMCIC for Scotland), what response the UK will make to a specific request for policing assistance from a foreign country.

CHIEF OFFICERS HAVE A DUTY OF CARE TO ENSURE THAT THE STAFF THEY SEND ABROAD ARE PROPERLY FUNDED, EQUIPPED, INFORMED AND INSURED.

As well as considerations such as transport costs and accommodation, chief officers must provide written details medical, accident and life insurance. Officers need to be clear about the circumstances when agreed financial guidelines can be exceeded without prior authority. Where some or all of the funding for a secondment is to come from a foreign government or other institution, the guarantee of such funding must be secured.

THE AIMS AND OBJECTIVES OF THE SECONDMENT NEED TO BE CLEARLY ESTABLISHED.

This will enable the UK Government to measure the success of the venture and determine whether it is worthy of continuation or repetition and whether any amendment of conditions or funding is necessary.

IT IS ESSENTIAL THAT ALL OFFICERS PROVIDING ASSISTANCE TO A FOREIGN GOVERNMENT OR ORGANISATION (INCLUDING JERSEY ETC.) OBTAIN A SECRETARY OF STATE'S LETTER OF AUTHORITY. (SECTION 26 LETTER)

These letters ensure that officers are fully protected when they are abroad in broadly the same way as they would be if they were on central service. Without a letter of authorisation officers going abroad would not be eligible for the normal benefits if, for example, they were injured on duty.

SECONDED OFFICERS NEED TO RESPECT AND BE AWARE OF LOCAL STANDARDS OF PROOF, RIGHTS, AND CRIMINAL AND CIVIL LAW AS WELL AS LOCAL PRACTICES AND LIFESTYLES THAT MAY BE DIFFERENT TO THOSE OF THE UK.

An officer's ability to fit in with local cultures, laws and practices is an important factor in the success of an overseas secondment.

OFFICERS ABSENT FROM POST THROUGH LONG-TERM SECONDMENT WILL GENERALLY NEED TO BE REPLACED.

Chief officers, or personnel officer on their behalf, need to consider the implications of reimbursing the cost of the seconded officer's pay and allowances, as well as the cost of backfilling the vacant post. There will also be the need to plan suitable employment for the seconded officer on his/her return to the force.

Section 3

Police Visits Overseas on International Peacekeeping Missions

OVERSEAS MANUAL: PEACEKEEPING SECTION

3A Budget

- 3A.1 When policing services are provided to international peacekeeping missions, funding will come from the Assessed Contributions side of the Conflict Prevention Pools managed by the FCO, MOD and DfID.
- 3A.2 An FCO/ACPO/ACPO(S) protocol has formalised internal arrangements to deploy UK police officers to peacekeeping missions. (full version attached at [Appendix 3AA](#)). The protocol will allow the government to meet its international commitments to increase the number of officers deployed to international peacekeeping missions, whilst ensuring that this does not impact negatively on domestic policing requirements. The guidance set out in this section reflects the terms of the protocol. The Ministry of Defence Police (MDP) whilst not an ACPO force also contribute to international peacekeeping missions and a separate protocol has been negotiated with them and the FCO.
- 3A.3 Under the terms of the protocol, the FCO undertakes to reimburse to forces the full costs of employing the seconded officer during the secondment period (as set out in the letter of appointment). This includes gross pay, employer's secondary National Insurance contributions and any expenses or allowances to which the seconded officer is entitled (irrespective of whether the entitlement arises from the original employment with the seconding force or from the subsequent secondment to service overseas).
- 3A.4 The seconding force will continue to pay the salary and allowances of a seconded officer during the period he/she is appointed to overseas service. The seconding force will also be responsible for the administration of the payment of all expenses and any additional allowances payable to seconded officers. The seconding force will remain responsible for the operation of PAYE and NICs on all payments of salary and taxable allowances and any taxable expenses or additional allowances provided by the FCO.
- 3A.5 The seconding force will claim reimbursement of the full costs of employing the seconded officer from the FCO by means of invoices submitted quarterly in arrears. These costs are detailed in paragraph 3A.3 above. Recovery of pension contributions, either employees' or employers', is excluded as pension costs are covered by Police Grant to Police Authorities on a pay as you go basis. The FCO also accepts liability for injury benefit payments. Officers are advised to organise their own personal/health insurance in order to cover themselves for non-work related incidents while serving overseas.
- 3A.6 If a mission comes to a premature close or there is no longer a requirement for the services of the seconded officer and the officer cannot be re-deployed to another mission, the FCO undertakes to give 6 months notice to the parent force. This will allow the force sufficient time to plan for the officer to be reabsorbed into the force. If the full 6 month notice period cannot be given, and the parent force is unable to reabsorb the officer, the FCO undertakes to meet the full cost of the salary and allowances (excluding overseas allowances) to which the officer is entitled for a 6 month period from the date the notice is given, or until the officer is reallocated new duties or reabsorbed, if sooner. Officers are entitled to be reabsorbed by their force in the rank in

which they were serving immediately before being engaged on overseas service; overseas service counts towards length of service for pay and pensions purposes. See [Annex I conditions of appointment Appendix 3AA](#)

- 3A.7 The FCO pays police officers seconded on some peacekeeping missions a Difficult Post Allowance (DPA). This is to compensate officers for serving in conditions which are considerably tougher than those in the UK. The allowance is only payable whilst the officer is in theatre. The money will be paid by the FCO directly into the police officer's UK bank account. See [Appendix 3AA](#).
- 3A.8 The UN, EU or OSCE is responsible for providing seconded police officers with food and accommodation, or Mission Subsistence Allowance (MSA), to cover their costs for food and accommodation (or Board and Lodging Allowance for OSCE missions). The rates for the MSA are set by the UN, EU and OSCE (based on the local cost of living), and they vary according to the mission and the international organisation involved. It should be noted that the rates can go up or down in line with the cost of living. These rates are beyond the remit of the FCO, but experience has shown that the allowances are more than adequate. The UN, EU or OSCE pays the MSA directly to the officer.
- 3A.9 Most of the missions qualify the officers for between one and three economy flights back to the UK during their tour. The number of flights varies depending on the mission and the tour length. As of April 2001, officers are given a travel package equivalent to the cost of the specified number of flights. Officers are then required to make their own travel arrangements and submit receipts to account for the advance they have been given. Details of flight entitlements for the current missions can be found [at Appendix 3AA](#).
- 3A.10 Officers must be clear before they travel as to what exactly is and what is not being funded and provided; for example matters such as the length of the working day and the payment of overtime, entitlement to days off, provision of appropriate clothing for the environment. Similarly, chief officers have a duty of care to ensure that the FCO properly fund, equip and insure the staff they send overseas. Issues to be considered include: accident insurance, healthcare provision, family expenses and transport costs. The International Policing Unit (see [paragraph 3C.6](#)) will provide comprehensive advice on these issues, including checklists of what officers will be provided with together with suggestions as to what other issues officers should deal with prior to leaving for their posting. Also see [IPU Question and Answer Factsheet at Appendix 3AB](#)

3B Permissions And Authorities

- 3B.1 It is recognised and acknowledged that the deployment of police officers overseas is a voluntary arrangement in the sense that officers cannot be required by their employing Police Authority to undertake these duties. It is also recognised and acknowledged that officers cannot be allowed to undertake duties overseas without the express permission of the employing Police Authority and Chief Constable. No minimum number of officers can be guaranteed by ACPO and ACPO(S) as individual police authorities cannot be required to commit minimum numbers. There may be insufficient volunteers, recruitment and retention difficulties or overriding operational requirements of the service.

- 3B.2 The provisions of section 26 of the Police Act 1996 will apply (covering the provision by Police Authorities in England and Wales of advice and assistance to international organisations or bodies or foreign governments). The equivalent legislative provisions are section 12A of the Police (Scotland) Act 1967 in Scotland and section 8 of the Police (Northern Ireland) Act 1998 in Northern Ireland. All appointments require the approval of the Home Secretary, the Secretary of State for Northern Ireland or Scottish Ministers as appropriate. The Crime Reduction and the Community Safety Group in the Home Office will issue section 26 authorisation letters to all English and Welsh officers serving on peacekeeping missions, the Scottish Executive provides the equivalent service for Scottish officers, and Northern Ireland Office for PSNI officers. See [paragraph 2B.7](#)
- 3B.3 The letters will set out the terms of the assignment, the reporting arrangements, the period for which it will last and the conditions of service which will apply. **These letters ensure that officers are fully protected when they are abroad. Without a letter of authorisation officers going abroad would not be eligible for the normal benefits if, for example, they were injured on duty.** If the terms of the assignment change, it is therefore important that IPU are notified immediately. IPU will then liaise with CRCSG who will issue a renewed section 26 letter to the officer. **Unless the matter is extremely urgent, officers should not leave the country until they have received their letters of appointment.**
- 3B.4 The FCO (through the International Policing Unit [paragraph 3C.6](#)) takes the lead role in planning and recruitment in partnership with local police forces. The International Policing Unit will hold annual seminars with police personnel departments, informing them of the type of people being sought and sharing examples of best practice in selection and providing general advice and guidance. Chief Constables will provide an assessment of candidates' suitability before final selection (which with the exception of certain key posts, e.g. contingent commander, will be without interview) by the International Policing Unit. The pre-mission training will also provide an opportunity to assess officers' suitability to undertake the duties required by the mission.
- 3B.5 Opportunities will be advertised well in advance of deployment. For regular rotations there will be a lead in time of 6 to 18 months from the start of the recruitment process to eventual deployment of officers. This will allow officers to be trained, adequately prepared and better able to plan their own arrangements (domestic and otherwise). During the lead in period, officers would continue to be employed and paid for by their force.
- 3B.6 The FCO undertakes, where possible, to give police forces from whom officers are seconded a minimum three month notice period that the officers will be deployed on a fixed date. This will give forces sufficient time to recruit replacements. This undertaking excludes the arrangements for officers used as part of a rapid reaction group ([see paragraph 3B.7 below](#)). In the majority of cases, it should be possible as part of the rotation arrangements for existing missions to provide more than the three months minimum notice period.
- 3B.7 Subject to there being sufficient numbers of volunteers, ACPO and ACPO(S) also undertake to provide the following number of officers who will be rapidly

deployed in response to an emergency situation overseas as part of an international group:

- At 7 days notice a small group of 10 officers to liaise with mission planners at UN/OSCE/EU headquarters, then deploy to theatre to establish the field headquarters and train incoming personnel.
- At 30 days notice a group of 40 officers to deploy to theatre to form the operational core of a newly established civilian policing mission. This following an advance risk assessment co-ordinated by the International Policing Unit.

3B.8 In the case of the first group (on 7 days notice), police officers must have previous UN/OSCE peacekeeping experience. They will be deployed for a period up to 3 months and will comprise volunteers with appropriate skills previously earmarked for short notice deployment by Chief Constables. In the case of the second group (on 30 days notice), officers will be in mission for up to 2 years. They will be held on stand-by for six months before being deployed in the normal way if not called upon in their 'rapid reaction' capacity. For more detailed procedures see [FCO/ACPO/ACPO\(S\) protocol at Appendix 3AA](#).

3B.9 Serving police officers appointed to work on peacekeeping missions are engaged on relevant service. This means that officers are not treated as members of their parent forces during the period of overseas service, except to the extent provided in the relevant legislation. [Appendix 3AA](#) sets out the position in more detail.

3B.10 In terms of discipline arrangements, the contingent commander has immediate responsibility for discipline in theatre. The general position is that officers serving overseas under section 26 of the Police Act 1996 (and equivalent Northern Ireland and Scottish legislation) are treated for discipline purposes as if members of their force. The third bullet point at [Appendix 3AA](#) (section on conditions of appointment) sets out the position.

3B.11 Some vacancies are advertised for direct hire only which means the officer becomes a UN employee, with UN rates of pay and UN pension cover, and has to take special leave off pay or a career break to achieve it. The time spent with the UN in this way would not be pensionable service and there could also be implications for the officer on return to force. The Foreign and Commonwealth Office and the Crime Reduction and the Community Safety Group will advise of the conditions and the length and terms of the secondment.

The Crime Reduction and the Community Safety Group
International Policing Section
7th Floor
Home Office
50 Queen Anne's Gate
London
SW1H 9AT
Tel: 0207 273 2415/3210/3421
Fax: 0207 273 2974

3C Information And Advice

The Purpose of Peacekeeping Missions

- 3C.1 The UK takes a leading role in the international community, working for global peace and security. A key element of the UK's strategy is active membership of international organisations such as the United Nations (UN) and the Organisation for Security and Co-operation in Europe (OSCE). Working in partnership to rebuild shattered societies, the UK supports these organisations politically, financially and with Human Resources.
- 3C.2 Civilian police are a key component in most peacekeeping missions to assist trouble spots in the transition from military/peacekeeping to civilian policing status. The Civilian Police are a separate component of the peacekeeping mission under the command of a Police Commissioner, who reports daily to the Special Representative. At the same time the Civilian Police Component will complement and work closely with other components e.g. military, humanitarian, electoral and administrative components in the mission. Civilian policing tasks will vary according to the mandate but could cover monitoring and supervising as well as training of the local police force.
- 3C.3 European Union member states have worked together to strengthen their civilian policing capabilities to respond to international crises. The intention was to formalise current ad hoc arrangements with EU member states aiming to be able to provide up to 5,000 police officers to international missions by 2003 (this target has now been met and is being maintained). Member states' contributions will remain voluntary and take account of national police circumstances and requirements.
- 3C.4 This kind of action is essential not just to safeguard world peace and security. Tackling overseas crime at source is also more effective than waiting until the problem reaches the UK. Organised crime, people trafficking, drug trafficking and money laundering are cross-border activities, needing co-ordinated action by the international community. Missions that stabilise crisis countries help to tackle these cross-border crimes before their effects reach other countries.
- 3C.5 UK officers have essential experience and training in modern policing and crime-fighting methods, ethics, and community policing. They in turn receive valuable experience of policing work in challenging environments alongside colleagues from a variety of nations and policing backgrounds. More information is available in a promotional booklet issued by the FCO entitled 'Policing Away'. Copies are available from the International Policing Unit (see contact details below). IPU have also issued a 'Policing Away' promotional video, of which all forces should have a copy.

International Policing Unit

- 3C.6 The International Policing Unit is sponsored by the FCO and acts as an interface between the FCO and the police forces in the UK. Additionally, it is responsible for recruiting and training serving police officers for overseas missions as well as supporting them whilst in mission and de-briefing them upon their return. The IPU can be contacted at:

International Policing Unit
Room K144
United Nations Department
Foreign & Commonwealth Office
King Charles Street
London
SW1A 2AH
Tel: 020 7008 1796/2503
Fax: 020 7008 1843
[e-mail: ipu@fco.gov.uk](mailto:ipu@fco.gov.uk)

3C.7 On selection for service on a peacekeeping mission, the IPU will hold a one-week training course. During that week trainers will need to be convinced of officers' commitment and team-working capabilities. The course will also provide the opportunity for officers to learn about local domestic issues, cultural sensitivities, the motivation for the mission and their role on the mission. In addition, [Section 6](#) contains useful general information regarding the understanding of culture and how it can differ from country to country. Cultural and political awareness is an important element in the success of the civilian policing component of a peacekeeping mission. Every officer is a representative of the UK police force and has a responsibility to uphold that reputation.

3C.8 Guidelines for welfare and support arrangements for officers serving overseas have been approved by ACPO and issued to forces. Copies of the guidelines are attached in [Section 6](#). The IPU office can provide support and assistance to officers deployed overseas and their families. This includes answering general enquiries, acting as a contact/link for officers and their families and 24-hour cover for emergencies.

Selections and Medicals

3C.9 Medicals are conducted to stringent UN standards and consist of thorough physical examination plus eye test, hearing test, urine test, blood tests, ECG. Also, in certain circumstances, an X-ray. The medicals are carried out by an FCO contracted doctor who has been working with the IPU team for six years.

Selection Process

3C.10 At the present an initial sift is made by force human resources departments and then supported applications are forwarded to the IPU. This year there were five hundred referrals for one hundred slots. The IPU staff is 3.5. There can be no interviews with the exception of certain key posts (i.e. contingent commander). Selection is made from written applications which are supposed to evidence a number of selection criteria.

3C.11 IPU has been looking for a way to make this a little more robust and a working party has recently been formed at their suggestion by interested force welfare and human resources officers who attended IPU's annual seminar.

RECRUITMENT AND SELECTION FOR PEACEKEEPING MISSIONS WILL BE ORGANISED BY THE INTERNATIONAL POLICING UNIT (IPU)

The IPU will advertise opportunities 6-18 months in advance of deployment. The IPU will hold annual seminars with police personnel departments informing them of the type of officer sought and Best Practice in selection. Chief Constables will provide an assessment of candidates' suitability before final selection by IPU without interview. Pre-mission training will also provide an opportunity to assess candidates' suitability.

DEPLOYMENT OF OFFICERS OVERSEAS IS A VOLUNTARY ARRANGEMENT. OFFICERS CANNOT UNDERTAKE DUTIES OVERSEAS WITHOUT THE PERMISSION OF THE EMPLOYING POLICE AUTHORITY AND CHIEF CONSTABLE

Recruitment and retention difficulties, and operational requirements of the force, must be considered by chief officers and Police Authorities before releasing officers.

THE PROVISIONS OF SECTION 26 OF THE POLICE ACT WILL APPLY REQUIRING THE APPROVAL OF THE SECRETARY OF STATE

On selection, the Police Resources Unit at the Home Office will issue section 26 authorisation letters through the IPU. Officers should ensure they have received their section 26 letters before leaving the country. The letters ensure that officers are fully protected when abroad and eligible for normal benefits.

UNDER THE TERMS OF THE FCO/HO/ACPO PROTOCOL, THE FCO UNDERTAKES TO REIMBURSE TO FORCES THE FULL COST OF EMPLOYING THE OFFICER

The seconding force will continue to pay the salary and allowances of the seconded officer and is also responsible for the administration of the payment of all expenses and additional allowances to which the officer is entitled. The seconding force will claim reimbursement of the full costs of employing the officer by means of invoices submitted quarterly in arrears. Recovery of pension contributions is excluded. Officers may also be paid a Difficult Post Allowance by the FCO and a Mission Subsistence Allowance by the UN/OSCE

CONDITIONS OF APPOINTMENT ARE SET OUT IN THE ANNEX TO THE PROTOCOL. BROADLY, THIS MEANS THAT OFFICERS ARE ENGAGED ON RELEVANT SERVICE

This means that officers are not treated as members of their parent forces during the period of overseas service, except to the extent provided in the relevant legislation (the position is set out in more detail in the protocol). In terms of discipline, the contingent commander has immediate responsibility for discipline in theatre and officers are treated for discipline purposes as if members of their home force.

IPU WILL PROVIDE PRE- AND POST-MISSION BRIEFING, AS WELL AS SUPPORTING OFFICERS WHILST IN MISSION

On selection for a mission, IPU will hold a one-week training course where officers will learn about local domestic issues, cultural sensitivities and the role of the mission. IPU will also be available to answer any general enquiries (prior to and during deployment), act as a contact/link for officers and their families, and provide 24-hour cover for emergencies.

FORCES SHOULD CONSIDER APPOINTING A LINK OFFICER IN LINE WITH ACPO GUIDANCE

Individual forces should consider appointing a link officer to co-ordinate health, welfare, salary, and career development issues for officers deployed overseas. The HR Department may be best placed to fulfil this role. It should be the responsibility of a link officer to facilitate the officer's reintegration into his home force on his/her return. This might include identifying newly acquired skills and training the officer may have missed out on.

Section 4

Overseas Police Assistance Under Contract to the Department for International Development

NB: DFID will occasionally play a part in organising temporary secondments overseas where officers are not under contract to DFID. On these occasions officers will serve under the authority of section 26 of the Police Act 1996 (or Scottish and Northern Ireland equivalents). [Section 2](#) of the Manual should be referred to in these instances. This Section deals with service **under contract** to DFID only.

4A Budget

4A.1 The Government allocates funding each year to assist developing countries. This budget is administered by the Department for International Development (DFID). Amongst the many requests received for assistance in developing commerce, industry and the public sector services, are a number concerning policing. DFID has a Police and Criminal Justice Advisor whose role is to liaise between the relevant countries and people in the UK with the skills and experience to provide advice and training either in this country or by visiting the country concerned. The Advisor also has a role in the Inspection of UK Overseas Territories. [paragraph 2B.15-2B.20](#)

4A.2 When providing overseas policing assistance under contract to DFID, all terms and conditions will be set out in the contract of employment. For a copy of the contract please contact DFID at the following address:

Department for International Development
Abercrombie House
Eglesham Road
East Kilbride
Glasgow
G75 8EA
Telephone: 01355 844 000
FAX (Gp 3): 01355 844 099

While contracts vary according to the posting, there are some common threads that run through any contract. These commonalities form the basis of this chapter's sections.

4A.3 DFID will fully support the officer and provide an allowance for accommodation as part of the contract. Some postings may entitle the officer to an annual non-pensionable Additional Duties Allowance (ADA) in respect of the approved additional duties that he or she will perform on secondment to DFID. The officer may also be entitled to an annual non-taxable Entertainment Allowance or Representational Allowance. These will be set out in the contract.

4A.4 The seconding force will continue to pay the salary and permanent allowances of the seconded officer during the period in which he/she is appointed to overseas service. The seconding force will also be responsible for the administration of the payment of all expenses and additional allowances payable to seconded officers. The seconding force will remain responsible for the operation of PAYE and National Insurance Contributions (NICs) on all payments of salary and taxable allowances.

4A.5 DFID will reimburse to forces the full costs of employing the seconded officer during the secondment period (as set out in the contract). This includes gross pay, employer's secondary NICs, superannuation contributions and any expenses or allowances to which the officer is entitled.

4A.6 Officers will be covered by the Injury Benefit Provisions of the Principal Civil Service Pension Scheme (PCSPS). If the officer is not a member of PCSPS they will, by analogy, also be entitled to these provisions. Officers are advised

to organise their own personal/health insurance in order to cover themselves for off duty related incidents while serving overseas.

- 4A.7 Most deployments through DFID will qualify the officers for flights home to the UK during their secondment. The individual contract will detail this entitlement.
- 4A.8 While the contract will cover most entitlements, officers must be clear before they travel as to what exactly is and what is not being funded and provided: for example, the length of the working day and payment of overtime; entitlement to days off, reimbursement for travel expenses, refreshment and subsistence, and provision of appropriate clothing for the environment. Similarly, chief officers have a duty of care to ensure the staff they send overseas are properly funded, equipped and insured. Issues to be considered include accident insurance, healthcare provision, family expenses and transport costs. The Police and Criminal Justice Advisor at DFID will be able to provide advice on these issues. See [paragraph 4C.1](#)
- 4A.9 Officers need to check whether the posting will include travel on unscheduled airlines e.g. police/military aircraft or helicopters as some personal life insurance and mortgage protection policies do not apply to such flights. If such air travel is essential and does affect an officer's insurance cover, he or she must inform their chief officer so that appropriate cover can be arranged.
- 4A.10 In the event of serious illness or injury, the cost of medical evacuation to the UK from some remote regions can be as much as £30,000 for air ambulance with doctor and nursing support. It is therefore essential to ensure that proper provision for such emergencies is made before the officer leaves the UK. The officer must be notified in writing of the specific details of this provision.
- 4A.11 Officers need to be clear of the circumstances when agreed financial guidelines can be exceeded without prior authority and those where further prior authority is necessary.
- 4A.12 Police Authorities will be aware that officers absent from post through secondment will generally need replacement. This means that in addition to the reimbursement of the cost of pay and allowances, there will be costs associated with backfilling the vacancy. Chief officers, or personnel officers on their behalf, need to consider the implications of this for the efficient running of their force. There will also be a need to plan suitable employment for the secondee on his or her return to force.

4B Permissions And Authorities

- 4B.1 The deployment of police officers overseas is a voluntary arrangement in the sense that officers cannot be required by their employing Police Authority to undertake these duties. Similarly, officers cannot be allowed to undertake duties overseas without the express permission of the employing Police Authority and chief officer. They in turn need to be sure that local policing requirements are not adversely affected.
- 4B.2 When serving overseas under contract to DFID, the provisions of the International Development Act 2002 will apply. These sections authorise police officers to be appointed to public service posts overseas and require the approval of the appointment by the Secretary of State. Officers and chief officers must ensure that a statement to this effect is contained in his or her instrument of appointment. Such a statement ensures that officers are fully protected when they are abroad in the same way as they would be if they were on central service. Without it officers serving overseas would not be eligible for the normal benefits if, for example, they were injured on duty.
- 4B.3 As an employee seconded to DFID, the officer has a direct reporting line to DFID.
- 4B.4 Discipline is governed by the local overseas police force. Under the terms of section 97(6) of the Police Act 1996 (or equivalent Scottish and Irish legislation ¹) the officer may also be subject to discipline by his or her home force on his or her return in respect of any act or omission while engaged in overseas service (as if that service had been in the home force).

Recruitment

- 4B.5 Where Government have been asked to provide assistance to police, following initial discussions with the recipient government, a project identification mission will be carried out either by DFID's Police and Criminal Justice Advisor or by appointed consultants with appropriate experience and skills (i.e. economists, local skilled persons, social development workers). The purpose of the mission is to establish what assistance might be given in accordance with DFID's aims.
- 4B.6 Following the mission, a project concept note is prepared which proposes, in broad terms, how the requested assistance might be delivered. When this is agreed, the project is designed in greater detail, and the project document is prepared which details the specific areas for assistance and determines how that is to be delivered. The project document sets the goal, purpose, outputs, activities and time scale of the project. It also includes suggestions for verification and evaluation of the various stages of the project. The project document again is subject to agreement with DFID and the government of the country concerned.
- ¹ Section 38A(6) Police (Scotland) Act 1967 or section 27(5) of the Police Northern Ireland) Act 1998
- 4B.7 It is following this process that the selection of consultants or Technical Co-operation Officers (long-term Advisers in country) takes place. Recruitment for such posts is co-ordinated by DFID's Procurement Department. As far as possible, recruitment is by open competition.

- 4B.8 The selection of consultants and Technical Co-operation Officers (TCOs) is usually by advertisement in the national press, or in “trade” magazines, such as “Police Review” or by invitation. With police projects, this is through the Police Review magazine. Full details of the post and project are forwarded to interested candidates. Selection of individuals is by interview or assessment centre. Consultants are assessed on the basis of written tenders, and may be asked to make a presentation.
- 4B.9 Where officers of chief officer rank are required to assist with particular overseas projects or missions, the Police and Criminal Justice Advisor will seek the assistance of HMCIC to nominate a suitable candidate.
- 4B.10 Officers will get detailed briefings about the project from the DFID project/programme officer prior to deployment. For long term appointments the officer and his/her family will also get a briefing about the country, its politics, its living conditions and its local customs and laws.

4C Information And Advice

4C.1 The Department for International Development and its Police and Criminal Justice Advisor can be contacted at:

1 Palace Street
London
SW1E 5HE
Tel: 0207 917 0101

The Aim of DFID Overseas Policing Projects

4C.2 One of DFID's aims is to improve the safety, security and access to justice (SSAJ) of people in developing and transitional countries. Current SSAJ projects include assistance to the police and judiciary; elections and media; civil service reform; local government; and civil society. Assistance for the police includes improved management techniques and training to enhance professional policing skills, street level competence, respect for human rights, and community policing.

4C.3 The aid programme is managed by departments in DFID's London headquarters, and by Development Divisions and Aid Management Offices overseas. The programme managers for each country (and local Government representatives) following discussion with Ambassadors or High Commissioners, develop a country strategy programme. Assistance to the police, where appropriate, or to other sections of the criminal justice system, is considered as part of the strategic planning process.

Welfare Issues and Local Sensitivities

4C.4 Guidelines for welfare and support arrangements for officer serving overseas have been approved by ACPO and issued to forces. A copy of the guidelines is attached in [Section 6](#). While these guidelines are specifically designed for officers serving on peacekeeping missions, many of the recommendations are applicable to all officers serving overseas. Further specific advice for officers serving under contract to DFID can be obtained from the Police and Criminal Justice Advisor at DFID (see [paragraph 4C.1](#)).

4C.5 In the interests of good relations between overseas officers and the local community, officers should familiarise themselves with local law and have due regard to local sensitivities. The UK police force is held in the highest regard in most countries and there will be a local expectation that UK officers will comply with the law and be sensitive to local custom. Officers will be responsible to the local British representative for good conduct within the host country.

4C.6 In view of the political nature of many overseas appointments, it is also important for secondees to understand the motivation for the secondment and the politics surrounding it. It is also important for the officer to establish his or her position within the political and social hierarchy of the country concerned. For example, in some Overseas Territories expatriates are not always welcomed by the local population. In some countries police have a high status; in some, a low status.

4C.7

Some of this information will be covered in briefings from the DFID project/programme officers prior to deployment. Officers should also contact the local British representative about the provision of local laws and the observance of local customs. [Section 6](#) contains useful general information regarding the understanding of culture and how it can differ from country to country. Cultural and political awareness is an important element to any overseas secondment, particularly if it is a first for UK police.

ONE OF DFID'S AIMS IS TO IMPROVE THE SAFETY, SECURITY AND ACCESS TO JUSTICE (SSAJ) OF PEOPLE IN DEVELOPING AND TRANSITIONAL COUNTRIES

Current SSAJ projects include assistance to the police and judiciary; elections and media; civil service reform; local government; and civil society.

DFID IS RESPONSIBLE FOR CARRYING OUT OR APPOINTING CONSULTANTS FOR PROJECT IDENTIFICATION MISSIONS

The purpose of the mission is to establish what assistance might be given in accordance with DFID's aims. Following the mission, a project document is prepared which sets out the goal, purpose, outputs, activities and time scale of the project.

WHEN OFFICERS ARE PROVIDING OVERSEAS POLICING ASSISTANCE UNDER CONTRACT TO DFID ALL TERMS AND CONDITIONS WILL BE SET OUT IN THE CONTRACT OF EMPLOYMENT

DFID will fully support the officer and provide an allowance for accommodation as part of the contract. The seconding force will continue to pay the salary and permanent allowances of the seconded officer and DFID will reimburse to forces the full costs of employing the seconded officer during the secondment period (as set out in the contract).

CHIEF OFFICERS HAVE A DUTY OF CARE TO ENSURE THE OFFICERS THEY SEND OVERSEAS ARE PROPERLY FUNDED, EQUIPPED AND INSURED

The Police and Criminal Justice Advisor at DFID will be able to provide advice on these issues. Chief Officers will also need to consider the additional costs associated with backfilling the vacancy left by the seconded officer and will need to plan suitable employment for the secondee on their return to force.

OFFICERS MUST BE CLEAR BEFORE THEY TRAVEL AS TO WHAT EXACTLY IS AND WHAT IS NOT BEING FUNDED AND PROVIDED

For example, the length of the working day and payment of overtime, reimbursement for travel expenses etc. They must also be clear about the circumstances when agreed financial guidelines can be exceeded without prior authority and those where further prior authority is necessary.

OFFICERS SERVING UNDER CONTRACT TO DFID MUST ENSURE THAT HIS/HER INSTRUMENT OF APPOINTMENT CONTAINS A STATEMENT OF APPROVAL FROM THE SECRETARY OF STATE

Such a statement guarantees that secondees are fully protected when they are abroad in the same way as they would be if they were on central service.

OFFICERS SHOULD UNDERSTAND THE MOTIVATION FOR THE SECONDMENT, THE POLITICS SURROUNDING IT, AND ANY POSSIBLE HIDDEN AGENDAS LIKELY TO BE FACED ON ARRIVAL

Officers should familiarise themselves with local law and have due regard to local sensitivities. Officers will be responsible to the local British representative for good conduct within the host country.

Section 5

Other Overseas Police Visits

This section includes:

A. Police Visits Abroad for Non-Operational Purposes of Benefit to the United Kingdom. That is:

Official research and planning visits.

Goodwill visits.

Representative sporting tours.

Cultural awareness visits.

B. Personal Visits Overseas as a Police Officer

5A Budget

Police Visits Abroad for Non-Operational Purposes of Benefit to the UK

- 5A.1 The chief officer has all the responsibilities and duties of care described in the introduction of this manual for any visits abroad that are for the benefit of the force and are supported by the force as an official visit. Any funding must therefore come from the force or through the force unless part of the visit is a holiday, in which case permission for the visit is made on condition that it is undertaken in part in the officer's own time.
- 5A.2 Only where officers are extending visits to include holiday or for personal reasons, should they be required to fund any of the visit. Chief officers must ensure that the officer is aware of any change in insurance cover and pension liability that would arise if a visit is partially funded on a personal basis by the officer.
- 5A.3 It is therefore important that all officers involved in non-operational visits abroad fully understand where all the funding for the visit is to come from and what their personal liabilities are to be. An officer cannot be required to undertake a police visit abroad for non-operational purposes if it is not supported by the force as an official visit.
- 5A.4 Complications have arisen when officers extend their visit at their own expense in order to have a holiday. Under such circumstances, officers need to be aware that their pension cover and entitlement to benefits for 'injuries on duty' when on the holiday part of the visit will be exactly the same as if they were on holiday in the UK. Therefore, there needs to be a clear start and end to the holiday element agreed with their force prior to departure.
- 5A.5 The difference in benefit entitlements between when one is injured 'on duty' and 'off duty' can be very substantial, particularly if the officer is young in service. Staff associations can advise on the specifics of these.
- 5A.6 Forces are, in turn, accountable to their police authorities and to Government for all expenditure and may be called to account for how the visit has enhanced or benefited policing in their Force. Care should be taken by supervising officers to ensure that the length of the visit is commensurate with the task required and that the time abroad is used as productively as possible. This underlines the need for clear objectives, agreed means of measurement and a written understanding between the officer and chief officer (or in the case of a chief officer going overseas, with the Police Authority). In calculating the cost of the visit, allowance must also be made for 'opportunity cost' lost as a result and any manning up costs consequent to it.
- 5A.7 In the case of research abroad, chief officers need to be satisfied that this could not have been achieved within the UK by correspondence, telephone or on behalf of the UK Force by local police, at less cost.
- 5A.8 [Appendix 5AA](#) contains details of the major sponsoring organisations for research abroad.

Personal Visits Abroad as a Police Officer

- 5A.9 If the whole of the visit is to be in the officer's own time then the funding of personal foreign travel is a matter for the individual officer. However, where another country or foreign organisation is paying all or a substantial amount of what could be regarded as a holiday, then officers need to be aware that this could be considered a gratuity (and thus deemed a business interest for which they need to obtain approval from their chief officer). Where the officer travelling is a chief constable, he or she would need to seek the approval of their police authority.
- 5A.10 Insurance cover would normally be an issue for officers to arrange themselves. The insurance company should be informed that they are going in their capacity as a police officer (and have that included in writing in the schedule) otherwise it might not be valid.
- 5A.11 Pension considerations would be the same as for any private holiday except where an officer takes a career break. In such circumstances no permission would be needed from chief officers but, as a matter of courtesy and for the benefit of Home Office and FCO, it would be good practice to inform chief officers.
- 5A.12 Serving officers need to be fully aware of what is, and is not being funded e.g. the cost of partners and family; return trips to the UK; medical insurance; accommodation costs etc. Where an allowance has been agreed, clarity is needed as to whether the officer may spend up to that allowance but refund any under-spending, or whether he/she may retain any residue.
- 5A.13 Officers also need to be aware of problems associated with fluctuating rates. Expenses subsequently reimbursed in another country's currency can gain or lose value over time by fluctuation in exchange rates. To avoid losses, officers should calculate the cost equivalent in sterling at the time of spend and seek reimbursement in sterling for that amount.

5B Permissions And Authorities

- 5B.1 For any officer to be deployed abroad to meet a non-operational need of a UK Force or UK policing, the permission of his or her chief officer is required who is thereafter accountable for the deployment. When considerable cost is to be involved, the relevance to national and local priorities may need to be discussed with the police authority, and a record kept of decisions. All such expenditure falls within the inspection remit of HMIC.
- 5B.2 At an early stage a decision has to be made as to whether the visit or secondment is to be justified as primarily benefiting the officer's own force/UK generally or benefiting another country. If it is mainly for the benefit of the former, then authority and accountability rest with the chief officer. If it is for the benefit of another country, the procedures in [section 2](#) will apply and the officer will require a section 26 letter of authority.
- 5B.3 Officers, their line managers and their force's head of personnel need to be quite clear which of these is being used, or the officer and his or her Chief Constable might have difficulties when called to justify their actions.
- 5B.4 In bursary and sponsored visits, the objectives and means of measurement would need to be agreed with both the sponsor and the officer's own force, if undertaken under the Chief Constable's authority.
- 5B.5 On returning to the UK a simple closing report needs to be filed with the authority to travel showing whether objectives have been achieved, difficulties encountered and expenditure against budget.
- 5B.6 The relevant chief officer will consider whether participation by a member of his/her force, in a representative sporting event, can be justified as meeting a non-operational need of a UK force, having regard to all of the costs and benefits. However, national police teams drawn from the various forces of the UK, representing the Police Sport UK, will be co-ordinated by the Council of Police Sport UK. Any enquiries should be directed to:
- Neil Braithwaite
Finance and Administration Manager
Police Sport UK
Preesall Police Station
Poulton le Fylde
Lancs
FY6 0EJ
- Tel: 01253 813 773
Fax: 01253 813 019
E-mail: neil.braithwaite@policeportuk.com
Web: <http://www.policesport.co.uk/>
- 5B.7 Officers planning visits need to check whether a visa is required and if so whether it would need to state the purpose of the visit. Research into policing methods is a sensitive subject in some countries. All chief officers of forces have a duty of care to provide for the safety of their staff. Therefore consideration should be given to security and safety issues, with advice being sought from the Foreign and Commonwealth Office (FCO) where necessary [paragraph I1.15](#).

- 5B.8 To this end, officers involved in talks, speeches or lectures abroad should seek advice before expressing any public opinion on policing methods or standards in the host country or any other country. In such a capacity the officers cannot fail to be regarded to some degree as spokespersons for the UK police and hence the UK Government. There may be significant political sensitivities involved. Advice for both officers and their Chief Constables is available from the FCO via HMIC.
- 5B.9 Many UK Forces have established links with East European countries through the Twinning Programme. Clearly any official visits to such countries would be of interest to the Force concerned. HMIC can provide details for liaison purposes, and a comprehensive index of officers currently or recently seconded abroad is kept by ACPO Secretariat, telephone no: 0207 230 7184

Personal Visits Abroad as a Police Officer

- 5B.10 Whereas private holidays, study abroad etc. are the sole domain of the individual, where someone is travelling abroad **because** they are a police officer, albeit in their own time and not at official expense, they are still an ambassador of the UK Police and as such need to seek the advice of their chief officer as to what they may say or do in their capacity as a police officer. In all cases, in order to anticipate possible difficulties, chief officers should be informed through force personnel officers as necessary. It is then beholden upon the chief officer to ensure Home Office and FCO are informed so that the political implications can be assessed.
- 5B.11 To deliberately go against the wishes of the Foreign Secretary or Home Secretary might ultimately be construed as conduct likely to bring the police service into disrepute and could result in a disciplinary enquiry.
- 5B.12 People on career breaks are not serving officers and thus do not require permission for any journeys abroad. However, should they be lecturing or researching police matters, it would still be advisable to inform their Force, particularly where there might be political sensitivities. See also [Section 6.6](#) regarding visits to politically sensitive countries. If in doubt, officers should consult their Special Branch or contact the FCO. [paragraph I1.15](#)

5C Information And Advice

Research, Overseas Bursaries and Awards

- 5C.1 Police staff are increasingly carrying out research overseas. Details of some of the means by which such research may be funded along with procedures to be followed can be found at [Appendix 5AA](#).

Personnel and Welfare

- 5C.2 All chief officers have a responsibility for the welfare of those under their command. This becomes especially important when the officer is in another country, with all the attendant stresses involved. It is important that procedures are in place not only to check on the welfare of the officer particularly if his/her time abroad becomes protracted, but also to check that his/her family are coping with the separation and any accompanying worries they may have.
- 5C.3 Some thought should always be given to what difficulties may need to be overcome if the visit needs to be cut short (e.g. through illness). In this regard it might be helpful to make contact with the British Embassy or High Commission and to travel on an open ticket
- 5C.4 The officer also needs to prepare for a change in climate, culture and expectation of the people with whom he will be dealing. The more sensitive the officer becomes to local custom, the more likely it is that the visit will succeed. [Section 6](#) contains a wealth of helpful information, though it is more useful for officers being posted abroad than those making a short visit.

Representative Sport

- 5C.5 Officers wishing to participate in Police Sport UK approved sport overseas must seek the prior approval of their chief officer. However, it must be understood, participation in Police Sport UK sport overseas will not be regarded as being on duty. Consent is not required where an officer participates in any unofficial sporting event in a private capacity. It should nevertheless be remembered that where serious injury occurs benefits can be significantly reduced where a person is not on duty and acting in a private capacity. The Honorary Secretary of the Police Sport UK and the staff associations are prepared to give advice on these matters.
- 5C.6 Whilst overseas, officers' pension rights will be protected under the terms of the Police Pension Regulations. However, for officers taking part in Police Sport UK approved sport overseas, the Police Sport UK provides limited liability personal accident cover for certain injuries incurred whilst participating in Police Sport UK approved sport. Therefore, all officers including those taking part in unofficial sporting competitions overseas are advised to seek additional insurance cover before travelling.
- 5C.7 Where teams representing the Police Sport UK are attending approved sporting fixtures, entry fees and travel costs from port of exit will be met by the Police Sport UK. Accommodation costs will be met by the host country. Where officers are attending any other unofficial sporting event overseas in a

private capacity, travel and accommodation costs will be met by the officer concerned.

5C.8 Police Sport UK teams travelling abroad, which have been co-ordinated and approved by the Police Sport UK Council, will generally be under the control of a senior police officer, acting as the Head of Delegation. It should however, be recognised that all sport, whether officially approved or unofficial is an off-duty activity and, therefore, police officers are reminded that conduct which brings the police service into disrepute is covered by the Police Discipline Code.

5C.9 Where officers are participating in sport or are visiting countries with a record of epidemics and widespread illness, personnel managers need to be aware of the potential implications of the officer being off sick for a prolonged period. A check on immunisation and full medical insurance is recommended even though the officer is undertaking the visit in his or her own time. [Section 6](#) and [Appendix 6AA](#)

5C.10 All staff need to be aware of the additional personal risk incurred when a large group of UK police officers go abroad as members of a team, or on holiday together. As such they could become a target and management of travel details becomes an important issue. Advice is readily available from Forces' Special Branch and the FCO. [paragraph 11.15](#)

* **NB:** Work is currently underway (co-ordinated by ACPO) to set up the UK Police Overseas Assistance Group (UKP-OAG) which will receive all requests from overseas countries/forces and from UK Government departments. The UKP-OAG will allow a more coherent and co-ordinated Government response to requests for overseas assistance and advice as it will act as a clearinghouse for all such requests. As part of this initiative, Centrex will assume responsibility from the ACPO secretariat for maintaining a database of all requests and responses. The UKP-OAG is not yet operational but it is envisaged that it will be in 2004 and this Manual will then be updated accordingly.

AT AN EARLY STAGE A DECISION HAS TO BE MADE AS TO WHETHER THE VISIT IS PRIMARILY FOR THE BENEFIT OF THE OFFICER'S OWN FORCE/UK GENERALLY, OR FOR THE BENEFIT OF ANOTHER COUNTRY. IF THE FORMER, THEN AUTHORITY AND ACCOUNTABILITY REST WITH THE CHIEF OFFICER

In such circumstances, the chief officer has a duty of care to provide for the safety of their staff. Any funding must also come from the force unless part of the visit is a holiday.

IN THE CASE OF VISITS WHICH ARE MAINLY FOR THE BENEFIT OF ANOTHER COUNTRY, THE PROCEDURES DETAILED IN SECTION 2 OF THE MANUAL WILL APPLY. OFFICERS WILL REQUIRE A HOME SECRETARY'S LETTER OF AUTHORITY

These letters ensure that officers are fully protected when they are abroad in broadly the same way as they would be if they were on central service.

FORCES ARE ACCOUNTABLE TO THEIR POLICE AUTHORITIES AND TO GOVERNMENT FOR ALL EXPENDITURE AND MAY BE CALLED TO ACCOUNT FOR HOW THE VISIT HAS ENHANCED OR BENEFITED POLICING IN THEIR FORCE

Care should be taken by supervising officers to ensure that the length of the visit is commensurate with the task required and that the time abroad is used as productively as possible.

WHEN A VISIT IS EXTENDED TO INCLUDE A HOLIDAY OR FOR PERSONAL REASONS, OFFICERS WILL BE REQUIRED TO FUND THIS PART OF THE VISIT

Under such circumstances, officers need to be aware that their pension cover and entitlement to benefits for 'injuries on duty' when on the holiday part of the visit will be exactly the same as if they were on holiday in the UK. If the whole of the visit is to be in the officer's own time then the funding and insurance cover for personal foreign travel is a matter for the individual officer.

WHEN AN OFFICER IS TRAVELLING ABROAD IN HIS CAPACITY AS A POLICE OFFICER, ALBEIT IN HIS OWN TIME AND NOT AT OFFICIAL EXPENSE, HE IS STILL AN AMBASSADOR OF THE UK POLICE AND AS SUCH NEEDS TO SEEK THE ADVICE OF THE CHIEF OFFICER AS TO APPROPRIATE BEHAVIOUR

All officers seconded abroad should also prepare for a change in climate, culture and local customs

PARTICIPATION IN POLICE ATHLETIC ASSOCIATION (PAA) SPORT OVERSEAS WILL NOT BE REGARDED AS BEING ON DUTY, BUT OFFICERS WISHING TO PARTICIPATE IN PAA-APPROVED SPORT OVERSEAS MUST SEEK PRIOR APPROVAL FROM THEIR CHIEF OFFICER

Consent is not required when an officer participates in any unofficial sporting event in a private capacity but officers should be aware that in such circumstances injury benefits can be significantly reduced.

Section 6

Welfare and Support for Officers Deployed Overseas

Cultural and Political Awareness

- 6.1 The Foreign and Commonwealth Office (FCO) 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, though not all. FCO travel advice and country-specific information is available on BBC Ceefax (p. 470 onwards) and on the FCO website (www.fco.gov.uk). To contact the Unit, please call their 24 hour number on 0870 606 0290. For details of political profiles, please contact the FCO Desk Officer for the country concerned, via the main switchboard number 0207 270 1500. Alternatively, contact the Embassy/Consulate direct via e-mail consular.fco@gt.net. For general tourist information, contact a travel agent or the relevant tourist board.

Private Travel to Politically Sensitive Countries

- 6.2 All members of the Police Service, particularly those with access to highly classified or sensitive material, may be of interest to intelligence services and vulnerable to approach or compromise almost anywhere in the world. Please contact the FCO or consult the **FCO website (para 6.1)** for up to date information on which countries represent a particular security risk.
- 6.3 Members of the Police Service are assessed to be at higher risk in the following countries:

Belarus - The People's Republic of China (including Tibet) - Colombia - Cuba - The Federal Republic of Yugoslavia - Iran - Iraq - Libya - North Korea - Russia - Ukraine

This is not an exhaustive list. If it is intended to travel in or through one of these countries, or to travel on ships owned by them, it is in the traveller's interest to consult Special Branch before making the journey. This direction applies whether the person is on or off duty.

- 6.4 When travelling to a country where there is a threat to personal safety arising from political unrest, lawlessness, violence, natural diseases or epidemics, again the Travel Advice Unit of the Foreign and Commonwealth Office and the relevant geographical desk can provide up to date information.

Cultural Awareness

- 6.5 The process of adaptation to a new location is vital for the officer, and where applicable his or her family. It is possible they may experience a "culture shock" on arrival in the country in which the officer has been posted. It is, therefore, essential to obtain as much information as possible about the country - its people, the community, housing standards and so on. This is highly significant to effective performance and has a substantial impact on families.

What is Culture?

- 6.6 The culture of a particular country or region is often defined as a series of characteristics that distinguish a specific group of people from their neighbours. Often cultural differences are exhibited in external forms which are readily apparent to the observer and which may include:

Language - Food - Architecture - Dress - Music - Religion - Literature

- 6.7 In addition to these more obvious cultural traits there are less superficial differences which may become noticeable in the behaviour of a particular group of persons. This behaviour is sometimes evidenced in attitudes towards:

Noise - Pace of Life - Public Emotion - Physical Contact - Work Ethic

Together, these factors form the explicit culture of a particular locality or group and, in fact, they are the external demonstration of the values and assumptions that the people in question have accepted or developed over the years.

What is “Culture Shock”?

- 6.8 Expressed in simple terms, “culture shock” is an expression that attempts to describe the feelings that some people feel when they leave their home culture and start living in a different one. It is caused by the anxiety that results from losing the familiar signs and symbols which are part of everyday life “at home” and as the new culture is perceived as the cause of this discomfort, it is rejected.
- 6.9 The symptoms and severity of culture shock vary from one person to the next but can be so extreme as to lead to staff being returned home early and often at great cost, both to the individual and the organisation. At lesser levels, culture shock can lead to anger and frustration between partners and/or a general feeling of lack of fulfilment.
- 6.10 The extent to which individuals experience culture shock varies with time and it is often at its most intense after 2 or 3 months in the new location, once the excitement of the move overseas has worn off and people begin to become more aware of the day-to-day aspects of life around them. If the effects are not too severe people can learn to adapt to their new surroundings and accept the culture in which they live. This can still take upwards of twelve months and it is not unusual for some people to experience negative feelings about “the locals” throughout the tour of duty.
- 6.11 Equally, it is not uncommon for people who have worked overseas for a number of years to experience a culture shock when they return to the UK and the effects can be just as intense.

What Self-Help is Available?

- 6.12 There are two main areas to consider here:
1. When being sent to work in an area where there are significant cultural differences, try and brief yourself on the country to which you are moving by reading about the location and its practices. It is important to involve your partner and children (where appropriate) in this process to help enhance their ability to adapt to new surroundings. Remember that tolerance, flexibility, adaptability and a willingness to learn can be valuable in overcoming Culture Shock.
 2. Some form of basic language training prior to the actual expatriation can also assist families (who can feel most sharply the impact of cultural differences) in settling in their new homes as soon as possible.
- 6.13 To an extent, officers can be cushioned from cultural differences by retaining contact with the home country via the workplace and this is often denied to accompanying families who can find themselves alone in a strange city and face to face with a very different set of cultural patterns. Basic language skills can help overcome some of the initial problems.

What Sort of Topics should Briefing Address?

6.14 Whilst this will vary with each location, there are some common cultural factors and customs which cultural briefing can specifically address, including:

- Social conventions such as bowing and hand-shaking - when it is relevant and how it is done
- When and how to give tips
- How to make purchases
- When to accept or refuse invitations
- When to be serious or humorous

In addition to this practical assistance, some cultural briefings also give an overview, which teaches tolerance and flexibility and warns of the pitfalls. Awareness of the problem can often be a very effective way of combating it.

6.15 **Some further considerations:**

- Do not discuss religion or local politics: the local population may enjoy criticising these matters but may not appreciate such criticism from foreigners
- Always remember that you are a foreigner and a guest in the country
- You should observe the local security arrangements
- Don't collect unauthorised "souvenirs" (e.g. weapons/religious artefacts)
- Don't take or allow photographs to be taken in areas which are subject to dispute, unless specifically authorised to do so
- Be aware that although personal behaviour may be considered normal in UK society, some habits may cause offence in other societies. For example, a seemingly simple gesture such as patting a small child on the head can be considered highly offensive in Buddhist and Islamic societies.

Security Issues

- 6.16 Security poses a possible threat to officers in many overseas areas. This section give general advice on precautions, which may be considered in relation to residential security and when travelling.
- 6.17 In general, visitors should:
- Register with the British Embassy.
 - Maintain regular contacts with the foreign community.
 - Maintain a careful note of emergency telephone numbers and contacts.
 - Know and comply with the official contingency procedures
 - Keep the local contact informed about their whereabouts and travel plans.
 - Consult the local contact if concern is felt about any aspect of personal or work security.

Residential Security

- 6.18 The risk of break-ins to residential property can be reduced by effective security measures. In particular the following should be considered:
- The removal of local features which can facilitate entry or conceal attempted entry, such as trees adjacent to windows, low roofs and unusual decorative or sliding doors.
 - The reinforcement of external doors and supports or, if necessary, their replacement by solid wood or metal doors and improved supports. Such doors should be fitted with mortise deadlocks and chain bolts, together with an observation lens or angled mirror to identify callers.
 - Doors should be locked at all times, and keys strictly controlled and safeguarded. Locks should be changed in the event of keys being lost or unaccounted for.
 - Ground floor windows can be fitted with decorative but robust metal screens or grills, and should have window locks. The approaches to upper floor windows should be checked and if the nature of the building facilitates easy access, the same safeguards should be fitted as for ground floor windows.
 - There should be exterior lighting to illuminate the front and back doors and the front, sides and rear of the premises. The lighting should be positioned to shine outwards from the building.
 - All callers should be identified positively before the external doors are opened. Callers such as meter readers or repair men should be required to prove their bona fides before entry; if there is any doubt, they should be denied entry until a check has been made with their office or workshop.
 - Curtains or blinds should be drawn after dusk.
 - A list of emergency telephone numbers should be kept beside the telephone.
 - An alarm siren that can alert neighbours and deter intruders can be installed with convenient initiating switches. Alternatively, a hand-operated system can be used.
 - If the house is to be left empty, all doors and windows should be locked and the appropriate lights turned on or initiated by time switches.
 - During periods of high threat, the residence should be checked externally, both before retiring and first thing in the morning. If any suspect item is found, the occupants of the building should be evacuated and the matter reported immediately to the police.

- Any suspicious vehicles or individuals loitering near the residence, or any attempt at illegal entry, should be reported to the police.
- Consideration should be given to the removal of name boards or signs which identify the house or the occupant to avoid making it a possible target for casual assault by passers-by or a planned break-in.

Travel Security

6.19 The three essentials to safety when travelling during periods of instability and threat to personal safety are - speed, anonymity and secure accommodation. The following precautions should therefore be considered:

- Be alert at all times, and try to identify the unusual.
- Avoid a pattern of travelling between residence and office: vary your departure time and route whenever possible.
- Only travel out of town when it is essential.
- Do not discuss travel or social plans on the telephone, or in the presence of hotel or domestic staff.
- Avoid going out alone. Choose brightly lit and busy streets whenever possible. In a dark or dimly lit street, keep away from ambush points by walking near the curb or in the middle of the road. Avoid short cuts through deserted parks or alleyways. Be alert at all times to your surroundings.
- On return home after dark, do not wait outside. Should you see suspicious looking people loitering, do not stop: get to the nearest telephone and call the police.
- Ideally, a vehicle should never be left unattended. When not in use, cars should be locked and preferably parked in a locked garage. Drivers will require reminding of this, particularly if they take the car home after duty.
- At home, keep the car in a garage and lock both. If no garage exists, leave the car where it cannot be approached without the individual concerned being observed.
- When you leave a vehicle unattended, particularly overnight, it should be carefully checked under the chassis, bonnet and in the boot before driving off. Look for any new or unusual objects attached to, or placed inside, or beside, the car, particularly trailing wires, and for signs of tampering. If a suspect item is found, leave it alone and inform the police.

When travelling by car:

- Be alert and look as far ahead on the road as possible.
- Keep the car doors locked, and the windows shut.
- Vary your route.
- Leave at least two car lengths in front to facilitate evasive action.
- Install wide-angle view mirrors.
- If you believe you are being followed, drive to the nearest police station, military barracks, or other identified safe place.
- Never let the petrol tank fall below quarter full.
- Travel in pairs of cars, or in convoy, and carry a passenger whenever possible.
- Never pick up a stranger

Health Issues

Medical Advice

- 6.20 The following set of notes provides information that will mainly concern personnel before their posting. It gives details on obtaining immunisations and obtaining medical supplies whilst abroad. Full details of individual vaccinations, requirements for vaccination certificates and other precautions are detailed on the attached. Before departure it is strongly advisable to contact the Force Occupational Health Unit, if one is available, who will discuss individual health requirements and those of the family, where applicable. Guidance on disease and precautions can be found on **the following pages 74-76**. See also [paragraph I1.16](#) and [Appendix 6AA](#) of the manual.
- 6.21 A country by country checklist of countries and the required vaccinations can be found in [Appendix 6AA](#).

Blood Grouping

- 6.22 It is strongly advisable that persons going overseas know their blood group before travelling. It may be necessary to have a blood sample taken for grouping if this is not known. The Occupational Health Service can advise.

AIDS

- 6.23 AIDS is now present worldwide, but especially in the Americas, Europe, Asia and Africa. There is no cure for AIDS and no vaccine against the virus at the present time. It is caused by the human deficiency virus HIV which attacks the body's natural defence system. HIV is found in a number of body fluids but there is no evidence that it is spread other than by exchange of blood or semen. The virus can also be transmitted by transfusions with infected blood or blood products and contaminated needles and syringes.
- 6.24 The virus is not spread by coughs, colds, toilet seats or swimming pools. There is no evidence that AIDS is spread by mosquitoes or other biting insects, however, everything should be done to avoid mosquito bites as they can spread malaria, yellow fever and other diseases.
- 6.25 Never have injections except with a sterile syringe, which has been witnessed being removed from the packaging. It is advisable to keep a supply of needles and syringes at home and in the car. Hepatitis B is also spread by dirty needles and unscreened blood. If a blood transfusion is essential it is important to ensure that the blood has been screened for 100HIV (i.e. AIDS) and Hepatitis B. If there is any doubt about this advice should be sought from the Embassy or High Commission. Intravenous fluids, plasma expanda and intravenous drip sets are usually held in these places. British Embassies and High Commissions also have established voluntary donor lists; these are lists of local British people who will donate blood in an emergency. The blood donated in this way is not screened for HIV antibodies and Hepatitis B. In some circumstances where the risk is known to be high, e.g. Central Africa, it is possible to take clean syringes and some of one's own blood serum. Officers should contact their Force medical officer or occupational health unit for advice on this.

Medical Arrangements at Post

- 6.26 As far as possible, officers serving overseas should receive medical treatment on the same basis as is obtainable under the NHS in the UK, and be subject to the same charges i.e. doctors appointments necessary consultations etc are not charged under the NHS and if staff are charged at post, they should be entitled to have the cost reimbursed by their force. When available, Crown Medical Services should be used. Where this is not available, officers should make their own arrangements with a private doctor or suitable hospital.

Dental Treatment

- 6.27 It is strongly advisable that personnel taking up a post overseas ensure that they and their family have a dental check up and any necessary dental work carried out before taking up post. Once you get to post, dental work will be very costly.

6.28 Summary of advice for travellers

- Travellers should reduce the number of insect bites by applying insect repellent to the skin of the face, arms, and legs (if exposed) at least twice daily. It is sensible to avoid sunbathing when mosquitoes are about, and to be especially vigilant around dusk, when Anopheles mosquitoes prefer to bite - though it may not be too easy to notice insects while otherwise occupied on a tropical veranda.
- Always travel with an adequate supply of tablets - you may have to give some to a friend, or a stranger in need.
- The important point about drug prevention is to take it, whatever drug or combination of drugs you prefer. However, prevention is not perfect and even the most careful traveller or expatriate may develop malaria.
- Please remember that falciparum malaria may not start with fever but just a feeling of being unwell. Headache, abdominal pain, and diarrhoea may occur. Of course, it can be difficult to differentiate malaria from other infectious diseases, including the common cold. Early treatment of most other infectious diseases is never so crucial. But if an attack of malaria is treated early, it is never fatal.
- If an attack of suspected malaria becomes severe, the victim should urgently ask for a blood test, if possible. Ideally, he or she should try to return home as soon as possible or at least to return to the closest city.

Other Considerations

Letting Property in the UK

- 6.29 If a member of the police service is deployed overseas either for a long period of time and/or where a flat or house is provided, they may decide to let their property in the UK while they are away. The following advice is offered to try to reduce the inherent risks when letting property.
- 6.30 There are two ways of letting property:
- (i) The owner can find the tenant him/herself, or
 - (ii) Put the property in the hands of an agent.

In the latter case, the owner then will have to decide whether they wish the agent to be responsible only for letting the property and collecting the rent, or whether they want the agent to manage the property while they are away. The charge for simple tenancy is usually 10 per cent of the rent, a management fee is likely to be about 15 per cent.

- 6.31 If the owner decides to do the job him/herself they should be prepared to devote a good deal of time and energy to it. This will include the preparation of an inventory and checking the tenancy contract with solicitors. It is however certainly not impossible and with a tenant who is known and can be trusted might be the best option.
- 6.32 If an agent is used it is advisable to ask them if they have handled property for people living abroad and who might need to return at short notice. Once satisfied, it is wise to check some or all of the following points:

Contract: The first decision is to be clear about the total period of the letting and the options for the owner and tenant, i.e. two years with a year's option etc. It is, however essential to write in any emergency break clause which allows repossession of property at short notice, should the need arise.

Deposit: Most agencies ask for a month's rent as deposit against breakages, etc. It would be wise to insist on this in any contract drawn up.

Telephone: It is advisable to have the telephone transferred to the tenant's name to avoid large unpaid bills.

Meters etc: Agree the meter readings and ask tenants to sign for gas and electricity on the day the tenancy starts and ends.

Mortgage: Some mortgage companies are difficult about letting homes when the owners go abroad. It is wise to check with the Mortgage Company to see whether they impose any conditions of their own which need to be taken into account in the contract.

References: It is advisable to ask for at least two references.

Insurance: It is wise to take out an insurance policy which covers damage to property, non-departure of tenants, expenses incurred through staying in other accommodation, non-payment of rent and theft by tenants. It is also possible to take out separate insurance to cover legal expenses.

Repossession: A written notice should be served on the tenant stating that the owner may repossess the premises under Case 11 of Schedule 15 to the Rent Act 1977 as continued by the Housing Act 1996.

Miscellaneous Information

- 6.33
- a) If you are taking up a long-term overseas posting, arrange to pay credit card and other bills.
 - b) Large holdalls are easier to handle than suitcases.
 - c) Your leisure time – you may be posted to an area where there is little or nothing to do when off-duty. Local television, if available, may rarely show English language programmes. It is recommended that you bring books and/or a personal stereo/radio.

APPENDIX 1AA

Circulation List for Primary and Secondary Amendments

PRIMARY CIRCULATION LIST

Chief Constable Paul Kernaghan QPM ACPO International Affairs Portfolio Hampshire Constabulary West Hill Winchester Hants SO22 5DB	A Parker Director Intelligence HM Customs and Excise Custom House Lower Thames Street London SE3R 6EG
Chief Supt Kevin Morris President of the Police Superintendents' Association 67A Reading Road Pangbourne Berks RG8 7JD	Mr J Urquhart QPM General Secretary Scottish Police Superintendents' Association Strathclyde Police HQ 173 Pitt Street Glasgow G2 4JS
Jan Berry Chairman Police Federation of England and Wales 15/17 Langley Road Surbiton Surrey KT6 6LP	William Rae HMCIC (Scotland) 1 ST Floor West St Andrew's House Regent Road Edinburgh EH1 3DG
Sir Keith Povey HMIC Room 551 Queen Anne's Gate London SW1H 9AT	Douglas J Keil QPM General Secretary Scottish Police Federation 5 Woodside Place Glasgow G3 7PD
Mr Jim Acton Head of Intelligence and Security liaison Unit Home Office 7 th Floor 50 Queen Anne's Gate London SW1H 9AT	Stephen Webb Head of Police and Organised Crime Unit Home Office 4 th Floor 50 Queen's Gate London SW1H 9AT
George Vine Scottish Executive Saughton House Broomhouse Drive Edinburgh EH11 3XD	Melanie Leech Association of Police Authorities Local Government House Smith Square London SW1P 3HZ
John Kittman Head of Peacekeeping Section United Nations Department Foreign and Commonwealth Office King Charles Street London SW1A 2AH	Jeremy Macadie Drugs and International Crime Dept Foreign and Commonwealth Office King Charles Street London SW1A 2AH

Clive Welsh UKCA Judicial Co-operation Unit Room 448 Queen Anne's Gate London SW1H 9AT	Sue Roberts National Director of Police Training Bramshill Hook Hampshire RG27 OJW
ACPOS Secretariat The Hon Secretary Strathclyde Police 173 Pitt Street Glasgow G2 4JS	Colin Honey International Policing Unit Foreign and Commonwealth Office King Charles Street London SW1A 2AH
The Overseas Police Adviser Department for International Development 94 Victoria Street London SW1E 5LJ	J Abbott Esq QPM Director of NCIS PO Box 8000 London SE11 5EN

SECONDARY CIRCULATION LIST

Mr William Hughes QPM Director General National Crime Squad PO BOX 2500 London SW1V 2WF	The Director Scottish Police College Tulliallan Castle Kincardine Alloa FK10 4BE
Kent European Liaison Unit Longport Police Station Ashford Road Newington Folkestone Kent CT18 8AP	D J French Chief Executive Police Dependents' Trust Room 418 Queen Anne's Gate London SW1H 9AT
Assistant Commissioner David Venness Special Branch New Scotland Yard Broadway London SW1H 0BG	A T Burden Esq QPM Bsc Secretary of Police Athletics Assoc. Chief Constable South Wales Police Cowbridge Road Bridgend CF31 3SU
Crown Office 25 Chambers Street Edinburgh EH1 1LA	

APPENDIX 1BA

DRAFT COMMISSION ROGATOIRE/LETTER OF REQUEST

[DATE]

[TEL. NO.]

[OUR REFERENCE]

Dear Sirs

Letter Rogatory – [Name of Suspect]

I have the honour to request your assistance under the provisions of the European Convention on Mutual Assistance in Criminal Matters 1959 in relation to a criminal investigation being conducted by officers of **[state Police Force and Station]**.

The Prosecution of Offences Act 1985 states that the Director of Public Prosecutions has the duty to take over the conduct of criminal proceedings (**other than certain proceedings relating to relatively minor offences**) instituted on behalf of a police force. The Director is the head of the Crown Prosecution Service. As a Crown Prosecutor designated by her, I have powers to conduct the proceedings in this case and I am designated a judicial authority under Article 24 of the Convention. Accordingly, I am empowered to issue this letter.

Criminal proceedings have been instituted against: **[Name, Date of Birth and Address of Suspect]**

[suspect] is charged with **[state offence and date of next court appearance and attach to this letter a copy of the legal definition of the offence]**

SUMMARY OF THE FACTS

ENQUIRIES TO BE MADE

Include names and addresses of people to be interviewed and their possible connection with the offence. State that:

It will be necessary for officers to travel to **[state country(s)]** to undertake the following enquiries: **[specify]**

ASSISTANCE REQUIRED

List these in numerical order, for example:

1. It is requested that the above enquiries are made and that **[names of officers and contact numbers]** of **[specify police force]** are permitted to be present when the enquiries in **[country]** are made.
2. That such other enquiries are made, persons interviewed and exhibits secured as appear to be necessary in the course of the investigation.
3. That an indication be obtained of the preparedness of any witness to travel to England to give evidence in person.
4. That original or signed and certified copies of any statements made and any documents or other items secured during the course of the enquiries be handed to **[UK officers present]** and permission given for their removal to England for use at the trial.

I thank you in advance for your valuable co-operation concerning this case.

Yours faithfully

**Crown Prosecutor
Crown Prosecution Service**

APPENDIX 1BB

Home Office Circular 026 / 2004

Further Information On Eu Framework Decision On Joint Investigation Teams

From: CRIME REDUCTION & COMMUNITY SAFETY GROUP, Policing Organised Crime Unit
FOR MORE INFORMATION CONTACT:

Rosana Mirkovic 020 7273 3155, Policing Organised Crime Unit, Crime Reduction and
Community Safety Group, Home Office.

Email: Rosana.Mirkovic@homeoffice.gsi.gov.uk

Geoffrey Sonnenberg 020 7273 3929,

Email: Geoffrey.Sonnenberg@homeoffice.gsi.gov.uk

THIS CIRCULAR IS ADDRESSED TO:

Chief Officers of Police Association of Chief Police Officers Associations of Police Authorities
Clerks to the Police Authorities Director General of the National Criminal Intelligence Service
Director General of the National Crime Squad Director of Public Prosecutions Commissioners of
HM Customs and Excise Director of the Serious Fraud Office Head of UK Europol Liaison Unit
Eurojust UK National Member Director, Scottish Drug Enforcement Agency Crown Office and
Procurator Fiscal Office Scottish Executive Northern Ireland Office

COPIES ARE BEING SENT TO :

Broad Subject: Crime and Disorder

Sub Category: Crime and Disorder Legislation



Dear Colleague,

- This Home Office Circular is about the provisions which come into effect today, 26 April 2004, in the Crime (International Co-operation) Act 2003, enabling police officers and customs officers who are members of international joint investigation teams established with competent authorities of Member States of the European Union to apply in England and Wales and Northern Ireland for PACE Act search warrants and production orders in relation to relevant criminal conduct abroad without a letter of request (commission rogatoire). The Act also contains similar provisions for international joint investigation teams operating in

Scotland.

- This Circular supplements, and should be read with, previous HOC 53/2002, in particular with paragraphs 5 and 13 (ninth bullet) of the Annex to that Circular.

CRIME (INTERNATIONAL CO-OPERATION) ACT 2003

1. Paragraphs 5 and 13 (ninth bullet) of the Annex to HOC 53/2002 explained that it was the Government's intention to introduce legislation allowing United Kingdom officers to dispense with letters of request (*commissions rogatoires*) in certain circumstances for the purposes of international joint investigations under the EU Framework Decision (FD) on joint investigation teams (JITs). Such legislation was being considered for the purposes of Article 1, paragraph 7 of the FD which provides that a seconded member of a JIT may request his or her own national authorities to take measures which are required by the team without the need for the Member State where the team is operating to submit a letter of request. A "seconded member" under the FD is any member of the team provided by the competent authorities of one of the Member States which has set up the team and which is not for the time being the Member State in which the team is operating.

2. The intended legislation has now been brought into effect, as from 26 April 2004. It is in sections 16, 18 and 27 of the Crime (International Co-operation) Act 2003, in particular in section 16(2)(b), (4)(b) and (5), section 18(2) and section 27(1).

3. The relevant provisions of section 16 of the 2003 Act in effect provide that where a constable is a member of a JIT established under the EU Framework Decision on joint investigation teams, he may (other than in Scotland – see paragraph 4 below) make an application, for the purposes of the team's investigations, for a search warrant or a production order under section 8 of, or Schedule 1 to, the Police and Criminal Evidence Act 1984, or under Article 10 of, or Schedule 1 to, the Police and Criminal Evidence Order (Northern Ireland) 1989, in relation to criminal conduct abroad which would, if it occurred in England and Wales or in Northern Ireland, constitute a serious arrestable offence. Customs officers in England, Wales and Northern Ireland will be able to exercise the same powers as constables in relation to JITs by virtue of Section 27(1)(b) of the 2003 Act. The Treasury will shortly be making an order to this effect.

4. Section 18 of the 2003 Act makes similar provision for the procurator fiscal to apply for warrants in Scotland on behalf of JITs established under the FD.

SCOTLAND AND NORTHERN IRELAND

5. This Home Office Circular has the approval of the Scottish Executive and the Northern Ireland Office.

ENQUIRIES

6. Further information about the European Union Framework Decision on joint investigation teams and the contents of this Circular may be obtained from:

Home Office

- Rosana Mirkovic, Policing Organised Crime Unit, Crime Reduction and Community Safety Group - tel. 020 7273 3155, e-mail rosana.mirkovic@homeoffice.gsi.gov.uk

National Criminal Intelligence Service (including for enquiries on Europol matters)

- Patrick Spencer, PO Box 8000, London SE11 5EN - tel. 020 7238 8460, e-mail spencerp@ncis.x.gsi.gov.uk

National Crime Squad

- Harriet Cross, International Policy Advisor - tel. 020 7238 2695, e-mail ipa.directorate@ncs.police.uk

Crown Prosecution Service

- Alan Bacarese, European and International Division - tel. 020 7776 5105, e-mail alan.bacarese@cps.gsi.gov.uk

Crown Office

- Elizabeth Munro, Head of International and Financial Crime Unit – 020 7710 6181, e-mail Elizabeth.Munro@copfs.gsi.gov.uk

HM Customs and Excise

- John Butler, International Mutual Assistance Team - tel. 0870 785

7966, e-mail john.butler@hmce.gsi.gov.uk

Serious Fraud Office

- Anthony Wilson - tel. 020 7239 7102, e-mail anthony.wilson@sfo.gsi.gov.uk

Eurojust UK National Member

- Mike Kennedy, e-mail mike.kennedy@fco.gov.uk

Scottish Executive

- Darren Burgess, Justice Department, Police Division - tel. 0131 244 2141, e-mail darren.burgess@scotland.gsi.gov.uk

Northern Ireland Office

- Karen Pearson - tel. 02890 527954, e-mail karen.pearson@nio.x.gsi.gov.uk

GEOFFREY SONNENBERG

Head, International Section
Policing Organised Crime Unit
Organised Crime, Drugs and International Group
Home Office

(The Home Office is grateful to Rosana Mirkovic, Policing Organised Crime Unit, for her assistance in compiling this Circular).

Notes: This circular supplements HOC 53/2002 EU FRAMEWORK DECISION ON JOINT INVESTIGATION TEAMS

HOW TO SET UP A JOINT INVESTIGATION TEAM

WHICH COUNTRIES MAY PARTICIPATE IN A JOINT INVESTIGATION TEAM?

The Framework Decision (FD) applies only to Joint Investigation Teams (JITs) established by the competent authorities of two or more Member States (MSs) of the EU. If a JIT is established with the competent authorities of a non-EU country, then the FD would not be applicable. But it is possible for a non-EU country to *participate* in a JIT established in the EU.

2. The FD does not mean that JITs may only be established under the formal arrangements which it elaborates. But competent authorities in the UK would be expected to respond favourably to requests from abroad under the FD for the establishment of such teams. Competent authorities in the UK could similarly expect reciprocal assistance in requesting the establishment of JITs under the FD.

BENEFITS

3. The FD offers the opportunity to speed up the establishment of JITs, where these would be appropriate, in that the competent authorities of the two or more MSs involved should be able to avoid what might otherwise be lengthy negotiations on details of arrangements which should apply in undertaking the joint investigation. In particular, the FD provides that:

- The MSs must have arrangements in place for ensuring that the competent authorities of the MSs hosting a JIT, carry any civil liabilities arising from actions of foreign members of the JIT, and can in general expect reimbursement from the foreign member's own competent authorities.
- Foreign members of the team should be in the same position as the members from the host MS with regard to offences committed against them or by them.

4. The UK is now able to comply with these requirements by virtue of the amendments in sections 103 and 104 of the Police Reform Act 2002. These are described below.

5. The FD also provides for dispensation with letters of request (*commissions rogatoire*) in certain circumstances. This, like the provisions on liabilities, is an important step forward in facilitating speedy and efficient team working. The UK will need to introduce further amending legislation for this purpose. It is the Government's intention to do so as soon as possible. Meanwhile, the FD can be operated using existing mutual legal assistance arrangements.

SCOTLAND AND NORTHERN IRELAND

6. JITs may be established under the FD by competent authorities in England and Wales, Scotland and Northern Ireland. Sections 103 and 104 of the Police Reform Act are in relation to respective legislation in all three jurisdictions. This Home Office Circular has the approval of the Scottish Executive and the Northern Ireland Office.

OFFENCES WHICH MAY BE INVESTIGATED BY A JIT UNDER THE FD

7. There is no obligation to set up a JIT if less formal ways of working are more appropriate, but the FD provides that JITs may be established by the competent authorities of two or more MSs where, in particular:

- a MS's investigations into criminal offences require difficult and demanding investigations having links with other MSs; and
- a number of MSs are conducting investigations into criminal offences in which the circumstances of the case necessitate co-ordinated and concerted action in the MSs involved.

8. The Explanatory Report for the EU Convention of 29 May 2000 on Mutual Assistance in Criminal Matters explains that the provisions on JITs are not intended to exclude the possibility that there may be a need for a JIT for the purposes of a criminal investigation into cross-border phenomena *not involving serious crime*.

HOW TO INITIATE A JIT

9. Where the competent authorities in a MS wish to establish a JIT under the FD, they may seek this by means of a request for mutual legal assistance (*commission rogatoire*). There is no limit on the number of MSs which may be involved. Any of the MSs involved may make the request. The request must, in addition to the matters referred to in Article 14 of the European Convention on Mutual Assistance in Criminal Matters, include proposals for the composition of the team. If the competent authorities of the other MSs agree to the request, then the JIT must be established on the basis of an *agreement* between the competent authorities of all the MSs concerned.

10. The agreement should not be regarded as a bureaucratic extra tier of administration to be concluded before a JIT can be established. JITs already operate on the basis of understandings reached between the competent authorities setting them up. The purpose of the agreement is that it should be drawn up by reference to the matters included in the FD, such as the provisions on liabilities, and thereby speed up the establishment of the JIT. The precise terms of the agreement are likely to differ from one JIT to another, but there will be elements common to all such agreements. The Home Office will consider the possible need for an EU-wide model agreement, but will await experience in drawing up agreements before taking this forward in EU fora.

11. The following paragraphs describe and comment on the contents of the FD. It is likely that most of these matters would need to be addressed in the agreement.

CONTENT OF THE FD AND MATTERS FOR INCLUSION IN THE AGREEMENT

12. The FD and Explanatory Report provide that the agreement must specify:

- The specific purpose of the joint investigation, which must be to carry out criminal investigations into serious crimes and other cross-border matters involving the MSs concerned. The JIT cannot be established with a country which is not a MS, but such a third country may participate in a JIT.
- A time limit for the operation of the JIT. The time period may be extended by mutual agreement of the competent authorities establishing the JIT.

13. The FD also includes other conditions which must be complied with in conducting the joint investigation. A number of these could be included in the agreement to avoid misunderstandings between the competent authorities and team members. These further matters are as follows:

- The JIT must operate in the territory of the MSs setting up the team. A JIT could not be established under the law of a non-participating MS or a third country. In a number of cases, the JIT is likely to be established in the MS in which the investigation is to be started. The FD contemplates that a JIT may move from one MS to another. There could be circumstances where it would make sense for the JIT to operate simultaneously in two or more MSs.
- The team members must be specified in the agreement. Most of them will be law enforcement officers, but may include prosecutors, judges and other persons such as specialists on banking law. ***Because of the importance of ensuring that evidence is admissible in judicial proceedings, the Home Office strongly recommends that the Crown Prosecution Service, or HM Customs and Excise, or the Serious Fraud Office or other relevant prosecuting authority is consulted on the establishment of a JIT and is invited to participate in its activities.*** In setting up the team and planning the team's operations, it would also be appropriate to consult with the relevant national members of the Europol National Unit and of Eurojust. ***The Home Office strongly recommends early involvement of Europol and Eurojust.***
- The leader of the JIT must be a representative of the competent authorities in the MS where the team is operating. If the team moves its operations to another of the MSs setting up the team, then the team leader must change, and be a representative of the competent authorities of the other MS concerned. If the team is operating simultaneously in two or more of the MSs setting up the team, then there would be two or more team leaders, each having responsibility for the actions of the members of his or her own section of the JIT. The team leader must act within the requirements of the law of his or her own MS.
- The members of the JIT must carry out their tasks under the leadership of the team leader. He or she will from time to time direct the other members of the team who will carry out his or her instructions with reference to the conditions set down in the agreement.
- The team as a whole must carry out its operations fully in accordance with the law of the MS in which it is operating.

- The competent authorities of the MS in which the team is operating must make the necessary organisational arrangements for the investigation. In general, competent authorities in the UK would expect the competent authorities of the MS hosting the team to provide office accommodation for officers from the other participating MSs ("seconded members" of the JIT), but would expect the seconded officers to claim their daily allowances from their own competent authorities.
 - Seconded members of the JIT are entitled under the FD to be present when investigative measures are taken in the MS of operation. The team leader may, for particular reasons and in accordance with the law of the MS of operation, decide otherwise. The Explanatory Report explains that "particular reasons" is not defined, but may be taken to include situations where evidence is being taken in cases involving sexual crimes, especially where the victims have been children. Any decision to exclude a seconded member from being present must, however, be taken only for operational reasons and may not be based on the sole fact that the member is a foreigner.
 - Seconded members may carry out investigations within the MS of operation, in accordance with that MS's law. This would be done on the instructions of the team leader, and with the approval of the competent authorities both of the MS of operation and of the seconding MS. This approval may be included in the agreement, or may be granted at a later stage. It may also apply in general terms or be restricted to specific cases or circumstances. Under law in the United Kingdom, it will not in general be possible for seconded officers to exercise coercive powers such as powers of search and seizure and powers to question witnesses. But authority could be sought to enable seconded officers to be present at for example a search and seizure, as indicated above.
- Article 1, paragraph 7 of the FD provides that a seconded member of a JIT may request his or her own national authorities to take measures which are required by the team without the need for the MS of operation to submit a letter of request (*commission rogatoire*). The relevant measures would be considered in the requested MS on the same basis as would apply if they were being sought in a domestic investigation. *The United Kingdom is not yet in a position to give effect to this paragraph, which is likely to be particularly valuable in overcoming the need for sequential requests for search warrants and production orders. The Government intends introducing appropriate legislation for the purposes of this paragraph as soon as an opportunity arises.*
- The competent authorities which established the JIT may seek assistance, under usual mutual legal assistance and other arrangements, including from the competent authorities of other MSs which were not involved in establishing the team or of a third country.
 - Seconded members may share with the other members of the JIT information which is available to the seconding competent authorities and which is relevant to the investigation. But such sharing of information must be in accordance with the law of the seconded member's own MS and be within the limits of his or her own competence.
 - Any information lawfully obtained by a member or a seconded member of a JIT which, but for the investigation, would not be available to the competent authorities of the MSs establishing the JIT may be used only as follows:
 - For the purposes for which the team was set up.
 - Subject to the prior consent of the competent authorities of the MS where the information became available, for detecting, investigating and prosecuting other

offences. Such consent may be withheld only in circumstances where such use would prejudice criminal investigations in the MS concerned or where the MS could refuse mutual legal assistance.

- For preventing an immediate and serious threat to public security, and subject to prior consent as above if subsequently a criminal investigation is opened.
 - For other purposes agreed between the competent authorities setting up the team.
 - In the case of a witness statement, the expectation would be that the consent of the witness should be obtained before the information is used for purposes other than those for which the statement was provided, subject to considerations concerning immediate and serious threats to public security.
- Subject to domestic law of the MSs setting up the JIT or the provisions of any legal instrument between them, the competent authorities of those MSs may agree that representatives of the competent authorities of other MSs or third countries or of Europol or Eurojust or other international bodies or the Commission's anti-fraud office (OLAF) may participate in the activities of the team. This list is not exhaustive. The Explanatory Report explains that persons other than representatives of the competent authorities of the MSs setting up the team will act primarily in a supportive or advisory role. Unless the agreement establishing the team expressly provides otherwise, these representatives may not exercise the functions conferred by the FD on seconded members, and may not use the information lawfully obtained by a member or a seconded member of a JIT, see previous bullet. The possible participation of Europol officers in JITs is further explained below.
 - Diplomatic privileges and immunities. The FD is silent on privileges and immunities, but the UK negotiated the provisions on JITs on the basis that it would not be appropriate for officers from abroad who are members of JITs which are operating in the UK to have such indemnities. A similar line was taken in relation to representatives on JITs from international bodies such as Europol. Agreement has already been reached in EU fora that the Europol Convention should be amended as soon as possible to put beyond doubt that officers from Europol who participate in the activities of JITs must not have diplomatic privileges and immunities. The agreement establishing a JIT should expressly provide that members of JITs and representatives participating in JITs shall not have such immunities and privileges in the UK in relation to the team's activities
 - The FD is without prejudice to any other already existing provisions or arrangements on the setting up or operation of joint investigations.

14. The FD also has provisions on criminal and civil liabilities in relation to members of JITs these, and the associated provisions in the Police Reform Act 2002, are explained below. The FD does not expressly refer to complaints and disciplinary matters. It should be borne in mind when establishing JITs that foreign officers are not within the scope of Part IV of the Police Act 1996 (in Scotland: Part II of the Police (Scotland) Act 1967, as amended and the regulations made thereunder; in Northern Ireland: Part VII of the Police (Northern Ireland) Act 1998). Nevertheless, chief officers should ensure that any complaints or allegations of incidents of misconduct by foreign officers are dealt with by appropriate means so that any misconduct by a member of a JIT does not go unchecked.

CRIMINAL LIABILITIES

15. The FD provides that members of JITs from abroad shall be on the same footing as officers of the MS of operation with regard to offences committed against them or by them. It

is already an offence under section 89 of the Police Act 1996 to assault or to resist or wilfully obstruct a constable or a person assisting a constable in the execution of his duty. There is a similar offence in section 66 of the Police (Northern Ireland) Act 1998. In Scotland, section 41 of the Police (Scotland) Act 1967 makes it an offence to assault, resist, obstruct, molest or hinder a constable in the execution of his duty. But a member of a JIT who is from another country, though he or she would be working in the UK under the direction of the team leader, might not at all times, as a member of the team, be accompanied by a UK officer. For example, the foreign officer might be on his or her way alone to make a routine search in a public Registry. In such circumstances, in the event that he or she was allegedly assaulted or otherwise impeded from performing the team's functions, there could be doubt as to whether he or she was "assisting" a constable.

16. To remove this doubt and meet the requirements of the FD, section 104 of the Police Reform Act 2002 amends the above-mentioned provisions for England and Wales, Scotland and Northern Ireland to make clear that they also apply to members of JITs who are not constables, *irrespective* of whether they are in the company of a constable.

17. The amendments will also apply in relation to JITs established under the EU Convention of 29 May 2000 on Mutual Assistance in Criminal Matters when it comes into effect. They will also apply in relation to JITs which may in future be established under other international agreements, such as the Second Additional Protocol to the Council of Europe Convention on Mutual Assistance in Criminal Matters, *provided that, under the above-mentioned enactments, they are designated for the purposes of JITs by the Secretary of State, with, in the case of the Police (Scotland) Act 1967, the consent of the Scottish Ministers*. No such international agreements have yet been designated for these purposes.

18. Members of JITs in the UK who are from abroad are already subject to the criminal law of the UK. It has not therefore been necessary to legislate further in relation to offences committed by foreign officers. But as indicated in paragraph 13, it should be a condition of the agreement establishing a JIT that such officers from abroad must not have diplomatic immunities and privileges in relation to the team's activities.

CIVIL LIABILITIES

19. The FD also provides in effect that when setting up a JIT there must be arrangements for the satisfaction of civil claims that may arise from actions of the team's members when they are not in their own MS. The FD provides that the competent authorities of the MS in which any damage occurs must in the first instance make good the damage, but may reclaim any sums paid by way of compensation to injured persons from the competent authorities of the other MSs concerned.

20. Section 103 of the Police Reform Act 2002 accordingly amends section 88 of the Police Act 1996, sections 42 and 86 of the Police Act 1997, section 39 of the Police (Scotland) Act 1967 and section 29 of the Police (Northern Ireland) Act 1998 so as to extend the liabilities of chief officers of police for England and Wales, Scotland and Northern Ireland and the Directors General of the National Criminal Intelligence Service (NCIS) and the National Crime Squad (NCS). The amendments provide that they shall be liable, in the same way as they are already liable in relation to their own officers, for any unlawful conduct of other members of JITs formed in accordance with the FD. Section 103 also requires the Secretary of State to pay back into the relevant police fund or NCIS or NCS service fund or to the Chief Constable of the Police Service of Northern Ireland reimbursements received from competent authorities abroad.

21. In general, as foreign officers on JITs in the UK would be acting under the direction and control of the UK team leader, any damage caused by a foreign officer would probably

be regarded no differently from damage caused by a UK officer. Reimbursement is therefore likely to be sought only rarely. The Explanatory Report indicates that reimbursement from abroad would not be sought for damage to police property, for example police vehicles.

22. What is said in paragraph 17 for the amendments in section 104 of the 2002 Act for criminal liabilities also applies to the amendments in section 103 for civil liabilities.

EUROPOL OFFICERS

23. Europol does not itself undertake investigations in the MSs, but it supports MSs' own law enforcement agencies in preventing and combating serious forms of international organised crime, for example through the exchange and analysis of intelligence. It can invite MSs to initiate investigations and to set up JITs, and the European Council at Tampere, Finland in October 1999 called on MSs to allow representatives of Europol to participate in JITs in a support capacity.

24. The UK attaches importance to Europol participation in JITs and has supported successive EU Presidencies in endeavours to amend the Europol Convention for this purpose. Such amendments, which would include the lifting of diplomatic immunities and privileges from Europol officers while they are working with JITs, have now almost been finalised. But until the amendments have been adopted by the Justice and Home Affairs Council, it will not be possible for Europol officers to be fully associated with JITs. Nonetheless, Europol can still play an important and valuable role in advising on organised crime threats common to two or more MSs and can add value to MSs own operational information. It is therefore important at the early planning stages of a joint investigation to inform and consult Europol through the Europol National Unit at the National Criminal Intelligence Service.

EUROJUST

25. Early contact should also be made with the UK representative on Eurojust. Eurojust has an important role to play in co-ordinating EU investigations and prosecutions. Eurojust, like Europol, may also invite MSs to initiate investigations and set up JITs. Eurojust's activities are in part informed by Europol's intelligence. Eurojust and Europol will shortly be entering into an information sharing and co-operation agreement.

JITs LED BY HM CUSTOMS AND EXCISE OR THE SERIOUS FRAUD OFFICE

26. In the UK, JITs will almost always be led by law enforcement officers. The amendments in sections 103 and 104 of the Police Reform Act relate to teams which would be led by police officers. But some JITs are led by Customs officers, and some by SFO officers.

27. In the case of JITs led by Customs, criminal and civil liabilities relating to foreign officers are covered by provisions of the Customs and Excise Management Act 1979. In particular, under sections 6 and 8 of the Act, the Commissioners may appoint or authorise foreign officers to perform the duties of a Customs officer, but this authority may not in practice extend to arrest or other coercive powers. Section 16 of the Act also provides that assaults on Customs officers or persons assisting Customs officers are offences.

28. In the case of JITs led by SFO officers, the involvement of foreign officers would be confined to functions covered by section 2 (11) of the Criminal Justice Act 1987. Under section 2 of the Act, the Director of the SFO may authorise any competent investigator, other than a constable, who is not a member of the SFO to exercise on her behalf all or any of the powers conferred by that section, for example to conduct interviews in certain

circumstances. UK police officers may not use the section 2 powers and it is not envisaged that such powers would be given to foreign police officers. For this and other reasons, the FD does not require modification of SFO's existing procedures.

HOC 53/2002 (Annex)

Appendix 1CA

DRUGS LIAISON OFFICERS CONTACT NUMBERS

Management

Head of Unit	020 7238 8392
Deputy Head	020 7238 8311

Desk Officers

France	020 7238 8312
Spain	020 7238 8320/8321
Italy (+ Malta and Albania)	020 7238 8355
Germany (+ Liechtenstein, Poland and Switzerland)	020 7238 8313
Austria (+ Hungary, Czech Republic and Slovakia)	020 7238 8313
Holland	020 7238 8395/8317
Portugal	020 7238 8355
Belgium (+ Luxembourg)	020 7238 8325
Europol	020 7238 8341
Ireland	020 7238 2458

APPENDIX 1CB

HM Customs and Excise Law Enforcement – Intelligence Drug Liaison Officer (DLO) Network

TEAM: INTERNATIONAL A – NORTH AMERICA & CARRIBEAN

<u>COUNTRY/POST</u>	<u>DESK OFFICER/EXTN</u>
BARBADOS (BRIDGETOWN) Grenada, St Vincent, St Lucia, Dominica, Antigua	0870 785 7708/7709
JAMAICA (KINGSTON) Cuba, Haiti, Dominican Republic, St Kitts	0870 785 7708/7709
TRINIDAD & TOBAGO (PORT OF SPAIN)	0870 785 7711
USA (MIAMI, WASHINGTON)	0870 785 7704/7705

TEAM: INTERNATIONAL B – EASTERN EUROPE AND E. MEDITERRANEAN

BULGARIA (SOFIA) Macedonia	0207 238 2480
CYPRUS (NICOSIA) Egypt, Israel, Jordan, Lebanon, Syria	0207 238 2478
POLAND (WARSAW) Belarus, Estonia, Latvia, Lithuania, Ukraine	0207 238 2480
ROMANIA (BUCHAREST)	0207 238 2477
TURKEY (ANKARA) Azerbaijan, Georgia, Armenia	0207 238 2480

TEAM: INTERNATIONAL C – CENTRAL & SOUTH AMERICA

ARGENTINA (BUENOS ARIES) Chile, Uruguay	0870 785 7710
BOLIVIA (SANTA CRUZ) Paraguay	0870 785 7707
COLOMBIA (BOGOTA)	0870 785 7707
ECUADOR (QUITO)	0870 785 7706
PANAMA (PANAMA CITY) Costa Rica, Nicaragua, El Salvador, Honduras, Guatemala	0870 785 7707
PERU (LIMA)	0870 785 7706

VENEZUELA (CARACAS) 0870 785 7711
Guyana, Surinam

TEAM: INTERNATIONAL D – AFRICA & ASIA

INDIA (BOMBAY) 0870 758 7716
Bangladesh, Nepal, Sri Lanka, Maldives

KENYA (NAIROBI) 0870 785 7722
Ethiopia, Sudan, Somalia, Uganda, Tanzania
Rwanda, Burundi, Zanzibar

NIGERIA (LAGOS) 0870 785 7722
Ghana, Ivory Coast, Togo, Benin, Cameroon,
Burkino Faso, Niger, Chad, Mali, Guinea,
Sierra Leone, Liberia, Guinea-Bissau, Gambia,
Senegal, Cape Verde, Mauritania

PAKISTAN (ISLAMABAD) 0870 785 7717
Afghanistan

SOUTH AFRICA (PRETORIA) 0870 752 7722
Angola, Botswana, Lesotho, Madagascar,
Mauritius, Malawi, Mozambique, Namibia,
Seychelles, Swaziland, Zambia, Zimbabwe

THAILAND (BANGKOK) 0870 785 7903
Burma, Cambodia, China, Indonesia, Japan,
Laos, Malaysia, Philippines, Singapore,
South Korea, Vietnam

TURKMENISTAN (ASHGABAT) 0870 785 7713
Kazakhstan, Kyrgyzstan, Tajikistan,
Uzbekistan,

UNITED ARAB EMIRATES (DUBAI) 0870 785 7715
Bahrain, Iran, Iraq, Kuwait, Oman, Qatar,
Saudi Arabia, Yemen

HM Customs and Excise Law Enforcement - Intelligence Fiscal Liaison Officer (FLO) Network

TEAM: INTERNATIONAL E - FLOs

COUNTRY/POST	DESK OFFICER/EXTN
AUSTRIA (Vienna) Hungary, Czech Republic, Slovakia	0870 785 2901
BELGIUM (Brussels) Luxembourg	0870 785 2901
FRANCE (Paris)	0870 785 2935
GREECE (Athens) Cyprus	0870 785 2622
GERMANY (Berlin & Bonn) Switzerland, Lichtenstein, Poland	0870 785 2882
HOLLAND (The Hague)	0870 785 2630
HONG KONG	0870 785 2630
ITALY (Rome) Albania, Croatia, Bosnia & Herzegovina, FRY, Slovenia, Malta	0870 785 2622
LITHUANIA (Vilnius) Latvia, Estonia	0870 785 2624
REPUBLIC OF IRELAND (Dublin)	0870 785 2624
RUSSIA (Moscow)	0870 785 2622
SPAIN (Madrid) Andorra, Gibraltar	0870 785 2935

APPENDIX 1CC

Countries	Managing Agency		
	NCIS	HMCE (Drugs and/or Fiscal)	Immigration
Afghanistan		1 DLO – Kabul	
Albania		1 DLO – Tirana	
Argentina		1 DLO – Buenos Aires (also covers Chile, Uruguay)	
Austria	1 CLO – Vienna 1 ILO – Vienna	1 FLO – Vienna (also covers Czech Republic, Slovakia, Hungary)	1 ILO Vienna
Barbados		3 DLO – Bridgetown (also covers Antigua/Barbuda, St Kitts/Nevis, Grenada, St Lucia, St Vincent and The Grenadines, Dominica, Guadeloupe, Martinique)	
Belgium	2 CLO – Brussels	2 FLO – Brussels (also covers Luxembourg)	
Bolivia		1 DLO – La Paz (closing)	
Brazil		1 DLO – Brasilia 1 DLO – Sao Paulo	
Bulgaria	1 CLO – Sofia (also covers Macedonia)	1 DLO – Sofia (also covers Macedonia)	1 ILO – Sofia
China	1 CLO – Beijing		1 ILO – Beijing
Colombia		6 DLO – Bogota (also covers Mexico)	
Croatia	1 joint CLO/DLO – Zagreb (also covers Bosnia Herzegovina and Slovenia)		1 ILO – Zagreb (also covers FRY and Bosnia Herzegovina)
Cyprus		3 DLO – Nicosia (also covers Egypt, Greece, Israel, Jordan, Lebanon, Syria)	
Ecuador		1 DLO – Quito	
France	2 CLO – Paris	2 FLO – Paris (also covers Monaco)	1 ILO – Paris
Germany	3 CLO – Berlin	1 FLO – Berlin (also covers Poland) 1 FLO – Bonn (also covers Liechtenstein, Switzerland)	
Greece	1 CLO – Athens	1 FLO – Athens	
Hong Kong		1 joint FLO/DLO/CLO – HK Consulate (also covers China, Korea, Malaysia, Indonesia, Singapore, Taiwan)	

Hungary	1 CLO – Budapest (also covers Bosnia Herzegovina, Croatia, Slovenia) 1 ILO – Budapest		1 ILO – Budapest
Republic of Ireland	1 CLO – Dublin	1 FLO – Dublin	
Italy	1 CLO – Rome 1 ILO – Rome	1 FLO – Rome (also covers San Marino, Malta, The Balkans)	1 ILO – Rome (also covers Albania)
India		1 DLO – Bombay (also covers Sri Lanka, Nepal, Bangladesh, Maldives)	
Jamaica	1 CLO – Kingston (also covers Antigua, Barbuda, Cuba, Dominican Republic, Bahamas, Haiti, St Kitts and Nevis, Puerto Rico, St Martin and St Maarten)	2 DLO – Kingston (also covers Cuba, Dominican Republic, Haiti, Puerto Rico, French St Martin, Dutch St Maarten)	
Kenya		1 DLO – Nairobi (also covers Ethiopia, Tanzania, Uganda, Rwanda, Sudan, Burundi, Somalia, Zanzibar)	
Lithuania		1 FLO – Vilnius (also covers Latvia, Estonia)	
The Netherlands	4 CLO – The Hague	1 FLO – The Hague	
Nigeria		1 DLO – Lagos (also covers Ghana, Republic Of Benin, Burkina Faso, Cameroon, Cape Verde Island, Central African Republic, Chad, Congo, Cote d'Ivoire, Gabon, Gambia, Guinea, Guinea Bissan, Liberia, Mali, Mauritania, Niger, Sierra Leone, Togo)	
Pakistan		2 DLO – Islamabad 2 DLO – Karachi	
Panama		2 DLO – Panama City (also covers Central America including Costa Rica, Guatemala, Nicaragua, San Salvador)	
Peru		2 DLO – Lima (also covers Paraguay)	
Poland	1 CLO – Warsaw (also covers Belarus, Estonia, Latvia, Lithuania)	1 DLO – Warsaw (also covers Ukraine, Belorussia)	1 ILO – Warsaw
Portugal	1 CLO – Lisbon	1 FLO – Lisbon (not yet filled)	
Romania		2 DLO – Bucharest (also covers Moldova)	

Russia	1 joint CLO/FLO/ILO – Moscow (also covers Armenia, Azerbaijan, Belarus, Georgia, Ukraine, Russian Federation, Ukraine, Central Asian Republics)	1 joint FLO/DLO/CLO – Moscow (also covers Eritrea, Djibout)	
South Africa		1 DLO – Pretoria (also covers Angola, Botswana, Comoros Islands, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Reunion Islands, Seychelles, Swaziland, Zambia, Zimbabwe, Zaire)	
Spain	3 CLO – Madrid 1 CLO – Malaga	1 DLO – Madrid 2 FLO – Madrid (also covers Andorra, Gibraltar, Portugal)	
Sweden	1 CLO		
Tajikistan		1 DLO – Dushanbe	
Thailand		1 DLO – Bangkok (also covers Malaysia, Australia, Laos, Cambodia, China, Indonesia, Japan, Korea, Myanmar, New Zealand, Philippines, Singapore, Taiwan, Vietnam)	
Trinidad		1 DLO – Port of Spain (also covers Guyana, French Guana, Surinam)	
Turkey	1 CLO – Istanbul (also covers Armenia, Azerbaijan, Georgia, FYR Macedonia)	2 DLO – Ankara (also covers Armenia, Azerbaijan, Georgia) 3 DLO – Istanbul	1 ILO – <i>Istanbul</i>
Turkmenistan		1 DLO – Ashkhabad (also covers Kazakstan, Kyrgystan, Tajikistan, Uzbekistan)	
Ukraine	1 CLO – Kiev		1 ILO - <i>Kiev</i>)
United Arab Emirates		2 DLO – Dubai (also covers Iran, Iraq, Saudi Arabia, Kuwait, Yemen, Bahrain, Muscat, Omar, Qatar)	
United States of America	1 CLO – Washington 1 CLO – New York 1 CLO – Miami 1 CLO – Los Angeles (also cover Bahamas, Belize, Canada, Haiti, Anguilla, British Virgin Islands, Cayman Islands, Montserrat, Turks and Caicos Islands)	1 DLO – Washington (also covers Canada) 2 DLO – Miami (also covers Bahamas, Belize, Anguilla, British Virgin Islands, Cayman Islands, Montserrat, Turks and Caicos Islands)	

Venezuela		3 DLO – Caracas (also covers Aruba, Netherlands Antilles, Bonaire, Curacao)	
Yugoslavia (FRY)	1 CLO – Belgrade		1 ILO – Belgrade
Europol	1 ELO – The Hague	1 ELO – The Hague	(1 ELO - The Hague)

APPENDIX 2BA



Home Office

Crime Reduction and Community Safety Group

7th floor Queen Anne's Gate London SW1H 9AT
Switchboard 0870 000 1585 Fax 0207 273 2974 Direct Line 0207 273 3421
www.homeoffice.gov.uk

[Name]

[Force Address]

Our Ref

Your Ref

Date

[date]

Dear [officer's name]

RE: SECONDMENT TO [Country of Destination]

I am writing to confirm that the Secretary of State has approved your temporary posting under Section 26 of the Police Act 1996.

You will be departing to [destination] on [date of departure] to [purpose of visit]. You will return on [date of return]. If the posting extends beyond this time it will be necessary to apply for a renewed section 26 authority.

You will continue to be subject to the Police Pensions Regulations 1987 and the relevant Police Regulations and determinations thereunder 2003. You will continue to receive your normal pay and allowances while you are away from the force.

On behalf of the Home Secretary, I should like to take this opportunity to thank you for undertaking this very important assignment.

I am copying this letter to the Chief Constable./Commissioner, Personnel Branch and the Clerk to the Police Authority.

Yours sincerely

[CRCSG Official]

The Crime Reduction and the Community Safety Group

Chief Constable/Commissioner
Personnel Branch
Clerk to the Police Authority

APPENDIX 2BB

UK JHA TWINNING PROJECTS

2BB.1 Twinning is the name given to the assistance provided by EU member states to central and eastern European candidate countries. The European Commission, through its annual Phare programme, funds projects to reform and build institutions, enabling countries to conform to the EU *acquis communautaire* (the benchmarks for EU membership) and facilitate accession to the European Union. Projects have been underway in ten candidate countries, in a variety of areas, each typically lasting between 12-24 months.

2BB.2 This is a summary of current UK-led Twinning programmes in the area of policing.

Bulgaria 2002

Project Theme Implementation of the National Anti-corruption Strategy
Status Started July 03 (Duration - 24 months)
Lead Dept. EIU
Contact Emily.Maltman@homeoffice.gsi.gov.uk

Poland 2002

Project Theme Combating Financial crime
Status Started Dec 03 (Duration - 12 months)
Lead Dept. EIU
Contact Emily.Maltman@homeoffice.gsi.gov.uk

Romania 2002

Project Theme Follow-up to the demilitarisation and decentralisation of police functions
Status Began on 1/12/03, for 12 months
Lead Dept. POCU
Contact Margaret.Talbot@homeoffice.gsi.gov.uk

Project Theme Further development of anti-corruption mechanisms
Status Due to begin in Spring 2004, subject to approval of Covenant
Lead Dept. POCU
Contact Margaret.Talbot@homeoffice.gsi.gov.uk

Czech Rep 2003

Project Theme Strengthening the Fight Against People Trafficking
Status Due to begin in Spring 2004, subject to approval of Covenant
Lead Dept. POCU
Contact Margaret.Talbot@homeoffice.gsi.gov.uk

CARDS 2003

Project Theme Intelligence Systems
Status Due to begin in Spring 2004, subject to approval of Covenant
Lead Dept. POCU
Contact Margaret.Talbot@homeoffice.gsi.gov.uk

Turkey 2002

Project Theme Implementation of Turkey's Asylum & Migration Strategy
Status Started Jan 04 (Duration 12 months)
Lead Dept. INPOL
Contact Ann.Williams@homeoffice.gsi.gov.uk

Project ThemeImplementation of Turkey's Integrated Border Management
Status Started Jan 04 (Duration 12 months)
Lead Dept INPOL
Contact Ann.Williams@homeoffice.gsi.gov.uk

Malta 2001

Project Theme Strengthening Malta's Capacity in Border Control and in the Area of Asylum
Status 14 months (endorsed on the 13th March)
Lead Dept. INPOL
Contact Ann.Williams@homeoffice.gsi.gov.uk

2BB.3 For further information on Twinning Programmes contact the European and International Unit as below:

Emily Maltman
European and International Unit
Home Office, Queen Anne's Gate
Tel. +44 020 7273 2214
Emily.Maltman@homeoffice.gsi.gov.uk

2BB.4 The Policing Organised Crime Unit (POCU) has general responsibility for advising Ministers on the policing of serious international crime and the development of international police co-operation.

2BB.5 The relevant functions of POCU are:

- Countering Drug trafficking (UK and overseas)
- Police operational matters relating to organised crime
- Overseas drug related assistance against drug trafficking
- Administration of the Central Drugs Fund
- Organised immigration crime, including people trafficking
- Development of new offences covering trafficking and organised crime
- Development of a strategic response to organised crime
- EU Twinning Programme on organised crime and bilateral assistance to candidate countries
- Oversight of Project Reflex multi-agency response to organised immigration crime
- International police co-operation issues relating to organised crime
- EU Police Chief's Task Force
- EU Police Co-operation Working Group
- EU Funding Programmes (OISIN, FALCONE)
- UK participation in the police co-operation provisions of the Schengen Convention (including Cross-Border Surveillance)
- Relations with future EU Council Presidencies on relevant EU policing matters

APPENDIX 2BC [To be replaced by the UKP-OAG form, currently being redrafted to recognise the need to obtain a Section 26 letter of authority.]

ACPO SECRETARIAT - INTERNATIONAL AFFAIRS

(Central Database of International Police Visits, Exchanges, Training, etc.)

NAME & RANK:	
HOME FORCE & CONTACT POINT:	
INCOMING/OUTGOING:	
COUNTRY	
START DATE:	
DURATION:	
CATEGORY * delete as appropriate	Goodwill Visit * Exchange Visit * Seminar or Conference * Fact Finding Visit * Advice * Training *
SUMMARY OF PURPOSE OF VISIT: (include how visit came about e.g. Home Office, DFID, Twinning, as lead Force or self initiated.)	
NAME/RANK PARTY LEADER:	
NUMBER IN PARTY: (inc. Leader)	
Please indicate whether a report of the visit is to be made	YES/NO To Whom:

THIS FORM TO BE COMPLETED IN TRIPLICATE AT THE EARLIEST OPPORTUNITY AND FORWARDED TO:

ACPO Secretariat
7th Floor
25, Victoria Street
London SW1H 0EX

POCU
Room 408
Home Office
50 Queen Anne's Gate
London SW1H 9AT

Staff Officer
International Affairs
HMIC Room 551
Home Office
50 Queen Anne's Gate
London SW1H 9AT

APPENDIX 3AA

A PROTOCOL BETWEEN THE FOREIGN AND COMMONWEALTH OFFICE AND THE ASSOCIATION OF CHIEF POLICE OFFICERS IN ENGLAND, WALES AND NORTHERN IRELAND AND THE ASSOCIATION OF CHIEF POLICE OFFICERS IN SCOTLAND

INTRODUCTION

This Protocol is about co-operation between the Foreign and Commonwealth Office (FCO) and the Association of Chief Police Officers in England, Wales and Northern Ireland (ACPO), and the Association of Chief Police Officers in Scotland (ACPOS) for the provision of serving police officers on temporary service overseas to assist international organisations or bodies in peacekeeping/crisis management work. There is a separate protocol between the FCO and the Ministry of Defence Police (MDP) for the provision of MDP officers on overseas peacekeeping/crisis management work.

2. The Protocol provides the framework under which arrangements to recruit and deploy police officers from English, Welsh, Northern Ireland and Scottish forces to international peacekeeping/crisis management missions are regularised. It reflects the agreement reached between Home Office and FCO Ministers to take forward the Government's international civilian policing commitments.

3. It is recognised and acknowledged that the deployment of police officers overseas is a voluntary arrangement in the sense that officers cannot be required by their employing Police Authority to undertake these duties. It is also recognised and acknowledged that officers cannot be allowed to undertake duties overseas without the express permission of the employing Police Authority. The provisions of section 26 of the Police Act 1996 will apply (covering the provision by Police Authorities in England and Wales of advice and assistance to international organisations or bodies or foreign governments). The equivalent legislative provisions are section 12A of the Police (Scotland) Act 1967 in Scotland and section 8 of the Police (Northern Ireland) Act 1998 in Northern Ireland. All appointments require the approval of the Home Secretary, the Secretary of State for Northern Ireland or Scottish Ministers.

4. The Government's international commitments will enhance the police contribution to peace-keeping/crisis management missions and establish a pool of officers for deployment at short notice (both as part of a wider international effort). In the United Nations (UN), Her Majesty's (HM) Government is committed to establishing a system whereby police officers can be deployed at 7 days notice, as recommended in the Brahimi Report on UN Peace Operations. Under a similar arrangement for the Organisation for Security and Co-operation in Europe's (OSCE) rapid reaction deployment (REACT), 10 police officers would be made available for immediate secondment to OSCE field missions. And European Union (EU) Heads of Government agreed that Member States should be able to provide up to 5,000 police officers to international missions by 2003. Within this overall target, member states are to define and deploy forces of up to 1,000 officers within 30 days. The target is to be met by contributions from Member States on a voluntary basis and taking account of national police circumstances and requirements. No national quotas have been set to achieve the target.

THE PARTICIPANTS

5. The Foreign and Commonwealth Office.

6. The Association of Chief Police Officers on behalf of the Police Service in England, Wales and Northern Ireland, and the Association of Chief Police Officers in Scotland on behalf of the Police Service in Scotland.

ROLES AND RESPONSIBILITIES

7. The participants to this protocol recognise the importance of the UK meeting its international commitments to enhance its policing contribution to international missions across the range of conflict prevention and crisis management situations. Each participant will use its best endeavours to ensure that these commitments are met. But each participant acknowledges that it is constrained in the following ways:

- The police forces of England, Wales, Northern Ireland and Scotland cannot guarantee to provide a minimum number of officers because individual police authorities cannot be required to commit minimum numbers, there may be insufficient volunteers, there may be recruitment and retention difficulties, overriding operational requirements of the service, etc
- The FCO cannot guarantee that all officers recruited on fixed period appointments will be required for the whole period – because of changing political circumstances, falling off of demand, etc.

8. The FCO will fund these activities from the Non-Assessed Contributions side of the Global Conflict Prevention Pools, managed by the FCO, MOD and DfID.

ARRANGEMENTS

Maximum number of officers

9. Subject to the provisions of paragraph 21 below (commitment on financial undertaking by FCO), ACPO will provide at any one time up to a maximum of 250 police officers from forces in England and Wales and up to a maximum of 100 officers from the service in Northern Ireland to serve with international organisations on peacekeeping/crisis management missions. Subject also to paragraph 21, ACPOS will provide at any one time up to a maximum of 25 officers from forces in Scotland. All these officers will have to fulfil the following criteria, namely that they are:

- made up entirely from volunteers;
- drawn from all ranks;
- seconded to temporary service overseas only with the permission of their individual police authority and under the provisions of section 26 of the Police Act 1996 (England and Wales), section 12A of the Police (Scotland) Act 1967 and section 8 of the Police (Northern Ireland) Act 1998. The legislation also provides that the appointments are subject to the agreement of the Home Secretary, the Secretary of State for Northern Ireland or Scottish Ministers, who may also stipulate certain conditions as to the appointment;
- seconded for up to two years under the provisions of sections 26 and 97 of the Police Act 1996 (England and Wales), sections 12A, 38 and 38A of the Police (Scotland) Act 1967 or sections 8 and 27 of the Police (Northern Ireland) Act 1998.

Officers deployed in a rapid reaction capacity

10. Subject to there being sufficient numbers of volunteers, ACPO and ACPOS will provide the following number of officers who will be rapidly deployed in response to an emergency situation overseas as part of an international group:

- At 7 days notice a small group of 10 officers to liaise with mission planners at appropriate overseas management headquarters, then deploy to theatre to establish the field headquarters and train incoming personnel.
- At 30 days notice a group of 40 officers to deploy to theatre to form the operational core of a newly established civilian policing mission. This following an advance risk assessment co-ordinated by the International Policing Unit¹.

11. In the case of the first group (on 7 days notice), police officers must have previous overseas peacekeeping/crisis management experience. They will be deployed for a period up to 3 months and will comprise volunteers with appropriate skills previously earmarked for short notice deployment by Chief Officers. The police forces and ACPO/ACPOS will assist with identifying suitable candidates (a pool of 30 officers is required to provide 10 people within 7 days notice) and to co-ordinate requests for deployment made by the FCO. The International Policing Unit will retain information on the volunteers. The data will be monitored and reviewed on a regular basis, with the onus on volunteers to notify the International Policing Unit of any change in circumstances requiring them to withdraw from the scheme. After 3 months service, the officers will - subject to the agreement of the parties - then revert to duties with their employing police force.

12. The officers comprising the small group serving for 3 months will be formally seconded under section 26 of the Police Act 1996 (or equivalent Northern Ireland and Scotland legislation). The FCO will reimburse to forces the full costs of employing them during the period of their deployment, including gross pay, employer's secondary National Insurance contributions and any expenses or allowances to which they are entitled (see paragraphs 21 to 23 below).

13. In the case of the second group (on 30 days notice), officers will be in mission for up to 2 years. They will be held on stand-by for six months before being deployed in the normal way if not called upon in their 'rapid reaction' capacity. They will be formally seconded under section 26 of the Police Act 1996 (or equivalent Northern Ireland and Scotland legislation), whether used as part of a rapid reaction group or as part of a regular deployment. The FCO will reimburse to forces the full costs of employing them during the period of their deployment, including gross pay, employer's secondary National Insurance contributions and any expenses or allowances to which they are entitled (see paragraphs 21 to 23 below).

14. The nature of each mission, as determined by the UN, EU and other overseas planning secretariats, will determine the skills and experience required of the MDP officers contributing to the rapid reaction group. The International Policing Unit will liaise with ACPO and ACPOS with details of the requirements when these become available. The separate protocol between the FCO and the MDP (referred to in paragraph 1) contains similar provisions for the MDP to contribute its officers to the rapid reaction group (within the overall totals outlined in paragraph 10 above).

¹ The International Policing Unit is sponsored by and based at the FCO. It acts as the interface between the FCO and the police forces in the UK. Additionally, it is responsible for recruiting and training serving police officers for overseas missions as well as supporting them whilst in mission and de-briefing them upon their return.

Recruitment process

15. The FCO (through the International Policing Unit) will take the lead role in planning and recruitment in partnership with local police forces. The International Policing Unit will hold annual seminars with police personnel departments, informing them of the type of people being sought and sharing examples of best practice in selection and providing general advice and guidance. Chief Constables will provide an assessment of candidates' suitability before final selection by the International Policing Unit (which with the exception of certain key posts (e.g. contingent commander) will be without interview). The pre-mission training will also provide an opportunity to assess officers' suitability to undertake the duties required by the mission.

16. Opportunities will be advertised well in advance of deployment. For regular rotations there will be a lead in time from the start of the recruitment process to eventual deployment of officers of 6 to 18 months. This will allow officers to be trained, adequately prepared and better able to plan their own arrangements (domestic and otherwise). During the lead in period, officers would continue to be employed and paid for by their force.

17. The FCO will, where possible, give police forces from whom officers are seconded a minimum three month notice period that the officers will be deployed on a fixed date. This will give forces sufficient time to recruit replacements. This undertaking excludes the arrangements for officers used as part of a rapid reaction group. In the majority of cases, it should be possible as part of the rotation arrangements for existing missions to provide more than the three months minimum notice period.

Conditions of appointment

18. Conditions of appointment and entitlement to allowances payable during the period of overseas deployment are set out in the Annex. Although the regulations covering serving police officers in England and Wales, Scotland and Northern Ireland are covered in separate legislation, the effect is broadly the same. That is, serving police officers appointed to work on peace-keeping/crisis management missions are engaged on relevant service. This means that officers are not treated as members of their parent forces during the period of overseas service, except to the extent provided in the relevant legislation. The attached Annex sets out the position in more detail.

19. In terms of discipline arrangements, the contingent commander has immediate responsibility for discipline in theatre. The general position is that officers serving overseas under section 26 of the Police Act 1996 (and equivalent Northern Ireland and Scotland legislation) are treated for discipline purposes as if members of their force. The third bullet point in the annex on conditions of appointment sets out the position.

20. Guidelines for welfare and support arrangements for officers serving overseas have been approved by ACPO and issued to forces. Copies of the guidelines are available from the International Policing Unit.

Reimbursement to police forces by FCO the salary and expenses of officers on secondment

21. The FCO will reimburse to forces the full costs of employing the seconded officer during the secondment period (as set out in the letter of appointment), including gross pay, employer's secondary National Insurance contributions and any expenses or allowances to which the seconded officer is entitled (irrespective of whether the entitlement arises from the original employment with the seconding force or from the subsequent secondment to service overseas). This undertaking extends also to those officers deployed as part of a rapid reaction group (paragraphs 10 to 13 above). The FCO will also reimburse such costs for any number of officers over and above the 250 maximum (England and Wales), and 100 maximum (Northern Ireland) ACPO undertakes to provide, and the 25 maximum (Scotland) ACPOS undertakes to provide, if agreement is given by individual Police Authorities to release additional officers for overseas duties. The attached annex gives details of current FCO and UN/OSCE/EU allowances.

22. The seconding force will continue to pay the salary and allowances of a seconded officer during the period he/she is appointed to overseas service. The seconding force will also be responsible for the administration of the payment of all expenses and any additional allowances payable to seconded officers.

23. The seconding force will remain responsible for the operation of PAYE and NICs on all payments of salary and taxable allowances and any taxable expenses or additional allowances provided by the FCO.

24. The seconding force will claim reimbursement of the full costs of employing the seconded officer by means of invoices submitted quarterly in arrears. These costs are detailed in paragraph 21 above. Recovery of pension contributions, either employees or employers, is excluded as pension costs are covered by Police Grant to Police Authorities on a pay as you go basis. The FCO accepts liability for injury benefit and early retirement costs for officers serving on overseas peacekeeping missions. This extends to accepting liability for injuries directly resulting from the overseas deployment that manifest themselves after the police officer has returned to his/her home force from an overseas secondment. This is providing that any action is brought within three years of the date on which the injury leading to the action occurred, or the date of knowledge of the plaintiff. This is in addition to the benefits paid by the UN, OSCE or EU in the event of death or injury.

Early termination of secondments

25. If a mission comes to a premature close or there is no longer a requirement for the services of the seconded officer (this excludes no longer requiring an officer due to poor performance) and the officer cannot be re-deployed to another mission, the FCO will give 6 months notice to the parent force. This will allow the force sufficient time to plan for the officer to be allocated new duties and reabsorbed to the force. If the full 6 month notice period cannot be given, and the parent force is unable to reabsorb the officer, the FCO will meet the full cost of the salary and allowances (excluding overseas allowances) to which the officer is entitled for a 6 month period from the date the notice is given, or until the officer is reallocated new duties or reabsorbed, if sooner.

MONITORING AND REVIEW

26. The monitoring and review process will be undertaken on a quarterly basis by the ACPO Portfolio Holder for International Affairs, the ACPOS President, and the Head of the UN Department, FCO, or their designated representatives. The said process will also involve a designated Home Office representative, in consultation with the Head of the Police Division of the Scottish Executive Justice Department, and the Head of the Police Division of the Northern Ireland Office (or their designated representatives).

DURATION

27. The Protocol commenced on 8 May 2001 and was reviewed and revised by the participants, the Home Office, which has overall responsibility for the provision of the police service in England and Wales, the Scottish Executive and the Northern Ireland Office in October 2003. The protocol will continue until 31 March 2006 when it will be further reviewed by the participants, the Home Office, the Scottish Executive, which has overall responsibility for the provision of the police service in Scotland, and the Northern Ireland Office.

VARIATION

28. Amendment to the Protocol shall be by the participants' mutual consent after appropriate consultation with the Home Office, which has overall responsibility for the provision of the police service in England and Wales, the Scottish Executive, which has overall responsibility for the provision of the police service in Scotland, and the Northern Ireland Office.

TERMINATION

29. This protocol may be terminated by either participant upon 28 days' written notice. This assumes that the notice, as well as an explanation of reasons, is given in writing.

PUBLICITY

30. Where it is appropriate for the media to be informed of any event involving any of the participants (and the Home Office as the Government Department with responsibility for the police service in England and Wales, the Scottish Executive as the Government Department which has overall responsibility for the provision of the police service in Scotland, and the Northern Ireland Office, as the Government Department that has overall responsibility for the provision of the police service in Northern Ireland), there shall be consultation involving respective press officers at an operational level.

31. Each participant (and the Home Office, the Scottish Executive and the Northern Ireland Office) may respond thereafter to media enquiries in a manner and to an extent consistent with the approach agreed between the participants (and the Home Office, the Scottish Executive and the Northern Ireland Office).

AGREEMENT OF PARTICIPANTS

Bill Ramell MP
Minister of State
Foreign & Commonwealth Office

Paul Kernaghan
International Affairs Portfolio Holder
Association of Chief Police Officers

William Rae
Hon. Secretary
Association of Chief Police Officers in Scotland

As witnessed by:

Caroline Flint MP
Minister of State
Home Office

18 December 2003

I Conditions of appointment

England and Wales

Section 97 (3) of the Police Act 1996 provides that officers engaged on 'relevant' service (which includes temporary service overseas under section 26 of the 1996 Act) will not be treated as members of their parent force during the period of relevant service, except to the extent provided in the section. The position is summarised as follows:

- sections 97 (3a) and (3b) provide that an officer is entitled to revert to his/her force in the rank in which he/she was serving immediately before being engaged on overseas service and that overseas service counts towards length of service for pay purposes;
- section 97 (5) allows a force to promote an officer who is on overseas service in absentia. In such cases, the officer has the right to revert to his/her force in the rank to which he/she has been promoted and his/her pay reckoned as though he/she had served in the rank from the date of his/her promotion;
- section 97 (6) provides that a member of a police force who has completed a period of overseas service may be dealt with under regulations made under section 50(3) of the 1996 Act for anything done or omitted while he/she was engaged on overseas service as if that service is in his/her own police force;
- Section 11 (1) (aa) of the Police Pensions Act 1976 provides that overseas service counts for pension purposes.

Northern Ireland

Section 27 of the Police (Northern Ireland) Act 1998 provides that officers engaged on relevant service (which includes temporary service overseas under the provisions of section 8 of the 1998 Act) will continue to be Constables and are to be treated as members of their parent force for certain additional specified purposes. The position is summarised as follows:

- sections 27 (3a) and (3b) provide that an officer is entitled to revert to his/her force in the rank in which he/she was serving immediately before being engaged on overseas service and that overseas service counts towards length of service for pay purposes;
- section 27 (4) allows a force to promote an officer who is on overseas service in absentia. In such cases, the officer has the right to revert to his/her force in the rank to which he/she has been promoted and his/her pay reckoned as though he/she had served in the rank from the date of his/her promotion;
- section 27 (5) provides that a member of a police force who has completed a period of overseas service may be dealt with under regulations made under section 25 (3) of the 1998 Act for anything done or omitted while he/she was engaged on overseas service as if that service is in his/her own police force;
- Section 11 (1) (ab) of the Police Pensions Act 1976 provides that overseas service counts for pension purposes.

Scotland

Section 38 (1) of the Police (Scotland) Act 1967 provides that officers engaged on 'relevant' service (which includes temporary service overseas under section 12A of the 1967 Act) will not be treated as members of their parent forces during the period of overseas service, except to the extent provided in the section. The position is summarised as follows:

- sections 38 (1a) and (1b) provide that an officer is entitled to revert to his/her force in the rank in which he/she was serving immediately before being engaged on overseas service and that overseas service counts towards length of service for pay purposes;
- section 38 (2) allows a force to promote an officer who is on overseas service in absentia. In such cases, the officer has the right to revert to his/her force in the rank to

which he/she has been promoted and his/her pay reckoned as though he/she had served in the rank from the date of his/her promotion;

- section 38 (3) provides that a member of a police force who has completed a period of overseas service may be dealt with under regulations made under section 26 of the Police (Scotland) Act 1967 for anything done or omitted while he/she was engaged on overseas service as if that service is in his/her own police force;
- Section 11 (1) (ab) of the Police Pensions Act 1976 provides that overseas service counts for pension purposes.

II Entitlements to allowances and flights for UK police officers on international missions

FCO Allowances

Where applicable, the FCO pays police officers seconded on peacekeeping duties a Difficult Post Allowance (DPA). This is based on the DPA that the FCO pays to its own staff overseas in difficult posts, and is to compensate officers for serving in conditions which are considerably tougher than those in the UK. The allowance is only payable whilst the officer is in theatre. The money will be paid by the FCO directly into the police officer's UK bank account.

UN/OSCE/EU Allowances

The UN or the OSCE is responsible for providing seconded police officers with food and accommodation, or Mission Subsistence Allowance (MSA) for officers to cover their own costs for food and accommodation. The rates for the MSA are set by the UN and OSCE (based on the local cost of living), and they vary according to the mission and the international organisation involved. It should be noted that the rates can go up or down in line with the cost of living. These rates are beyond the remit of the FCO, but experience has shown that the allowances are more than adequate. The UN or OSCE pays the MSA directly to the officer.

Police officers seconded to EU missions will receive a *per diem* allowance payable by the FCO. This allowance is to cover costs for accommodation and food. The *per diem* rate is set by the EU (based on local cost of living) and may vary according to the mission. The *per diem* allowance is paid directly into the police officer's bank account in mission area.

Flights

Most of the missions qualify the officers for between one and three economy flights back to the UK during their tour. The number of flights varies depending on the mission and the tour length. As of April 2001 officers on EU and UN missions are given a travel package equivalent to the cost of the specified number of flights. The officers are then required to make their own travel arrangements and submit receipts to account for the advance they have been given. Officers on OSCE missions submit receipts for leave journeys to which they are entitled for which they are then reimbursed.



**International
Policing Unit**

QUESTION AND ANSWER FACT SHEET

So you want to go overseas as part of the International Police Assistance.

1 *What are the dangers?*

- 1.1. Whilst there are tensions in most mission areas, it is very rare for any member of the international community to be assaulted. In these missions there will be a military presence, which acts in conjunction with the international police to deal with violent incidents.
- 1.2. Dangers do exist, driving skills abroad and poorly maintained roads result in higher levels of accidents than in the UK. Landmines are common and planted indiscriminately. Certain areas should be avoided. You will receive training and advice from the military before you leave the UK.

2 *What are the conditions of service?*

- 2.1. You will receive a daily subsistence allowance in all missions. The amount payable can change without prior notification and is not taxable. You will also receive your normal salary paid as usual directly by your organisation or in the case of retired personnel, you will receive a salary from the Foreign Office, which is taxable.
- 2.2. You may work long and irregular hours. Overtime and Bank Holiday payments will **not** be paid. Whilst there may be little flexibility in this arrangement and the rest day system may not be ideal the allowance is designed to compensate for this.
- 2.3. You will also receive an allowance from the Foreign Office towards the cost of flights home.
- 2.4. Work with the international organisations such as UN, OSCE and EU is not covered by Criminal Injuries Compensation. All PMAS insurance's and most other private insurance companies are likely to cover you. In addition the Foreign and Commonwealth Office has arranged cover for each officer, full details will be supplied to appointed officers.

3 *What are the benefits?*

- 3.1. They are not financial, although your allowance will enable you to live in the community without resorting to your UK pay which you will continue to receive as normal.

- 3.2. The main benefit is that it offers a lifetime's opportunity to advance the cause of democratic policing and it will utilise your supervisory, investigative and problem solving skills to the full. You will also have the opportunity of working with police officers from many nationalities.

4 *How do I live?*

- 4.1. You would usually rent accommodation in the community, probably sharing with colleagues and paid for from your allowance. The rental cost will vary in each mission. The allowance reflects the relative costs.
- 4.2. Social life is what you make it. Your rest days will enable you to relax and possibly travel. The international organisations will not however meet your travel costs, but you do continue to receive your daily allowance.
- 4.3. Your working day is likely to be long and irregular. You will need to be self sufficient in food and laundry, but the local community will help you and you may find a military base nearby which will offer 'home cooking'.

5 *Where will I work?*

- 5.1. Working conditions will not be ideal, but adequate. This is not the UK abroad and you should go with limited expectations of resources and conditions. This cannot be emphasised enough and that is why we only want people who genuinely like a challenge.
- 5.2. Prior to your deployment you will be briefed on the mission.

6 *What will I have to do?*

- 6.1. This will vary according to your job description.

7 Visas and Vaccinations

Visas and vaccinations will be up to individual officers to obtain however the Foreign and Commonwealth Office will reimburse costs.

8 *Where can I get more information?*

- 8.1. Contact the IPU, Room K146, United Nations Department, Foreign & Commonwealth Office, King Charles Street, London SW1A 2AH. Telephone 020 7008 2503 Fax: 020 7008 1843 [Email ipu@fco.gov.uk](mailto:Emailipu@fco.gov.uk)

DO NOT phone the International Policing Unit (IPU) office asking for the rates of allowance for each mission, as they will not be supplied.

Your allowance will adequately cover all your accommodation and living expenses.

APPENDIX 3AC

ACPO Guidance on Recommended Support Arrangements from Forces for Officers and Civilian Staff Deployed Overseas

Prior to Deployment

- Appoint a link officer to co-ordinate health, welfare, salary, and career development issues. The HR Department may be best placed to fulfil this role.
- Consider organising at Force or regional level a seminar to explain the implications of secondment and recruitment procedures to staff. Invite partners / families to the seminar and involve both officers and partners who have already been involved on Missions and wish to contribute. Give the officer and their family every opportunity to make an informed decision about a secondment.
- Consider asking returning officers to volunteer as mentors to those being deployed.
- Liaise with the International Policing Unit to develop profiles of the Missions and in particular issues around the politics, culture and diversity of the countries involved. Use the knowledge / experience of staff returning from Mission to regularly update in Force.
- Identify the ACPO officer with responsibility for staff overseas.
- The link officer should attempt to develop a network between the families of staff overseas either at a local or regional level to provide mutual support to each other. Not all families will wish to participate and this is of course voluntary.
- Before departure arrange a meeting date close to the time of the member of staff's return to Force at which their immediate career expectations can be discussed.
- Offer to assist with transport arrangements to the airport or rendezvous point. (The Foreign and Commonwealth Office contribute to the cost in the case of peacekeeping missions).
- The UN/ OSCE provide officers with uniform (through the Metropolitan Police). Forces do not supply additional uniform.

Once Deployed

- Ensure the link officer is pro-active in liaising with the staff member and family.
- Provide a 24 hour contact number for families and staff (IPU provides 24 Hour cover for emergencies in the case of peacekeeping missions).
- The link officer should ensure that the staff member is regularly updated with Force publications, orders etc. The staff member's local manager and the identified ACPO officer should also keep in touch with staff when deployed overseas to compliment the work of the link officer who will be keeping more regular contact.
- The link officer should offer to assist with transport arrangements around home leave and on return from Mission if requested by the officer.
- Some Mission organisations provide officers with limited free access to telephone facilities. However, there is no great consistency and costs of telephone calls vary depending on the country involved. Therefore to ensure equitable support it is recommended that Forces provide a mobile phone, pay for line rental and cover the cost of up to £50 per month for private calls.
- The Mission Organisation is responsible for providing flights back to the UK in accordance with the officer's contract. This does vary with the Organisation involved. Outgoing flights are from London and incoming flights are, where possible, to the UK international airport nearest the officers home. Current arrangements, even for the less generous Organisations, are adequate. In emergencies the Foreign and Commonwealth Office are responsible for arranging flights.

- A number of Forces have provided their officers with IT equipment (a lap top computer). This has proved useful both to assist them in performing their role and for the use of electronic mail where local facilities allow (which is considerably cheaper than telephone calls). However some Missions already provide access to such facilities and the financial value of the IT may make officers vulnerable in terms of being subject to crime. There is also an obvious cost to Forces. It is therefore suggested that inquiries are made with the International Policing Unit at the FCO to establish firstly the existing availability of E-mail facilities within the Mission and secondly whether the communications infrastructure will support mobile phones. As a general rule it is recommended that only when the officer actually wishes to have a lap top where there are no such facilities provided in Mission and mobile phones are unable to function should Forces provide such equipment to facilitate the use of E-mail.

On return from Deployment

- At least-two months prior to return enter into discussions about the member of staff's preferred posting on return (in most cases this will be known prior to departure).
- Debriefs are either conducted in Mission or within two months of return and there exists contingency for a further debrief at Bramshill for those Missions thought to be particularly challenging (with partners invited to the latter)*. In addition it is recommended that returning staff will debrief the link officer and be offered the opportunity of a further confidential debrief with a welfare officer.
- The link officer should attempt to identify and facilitate any training needs the member of staff may have on return.
- The ACPO officer responsible may also wish to consider a meeting on return.
- No medical examination is conducted and Force's may wish to offer staff returning the option of such an examination as part of their consideration of overall welfare needs.
- It is recommended that the link officer monitor, with their consent, the returning staff member's resettlement progress for the six months following return.
- All of the additional skills developed during the member of staff's secondment should be recorded and their Divisional /Departmental Commander made aware to maximise the benefit derived from the secondment both locally and to the organisation. This may be facilitated through the link officer.
- The current arrangement of four weeks annual leave on return from Mission should continue.

APPENDIX 5AA

Sources of Funding for Police Research

Police Research Award Scheme

- 5AA.1 This scheme is open to all police officers and civilian staff within the Police Service. It is an annual competition designed to stimulate new ideas from police officers and civilians. A successful award winner is funded and given academic support through a mentor within the Policing and Reducing Crime Unit.
- 5AA.2 The projects normally last no more than one year and application forms are available from the force Research Department or from the Home Office website (<http://www.homeoffice.gov.uk/docs/hopraapp.pdf>) These must be submitted through and supported by the Chief officer.
- 5AA.3 The scheme is run by the Policing and Reducing Crime Unit in the Home Office (part of the RDS). For further information contact the RDS Helpdesk on 020 7273 2084 or look at www.homeoffice.gov.uk/hopra

Fulbright Fellowships in Police Studies

- 5AA.3 These awards form part of the US-UK Fulbright Programme which promotes educational and cultural exchanges between the United States and the United Kingdom in order to enhance mutual understanding and strengthen relationships between the two countries.
- 5AA.4 The Fulbright Fellowships in Police Studies will enable up to 14 UK police officers to spend a **minimum of 3 months** at an approved institution of higher education in the United States developing their professional expertise and gaining experience of American policing. Applicants must submit a proposal for research to be completed during the period of the Fellowship. The Fellowships are open to all ranks of police officers and civilian staff. Applications must be submitted through the applicant's chief officer.
- 5AA.5 Details of when applications are invited will be published in Force Orders. For further information, see website: <http://www.fulbright.co.uk/awards/uk/index.html>
- 5AA.6 A number of other schemes are available to police staff and are advertised in Force Orders at the appropriate time. Advice on such schemes may be obtained by contacting the Police Research Group at the Home Office on: 020 7273 2739
- 5AA.7 When an officer is released to take part in a scheme he/she will continue to receive full pay and allowances and will continue to be covered by Police Pension Regulations. Some schemes may entitle the officer to a grant, this will be explained in detail following the outcome of applications for the relevant posts.
- 5AA.8 **The FBI National Academy Programme - Selection and Attendance at the FBI Academy, America**
- FBI Director J. Edgar Hoover in co-operation created the FBI National Academy Programme in 1935 with members of the International Association

of Chiefs of Police to enable law enforcement officials to better deal with the problem of crime. The 'Police Training School of the FBI', as it was originally known, stressed co-operation, exchange of information and education. This remains the mission of the FBI National Academy Associates.

5AA.9 The FBI National Academy is located in 10,000 acres of Virginia woodland belonging to the US Marine Corps. Its address is:

FBI National Academy
Quantico
Virginia 22135
USA

5AA.10 Four training sessions of eleven weeks are held annually. Each session is attended by 250 police officers holding middle to senior rank from law enforcement agencies throughout America. Since 1980, approximately 20 international students have also attended each session. Since that date, 4 police officers of chief inspector/superintendent rank per year from this country are selected to attend the Academy.

5AA.11 Police forces are asked to provide details of suitable candidates to the Director of National Training who may convene a selection board. Liaison is with the US Legal Attaché (a senior FBI Agent) based at the Embassy of the United States of America, Grosvenor Square, and London.

5AA.12 Forces undertake to pay the salaries of officers and their travel costs. The FBI provides accommodation and meals.

Other Courses

5AA.13 This chapter has only mentioned some of the courses and schemes available to police staff. For information about others not detailed here contact:

Centrex
Central Police Training & Development Authority (CPTDA)
Bramshill House
Bramshill
Hook
Hampshire
RG27 OJW
Tel. No. 01252 842931.

5AA.14 If there is any doubt over the wisdom or safety of research or lecturing abroad, the FCO should be contacted for advice. Their travel advice unit number is 020 7008 0232/0233.

APPENDIX 6AA

YOUR COUNTRY BY COUNTRY CHECKLIST

Please note these are general guidelines. Advice should be taken for an individual.

Please find listed below the Department of Health website links

- Main web page <http://www.dh.gov.uk/Home/fs/en>
- Travel advice page
<http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceToTravellers/fs/en>
- Country by Country Checklist
http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceToTravellers/GeneralHealthAdvice/Diseases/DiseasesArticle/fs/en?CONTENT_ID=4053179&chk=GO4Ngj