

GEN3	CHARGES FOR SERVICES OF POLICE - OUTSIDE ORGANISATIONS AND PERSONS – (OTHER THAN POLICE SERVICE)
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Accounts are issued to the following for the services of members of the Force **who are privately employed by them on special duty** in terms of the Police (Scotland) Regulations:-

- i. To the promoters of agricultural and cattle shows, football and shinty matches, highland games and other sporting events;
- ii. To the promoters of other public entertainment;
- iii. To persons and organisations requesting the services of the Police for specific purposes; and
- iv. To Government Departments and Boards, e.g. the Highland and Islands Enterprise and the Criminal Injuries Compensation Board.

When an application is made for Police Services in respect of the above, the person requesting such services will be asked to complete Form AD/18/3 (Requisitions for Special Services).

The form contains an instruction to the applicant that details of the present rates per hour for the various ranks are available from local Police Stations. The current rates chargeable are given below. Officers should ensure that these details are inserted at Part 1 of Form AD/18/3 prior to the applicant signing the form. Other relevant information in respect of such duty is also included in the form. Form AD/18/3 must be lodged with the Area commander at least **ten** clear days prior to the date on which the Officers will be required.

The Area Commander will arrange for the services to be provided utilising for duty, if practicable, off-duty officers who will be paid overtime rates as authorised by Police (Scotland) Regulations for their services. The account to the promoter will only

include the **actual time** engaged plus the expenses shown in the following paragraphs. The minimum period of charge is 3 hours. Travelling time is included.

When an Officer's employment at the expense of any such promoter involves travelling expenses, or the payment of refreshment, subsistence or lodging allowance, these costs will be added to the charge made to the employer. It is also appropriate to increase the normal commuted rates where an Officer below the rank of Inspector is required to do duty on a public holiday except in cases where the employment has been continuous for a month.

No charge can be made for an Officer for refreshment or subsistence allowances or travelling expenses when the "employer" provides meals and transport for personnel.

It is not competent to make any charge for Police Services in the "public sector"; therefore no charge can be made for personnel engaged on traffic duty outwith the private ground on which the function takes place.

No payment will be accepted by an Officer from the promoter or organisation concerned.

Payment is a matter for settlement between them and the Treasurer, Northern Joint Police Board.

Personnel from landward stations are authorised to use (in terms of the Police (Scotland) Regulations) and in line with Force Policy their privately owned motor vehicles for travelling to and from a function at which they are detailed for duty. Where possible, officers in adjoining districts will travel, under their own arrangements in the same vehicle.

Submission of Expenses Claims (AD/7/4), Overtime Forms (AD/7/1) and Accounts for Payment to Joint Police Board.

Any Officer engaged on duty as described herein will claim any expenses incurred on Form AD/7/4. Whether or not he has expenses to claim he will submit, **not later than one week after the event**, a report to his/her Area Commander stating:-

- a) The nature of the duty carried out;
- b) The period of time he/she was **actually** engaged at the place of duty;
- c) If applicable, any travelling time from and to his/her station; and
- d) Whether any expenses and/or overtime or rest day working was incurred (any Forms AD/7/4 and AD/7/1 to be attached to report).

On receipt of the information referred to in the above paragraph the Service Unit will prepare an account request form and submit the information to the Finance Department who will issue the invoice to the promoter or other Police Force concerned.

Payment of the account will be made by the promoter direct to the Director of Finance, Highland Council Buildings, Glenurquhart Road, Inverness, IV3 5NX.

The following table details those rates applicable from 1 September 2011.

RANK	RATE PER HOUR
Constable	£40.50
Sergeant	£47.50
Inspector	£57.75
Chief Inspector	£61.25
Superintendent	£80.75
Chief Superintendent	£86.75

Where an officer below the rank of Inspector is required to do duty on a **public holiday** the following rate of charges will apply:-

RANK	RATE PER HOUR
Constable	£65.25
Sergeant	£75.50

VAT

The above charges are exclusive of VAT, which should be added at the Standard Rate when the account is prepared.