

SI1517

Charging for Special Police Services

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Charging for Police Services

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The objective of the Service Instruction is to provide a framework for Officers and Staff to determine the level and extent of any charges to be applied upon receipt of a request to provide Special Police Services, including any levels of abatement.

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we listen
we act**



Police Service
of Northern Ireland

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1. Objective

The objective of the Service Instruction is to provide a framework for Officers and Staff to determine the level and extent of any charges to be applied upon receipt of a request to provide Special Police Services (SPS).

The chargeable footprint of any event needs to be agreed, as Special Police Services can only be charged for within the event boundary, and other land owned, leased or requiring control by the event organiser or other because of the event. Where police resources are not required within an event footprint no charges can be levied to the event organiser.

2. Defining Services

Special Police Services are defined as: provision of Police Services over and above core policing at the request of a person or organisation. This includes Police Services on privately owned property or in publicly owned property where access to the general public has been restricted or a specific request has been made.

Payment for the services is the subject of a contractual arrangement with implication for prior agreement on both sides. The categories of events that this procedure relates to are detailed at [point 4](#).

3. Risk Assessment of Event

The level of policing required in support of events / enterprises is a matter for the Chief Constable to determine. This will be undertaken by Operational Planning / Events Management Teams at a local level and should encompass a Risk Assessment of the event encompassing the need to ensure:

- Prevention and detection of crime;
- Preventing or stopping breaches of the peace;
- Activation of a Contingency Plan where there is an immediate threat to life;
- Traffic regulation; and
- Operational Event Boundary.

The assessment should be based on the size and scale of the event, the levels of resources and safeguards put in place by the Event Organiser and specific requirements due solely to the event, as

well as the outcomes of any previous events held.

Event Organisers / Promoters should be made properly aware of the nature and options available to them that could reduce the level of police resources required.

4. Categorisation Process

There are four categories of events as listed below;

Event Categories
<p>Commercial Events and / or Enterprises</p> <p>A commercial event is one where there is financial gain or profit to the organiser / company / organisation without specific community / charitable benefit - usually but not exclusively through members of the public having to pay an entrance fee to gain access to the event.</p>
<p>Non-Commercial Events and /or Enterprises</p> <p>Non-commercial events can cover charitable, community and not for profit events. These events will be characterised by the distribution of any financial-gains to a charitable or community cause. Those organising the events do so on a voluntary basis for the benefit of participants and spectators.</p>
<p>Northern Ireland Executive Sponsored Events / Enterprises</p> <p>These events or enterprises have a significant element of Northern Ireland investment including substantial taxpayer monies.</p>
<p>Statutory Events Reflecting Constitutional Rights or Processes</p> <p>These are event such as parades, legal protests and Constitutional events.</p>

5. Charging levels

Each of the categories noted may be subject to different levels of charging as set out below;

Charging Levels
<p>Commercial Events and / or Enterprises</p> <p>Where an event and / or enterprise is classified as Commercial, the organiser <u>will be charged the full economic cost</u> of the special police service provided.</p>
<p>Non-Commercial Events and / or Enterprises</p> <p>In order to recognise that these events are substantially different in nature to commercial, profit making events, the organiser of any event and / or enterprise classified as non-commercial <u>will be charged the direct costs only</u>.</p> <p>NB: As per point 6, abatement can be offered for small scale non-commercial events.</p>
<p>Northern Ireland Executive Sponsored Events / Enterprises</p> <p>Events or enterprises which have a significant element of Northern Ireland investment including substantial tax payer monies should be initially classified to determine the level of charging that would be normally levied and <u>will be charged operational resource costs only</u>. Any shortfall will be regarded as the Police Service of Northern Ireland's (PSNI) contribution in kind to the event / enterprise's overall strategic objectives.</p>

Statutory Events Reflecting Constitutional Rights or Processes

The policing of such events will be regarded as part of core policing and no charge will be for any such event.

Any proposal to depart from the principle of full cost recovery at the appropriate rate should only be made on exceptional grounds and requires the approval of a Chief Officer.

The level of abatement of any such charges does not impact on the process for determining the level of police resources required.

6. Small Scale Events

Where an event is assessed as able to be policed by the normal level of Local Policing deployment, such deployments should be treated as part of the visibility and local re-assurance components of Local Policing. As such, policing of small scale events under these conditions should then attract no charge. Where the event is commercial in nature or the force is supplying services under commercial or market conditions, then even small deployments can, however, be charged.

7. Charging Rates and Payment

Special Police Services will be charged at a rate to reflect the full cost of the services provided against the classification of the event / enterprise. This calculation includes all properly attributable costs, including contributions to administrative and general overheads. The rates are shown in [Appendix A](#).

Once the total level of resource has been defined and costed, a formal agreement should be drawn up between PSNI and the

organiser and signed by both parties in advance of the event. If there are any queries or issues with regards to the wording of the agreement, Legal Services should be contacted in the first instance to seek advice and guidance on completion.

A copy of this agreement should then be passed to PSNI Finance to raise and issue an invoice. Instances of non-payment of charges will be recorded and noted as part of future feedback and negotiations.

8. Feedback

Appropriate feedback should be provided to the event organiser / promoter after an event has taken place. Where there was a significant element of crime and disorder arising from the event the impact of this on future policing requirements should be made known to the event organiser and any relevant interested parties or government organisations.

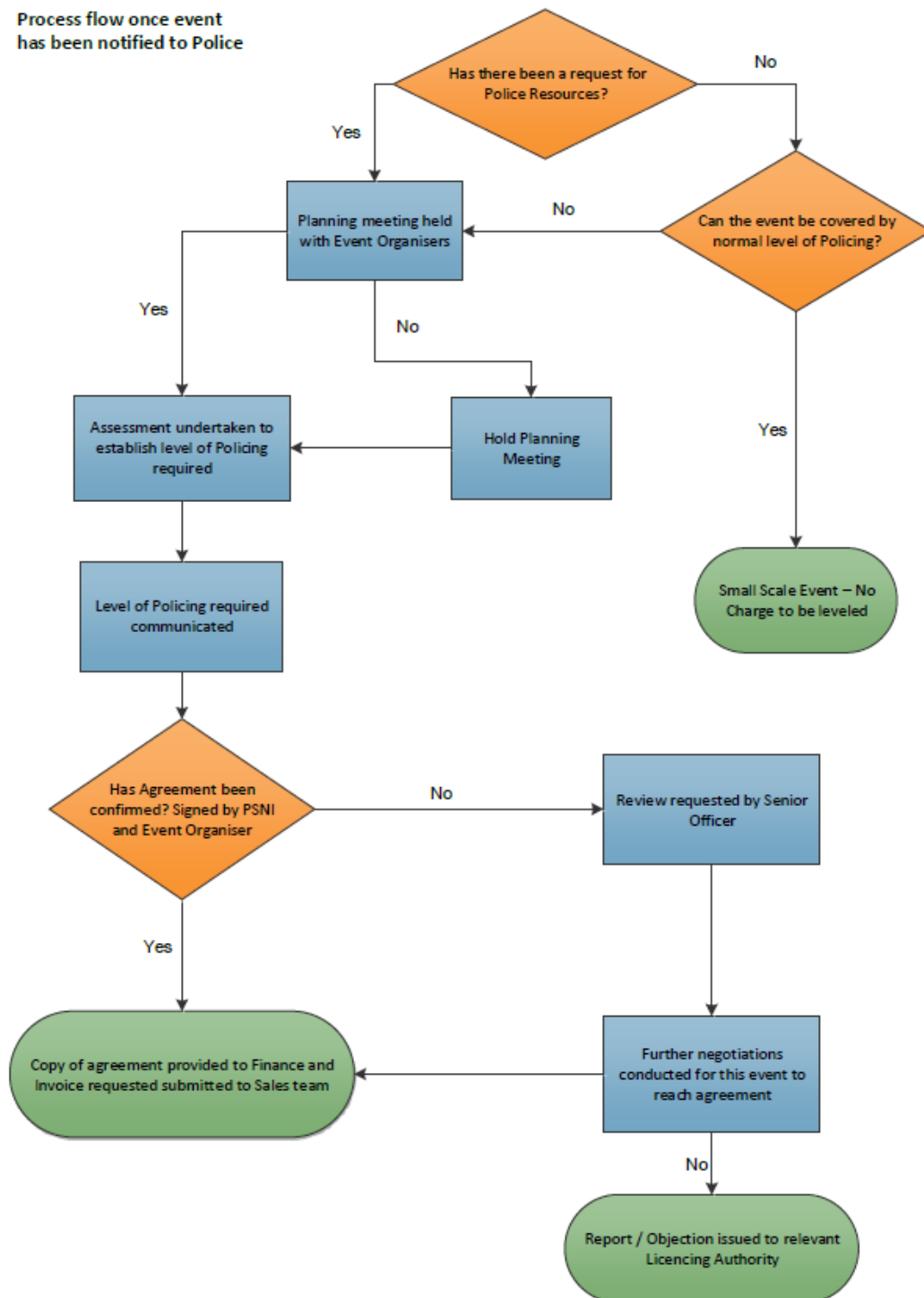
A yearly return will be published in order to monitor the level and incidents of charging across the service. The return will include details of all events during the period where Special Police Services were provided, whether charges were abated and if so the level of abatement, along with the total amount charged for the services provided.

Returns will be periodically reviewed by an internal panel, headed by ACC Local Policing, to ensure that there is a consistent application.

A consolidated return will be made available on the PSNI Intranet.

9. Process Flow Chart and Questions

Process flow once event has been notified to Police



The following questions should also be considered as part of the planning meeting:

1. Are the services to be provided on private land (i.e. land which is owned or leased by a private individual or body)?

a. Yes – It is likely the services are Special Police Services (SPS).

b. No – Continue to question 2.

2. Are the services to be provided on land which is ordinarily accessible to the public, but where access is restricted for the duration of the service provision (for example, areas closed off to non-ticket holders)?

a. Yes – It is likely the services are SPS, but legal advice should be obtained before proceeding.

b. No – Continue to question 3.

3. Are the services to be provided on public land?

a. Yes – The services are unlikely to be SPS unless the services requested are in excess of that which the Chief Constable considers necessary to provide to satisfy the police's public duties. Legal advice should be obtained before proceeding.

b. No – The services could be SPS.

The questions set out above do not cover all circumstances. If there is any doubt about whether services provided in response to a request are Special Police Services, legal advice should be obtained.

Other factors to be considered include consideration of the nature of the services to be provided. If they are being provided for the benefit of the general public in relation to a public event, they are unlikely to be SPS, but if they are being provided for a private purpose, then they may well be SPS.

This is particularly relevant for Traffic Management. Responsibility for applications for Road Closure Orders and the management of the same are the responsibility of the Local Authority. Where police resources are required to assist the Local Authority to police such road closures, they will be considered to be SPS.

Appendix A Charging Rates for Special Police Services

PSNI will take steps to maximise income through the recovery of costs for Special Police Services when it is in the interests of the PSNI and the community to do so.

The current charges for uniformed Officers are listed below. These are taken directly from National Policing Guidelines. Costs for other Police Officer and Police Staff grades are available on request.

<u>National SPS Rates - PSNI, N Ireland</u>							
Rank		Chief Supt	Supt	Chief Inspector	Inspector	Sergeant	Constable
Full Economic Costs		<i>- should be used for all charging of special policing services provided at commercial events.</i>					
HOURLY	NORMAL	£168.18	£146.81	£119.39	£112.75	£116.65	£93.37
	BANK HOLIDAY					£141.81	£113.60
	BH < 8 days' notice					£184.11	£145.99
DAILY	NORMAL	£1,219.31	£1,064.40	£865.55	£817.41	£845.45	£676.92
	BANK HOLIDAY					£1,028.12	£823.62
	BH < 8 days' notice					£1,334.82	£1,058.40
Rank		Chief Supt	Supt	Chief Inspector	Inspector	Sergeant	Constable
Direct Costs		<i>- should be only used for charging of special policing services provided at non-commercial events such as local authority community events, religious parades and wholly charitable</i>					
HOURLY	NORMAL	£116.29	£99.85	£78.76	£73.65	£81.50	£62.48
	BANK HOLIDAY					£108.67	£83.30
	BH < 8 days' notice					£163.01	£124.96
DAILY	NORMAL	£843.10	£723.94	£570.98	£533.94	£590.91	£452.96
	BANK HOLIDAY					£787.88	£603.95
	BH < 8 days' notice					£1,181.81	£905.93
Rank		Chief Supt	Supt	Chief Inspector	Inspector	Sergeant	Constable
Operational Costs		<i>- may be used as a starting point to calculate charges for services to other government</i>					
HOURLY	NORMAL	£129.37	£112.93	£91.84	£86.73	£94.58	£75.56
	BANK HOLIDAY					£119.78	£95.79
	BH < 8 days' notice					£162.08	£128.18
DAILY	NORMAL	£937.93	£818.77	£665.81	£628.77	£685.74	£547.79
	BANK HOLIDAY					£868.40	£694.50
	BH < 8 days' notice					£1,175.11	£929.28

Appendix B Further Details

For further information on Charging for Special Police Services, please refer to attached National Policing Guidelines.

[NPCC Guidelines on Charging for Police Services](#)

Appendix C Contact Details

Service Instruction Author

Financial Services Accountant

E-Mail

zFinancialServicesAccountants