

**DEVON AND CORNWALL CONSTABULARY**



# **FEEES AND CHARGES HANDBOOK**

**Financial Year  
2010/11**

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**Any queries in respect of this document should be referred in the first instance to the Finance Manager, Finance Department, Ext: 22207**

# SALARY AND OVERTIME RATES POLICE OFFICERS

(w.e.f. 1 September 2010)

Salary £	Points	Plain Time £	Overtime $1\frac{1}{3}$ £	Restday $1\frac{1}{2}$ £	Public Holiday Double Time £
<b>Constable</b>					
23,259	Appt	11.15	14.87	16.73	22.30
25,962	Init	12.44	16.59	18.66	24.88
27,471	2	13.16	17.55	19.74	26.32
29,148	3	13.97	18.63	20.96	27.94
30,066	4	14.41	19.21	21.62	28.82
31,032	5	14.87	19.83	22.31	29.74
31,917	6	15.30	20.40	22.95	30.60
32,703	7	15.67	20.89	23.51	31.34
33,753	8	16.18	21.57	24.27	32.36
35,796	9	17.15	22.87	25.73	34.30
36,519	10	17.50	23.33	26.25	35.00
<b>Sergeant</b>					
36,519	Appt	17.50	23.33	26.25	35.00
37,767	1	18.10	24.13	27.15	36.20
39,036	2	18.71	24.95	28.07	37.42
39,867	3	19.11	25.48	28.67	38.22
41,040	4	19.67	26.23	29.51	39.34
<b>Inspector</b>					
46,788	Appt	22.42			
48,108	1	23.05			
49,428	2	23.69			
50,751	3	24.32			
<b>Chief Inspector</b>					
51,789	Appt	24.82			
52,830	1	25.32			
53,919	2	25.84			
54,801		26.26			

<b>Salary £</b>	<b>Years</b>
<b>Superintendent</b>	<b>Point</b>
62,298	1
64,869	2
67,437	3
70,014	4
72,585	5
<b>Chief Superintendent</b>	<b>Point</b>
74,394	1
76,509	2
78,636	3

# SALARY AND OVERTIME RATES – POLICE STAFF

(w.e.f. 1 September 2010)

Policy and Procedure D175 – Staff paid at or below spinal column point 28 (maximum Scale 6) who are required to work additional hours in excess of 37 hours per week are entitled to payment of overtime at the appropriate enhanced rate.

	<b>ANNUAL SALARY</b>	<b>OVERTIME MON – SAT TIME + 1/2</b>	<b>OVERTIME SUN / BH TIME X 2</b>
<b><u>SCALE ONE</u></b>			
SCP 08a	14,529	11.30	15.06
SCP 09	14,913	11.60	15.46
SCP 10	15,345	11.93	15.90
<b><u>SCALE TWO</u></b>			
SCP 11	15,774	12.26	16.36
SCP 12	16,164	12.57	16.76
SCP 13	16,551	12.87	17.16
<b><u>SCALE THREE</u></b>			
SCP 14	16,938	13.17	17.56
SCP 15	17,316	13.47	17.96
SCP 16	17,703	13.77	18.36
SCP 17	18,093	14.07	18.76
<b><u>SCALE FOUR</u></b>			
SCP 18	18,471	14.36	19.14
SCP 19	19,128	14.87	19.82
SCP 20	19,770	15.37	20.49
SCP 21	20,484	15.93	21.24
<b><u>SCALE FIVE</u></b>			
SCP 22	21,099	16.41	21.87
SCP 23	21,747	16.91	22.54
SCP 24	22,392	17.41	23.22
SCP 25	23,046	17.92	23.90
<b><u>SCALE SIX</u></b>			
SCP 26	23,799	18.51	24.68
SCP 27	24,606	19.13	25.50
SCP 28	25,449	19.79	26.38

Staff paid at spinal column point 29 and above who are required to work overtime will not be eligible to payment for the hours worked unless prior approval has been granted by their Commander / Head of Department.

	<b>ANNUAL SALARY</b>
<b><u>SCALE SO1</u></b>	
SCP 29	26,394
SCP 30	27,267
SCP 31	28,107
<b><u>SCALE SO2</u></b>	
SCP 32	28,947
SCP 33	29,784
SCP 34	30,633
<b><u>SCALE M1</u></b>	
SCP 34	30,633
SCP 35	31,437
SCP 36	32,226
SCP 37	33,033
SCP 38	34,005
SCP 39	35,076
<b><u>SCALE M2</u></b>	
SCP 40	36,030
SCP 41	36,963
SCP 42	37,908
SCP 43	38,862
SCP 44	39,807
SCP 45	40,755
<b><u>SCALE M3</u></b>	
SCP 45	40,755
SCP 46	41,697
SCP 47	42,639
SCP 48	43,581
SCP 49	44,526
SCP 50	45,507

<b><u>PSMG GRADES</u></b>	<b>ANNUAL SALARY</b>
<b><u>PSMG 1</u></b>	
SCP 46	41,697
SCP 47	42,639
SCP 48	43,581
SCP 49	44,526
SCP 50	45,507
SCP 51	47,364
SCP 52	48,774
SCP 53	50,418
<b><u>PSMG 2</u></b>	
SCP 52	48,774
SCP 53	50,418
SCP 54	52,011
SCP 55	53,676
SCP 56	55,368
<b><u>PSMG 3</u></b>	
SCP 55	53,676
SCP 56	55,368
SCP 57	57,129
SCP 58	58,941
SCP 59	60,819
<b><u>PSMG 4</u></b>	
SCP 58	58,941
SCP 59	60,819
SCP 60	62,454
SCP 61	64,395
SCP 62	66,345

These standard costs should be used for calculating charges to third parties under PPS D257.

# **SPECIAL POLICE SERVICES**

## **(Football and other events)**

**1 September 2010**

All charges will be made in accordance with PPS D257.

Charges exclude VAT.

Please note all charges must be pre-paid as per PPS D257.

## **CANCELLED EVENTS**

**(1 September 2010)**

If a request for Special Police Services in respect of any event is cancelled then provided more than 7 days written notice of cancellation is given by the to the Police prior to the scheduled start time of the event no charge will be made. If 7 days or less written notice is given prior to the scheduled start time then a charge of 40% will be payable. Cancellation charges arise from the Chief Constable's responsibilities under the Police Regulations 2003.

# MUTUAL AID – STAFF & EQUIPMENT

(Unchanged as per Home Office Guidance since 1989)

## 1 PSU Aid

Costs are payable from the time a PSU is first called out. To calculate an average hourly rate for a standard 23-man PSU:-

- (a) Take the sixth point of the constables' annual pay scale and multiply by the number of constables in a PSU (20).
- (b) Take the after-3-years point of the sergeants' annual pay scale and multiply by the number of sergeants in the PSU (2).
- (c) Take the after-3-years point of the inspectors' annual pay scale.
- (d) Total the three figures.
- (e) Divide the total of (d) by 2085.68 (i.e. the number of basic time hours in a working year, calculated as 40 hours per week for 52.142 weeks per annum) to derive a basic hourly rate.
- (f) Multiply the hourly rate as (e) by a factor of 1.4 to derive a composite hourly PSU rate for mutual aid purposes (i.e. providing on an averaged basis for additional costs in the form of overtime, rest day working and bank holiday working, plus consequential costs and national insurance).
- (g) Refer to Corporate Finance for further assistance.

## 2 Miscellaneous Aid by Uniform Officers

In this case costs are payable for hours above a threshold of 184 total hours worked by the officers (below superintending grades) on mutual aid:-

- (a) Take the following appropriate point on the annual pay scale:-

Constable	sixth point
Sergeant	after 3 years
Inspector	after 3 years
Chief Inspector	after 3 years

and then multiply by the number of officers in each category supplied and total.

- (b) Divide each of the rank salary by 2085.68 to derive a basic hourly rate.
- (c) Multiply the hourly rate by a factor of 1.4 to derive a composite hourly rate for each grade of officer on mutual aid (i.e. providing on an averaged basis for additional costs, consequential costs and National Insurance).

## Superintending Grades

If these officers go on mutual aid, calculate the actual additional costs e.g. travel and subsistence.

These officers are not to be included in the man hours element of any calculations e.g. to determine whether the threshold of 184 hours has been passed.

### **3 Miscellaneous Aid by Support Staff and Administration Costs**

#### (a) Operational Costs

Additional costs for support staff carrying out mutual aid or operational support tasks, by requested of an aided force, should be calculated on an actual cost basis.

Please refer to Finance Department for assistance if required.

#### (b) Administrative Costs

A 5% administration charge may be added to the total mutual aid bill in order to cover the costs of non-operational work such as managerial, clerical and general office and administration tasks.

### **4 Specialist Aid**

#### (a) Staff Costs

To calculate, proceed as for miscellaneous aid (paragraphs 2 and 3 above) but substitute a multiplier of 0.8 as no subsequential costs are incurred.

#### (b) Equipment Overheads

An additional charge of 15% may be added to the staff costs (calculated as above) to cover the use of any specialised equipment.

### **5 Force-owned Vehicles**

Wherever force-owned vehicles are used in conjunction with aid rendered as at paragraphs 1, 2 and 3 above, the mileage rates are to be charged in accordance with this Handbook.

# MUTUAL AID - MILEAGE RATES

ACPO Charging Methodology April 2010

		Miles per gallon	Vehicle only daily rate £
1	Public Order Carrier	20	£50.00
2	General Purpose Van	25	£30.00
3	Marked Beat Car	28	£35.00
4	Unmarked Beat Car	30	£25.00
5	Traffic Patrol Car	25	£40.00
6	Traffic Motorcycle	35	£25.00
7	Armoured Vehicle	20	£50.00
8	Armed Response Vehicle	25	£40.00

## Other Categories

Any vehicles not directly covered by the above definitions should be charged for at the rate applicable to the most nearly equivalent type of vehicle.

Fuel recovery will be charged at actual mileage travelled at the specified miles per gallon rate that will be set by PNICC and reviewed at appropriate periods.

# MUTUAL AID – POLICE DOGS

(March 2007)

The current charge for force-owned police dogs (inclusive of feeding and kennelling) is £19.42 per day or part day. (Increased by 3% in April 2007).

The above charges exclude VAT.

## SUBSISTENCE ALLOWANCES FOR JOURNEYS ABROAD

(Rates as per Foreign and Commonwealth Office apply)

Where arrangements to fund accommodation and/or subsistence are not made prior to departure, police officers and police staff will be entitled to an overseas subsistence allowance to compensate them for costs incurred while on official duty away from their home force. Police forces do not have their own overseas subsistence rates but use the rates provided for the Foreign and Commonwealth Office. Rates will vary according to destination, rank and sometimes date of departure. Details of overseas subsistence rates can be found on the following link:

[Overseas Travel Rates](#)

For further information please contact Exchequer on ext: 22888

## PROVISION OF SERVICES / INFORMATION

(April 2005)

With the exception of standard national charges which prevail (i.e. information in respect of civil proceedings, road traffic accidents etc) **A MINIMUM CHARGE** of £10.00 will be raised wherever services / information are provided by the Force.

## PAY ENQUIRIES

(January 2010)

A standard charge of £40 per hour (minimum of 1 hour) will be made for the provision of information to solicitors regarding salaries / sickness payments. This amount to be paid prior to providing the information. Information provided for probate purposes will be exempt from this charge.

For copy payslips and P60 - £5 per copy to be deducted from salary.

# DATA PROTECTION CHECKS

(March 2007)

A standard charge of £10.00 per check.

## INTERPRETERS / TRANSLATION FEES

(March 2007)

The interpreter / translator fees are defined by ACPO and recommended to all the police Forces with immediate effect. They are effective from 1 April 2005.

Standard class travelling expenses are reimbursed at receipted costs. **Mileage expenses** are reimbursed at a rate of 35.7 pence per mile.

For further details see Policy and Procedure Guideline D169.

# **TELEPHONE INTERPRETING**

**(May 2009)**

The Force uses Language Line for all telephone interpreting at a cost of £0.80 per minute + VAT. In addition there is a cost to make the call from a force mobile phone of 4p per minute and from a force land-line 2.5p per minute peak and 1p per minute off-peak.

## **SUPPLY OF PHOTOGRAPHS TO DEVON AND CORNWALL CONSTABULARY PERSONNEL**

**(w.e.f. 1 January 2002)**

Copies of photographs (per photograph)	£2.00
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# CHARGE RATES FOR COMMON ITEMS

(ACPO Paying the Bill (2) 1 September 2010)

	2010/11
<b>Accident Reports</b>	£
Copy of Accident Report (full extract up to 30pages)	82.60
Additional pages for same incident (per page)	3.60
Limited particulars (RT Act details)	29.40
Copy of self reporting / minor accident form	29.40
Fatals - Accident Investigation report**	354.90
Fatals - Reconstruction video	70.80
Rough Data (per page)	23.60
Copy of Scale plan -other than in collision report**	35.40
Copy of Police vehicle examination report ( <b>unless provided as full extract</b> )	59.00
Copy of Collision Reconstruction Report ( <b>unless provided as full extract</b> )	59.00
Copy of Collision Reconstruction Report - per page (max £50) ( <b>unless provided as full extract</b> )	3.60
<b>Copies of Photographs</b>	
from Digital camera ( <b>per disc</b> )	17.60
A4 Index sheet ( <b>digital</b> )	17.60
Photographs ( <b>first photo</b> )	23.60
Each subsequent photograph	2.60
<b>Copies of statements - other than in booklets</b>	
(per statement – up to 3 pages)	30.40
Additional pages (per page)	3.60
Copy of witness statement ( <b>witness agrees to disclosure of personal details</b> )	35.40
Copy of witness statement ( <b>witness not agreeing to disclosure of personal details</b> )	47.20
Interview with Police Officer (per Officer)	117.90
Request for a statement to be written by Police Officer	117.90
Copy of PIC Sheets (2nd copy )	23.60
Copy of interview record (only where prepared during investigative process)	47.20
Copies of VHS videotapes (provision for CJS)	70.80
Copies of audio tapes (provision for CJS)	29.40
Copies of CDs/DVDs	17.60
<b>Cancellation charges</b>	
if request is cancelled prior to search	REFUND
if search is made prior to cancellation	29.40
if search is made and documents ready for dispatch	70.80
Abortive search	29.40
<b>Fingerprinting Fees</b>	
One set	66.70
Additional sets thereafter (each)	33.30
Single digit	20.00

<b>Requests for Disclosure of Information (for use in civil proceedings)</b>	
Request for information (up to 2 hours work) including Central Disclosure Unit, Data Protection Section 35(2) requests, Material relating to Serious Collisions	75.00
Hourly rate for work above 2 hours (including redaction)	20.00
<b>Other common items</b>	
Crime Report (CIS)	75.00
Incident Log (OIS)	30.00
PNC Convictions (disclosure copy only)	30.00
Caution Certificate	20.00
Domestic Violence Report	45.00
Custody Record	15.00

\*\* Where the Force is requested to provide reports in relation to Serious Injury RTCs by an insurance company or solicitor where the Force has not produced a report an hourly charge will be made based on Full Cost Recovery

### **Criminal Injuries Compensation Board**

Under Section 9 of the Police and Magistrates' Courts Act 1994, the Home Office has ruled that charges will not be raised for police reports or statements provided for and released to the CICB.

	<b>Statutory Charges £</b>
<b>Certificates</b>	
Firearms Certificate issue	50.00
Firearms Certificate renewal	40.00
Firearms Certificate replacement	9.00
Shotgun Certificate issue	50.00
Shotgun Certificate renewal	40.00
Shotgun Certificate replacement	8.00
Shotgun Certificate (co-terminus with Firearms Certificate)	10.00
Visitors Permit (Single)	12.00
Visitors Permit (6+)	60.00
Home Office Club Approval (paid by club direct to Home Office)	84.00
Registered Firearms Dealer Issue	150.00
Registered Firearms Dealer Replacement	150.00
Registered Firearms Dealer – Temporary Transfer In	12.00
Firearms Museum License	Max 125.00
Aliens Certificates	34.00
Pedlars Certificates	12.25

# TRAVEL

(rates applicable from 3 August 2010 - please refer to PPS D7 - Travel Expenses)

	Rate per mile	
<b>1. Casual (PNB) User</b>		
Where a member of staff is <u>required</u> to use their own vehicle and the journey is authorised by a budget holder or line manager prior to being undertaken	First 8,500 miles	60.1p
	After 8,500 miles	14.2p
<b>2. Casual User</b>		
Where a member of staff <u>chooses</u> to use their own vehicle for journeys up to 30 miles round trip or <u>chooses</u> to use their own vehicle which has been authorised over 30 miles	For return journeys less than 100 miles	40p
	For return journeys over 100 miles –	
	First 100 miles	40p
	After 100 miles	16p
Where a member of staff travels over 10,000 miles per annum	All mileage over 10,000	16p
<b>3. Designated Travel User</b>		
Including cash equivalent		12p
<b>4. Public Transport Rate</b>		
Residential training courses / residential conferences / residential seminars		23.8p
<b>5. Motorcycle</b>		
All		24p
<b>6. Bicycle</b>		
Business miles – official mileage undertaken using a bicycle purchased through the cycle scheme facility cannot be claimed until ownership of the bicycle has been transferred to the employee		20p
<b>7. Passenger</b>		
Only claimable with Casual Rate (2) or Public Transport Rate (4) where passenger(s) carried		5p

<b>8. Police Authority Members</b>	
All	First 8,500 miles 50.5p then 13.1p per mile
<b>9. Custody Visitor wef 01/04/2011</b>	
All	40p per mile
<b>10. Essential Users (currently seconded officers only where authorised)</b>	
Up to 999cc	Lump sum £795 per annum First 8,500 miles 33.6p then 11.7p per mile
1000-1199cc	Lump sum £906 per annum First 8,500 miles 37.1p then 12.2p per mile
1200+cc	Lump sum £1,170 per annum First 8,500 miles 46.4p then 14.2p per mile

## **FOOD / ACCOMMODATION**

**(13 August 2008)**

Please refer to Policy and Procedure Guidelines D5 for entitlement and further details.

All claims for food / accommodation must be supported by receipts and claimed electronically on Form 7 (d).

## **OUT OF POCKET EXPENSES (RESIDENTIAL TRAINING, RESIDENTIAL SEMINARS AND RESIDENTIAL CONFERENCES) ALLOWANCE**

**(w.e.f 9 February 2005)**

Please refer to Policy and Procedure Guidelines D5 for entitlement and further details.

Per night     £4.43  
Per week     £17.77 (maximum for weekdays)

## **DOG HANDLERS**

**(w.e.f 1 September 2009)**

Annual rate of allowance for first dog £2,133  
For second and subsequent dogs (per dog) £533.25

A dog handlers allowance is paid in respect of care of a police dog on the officer's rest days and public holidays.

This allowance is paid with the officer's salary.

'Novice' handlers are issued with initial kit when they first come onto the Dog Section. This is issued by the Dog School. Further issues of kit during a handler's service are done by BCU dog section supervisors as and when it is needed.

The Dog School hold the ACPO Police Dog Manual which contains a full list of approved kit. Any queries should be directed to the Dog School Manager on Ext: 22398.

Officers may make use of private kennelling for the number of days that is equal to their annual leave entitlement.

# ADDITIONAL COPY OF CUSTODY RECORD

(September 2009)

Solicitors representing detained persons are entitled, upon request, to a copy of the respective custody record free of charge, this includes any updates to that record they have not previously been given. i.e. a bail returnee or where a copy of the record has been supplied but the detained person has had additions to their record prior to finalisation by the Custody Sergeant.

Any release of a custody record to a solicitor will be covered on the Custody record detention log. Hence if a further request is made there is a starting point reference.

If a request from a solicitor is made for an additional copy we will provide them at a cost of **£30 per copy.**

Payment is expected before release of the copy, this is in line with the supply of copies of other documents, statements, RTC forms etc.

# REIMBURSEMENT OF COSTS WHEN UKBA PRISONER HELD IN CUSTODY

When a UKBA prisoner is held in custody, costs are claimed for reimbursement. Custody staff must complete a form advising Finance and Resources of the details of the detention.

The information required is as follows:

Name

Date of birth

Custody reference

Port reference (if applicable)

Immigration Officer's name and contact details

Date and time papers served

Date and time detainee left custody

The Force can claim the following:

Staff costs: £22.46 per detainee for first hour then £14.66 per detainee for each additional hour

Accommodation: £10.44 per detainee per night

Bedding: £2.72 per detainee per stay

Disposable hygiene packs: £0.59 per detainee per stay

Meals: At cost

Doctors/interpreters visits: At cost

Incidental expenses: At cost

Police transport: At cost

Administration charge: 5%

# MISCELLANEOUS

(1 September 2010)

Replacement warrant cards	£10.00
Replacement core keys	£8.70
Replacement payslips / P60	£5.00 each
Officers attending civil court	Refer to D257
Request to use interview tape facilities	A flat rate charge of £20.00 per hour or part thereof
Proof reading / typing	A flat rate charge of £12.44 per hour or part thereof (equivalent to plain time rate of ScP 27)
Replacement residential course meal ticket	£5.00
Non-cancellation of bedroom at HQ	£25.00