

# CAMBRIDGESHIRE CONSTABULARY



Creating a safer  
**Cambridgeshire**

## APPLICATION FOR EMPLOYMENT OF POLICE

### NOTICE TO APPLICANTS FOR POLICE SPECIAL SERVICES

#### Applications for Employment – Complete part A and C only

Persons who desire to procure the services of the Constabulary at private functions or upon private premises to protect property or preserve order, or on other Special Duties for which Police are not supplied except on payment, may apply for the services of such officers as they consider necessary, but the Chief Constable reserves the right to refuse the application or to supply only the number of Police he/she may decide. It will not normally be agreed to allow police officers to fill a role which could adequately be performed by security organisations, traffic management companies or the Highways Agency. Any applications for road closures must be made to the Local Authority responsible for traffic management for the area.

The application should be made on **Part A** of this form.

#### Payment Rates

Application is made at hourly rates. The full hourly rate will be charged for part of an hour, and there is a minimum charge of four hours.<sup>1</sup>

Police officer time may be charged at full economic cost/public holiday rate dependent upon the level of police officers required within the County on the day(s) in question.

Dependant on the nature of the event an abatement charge may be levied, details of Cambridgeshire Constabulary's policy "Charging for Police Services" and a full list of rates charged can be found on our internet site. [www.cambs.police.uk](http://www.cambs.police.uk)

The rates and additional charges are subject to change and the rates charged will be those current at the time the services are performed.<sup>2</sup>

Any increase in charges will be notified.

The time spent by an officer on the special duty will be reckoned from the time he/she leaves his/her Station, or such other starting point as the Chief Constable may decide, to the time he returns thereto.

In the event of cancellation at short notice by the client, a charge will be made based on the time incurred by the officers detailed for the duty, plus any travelling expenses.

Cambridgeshire Constabulary reserve the right to collect payment 21 days prior the event taking place.

All charges will be subject to an addition in respect of V.A.T.

Part C to be completed by Client on receipt of the costings, to confirm agreement.

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<sup>1</sup> Excluding charging relating to football matches where partial deployment is 3 hours.

<sup>2</sup> Additional charges may arise where for example; further resources are required to ensure public safety.

## APPLICATION FOR EMPLOYMENT OF POLICE

### Additional Charges

Additional charges will be made for expenditure incurred over and above that of police officer time, including

- (i) Additional travelling expenses
- (ii) Refreshment or subsistence to which officers become entitled as a consequence of the duty (these are only charged if the period of special employment exceeds four hours).
- (iii) Any other expenses incurred.

**NOTE:** The client will be expected to provide reasonable accommodation for Police performing special duty and if this entails expense (e.g. for supplying a marquee) the responsibility for the cost will rest with the client.

**To be received by the Operations Manager of the Division in which function is being held at least Twenty-eight (28) days before services of police are requested.**

### PART A - Details of Application

Name of Applicant		Address		
Function		Telephone number		
Date		Location of Function		
<b>Application Requested</b>		Time		
		From	To	
Uniform	Chief Inspector(s)	Number		
	Inspector(s)			
	Sergeant(s)			
	Constable(s)			
	PCSO(s)			
	Special(s)			
Investigative Staff				

Signed ..... Date.....  
 On Behalf of the Client

**APPLICATION FOR EMPLOYMENT OF POLICE**

**FOR POLICE USE ONLY**

**AGREED APPLICATION  
(following consultation)**

**PART B - Personnel Charges**

Rank	Full Economic Rate	Public Holiday Rate	Number Required	Charge £
Chief Inspector				
Inspector				
Sergeant				
Constable				
Special				
PCSO				
Police Staff A-C				
Police Staff D-F				
Crime Scene Investigators				

Charge for Additional Costs	Charge £

Abatement Charge\* ..... £

Other charges not listed elsewhere ..... £

VAT at 20.0%..... £

**Total Minimum Charge..... £ \_\_\_\_\_**

Signed ..... Date.....  
*On Behalf of Cambridgeshire Constabulary*

Name, Rank and Collar Number.....  
 To be returned to the Client for agreement

**PART C – Agreement**

Signed ..... Date.....  
*On Behalf of the Client*

Name and Designation .....