



Port of Felixstowe

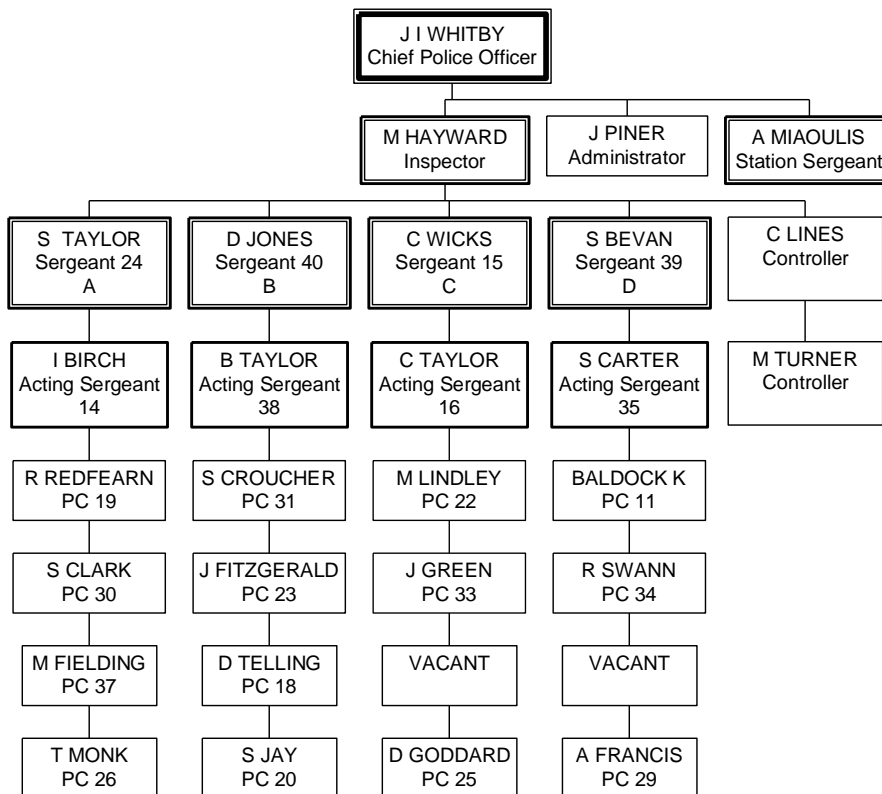
**Port of Felixstowe Police Freedom of Information
Publication Scheme**

1. Introduction

The purpose of this Publication Scheme is to make information available without the need for anyone to make formal requests for information.

2. Who we are and what we do

Who's who and unit reporting structure



3. History and powers

The Port of Felixstowe Police Unit was first established in 1975 pursuant to Section 3(1)(e) of the Felixstowe Dock and Railway Act 1956 which incorporated Section 79 of the Harbours, Docks and Piers, Clauses Act 1847. Section 79 provides that persons nominated by the statutory undertakers (i.e. the Port Authority) sworn-in by two Justices are granted the status of special Constables with full police powers within the statutory limits of the dock and within one mile of the same.

The Port Police Unit is a statutory independent police force that is entirely privately funded. The Port Police Unit is committed to the prevention, detection and investigation of crime and any suspicious activity across the dock estate, working closely with other agencies and organisations to make the Port of Felixstowe a safe and secure environment for workers, customers and visitors alike, by affording protection to persons, premises, property and cargo within the port complex and facilitating the lawful movement of persons, vehicles and cargo.

All sworn in members of the Port Police Unit carry the appointment of 'special Constable' but are employed and administered by the Felixstowe Dock and Railway Company. They are not subject to inspection by Her Majesty Inspectorate of Constabularies, nor is Home Office consent required to make changes to the Port Police Unit. All officers are subject to similar regulations and guidelines in respect of their conduct and duties.

The Port Police Unit has limited capabilities due to the restriction imposed on its area of jurisdiction; however, the area of the Port falls wholly within the jurisdiction of Suffolk Constabulary.

4. Contact details

The Police Department
The Port of Felixstowe
The Dock
Felixstowe
Suffolk IP11 3SY

01394 604500

5. Relationships with other Authorities

The Port of Felixstowe Police Unit liaises with the following external bodies:

Ambulance Service
British Transport Police
Centre for Protection of National Infrastructure (CPNI)
Department for Transport
Fire Service
HM Revenue and Customs
Independent Police Complaints Commission (IPCC)
MOD and Military Police
Other Home Office Police Forces
Other Ports Police
Port User Associations
Security Services
National Crime Agency (NCA)
Suffolk Constabulary (including Special Branch)
Suffolk County Council
United Kingdom Border Agency (UKBA)
Vehicle and Operator Service Agency (VOSA)

The Port of Felixstowe Police Chief officer is a member of the Port Police Chief Officer's Association (PPCOA).

The PPCOA is a non-corporate group formed with the aim of enhancing and promoting best practice within the specialised police forces operating at a number of maritime ports around the United Kingdom.

6. What we spend and how we spend it

The Port of Felixstowe Police Unit is totally privately funded by the Port of Felixstowe with no expense to the public.

The Port of Felixstowe Police Unit does not award contracts for services.

7. What our priorities are and how we are doing

The Port Police Unit is committed to the prevention, detection and investigation of crime and any suspicious activity across the dock estate, working closely with other agencies and organisations to make the Port of Felixstowe a safe and secure environment for workers, customers and visitors alike, by affording protection to persons, premises, property and cargo within the port complex and facilitating the lawful movement of persons, vehicles and cargo.

8. How we make decisions

The Port of Felixstowe Police reports to the Executive Committee of the Felixstowe Dock and Railway Company, a privately owned company which is responsible for the day to day management of the Port of Felixstowe.

9. Complaint procedure

Whilst the full statutory responsibilities set out in the Police Reforms Act do not apply to the Port of Felixstowe Police Unit, it is accepted that Port Police officers will abide by the codes and guidance issued by the Independent Police Complaints Commission (IPCC).

Complaints can be made in person, in writing or by telephone. There is no requirement to attend the Port Police Station. All complaints will be recorded and investigated.

A member of the public may make a complaint if they:

- Allege that police misconduct was directed towards them.
- Allege that they have been adversely affected although the misconduct was not directed towards them.
- Claim to have witnessed the misconduct.
- Are a person acting on behalf of someone who falls within the 3 categories above (e.g. a responsible adult or an organisation who has been given written permission to complain by the party affected).

Complaints may be dealt with by means of local resolution and/or investigated and dealt with by the Felixstowe Dock & Railway Company. Serious complaints may be referred to the Suffolk Constabulary Professional and Ethical Standards Department and/or the IPCC.

10. Asset register

Equipment used by the Port of Felixstowe Police Unit is owned by the Felixstowe Dock and Railway Company.

11. Services provided by the police force

The Port Police will:

- Provide security at the Port of Felixstowe (including for visits and events).
- Afford police protection to persons and property (including cargo), within the Port complex.
- Facilitate the lawful, free movement of, persons, vehicles and cargo, within the Port complex.
- Enforce the International Ship and Port Facility Security Code. Provide support to contracted Maritime Security Officers, including training.
- Provide police assistance at incidents, accidents and other emergencies.
- Provide traffic management for the Port complex and provide support to Suffolk Constabulary for Operation Stack.
- Provide escorts for abnormal loads, oversized and specialist vehicles.
- Provide crime prevention and crime reduction advice.

12. Information under this Scheme will not generally include:

Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly protected from disclosure.

Information in draft form.

Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

13. The method by which information published under this Scheme will be made available

Information is available on this website. If you cannot access it you may request a hard copy.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this Scheme.

14. Charges which may be made for information published under this Scheme

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Port of Felixstowe Police Unit for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on this website is free of charge.

Charges may be made for information subject to a charging regimes specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

15. Copyright

Other organisations may hold the copyright of material requested. For material where we own the copyright, it may be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation.

This is subject to the material being reproduced accurately and not being used in a misleading context. When material is being reproduced or copied to others, the source of the material must be identified and our copyright acknowledged. The Port of Felixstowe Police crest is also copyrighted and must not be reproduced other than it appears on the copied material.

16. Written Requests

Paragraph 64 of Schedule 1 to the Freedom of information Act extends to the Port of Felixstowe Police Unit insofar that it holds information relating to the exercise of the function of special Constables nominated to this role by the Port of Felixstowe. The Act does not apply to any other area of the port, or information held by the Port Police concerning activities other than policing activities.

Freedom of information requests should be submitted in writing to:

The Freedom of Information Officer
The Port of Felixstowe
Tomline House
The Dock
Felixstowe
Suffolk
IP11 3SY

Facsimile: 01394 604949

Email: foirequests@fdrc.co.uk

Submissions will be considered in accordance with the Freedom of Information Act.