



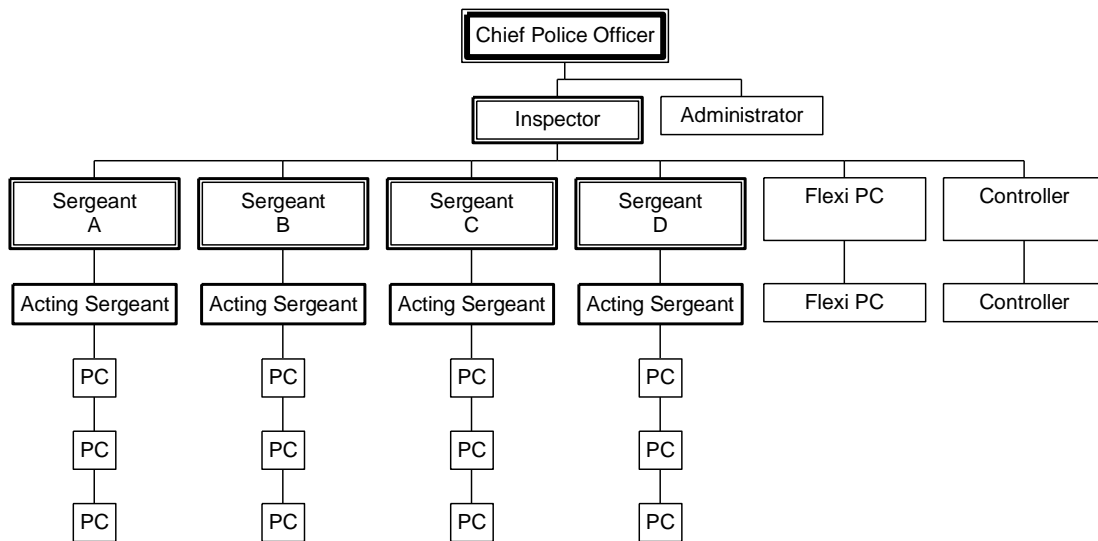
**Port of Felixstowe Police Freedom of Information  
Publication Scheme**

## 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

Unit 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. As a non-Home Office Police Force officers employed as special Constables in the Port Police Unit are not maintained under Police Regulations, instead they are managed under Felixstowe Dock and Railway Company policies and procedures.

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  
Driver and Vehicle Standards Agency (DVSA)  
Eastern Region Special Operations Unit – Counter Terrorism Policing (ERSOU –CTP)  
Fire Service  
HM Revenue and Customs  
Independent Office for Police Conduct (IOPC)  
MOD and Military Police  
National Crime Agency (NCA)  
National Vehicle Crime Intelligence Service (NaVCIS)  
Other Home Office Police Forces  
Other Ports Police  
Port User Associations  
Security Services  
Suffolk Constabulary  
Suffolk County Council  
United Kingdom Border Force (UKBF)

## **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**

Complaints may be dealt with by means of local resolution and/or investigated and dealt with by the Felixstowe Dock and Railway Company.

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).

## **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 and UK Maritime Security Regulations. 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 written request.

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

Email: [foirequests@fdrc.co.uk](mailto:foirequests@fdrc.co.uk)

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