



6th August 2018

Freedom of Information Request Reference N^o: FOI 002579/18

I write in connection with your request for information received by the Norfolk and Suffolk Constabularies on the 20th July 2018 in which you sought access to the following information:

- 1 How many Civilian Investigators are currently used by your force? Please note, if here is no job title of 'civilian investigator' therefore we have searched your HR system for employees with the following job titles; Civilian Investigating Officer, Civilian Investigation Officer, Civilian Investigator, Police Staff Investigating Officer and Police Staff Investigator.
- 2 Which units, squads and/or operations contain Civilian Investigators - and how many Civilian Investigators work in each? Ideally, please give a total of all investigators to identify the proportion of which are made up of Civilian Investigators
- 3 How many Civilian Investigators have been used by your force over the past 5 years? Please break these down by month and year.
- 4 Which external companies or agencies are currently contracted to provide or recruit Civilian Investigators to your force (i.e. G4S, Servoca, etc.)? How much are these contracts worth, how long do they run and when did they start?
- 5 How much money has been spent in total on Civilian Investigators for the last five years? Please break this down by month and year.
- 6 What crimes did these civilian investigators look at? Please break it down by crime and by year

Response to your Request

When responding to a request for information under the terms of the Freedom of Information Act, a public authority is not obliged to provide information if the authority estimates that the cost of the retrieval of the information requested would be in excess of £450 (equivalent to 18 hours work).

The costs criteria relates to a request in its entirety, which means that if we cannot retrieve all of the information requested within the costs limit, we are not obliged to retrieve *any* of the information requested.

The Norfolk and Suffolk Constabularies estimates that to retrieve all the information you have requested for both forces would exceed cost in excess of £450 (per force).

The Constabularies do not use external companies or agencies to provide or recruit Civilian Investigators.

As at the end of March 2018, Norfolk Constabulary had 76.74 (full time equivalent) members of Police Staff with designated investigative powers. The figure for Suffolk, as at end of March 2018, was 72.07. Whilst we can provide the salary band for each of these roles, to provide the actual costs associated with each of these roles, for each month during the last 5 years, would exceed the cost limit.

It would be necessary for our finance department to interrogate salary records for each member of staff who has been in these roles during that time. This would then take into account the basic salary along with any additional costs, for example, overtime, There will inevitably have been changes of personnel in the posts during the period requested. This will also require some amount of calculation or creation of information, which is not a requirement when responding to a request under the Act.

Therefore to retrieve relevant information in relation to this request, even for one year, would significantly exceed the appropriate limit for dealing with a Freedom of Information request, in terms of costs, and therefore Section 12(1) of the Freedom of Information Act applies.

Section 12(1) of the Freedom of Information Act states that a public authority is not obliged to:

“...comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit”.

The Freedom of Information (Appropriate Limit and Fees) Regulations 2004, defines the ‘appropriate limit’ for the Norfolk and Suffolk Constabularies as £450 for each Constabulary, and specifies that this sum equates to 18 hours work at a standard rate of £25 per hour.

In accordance with Section 17 of the Freedom of Information Act (2000), this serves as a Refusal Notice for your request.

Advice and Assistance

Although excess cost removes Norfolk and Suffolk Constabularies obligations under the Freedom of Information Act, as a gesture of goodwill, I have supplied information, relevant to your request, which was retrieved or available before it was realised that the fees limit would be exceeded. I trust this is helpful, but it does not affect our legal right to rely on the fees regulations for the remainder of your request.

I have provided below the details of Police Staff roles which have designated investigative powers, as at 31st March 2018, along with the number of posts and the salary band.

NORFOLK

Joint Professional Standards Department	Anti Corruption, Integrity & Vetting	Anti Corruption & Integrity Unit	Band D	2.00
			Band E	3.00
	Serious Case Unit		Band E	3.62
			Band I	1.00
Joint Protective Services	Cyber, Intelligence & Serious Crime Directorate	Cyber and Digital Forensics	Band E	1.00
		Data Communications	Band E	3.11
		Band G	1.00	
	Major Investigations	Major Investigations Unit	Band E	6.53
			Band F	0.81
Specialist Operations	Firearms Licensing Unit	Band D	8.32	
Norfolk Safeguarding and Investigations Command	Investigations Command	Norfolk Investigations	Band E	9.11
		Norfolk Investigations (POU)	Band E	7.21
	Norfolk Safeguarding	Norfolk CSE	Band E	12.08

			Band F	1.00
		Norfolk Multi Agency Safeguarding Hub	Band E	13.95
		Norfolk Public Protection Unit	Band E	3.00

SUFFOLK

Joint Justice Services	Custody Investigation Unit	CIU Bury St Edmunds	Band E	8.34
			Band F	2.00
		CIU Gt Yarmouth	Band E	2.00
			Band F	1.00
CIU Martlesham		Band E	6.56	
		Band F	1.00	
Joint Professional Standards Department	Serious Case Unit		Band E	1.38
			Band I	1.00
Joint Protective Services	Cyber, Intelligence & Serious Crime Directorate	Cyber and Digital Forensics	Band E	2.00
		Data Communications	Band E	4.20
Suffolk Safeguarding and Investigations Command	Suffolk Crime Investigations	CID South	Band E	1.00
		CID West	Band E	2.00
		Incident & Crime Management Hub	Band C	5.00
		Neighbourhood Support	Band C	11.84
	Band E		9.00	
	Suffolk Protecting Vulnerable People	Suffolk SGU Investigations	Band F	1.00
Band E			9.76	
		Band F	3.00	

Details of the salary bands can be found via the link provided below:-

<https://www.norfolk.police.uk/join-us/police-staff>

This response will be published on the Constabularies web-site under the Freedom of Information pages:-

<https://www.norfolk.police.uk/about-us/our-data/disclosure-log>
<https://www.suffolk.police.uk/services/freedom-information/disclosure-logs>

Should you have any further queries concerning this request, please contact Amanda Gibson, FOI Decision Maker, quoting the reference number shown above.

A full copy of the Freedom of Information Act (2000) can be viewed on the 'Office of Public Sector Information' web-site;
<http://www.opsi.gov.uk/>

Norfolk and Suffolk Constabularies are not responsible for the content, or the reliability, of the website referenced. The Constabulary cannot guarantee that this link will work all of the time, and we have no control over the availability of the linked pages.

Your Right to Request a Review of Decisions Made Under the Terms of the
Freedom of Information Act (2000).

If you are unhappy with how your request has been handled, or if you think the decision is incorrect, you have the right to ask the Norfolk and Suffolk Constabulary to review their decision.

Ask Norfolk and Suffolk Constabularies to look at the decision again.

If you are dissatisfied with the decision made by Norfolk and Suffolk Constabularies under the Freedom of Information Act (2000), regarding access to information, you must notify the Norfolk and Suffolk Constabulary that you are requesting a review within 20 days of the date of its response to your Freedom of Information request. Requests for a review should be made in writing and addressed to:

*Freedom of Information Decision Maker
Information Management Department
Norfolk Constabulary
Operations and Communications Centre
Jubilee House
Falconers Chase
Wymondham
Norfolk NR18 0WW
OR
Email: freedomofinformation@norfolk.pnn.police.uk*

In all possible circumstances Norfolk and Suffolk Constabulary will aim to respond to your request for us to look at our decision again within 20 working days of receipt of your request for an internal review.

The Information Commissioner.

After lodging a request for a review with Norfolk and Suffolk Constabulary, if you are still dissatisfied with the decision, you can apply to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at www.ico.org.uk or contact them at the address shown below:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700