



Freedom of Information Act Publication Scheme	
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Title	MPS Overseas Travel Policy
Version	Version 2
Summary	This policy consolidates previous policy and instructions in respect of overseas travel by police officers, police staff and contractors, collectively known as 'MPS personnel', in the course of their work for the Metropolitan Police Service.
Branch / OCU	SCD Policy Forum
Review date	November 2010

Introduction

This policy consolidates previous policy and instruction in respect of overseas travel by police officers, police staff, and contractors, collectively known as 'MPS personnel', in the course of their work for the Metropolitan Police Service (MPS).

Application

This policy will be implemented with immediate effect.

All police officers and police staff, including the extended police family, and those working voluntarily or under contract to the Metropolitan Police Authority (MPA) must be aware of and are required to comply with all relevant MPS policy and associated procedures. However this policy applies in particular to officers and/or police staff in the following roles:

- Senior officers and police staff members responsible for authorising overseas travel;
- Supervisory staff responsible for operations or other activity requiring overseas travel;
- Police Officers, Police Staff and contractors working for the MPS required to travel overseas on official business; and
- Police staff responsible for support functions concerning overseas travel.

N.B. This list is not intended to be exhaustive.

Purpose

This policy and its associated Standard Operating Procedures (SOPs) will provide instructions and advice to personnel travelling abroad on MPS business. Its implementation will ensure best use of public resources, and promote effective use of police time. At the same time, it will protect the welfare, professional reputation and integrity of members of the Service engaged in duties overseas.

Scope

This policy relates to international travel on MPS business. It does not relate to travel within the United Kingdom.

Policy Statement

Members of the MPS who are required to travel overseas in the course of MPS business must carry out their duties effectively to achieve the aims of the journey safely and in a manner that represents best value to the people of London.

MPS officers of Association of Chief Police Officer (ACPO) rank are responsible for authorising foreign travel in their business area, for securing budgetary provision for the proposed travel, and for ensuring that effective risk management measures are in place.

Senior police staff within the MPS who are in overall charge of a business area are responsible for authorising foreign travel in their business area, for securing budgetary provision for the proposed travel, and for ensuring that effective risk management measures are in place.

Unit heads are responsible for ensuring that the business case for travel undertaken by their personnel is sound, and must support each application for authority to travel.

Line managers are responsible for completing a comprehensive risk assessment and implementing a risk management process. The line manager completing the process should have requisite knowledge of the task to be undertaken, and of the area to be visited, or of where to obtain that knowledge, in order to make a valid assessment of the risks involved.

The person seeking to travel, or directed to travel, must obtain authority to do so before making any firm arrangements or entering into any undertakings in connection with the intended visit

Personnel wishing to travel or directing that travel should be undertaken are responsible for preparing and submitting a business case as stipulated in the accompanying standard operating procedures.

A comprehensive risk management process will take place before any overseas travel is authorised.

Benefits

The benefits of this policy include:

- A consistent approach across the MPS to overseas travel planning.
- Managing risks entailed in overseas deployments.
- The consideration of carbon offsetting costs generated from air travel
- A clear demonstration that best value for money is being obtained.
- Minimising waste of time and resources.
- Establishing corporate knowledge of advantages and disadvantages experienced in different geographical areas.
- Minimising health and safety and personal security risks to personnel travelling overseas.

Responsibilities

The following will have specific responsibilities under this policy:

The Specialist Crime Directorate Policy Forum owns the policy.

The policy will be implemented and reviewed by the International Crime Coordination Team (ICCT).

Associated Documents and Policies

The following documents are relevant to this policy:

MPS Overseas Travel Policy - Standard Operating Procedures

Home Office Circular 11/2003 dated 6 March 2003.

Overseas Deployment Manual for Police Officers

Special Notice 02-03, of 24 January 2003 (Concerning civil actions against police)

Notices 06-03, item 2, of 5 February 2003 (Travel to politically sensitive countries)

Notices 20-03, item 3, of 7 May 2003 (Concerning the corporate charge card)

Notices 39-02, item 5, of 25 September 2002 (Concerning financial assistance in legal proceedings)

Notices 26-02, item 1, of 26 June 2002 (Concerning authority to travel) (NB: The SOP amends part of this notice)

Home Office Circular 43/01 (Concerning financial assistance in legal proceedings)

Notices 23-00, item 5, of 7 June 2000 (Concerning travel to politically sensitive countries)

Home Office Circular 16/1997 (Concerning mutual legal assistance)

Special Notice 34/98 of 26 August 1998 (UK and overseas air travel policy)

Home Office Circular 17/1989 (Communication with police forces abroad)

Special Notice 36/97 (guidance on the implementation of risk assessment)

Special Notice 13/98 (risk assessment quality system)

This policy and procedure replaces

Notices 26-02, Item 1, of 26 June 2002 (Instructions for seeking authorities to travel abroad/enquiries in other countries, including non-operational travel), which should be cancelled.