



## Emergency Boarding Up Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

### Procedure Statement

North Yorkshire Police (NYP) have a requirement to facilitate an emergency securing (boarding up) service, when there is no other suitable alternative available.

In the majority of cases the responsibility for the costs of any boarding up will be the responsibility of the owner/occupier of the premises. (Appendix 1).

The responsibility to authorise the use of boarding up services sits with the Critical incident Inspector (CII) for the relevant area. CII authorisation is the default position but, in circumstances where the CII is unavailable or it would be more appropriate, the decision can be made by the Force Incident Manager (FIM) or Deployment Manager (DM)

For all occurrences where NYP will be responsible for any costs incurred, the incident log must be endorsed by the person making the decision with their rationale for the authorisation.

The contractors will be utilised in the following circumstances:

No	Circumstances
1	Forced entry in execution of legal powers including warrants & searches;
2	Premises insecure due to : <ul style="list-style-type: none"> <li>• Criminal damage</li> <li>• Break in by persons unknown</li> </ul>
3	Forced entry to preserve life and property;
4	Other circumstances

The following table provides further explanations of the definitions:

Definition	Explanation
Responsible person	Includes the owner, occupier, key holder, landlord, agent, tenant or any other person acting on their behalf, be it commercial or residential premises.
Emergency securing of council or housing association owned premises	These premises are the responsibility of the relevant council or housing association to secure. CII, FIM or Deployment Manager may authorise the securing of council or housing association owned premises if, in their opinion, exceptional circumstances exist that require a service that cannot otherwise be provided.
Other circumstances	There may be instances where, due to there being no identified responsible person, extenuating circumstances or particular welfare needs, the CII, FIM or DM decides that the Force will be responsible for paying for the securing work, notwithstanding the criteria detailed within this policy. This will be reviewed on a case by case basis.

**Procedures:**

**Other Documents:**

- Financial Governance
- Devolved Resource Management Manual
- Appendix 1 – Initial Cost Liability
- Appendix 2 – Advice to Occupiers

**Process**

The following process should be followed on attendance at insecure premises:

Before leaving any property that is insecure the police officer or staff must ensure that there is either a responsible person present at the premises or arrange to have the premises secured via the Force Control Room (FCR).

The FCR will contact a contractor from the list held within the FCR.

To ensure clarity of what is being requested as well as to enable the contractor to submit accurate and timely invoices the following information is to be provided to the contractor by a member of the FCR when contacted.

Title	Detail
Site/NYP details	<ol style="list-style-type: none"> <li>1 Full site address with Postcode.</li> <li>2 Incident number and date.</li> <li>3 Commercial or Residential property</li> <li>4 Occupied or unoccupied property</li> </ol>
Reason for the request	<ol style="list-style-type: none"> <li>1 Property insecure as a result of: <ul style="list-style-type: none"> <li>• forced entry in execution of legal powers including warrants and searches</li> <li>• forced entry to preserve life and property</li> <li>• premises insecure due to criminal damage</li> <li>• premises insecure due to break in by persons unknown</li> <li>• other circumstances</li> </ul> </li> </ol>
Authorisation & caller Information	<p>Authorising Officer's name &amp; collar number. Collar number of NYP caller</p>
Action required	<p>What requires boarding up and at what level, e.g. first floor, to enable contractor to carry out their own health &amp; safety risk assessment</p>
Any concerns	<p>Any concerns that the contractor need to be made aware of before an operative attends the site?</p>

Currently there are no agreed timescales with contractors and one should be obtained when the contractor is called out. If deemed too long consideration should be given to contacting a different contractor.

When considering any disclosure of information to a contractor, police officers and staff must consider the requirements of the Data Protection Act (DPA) 1998 and the Human Rights Act (HRA) 1998.

Information obtained by NYP is obtained for a policing purpose and can only be used for that purpose. Therefore, unless exceptional circumstances apply, NYP systems shall not be searched in order for officers to obtain further information. Further guidance can be obtained from Legal Services and the Civil Disclosure Unit.

Details of what is required to be boarded up is to be passed to the contractor and fully recorded on the Storm Log.

For all incidents where the costs are to be born by NYP the rationale must be fully recorded on the Storm Log & endorsed by the person authorising. (Appendix 1).

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For incidents where the costs are to be borne by the owner/occupier, the Storm Log must clearly identify the name of the responsible person (Appendix 1).

Copy of Appendix 2 is to be left at the premises by the contractor

### **Operational requirements**

- Officer responsibilities at the scene:
  - Prior to calling out boarding, establishing owner or responsible person so that they have the opportunity to arrange boarding.
  - If this fails, seeking authorisation from the CII and then contacting the FCR to arrange emergency boarding (detailing exact works required to secure building/premise)
  - Ensuring all other entry/exits points are secure
  - Ensuring a resource is on site to wait for contractor (this does not necessarily need to be an Officer if a suitable alternative is available)
  - Checking premises once work is complete
  - Ensure the owner is notified/where keys can be collected etc
- FCR
  - To review the reason for request and ensure it fits the criteria for calling out the emergency boarder
  - Undertaking checks for council properties as to who is best placed to undertake any works (council have their own maintenance teams which should be used)
  - Endorsing the OEL as to the authorisation for boarding

### **Payment of Contractor Invoices**

Invoices should be made to the 'Police, Fire and Crime Commissioner for North Yorkshire'

The invoice is to be sent to the Accounts Department at NYP HQ who will record the invoice and forward it to Business Administration Services (BAS) for processing

BAS Organisational Support Officer (OSO) will receive the invoice and record details on the tracking spreadsheet.

The OSO must search Niche for the relevant incident number and review the incident record, OEL and/or CAD log to establish the following:

- boarding up was requested by NYP
- location details match the location recorded on the incident
- boarding up details match those recorded on the incident
- establish whether NYP or the owner/occupier are liable for the costs of boarding up
- if liability for costs rests with NYP, verify that appropriate authorisation has been recorded by CII, FIM or DM.
- record Niche incident number and whether NYP or owner/occupier are liable to pay costs on invoice to verify that appropriate checks have been made

The OSO must Code block the invoice, enter relevant cost centre and nominal code (xxxx 63845) and forward for authorisation.

If liability for payment of the costs associated with boarding up are to be borne by the owner/occupier the invoice must, in the first instance, be paid by NYP. NYP will then seek to recover costs from the owner/occupier through the raising of a Form 52. The Form 52 should include the relevant Niche incident number.

Any claims by owner/occupiers are to be put in writing and sent to Legal and Compliance Services, HQ.

### **Responsibilities**

**Organisational Support Officer (OSO)** - The OSO's will be responsible for processing any invoices received from approved boarding up contractors via Purchasing to Pay. This will involve checking the details of the invoice for accuracy against the relevant information held on Niche, identifying the relevant cost centre and submitting the coded invoice to the District Account Manager for authorisation. The OSO will also be responsible for generating a Form 52 for any incidents for which the cost of boarding up is to be recharged to the owner/occupier.

**District Account Manager (DAM)** - The DAM will be responsible for ensuring the invoices are processed, authorised and submitted to Purchasing to Pay within the agreed timeframe and that any queries relating to the detail on the invoice are challenged as appropriate. The DAM is also responsible for ensuring that appropriate checks have been made to verify the accuracy of the invoice and that, where relevant, a Form 52 is generated for recharging the associated costs to the owner/occupier.