

**GWENT POLICE  
POLICE USE OF VEHICLES (INCLUDING PEDAL CYCLES)**

**PROCEDURE**



**SUMMARY**

**'STAFF ARE REMINDED THAT THIS SUMMARY IS STRICTLY AN OVERVIEW OF THE KEY ELEMENTS OF THE DOCUMENT AND FOR A MORE COMPREHENSIVE EXPLANATION THE WHOLE OF THE DOCUMENT SHOULD BE READ'**

This procedure applies to all employees of Gwent Police- including temporary and seconded staff, who drive whilst on Force business. It covers all staff who use:

- Force motor vehicles
- Hire cars used of Force business
- Force pedal cycles
- Private vehicles used on Force business (NB: Health and Safety legislation does not apply to travel from a person's home to/ from their usual place of business)

It is essential that drivers of police vehicles maintain a high standard of driving at all times. It must be remembered that members of the public critically observe the standard of driving of police vehicles and drivers must endeavour to set a good example. Drivers who are responding to emergency situations must continuously balance their own safety and the safety of the public against journey time. It is never acceptable to put any person at unnecessary risk in order to reduce journey time.

It is essential that the condition of motor vehicles belonging to the Force be maintained at a high level. Continued maintenance reduces the likelihood of a fault occurring that may result in a collision and prevents major and expensive defects that cause a consequential interruption of operational duties.

**APPENDIX 1 POLICE USE OF PEDAL CYCLES (AT REAR OF DOCUMENT)**

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE.**

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**APPENDIX 1 POLICE USE OF PEDAL CYCLES**

## **Guidance Procedure and Tactics**

### **1.1 Risk Assessments and Health and Safety Considerations**

Police personnel are required to consider making the appropriate risk assessment when implementing this procedure.

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of this risk assessment will be provided to all police personnel if requested:

Procedural health and safety considerations:

- Eyesight test for advanced drivers prior to undertaking training, in all other instances whenever required by the Chief Constable
- Drivers who have worn spectacles/ contact lenses to pass the eye test must wear them whilst driving.
- If staff are taking medication they must identify from the packaging if they should drive and ensure they are able to drive.
- Any medical condition which may affect a driver's ability must also be declared.
- Appropriate training must have been received before any police personnel can drive a police vehicle.
- Police personnel must ensure that checks are carried out on the vehicle in accordance with training and the vehicle procedure manual before driving.

### **1.2 Specific Procedure**

#### **Specification and Control**

#### **Specification**

1.2.1 This procedure applies to all employees of Gwent Police- including temporary and seconded staff, who drive whilst on Force business. It covers all staff who use:

- Force motor vehicles
- Hire cars on Force business
- Private vehicles on Force business (NB: Health and Safety legislation does not apply to travel from a person's home to/ from their usual place of business)

1.2.2 All vehicles purchased by Gwent Police will normally be via the Home Office Framework Agreement listing. The vehicle must also be approved by the Home Office. This is in order to ensure that the vehicles are compatible with the equipment that is installed and that the safety of the driver, passengers and the general public is not jeopardised. A minimum

specification of user requirements will be held by the Fleet Manager. Vehicles will be evaluated by the Force Driver Training Unit to assess suitability for a specific role. The Fleet Manager will determine and purchase a "Fit for Purpose" vehicle in consultation with the Workshop Manager and User Group representative and Driver Training Unit.

1.2.3 Before any action is taken to purchase, modify or fit any equipment or trailers, the Fleet Manager must be consulted. The role of the Fleet Manager in such a case is to quality assure the purchase/modification/ fitment and ensure its type approval. No purchase or modification will be made or equipment fitted without the Fleet Manager's approval. Where the change is significant and the Fleet Manager deems it appropriate, a written risk assessment will be completed.

1.2.4 It is essential that drivers of police vehicles maintain a high standard of driving at all times. It must be remembered that members of the public critically observe the standard of driving and drivers must endeavour to set a good example.

1.2.5 Drivers who are responding to emergency situations must continuously balance their own safety and the safety of the public against journey time. It is never acceptable to put any person at unnecessary risk in order to reduce journey time.

1.2.6 It is essential that the condition of motor vehicles belonging to the Force be maintained at a high level. Continued maintenance reduces the likelihood of a fault occurring that may result in a collision and prevents major and expensive defects that cause a consequential interruption of operational duties. Any issues should be brought to the attention of the vehicle workshop immediately or as soon as practicable.

### **Disposal**

1.2.7 The disposal of all vehicles purchased, leased, sponsored or demonstrators will be the responsibility of the Fleet Manager. The Fleet Manager will arrange for all used police vehicles to be thoroughly inspected and any police equipment removed prior to disposal or return and any queries should be addressed to him/her. Where applicable, a form V23 (notification of a total loss or potential loss of vehicle) will be submitted to DVLA by the Fleet Manager.

### **Operational Control**

1.2.8 The Head of Service Area/LPU/Department is responsible for ensuring the operational control of all vehicles within their Area and any vehicle on loan to them (e.g. sponsor vehicles).

### **Hired Vehicles**

1.2.9 Hired vehicles will be deemed as 'owned by the Police Authority for

the purpose of this procedure and restrictions on their use will be the same as for police owned vehicles. The hirer will ensure that the vehicles are suitable for use.

## **Emergency Response**

### **Emergency Events**

**1.2.10 This section is concerned with responding to emergency events and must not be confused with police pursuits which are covered in a separate procedure.**

1.2.11 Responding to emergency situations in motor vehicles is a potentially dangerous activity for both staff and members of the public. The dangers however must be balanced against the need to save life, apprehend offenders and prevent crime.

1.2.12 To this end, only staff who have been trained in accordance with the ACPO National Police Driver Training Manual AND have such written authorisation from the Driver Training Unit supervisor can be deployed in emergency response mode.

1.2.13 Drivers must drive within the restrictions of their written authority issued by the Driver Training Unit supervisor and constantly risk assess their activity, maintaining the balance between safety and reduced journey time. Safety must be the overriding factor. No duty is so urgent as to justify jeopardising the safety of the public or a member of staff.

1.2.14 Drivers must comply with guidance provided within the Highway Code and Section 87 Road Traffic Act 1984 (which creates exemptions to vehicles being used for police purposes).

1.2.15 When dealing with calls for assistance from members of the public and other officers, trained and authorised staff may make use of the exemptions afforded to police vehicles only when the situation requires such a response and its continuance. This is a dynamic situation that must be continuously reviewed by the driver in the light of risk, change of circumstances or information to hand. Staff should be mindful that they may have to justify their actions in a court of law. The responsibility is that of the driver and not the Force Control Room. Although the calls may be graded as 'immediate' by the Force Control Room, the decision to drive in response mode, or not as the case may be, is the driver's. In some cases it may be prudent to get there as quickly as possible, but without the use of exemptions. Performance indicator targets in respect of response times for calls graded as 'immediate' will never be a factor to be used when deciding whether to drive in response mode.

1.2.16 **In general only marked police vehicles equipped with blue lights and audible-warning instruments will respond to emergency calls, however unmarked RPU/ARU/ANPR vehicles so equipped can also be deployed for emergency purposes'.**

1.2.17 Police officers will not exceed the speed limit in response to an 'immediate' response call unless they have successfully completed the response-driving element of a driving course. It must be emphasised that police officers must be aware of their own and of the vehicle's limitations and of the inherent dangers of driving in excess of a speed limit. Police officers must clearly understand that they are responsible and accountable for the manner in which a vehicle is driven.

1.2.18 Two-tone horns/ wailers have been fitted to police vehicles as a safety measure. They are intended only as an additional warning signal for the purpose of alerting other road users to the presence of a police vehicle e.g. in negotiating slow moving traffic, congested roads, red traffic lights and road junctions.

1.2.19 National research has shown that the prolonged use of two-tone horns is a factor that impacts upon public reassurance and fear of crime. Two-tone horns are primarily to be used to assist drivers to negotiate the types of traffic conditions outlined within the paragraph above. Drivers utilising such aids should be aware of and attempt to minimise noise pollution.

1.2.20 Mobile 'follow' vehicle speed enforcement checks will only be carried out by Roads Policing Unit Officers. Under no circumstances will follow speed checks be made by non Roads Policing Unit Officers, whatever authorisation is held by the police driver.

### **Surveillance**

1.2.21 Only officers with a current Advanced Grade driving authority, who have successfully completed a NPIA or other nationally accredited Surveillance course, may perform vehicle surveillance duties as a driver.

### **Safety**

#### **Fitness to Drive**

1.2.22 Any member of staff who feels unable to carry out a particular driving function due to illness, fatigue or any other factor that may affect their driving ability must bring this to the attention of their supervisor immediately. Similarly, staff must not drive if they are taking medication that adversely affects their driving capability. Confidential factors may be brought to the attention of the Occupational Health and Welfare Unit.

#### **Alcohol Consumption**

1.2.23 Police vehicles will not be driven by a person who is under the

influence of alcohol. Any member of staff who is called out for duty when not on-call and has consumed alcohol must declare this and should not drive. Staff who are on-call as part of a foreseen duty requirement must not consume alcohol.

### **Seat Belts**

1.2.24 Members of staff must wear their seat belts in vehicles at all times unless their use would put the member of staff in danger with regard to the carriage of prisoners. Likewise, all passengers should wear seatbelts unless a legal exemption applies. Drivers should be aware of their responsibilities for children under the age of fourteen years in this regard. Prisoners should also be asked to put their seatbelts on when being conveyed. When a prisoner is immobilised (e.g. handcuffed) this is the responsibility of the driver having regard to all the circumstances and subject to a dynamic risk assessment. There will be times when it is neither practical nor safe for the officer to put the belt on due to the violent behaviour of the prisoner.

1.2.25 The Road Traffic Act 1988 amendment to seat belt regulations provides an exemption for small children (three to eleven years inclusive/ under 135cm) to use the correct child restraint for their height and weight when riding in a police vehicle. However, the driver still has the responsibility to ensure that the child wears the seat belt provided. Equally an exemption applies to allow children (three years to 135cm in height) to travel in the rear and use an adult belt for an unexpected necessity over a short distance, if the right child restraint is not available. Staff must be aware of this exemption in case their actions are challenged.

1.2.26 The type of vehicle used for the transportation of detainees will often vary. The choice of vehicle used will be influenced by availability, whether the transport is planned or spontaneous and by the risks associated with the detainee(s). A risk assessment must be considered when determining the most appropriate form of transport. Detainees should not, under normal circumstances, be placed in the rear of a police vehicle (car) unaccompanied and should never occupy the seat immediately behind the driver of that vehicle unless there is a physical barrier of some description fitted to that vehicle preventing persons accessing the controls of the vehicle.

### **Transportation of Detainees**

1.2.27 The following general principles should be applied when considering the transport of detainees:

- No more than one detainee must be conveyed in an unmodified police car
- Modified vehicles should carry no more than they are designed for.
- High-risk detainees will require more resources to monitor them.
- Every detainee must be supervised and monitored while in transit.
- Single crewed officers must be satisfied that they can perform this role.
- An escorting officer may be responsible for more than one detainee.

- Where appropriate, the escorting officer should accompany them in the rear of the vehicle or in the cage; the escort must be able to communicate with the driver at all times.

1.2.28 Where CCTV is installed inside a vehicle all staff must be aware of their responsibilities regarding the use of this equipment.

1.2.29 It is essential that prior to (such as the commencement of duties) and following the use of a vehicle for the transportation of detainees, under any circumstances, a thorough search of the vehicle is made by officers responsible for the detainee and use of that vehicle. A note should be made by the officers regarding the use and search of that vehicle in the vehicle log book.

1.2.30 In order to ensure the safe use of police vehicles, officers must always consider whether they should exercise their powers to search before placing a detainee in a vehicle (Section 32 PACE). Paragraph 34(2), Schedule 4 to Police Reform Act 2002, confers on designated escort officers a power to search and seize while in transit from the place of arrest to the police station should such officers become involved in the conveyance of detainees.

### **Smoking**

1.2.31 Staff and other persons will not smoke in police vehicles.

### **Speed Limits**

1.2.32 Section 87 Road Traffic Regulation Act 1984 permits vehicles used for police purposes to exceed speed limits and contravene certain road signs and signals. However, only those drivers authorised to Standard level or above may make use of these exemptions, when the conditions are suitable.

1.2.33 All other staff must drive within speed limits and adhere to all traffic signs.

1.2.34 All officers should be aware that incident data recorders may be installed in some operational vehicles. Any vehicle fitted with an incident data recorder will have a notice attached to the vehicle's dashboard advising officers or occupants of such a device.

1.2.35 The installation of these incident data recorders is supported by the Police Federation and will contribute to officer safety. In the event of an incident, recordings from this device may be analysed.

1.2.36 There will be occasions when, due to the serious nature of an incident, driving in excess of the speed limit is reasonable and justified. However, driving in excess of a speed restriction must not compromise the standard of care and attention required of all drivers at all times. Any resultant

collision or complaint resulting from disregard of the speed limits or the manner in which a vehicle is driven could result in due process of law.

1.2.37 The decision to exceed the speed limit places an onerous responsibility on the individual. In making that decision the individual must consider the following:

- Public safety and officer safety is paramount
- Increased speed involves a proportionate increase in danger to public and driver
- Does the nature of the incident warrant the increased risk to safety?
- Am I trained to drive in excess of the speed limit?
- Am I authorised to drive in excess of the speed limit?

### **Unmarked Police Vehicles**

1.2.38 Unmarked vehicles not fitted with blue lights and two tones and general purpose unmarked CID vehicles are not intended or equipped for high-speed or response use and should not be so driven, irrespective of the driving authority held by the driver. This restriction will not apply to surveillance vehicles operating in that role under the control of an advanced driver.

### **Personnel Carriers and Vans**

1.2.39 Personnel carriers and vans are not intended or designed for high speeds and will not be so driven. When using this type of vehicle for emergency response, drivers should be mindful of this and the handling characteristics of the vehicle, particularly when laden.

1.2.40 Section 86 of the Road Traffic Regulation Act 1984 restricts this class of vehicle to the following speed limits on de-restricted roads:

- Motorway: 70 mph
- Dual Carriageway: 60 mph
- Single Carriageway: 50 mph

### **Inclement Weather**

1.2.41 Police vehicle drivers may be required to attend events that occur in adverse weather conditions. Extra care must be taken in such conditions and an appropriate vehicle used, if practicable. Only essential/ emergency journeys are to be undertaken in inclement weather conditions. Supervisors must carry out a Dynamic Operational Risk Assessment before authorising the use of a vehicle in such adverse weather conditions which should take into account the equipment carried in the vehicle and its potential use in the event of the vehicle becoming stuck.

1.2.42 The decision to withdraw vehicles from patrol duties in inclement weather will be made by:

- The Senior Officer on duty or duty Inspector .
- The Senior Officer on duty at a section in respect of vehicles in that section
- The Senior Officer or duty Inspector in respect of RPU vehicles.

### **Unmade Road and Rough Ground**

1.2.43 Other than in cases of emergency, police vehicles will only be driven on tarmaced roads unless the vehicle is designed for off road use, e.g. Land Rover Defender.

### **Long Journeys**

1.2.44 Supervisors and managers must exercise particular care before sending staff on long journeys such as cross-country escorts. When sending staff on such journeys, consideration must be given to the length of time they will have already worked, type of vehicle being used, weather conditions/ forecast, road types and conditions, lone working, etc. A supervisor must carry out a Dynamic Operational Risk Assessment.

1.2.45 Staff should be allowed overnight stays where this is appropriate and allocated a mobile phone, where practicable.

1.2.46 Supervisors need to ensure staff have an eleven hour break in line with working time directives.

**1.2.47 Drivers should be aware of the dangers of tiredness and must take appropriate breaks. Breaks are also required to allow for limb exercise and so avoid the risk of deep vein thrombosis.**

### **Police Motorcyclists**

1.2.48 A police motorcyclist may stand down and use a police car in any circumstances where the rider believes it to be necessary on the grounds of safety. A supervisor must be informed of the reason for doing so. No criticism of the officer's decision should be made.

### **Carriage of Non-Police Personnel**

1.2.49 In certain circumstances it may be necessary for police officers or other police staff to convey non-police personnel, including prisoners, as part of their duties. The conveyance of non-police personnel should be kept to a minimum, be for a policing purpose and officers should ensure that such persons are properly restrained by seat belts or other appropriate restraints. Officers should be mindful of the responsibility of ensuring a person's safety as far as possible whilst in police vehicles. Before conveying such personnel in police vehicles, authorised drivers must carry out a Dynamic Operational

Risk Assessment.

1.2.50 Staff must ensure that due regard is given to the Data Protection Act where non-police personnel are within hearing of radio transmissions. Non-police personnel must, as far as practicable, not be party to police radio transmissions (it is recognised in some instances this may not be practically possible).

1.2.51 Vehicles must not be used to transport staff for social or non police purposes.

1.2.52 **Guidance Note:** It is not practical to provide an exhaustive list of what categories of person can be carried as there are so many possibilities. The principle is one that it should be for a policing purpose (this includes purposes of other agencies where staff are working in multi-disciplinary teams and are carrying out authorised team functions, and not for any other). To assist with clarity regarding specific queries raised by staff, it may include (not an exhaustive list):

- Transportation of witnesses for policing purposes
- Removal of persons from an incident scene to another place for the purpose of preventing further problems or for safety reasons.
- Transportation of persons to hospital or other place of safety where no ambulance or other such vehicle is readily available; this requires careful risk assessment in the case of injured or ill persons and should only be done as a last resort.
- Transport of prisoners to another location after release where the police have a duty of care to discharge in this regard.
- Animals should only be transported as a last resort and using the most appropriate type of vehicle available; vehicles are not equipped to safely transport animals but there will be times when there is no alternative- the services of local vets, RSPCA, Dog Warden, local council, etc, should be used where applicable.
- Where so directed by a supervisory officer.

In short, use common sense and be able to justify your decision to transport a person if required to do so.

1.2.53 Police workshops and appointed agents may drive the vehicles for non-operational purposes such as transporting the vehicle to and from a garage but the police sign on the vehicle should be covered.

### **Police Use of Vehicles for Hire or Reward**

1.2.54 The use of police vehicles for hire or reward is determined within the ACPO/APA Guidance on Charging for Police Services – Paying The Bill 2. Information on the interpretation and application of this guidance can be obtained from the Head of Finance.

### **Driving of vehicles found abandoned or taken into Police Protection**

1.2.55 When a police officer finds it necessary to drive to a place of safety a privately-owned vehicle which has been abandoned or taken into police possession, or to drive a vehicle for the purpose of a test, it will not be necessary for that member of the police to hold an authorisation to drive police vehicles. Such action must only be taken after due regard has been paid to the emergency possession and to the provisions of the law affecting such actions by the police. In every case, the police officer must hold an appropriate driving licence, and the greatest possible care must be taken to prevent damage to property or injury being caused to civilians or police officers.

### **Use of Communication Equipment**

1.2.56 Whenever a member of staff is travelling alone in a police vehicle, the use of the radio handset fitted to the vehicle should be kept to the absolute minimum whilst the vehicle is in motion and, when used, full use made of the hands free facility. Wherever possible, transmissions should be made whilst a vehicle is stationary.

1.2.57 In the event of an emergency where it is not practicable to interrupt a journey to use a radio handset, the driver must ensure that using the radio does not adversely affect their control over the vehicle. They must also ensure that the road and traffic conditions and the speed of the police vehicle are appropriate for them to use radio equipment.

### **Use of Mobile Telephones**

1.2.58 The law must be complied with in respect of mobile phones. Drivers may only use mobile phones to receive calls, and only then when a recognised hands-free solution has been provided by the Force Communications Dept., however such use must be kept to an absolute minimum as the use of such equipment can be distracting. Even though use as above may be legal, drivers should be aware that the higher the speed they are travelling and the more complex/ distracting the task they are engaged on (e.g. pursuits), the greater the risk in their use. Hence, whenever possible, drivers should stop whilst using the equipment. Safety must **never** be compromised.

### **Use of Tetra Handsets**

1.2.59 The Road Vehicles (Construction and Use) (Amendment No 4) Regulations 2003 which covers the use of mobile phones apply to all Gwent Airwave (handheld) terminals as the mobile telephony function is permanently enabled on the handsets. The use of Airwave handset terminals whilst driving should not be undertaken. The legislation does not apply to Airwave vehicle fitted equipment. Therefore the use of vehicle fitted Tetra is permitted. Officers must however comply with the training given.

## Driving Authority Classifications

### General

1.2.60 The driver grading system is in compliance with the categories recommended in the Driver Training Manual.

1.2.61 Officers will be authorised to drive vehicles according to the following grades subject to their having the appropriate driving licence qualification.

1.2.62 The Driver Training Unit will maintain a record of the grades awarded to all authorised drivers and will arrange refresher training as required. Drivers will receive refresher training according to their current role.

1.2.63 Generally only officers attached to specialised units, such as the Roads Policing Unit, Armed Response Unit and the Surveillance Unit, and who are required to drive high-powered vehicles as the main part of their duties, will be trained to Advanced level. Advanced driving authorisation will remain valid only whilst the holder is attached to a specialised unit and upon transfer from these duties, the holder will immediately revert to being a Standard driver and must comply with all the restrictions applicable to the grade. If twelve months or more have elapsed before they return to a specialist unit, they must successfully undertake an assessment drive with a Driving Instructor attached to the Driver Training Unit before reverting to Advanced status.

1.2.64 Subject to para 1.2.76, as a general rule high-powered vehicles equipped for response duties will only be driven by Advanced drivers. This is because although a Standard driver is trained in response, he/she is not trained in the handling characteristics of such vehicles at high speed.

1.2.65 Where officers who are deployed away from operational duties for twelve months or more have undertaken an assessment drive with a Driving Instructor before they resume driving, it shall be the responsibility of the officer's respective HR Advisor to inform the Driver Training Unit supervisor that he/she has resumed operational duties.

1.2.66 Authority to drive police vehicles may be withdrawn if an authorised driver misuses or damages a vehicle in any way. (Please refer to the Police Vehicles Road Traffic Collision procedure for further information regarding necessary action in these circumstances).

### Basic/Permit

1.2.67 Drivers of any Police owned vehicles being used for police purposes in an **operational or non-operational role** who have passed a vehicle specific assessment drive with a Force Driving Instructor.

They are only authorised to drive police vehicles for **non-response** purposes only and will be required to sign a written declaration to this effect.

Police support staff or contract workers required to drive hire vehicles in a **non-operational role** are permitted to do so without assessment. They must supply their driving licence details to the relevant supervisor who must ensure they are entitled to drive that class of vehicle.

1.2.68 Drivers must obey the speed limits and conform to all traffic signals and signs.

1.2.69 The use of blue lights is permissible only in the following circumstances and subject to a dynamic risk assessment:

- To protect the scene of an incident where the vehicle is stationary.
- To stop vehicles from behind.

### **Standard**

1.2.70 A driver who has satisfactorily completed a standard driving course at the force Driver Training Unit, including a response module, but who has not undergone a higher level of training is classified as a Standard Driver. Such drivers are entitled to drive low performance vehicles. Such drivers are permitted to respond to immediate response calls. If a staff member holds the D1 category on their licence and are successful in the personnel carrier module they are also authorised to drive these vehicles.

1.2.71 The holder of this grade is, when justified, permitted to use the exemptions afforded by Section 87 Road Traffic Regulation Act 1984 and may use blue lights and sirens as required. Standard grade drivers are subject to an upper speed limit restriction of 20 mph above the speed limit applicable to that particular road, with an upper limit of 90 mph on dual-carriageways and motorways. The holder may exceed speed limits subject to these limitations only when it is safe and appropriate to do so. Making use of the speed exemption provided by Section 87 MUST be for an operational policing purpose or as part of a Driver Training Unit instruction course and not for any other reason.

1.2.72 All operational Constables, Sergeants and Inspectors, including CID (Criminal Investigation Department) officers will be trained to standard level. Note: the order of 1.2.70 and 1.2.71 have been changed around.

1.2.73 Current driving qualifications from another Home Office Police Force Driving School held by transferees to Gwent Police may be recognised upon production of written documentary evidence, subject to an assessment drive with a Gwent Police Driving Instructor.

**Advanced**

1.2.74 The holder of this grade is, when justified, permitted to use the exemptions afforded by Section 87 Road Traffic Regulation Act 1984 and may use blue lights and sirens as required. There are no upper speed restrictions placed on Advanced drivers when making use of legal exemptions. The holder may exceed speed limits only when it is safe and appropriate to do so. Driving at such high speeds in accordance with the exemption provided by Section 87 MUST be for an operational policing purpose or as part of a Driver Training Unit instruction course and not for any other reason.

Advanced drivers trained in the pursuit module may undertake all phases of a pursuit in accordance with the Pursuit procedure.

1.2.75 Advanced driver training provided will be role-specific, i.e. there is a distinction between RPU/ARU Advanced and CID/Surveillance Advanced purposes; therefore officers transferring from one discipline to another would need to receive additional 'conversion' training, where applicable, before undertaking the new driving role.

1.2.76 There are no upper speed restrictions placed on Advanced drivers when making use of legal exemptions. Driving at such high speeds must be for an operational policing purpose or as part of a Driver Training Unit instruction course and not for any other reason.

1.2.77 Role requirements may necessitate access and use in limited circumstances by Service Areas/LPU's/departments of high performance vehicles by officers, without holding an Advanced driving grade. Such dispensation will need to be authorised in writing either by the Chief Superintendent Operational Support, Superintendent Operational Support or one of the Chief Officers and will apply for a specified period, which will be the subject of review. Driving assessment will not be required for this purpose, but all national and other relevant speed limits and traffic regulations will be adhered to by the driver.

1.2.78 All drivers will be allowed to drive medium size transport vans provided they hold the relevant full category on their licence and they have passed an assessment to drive the vehicle at the Force driver training/ local training unit

1.2.79 All drivers are expected to abide by the General Principles contained in this procedure in the normal course of their duties.

**Classification of Vehicles**

1.2.80 Classification of vehicles will be made and published by the Fleet Manager and published under the following categories which correspond with the permit employees hold. Vehicles are classified by use as follows:

- High Performance Vehicles

- Low Performance Vehicles
- Special Category Vehicles

1.2.81 New vehicles will have their categories documented in the vehicle. A copy of the vehicle categories will also be available at the Driver Training Unit for consultation. The appropriate driver grade required to drive the vehicle will also be displayed in the vehicle.

1.2.82 Low performance vehicles are small cars and car derived vans, which are widely used in the Force area.

### **Towing**

1.2.83 Drivers should hold the appropriate classification on their driving licence to tow, have undergone training by the Driver Training Unit and have the necessary authorisation. Only vehicles equipped with towing apparatus will be used for this purpose subject to a risk assessment conducted by the user.

### **Drivers/ Passengers**

1.2.84 Personnel will be conveyed to or from their place of duty only in an emergency or when the exigencies of duty prevent the use of public transport and if prior consent is given by an officer of Inspector rank or above.

1.2.85 No pillion passengers will be carried on a police motorcycle.

1.2.86 Police vehicles, including those which are hired, leased or demonstrators will not be used to transport staff or other personnel for non-work related purposes.

### **Personnel Carriers and 4x4 Vehicles**

1.2.87 There will be separate assessment and authorisation for those wishing to drive Personnel Carriers, 4x4 vehicles and other specialist vehicles.

### **Driving Tests**

1.2.88 Applications by report to drive police vehicles will be submitted via a line manager to the Driver Training Unit. Line managers should endorse applications and ensure driving licence categories held are applicable.

1.2.89 Particular care must be taken when an application relates to a personnel carrier, licence category D1 or C1. Post 01 January 1997, automatic entitlement to class D1/C1 has not been included when standard motorcar driving tests have been taken.

### **Special Constabulary**

1.2.90 Members of the Special Constabulary will be authorised to drive

following the requisite test conducted by a Driving Instructor from the Force Driver Training Unit. PCSO's may be authorised to drive sponsored vehicles in limited circumstances, but similarly this must only take place following testing by a Driving Instructor from the Force Driver Training Unit.

1.2.91 The use of vehicles by Special Constabulary members must be authorised by a supervisory officer of the regular Force who must carefully consider the hours worked by the Special Constabulary Officer prior to commencing duty and their fitness to drive. All applications to drive police vehicles by Special Constabulary members must be approved by the Head of Service Area. Members of the Special Constabulary will not drive vehicles in a response mode.

1.2.92 Assessed drivers can only drive police vehicles for transport duties or patrol duties whichever is appropriate within their authorisation. They must comply with all road traffic legislation and not make use of the vehicle's emergency equipment.

#### **Private Use of Police Vehicles**

1.2.93 The private use of police vehicles is subject of a separate policy, which it is intended will be launched on 1<sup>st</sup> April 2012. Until this occurs police vehicles, either marked or unmarked (including hire vehicles) must not be used for private/personal purposes. The 'Private Use' policy, once introduced, will be cross-referenced with this Procedure.

#### **Removal from Driving Duties**

1.2.94 Where a police vehicle collision has occurred it will be for the supervisor attending the scene to decide, in the first instance, whether the member of staff involved should be removed from driving. In taking this decision the supervisor is to have regard to the following:

(a) The member of staff must be provisionally removed from driving duties where:

- i. the collision has resulted in a fatality or serious injury, whether it occurred on or off duty;
- ii. they are suspected of having committed a drink or drug related driving offence, whether on or off duty, and criminal proceedings may be instigated;
- iii. the circumstances of the collision are such or an allegation has been made so as to give grounds to believe that proceedings may be brought against them for careless or dangerous driving or for some other offence (in accordance with Crown Prosecution Service (CPS) guidelines); or
- iv. it appears that they have driven a police vehicle of a type or in a manner for which they are not authorised by way of a police driving test

(b) The member of staff should be provisionally removed from driving duties where:

- i. the conditions at (iii) above are not met but the collision cannot be explained other than by a lapse of concentration or some other failing on their part; and
- ii. the collision has resulted in serious damage to a vehicle or injury to any person; and
- iii. the investigating officer considers that the member of staff should have the opportunity to reflect on the collision (and be re-tested if necessary) before being allowed to drive a police vehicle again.

1.2.95 Police officers and police staff driving their private vehicles for a police purpose and who are involved in a police vehicle collision may be suspended from driving on police business if any of the above conditions are met. In all cases removal from driving will apply not only to police vehicles but also to private vehicles used for a police purpose. When a member of staff is in receipt of an allowance in respect of a private vehicle at the time of a police vehicle collision the Force may, in certain circumstances, suspend payment of the allowance (for example, where there is doubt as to the individual's fitness to drive).

1.2.96 In all cases where a member of staff is provisionally removed from driving duties, the supervisor investigating the collision will submit a written report on the circumstances leading to the removal to the Superintendent Operational Support as soon as possible and in any case within 24 hours.

1.2.97 Discussions whether the removal should be confirmed or lifted will be made by the Superintendent Operational Support in consultation with the Driver Training Unit and appropriate Head of Service Area.

1.2.98 Supervisors and line managers must take responsibility for the supervision and development of driving skills, which should be reviewed through the Performance Development Review Process in the same way as any other policing skills. Where there are concerns regarding an individual's standard of driving, they should be referred to the Driver Training Unit for assessment.

1.2.99 The Fleet Manager produces collision statistics on a monthly basis for Heads of Service Area, Business Support Officers and Risk Management.

1.2.100 The Driver Training Unit supervisor will ensure that any change to Driving Authorisations and grades are on the appropriate Force IT systems by passing the information to the relevant Systems Administrator or their designate.

### **Force Pedal Cycles**

**See Appendix 1** which relates the specific requirements which apply to the Police Use of Pedal Cycles.

### **General Fitness**

1.2.101 All staff who drive police vehicles must ensure that any change in his/her medical circumstances or medication, which might adversely affect his/her driving capability, is brought to the attention of his/her supervisor. Confidential and any other issues resulting in the need for a supervisor to change a person's duty to non-driving duties for more than a week (e.g. a course of medication that can affect driving ability and that lasts more than a week) should be referred directly to the Occupational Health and Welfare Unit.

### **Eyesight Standards**

1.2.102 If a driver (applicable to any staff member who drives) believes that his/her eyesight is worsening, he/she must consult an optician. If the result shows that his/her eyesight has deteriorated, or highlights any other eye related problem, the individual must update their supervisor and the Force Occupational Health Unit. Occupational Health must then consider if this member of staff should drive police vehicles.

1.2.103 The standard of vision for Basic, Standard and Advanced drivers will be that currently laid down by the Home Office for each category of police driver. Up-to-date criteria can be obtained from Occupational Health and Welfare Unit or Driver Training Unit. A record will be kept by Occupational Health of staff eyesight tests and their results.

1.2.104 Where an individual's eyesight has deteriorated and the driver cannot meet the current criteria for the Driving Authority he/she currently holds, their authority will be reduced to a lower level appropriate to the criteria met. This may result in role changes where the need to drive at a particular level is a prerequisite of the post.

### **Eyesight Test**

1.2.105 Drivers of police vehicles will undergo an eyesight test prior to any advanced driver training or in any other case whenever required by the Chief Constable.

1.2.106 A driver who fails an eyesight test is to be suspended from driving police vehicles until such a time as an eyesight test is passed. It is the duty of the officer to notify their supervisor.

1.2.107 When any officer/ police staff member engaged on driving duties receives an eye injury or visual impairment for any reason, he/she must immediately notify their supervisor. The officer should seek medical advice and inform his/her supervisor regarding their fitness to drive. Referral to Occupational Health must be considered.

### **Medical Examination Failure**

1.2.108 Any member of staff who fails a medical will automatically be suspended from driving until such time as that individual is able to pass a

subsequent medical. Referral to DVLA in serious cases must be considered.

1.2.109 When the defect is colour deficiency, the authority to drive will be suspended until it has been established that the defect does not impair the individual's ability to drive safely. The staff member will be examined by the Force Medical Officer who may, if he/she feels it necessary, refer the member of staff to a specialist before a final decision is made to reinstate the individual's authority.

1.2.110 When a driving authority is suspended, the Driver Training Unit supervisor must be informed by the officer withdrawing the authority, so that the individual's driving records are kept up-to-date. Officers may be required to undertake an assessment drive before an authority to drive is reinstated. The Delphi System will be updated by the Driver Training Unit.

### **Spectacles and Contact Lens**

1.2.111 The eyesight of regular serving members of staff may deteriorate to such an extent as to necessitate the wearing of spectacles or contact lenses. Authorised drivers who rely on corrective means to reach the eyesight standard will not drive police vehicles without them.

1.2.112 Where spectacles are worn, they must be of the approved type. Advice should be obtained from the Occupational Health and Welfare Unit before a claim for purchase of spectacles is made.

### **Fleet Management**

1.2.113 The Fleet Services Department administers and maintains the fleet of police vehicles. In addition it provides the Force with advice and assistance on all vehicle related matters.

1.2.114 The Fleet Services Department's main functions include:

- The purchase, lease, hire contract, sponsorship, loan or any other form of vehicle acquisition.
- Registration of new police vehicles and provision of Vehicle Excise Licences for all police vehicles
- Servicing, maintenance and repair of police vehicles
- Provision of fuel for police vehicles
- Management of accident records and production of statistics
- Management of Vehicle Recovery Schemes (Police and Public)
- Commissioning and decommissioning of police vehicles
- The sale of any police owned vehicles.

1.2.115 In order to assist in the administration and implementation of the above functions, the Fleet Strategy Group meets periodically.

### **Servicing**

1.2.116 The Fleet Manager, in conjunction with the Workshop Manager/ Supervisor, will organise the servicing of police vehicles.

1.2.117 Heads of Service Area will ensure vehicles are presented for service by 0800 hours on the day specified by the Workshop staff. If a vehicle is unavailable for service the vehicle Workshop must be informed as soon as practicable in order that alternative arrangements can be made.

1.2.118 It is the responsibility of the member of staff delivering the vehicle to the vehicle Workshop to ensure that any equipment or personal effects are removed along with any confidential material. The inside of the vehicle must also be free from rubbish and debris, e.g. drinks/food containers.

1.2.119 When the vehicle is returned from service, the member of staff collecting it should be made aware of all parts that have been renewed and any appropriate action that should be taken when driving the vehicle, e.g. if new brakes have been fitted what precautions should be taken when braking. The Workshop staff will record the job number and any mileage incurred while at the vehicle Workshop.

1.2.120 The member of staff collecting the vehicle should endorse the logbook to the effect that the vehicle was collected from the Workshop and that any appropriate advice was provided.

1.2.121 The Fleet Services Department will inform Service Areas or Departments when vehicles have been serviced and suitable arrangements for collection or delivery should be made.

1.2.122 When a Police Mechanic road tests a vehicle it must clearly display an 'on test' sign.

1.2.123 After servicing all police vehicles must be VOSA (Vehicle and Operator Services Agency) compliant.

### **Vehicle Defects**

1.2.124 A police vehicle becomes defective when a mechanical or structural defect occurs. Some defects of a minor nature e.g. a chip to the paintwork or minor body damage should not preclude the vehicle from being used. However, when the defect is such that the use of the vehicle on a road would be unlawful, e.g. defective brakes, lights, etc, it will not be used until the defect is repaired.

1.2.125 Where a Service Area or department needs to keep vehicle spares to instigate minor repairs, e.g. light bulbs or fuses, such items can be obtained from the vehicle workshop. Only officers who have been trained by the vehicle Workshop will fit bulbs to vehicles.

1.2.126 If the defect is of a nature that cannot be repaired locally e.g. by replacing a light bulb or fuse, the vehicle must not be used and the member of staff must inform the vehicle Workshop.

1.2.127 A member of staff finding a defect on a police vehicle will complete a mechanical defect report and inform his or her supervisor to enable arrangements to be made for repairs to be carried out. The defect will also be recorded in the vehicle's logbook and the completed defect form must accompany a defective vehicle when taken to the Fleet Workshop otherwise the repairs will not be carried out.

### **Damage to a Police Vehicle**

1.2.128 Damage to a police vehicle includes all forms of accidental and criminal damage.

1.2.129 When a police vehicle is damaged, it is the responsibility of the driver to record all details of the cause of the damage in the logbook and, if as a result of a crime, on the crime recording system. It is the responsibility of the supervisor to report the damage, via the *Fleet Management & Vehicle Damage Reporting* Portal on the intranet. This application is also to be used to report road traffic collisions, contaminated vehicles or discovered damage.

1.2.130 In all circumstances of serious damage, which would make the use of the vehicle unlawful, the vehicle must not be driven but will be recovered to the Vehicle Workshop.

1.2.131 The Fleet Services Department will assess the damage and call in the nominated repairer to evaluate the damage and give authorisation to proceed with repair.

1.2.132 If a statement is required to claim compensation, the officer in the case must make mention of the claim in his or her statement enclosing the copy of the invoice from the nominated repairer. The form requesting compensation should be attached to the prosecution file.

1.2.133 The vehicle Workshop will ensure outside repairers carry out vehicle repairs within set timescales and ensure minimum downtime occurs.

### **Service Level Standards**

1.2.134 Annually, the Fleet Services Department will issue a Service Level Standard which will include the following:

- Specific conditions for both parties to conform to agreed standards to be provided.

- Signature of both the Fleet Manager and Head of Service Area, LPU, Department .

1.2.135 The service level standards are subject to an annual review. The Fleet Manager will meet each year with Heads of Service Area, Business Support officers to discuss their needs in order to renew the Service Level Standards.

## **Maintenance and Equipment**

### **Garage Maintenance**

1.2.136 The Fleet Manager is responsible for ensuring that all vehicles supplied to the Force are fit for use and are regularly serviced and maintained at least to minimum industry standards and MOT tested when required. Maintenance will be carried out either at the Vehicle Workshop or at Force approved garages by trained mechanics.

### **Police Vehicles Servicing**

1.2.137 All police vehicles are serviced every 10,000 miles or 12 months with the exception of Roads Policing Unit/Armed Response Unit vehicles which are serviced every 10,000 miles or 6 months, motorcycles 4,000 miles.

1.2.138 There is a nominated contact in Service Areas. A list of contacts is maintained at Vehicle Workshop.

1.2.139 Written notification will be sent to all nominated contacts confirming when a vehicle is due for service. In addition, a service label will be placed in the vehicle which indicates when the next service is due. The vehicle must not be driven if either the service mileage is exceeded or the mileage label is missing. The vehicle Workshop must be contacted to arrange service. The nominated contact will inform users that a vehicle is due for service.

1.2.140 It is the responsibility of the nominated contact/ user, on receipt of notification, to contact the Vehicle Workshop at Headquarters, as indicated on the service letter, and book the vehicle in for service. All service notifications will be sent out two weeks in advance for vehicles due in the following calendar month. Anyone in doubt should contact the Vehicle Workshop.

1.2.141 If a vehicle cannot attend a pre-arranged garage visit, the vehicle Workshop staff should be informed as soon as possible and alternative arrangements agreed. If a vehicle fails to be made available for service and for the subsequent rescheduled appointment, it will be withdrawn from service by the Inspector responsible.

1.2.142 If a vehicle is found to have a defect, a VDN (Vehicle Defect Notification) form should be issued to the Vehicle Workshop which will manage the repair process. The vehicle should not be driven to the garage without consultation with the Workshop Manager/supervisor. If deemed necessary, the vehicle Workshop staff will arrange for the vehicle to be recovered to the garage using the Vehicle Recovery Scheme .

### **Logbooks**

1.2.143 Every police vehicle will be issued with a logbook that will be carried in the vehicle at all times. The name and rank/ grade of driver must be entered in the remarks column alongside the appropriate journey entry. The logbook must be endorsed with the signature of the driver who has carried out the Daily Checks as listed in the section 'Vehicle Checks'.

1.2.144 Service Areas/LPU's/Departments is responsible for ensuring that each vehicle has a logbook and that it is compiled correctly.

1.2.145 It is essential that prior to (such as the commencement of duties) and following the use of a vehicle for the transport of detainees, under any circumstances, that a thorough search of the vehicle is made by officers responsible for the detainee and/or the use of that vehicle. A record should be made by the officers regarding the use and search of that vehicle in the vehicle logbook.

### **Drivers of Police Vehicles**

1.2.146 The member of staff who is allocated to drive a police vehicle must:

- Ensure the Blue A5 binder is in the vehicle at ALL times when the vehicle is being used.
- Complete the vehicle logbook enclosed in the A5 binder
- Check the equipment allocated to the vehicle as detailed in the insert in the A5 vehicle binder.
- Check for any damage to the vehicle and record the damage in the insert in the A5 vehicle binder and also report to Vehicle Workshops via *Fleet Management & Vehicle Damage Reporting Portal* on the intranet..

1.2.147 Check the general condition of the vehicle, including oil and coolant levels, tyres, battery, lights, horns, windscreen washer/wipers and police radio (if fitted)

1.2.148 Any defect or damage must be recorded in the book and immediately reported to the duty supervisor who will examine the vehicle and report the defect or damage in accordance with section: VEHICLE DEFECTS.

1.2.149 The driver will make a further check for damage when he/she finishes using the vehicle.

### **Driver's Duty**

1.2.150 It is the duty of every driver to ensure that police vehicles are kept clean. Any defect must be reported immediately to the Workshop Office on a Vehicle Defect Notification form so that necessary action can be taken. Matters requiring urgent attention should also be reported orally to the Workshop Manager to prevent delay. Any vehicle with a defect that contravenes Construction and Use of Lighting Regulations must immediately be taken out of use.

1.2.151 If a police vehicle is involved in a road traffic collision, it must be immediately reported to a supervisory officer who will investigate the incident and visit the scene if necessary. The procedures to be adopted in the event of collisions involving police vehicles and staff using their own vehicles on police business are covered in the separate "Road Traffic Collisions" procedure.

1.2.152 All such incidents must be fully investigated. The supervisory officer will ensure that details are sent via the *Fleet Management & Vehicle Damage Reporting Portal* on the intranet. This will then be accessed by Chief Inspector Operational Support, FCR Inspector, Workshop Office, Driver Training Unit and Risk Management.

1.2.153 In any circumstance where damage has been sustained or a vehicle has been involved in a collision, it must be withdrawn from use until it is checked at the vehicle Workshop by a trained mechanic.

### **Vehicle Checks**

#### **Daily**

1.2.154 At the commencement of each tour of duty the driver using a vehicle is responsible for ensuring that it is fit for use as instructed by the Driver Training Unit. An entry must be made to this effect in the vehicle log book.

1.2.155 THE DAILY/ WEEKLY CHECKS ARE THE MAIN ITEMS THAT MUST BE CARRIED OUT PRIOR TO USING THE VEHICLE, HOWEVER. IT IS THE DRIVER'S RESPONSIBILITY TO ENSURE THAT THE VEHICLE IS SUITABLE FOR USE AND THAT THE VEHICLE HAS NO VISIBLE FAULTS THAT MAY IMPAIR ITS SAFE AND LEGAL USE. IF IN DOUBT, SEEK ADVICE FROM THE VEHICLE WORKSHOP OR YOUR SUPERVISOR.

1.2.156 The driver will:

- Familiarise him/herself with the vehicle controls and fuel type.
- Inspect the vehicle for damage and, if any is found, refer to the

supervisory officer, who should then report to the workshop via the *Fleet Management & Vehicle Damage Reporting Portal* on the intranet.

- Check tyre pressures, tread depth and condition, including spare (tyre pressures should be checked when cold and adjusted if necessary).
- Check for unusual wear on tyres, e.g. on shoulders of the tyre, which may indicate that the tracking requires adjusting.
- Check all lights
- Check police lights and equipment
- Check fuel tank level
- Check brake, clutch and throttle pedal rubbers
- Check log book to ensure it is complete and that any fault from previous use has been reported
- Check engine-oil level (top up if required)
- Check washer bottle and coolant levels (Coolant level to be adjusted when engine is cold)
- Check vehicle equipment, signs, fire extinguisher and first aid kit are present

1.2.157 In addition, motorcyclists will include the following items in their daily check:

- Chain tension and lubrication
- Check of exhaust system
- Lubricate if necessary cycle parts

Training should be received from appropriate officers.

1.2.158 At the end of a tour of duty, the vehicle should be re-fuelled, cleaned if necessary, inspected for damage and the motor vehicle logbook completed.

1.2.159 Any faults/ damage found must be reported using a Vehicle Defect Notification form ('T.10'). This must be completed and presented with the vehicle to the Vehicle Workshop before any work is carried out.

### **Weekly**

1.2.160 It is the responsibility of the supervisory officer to ensure that daily and weekly checks have been carried out. *Records of daily and weekly checks must be kept and may be examined periodically by Fleet Services / Chief Officers / Professional Standards Department.*

1.2.161 The supervisory officer will ensure that equipment on the vehicle is checked weekly to ensure that all equipment is present and in a serviceable condition. This will be recorded on Weekly Vehicle Check form 308/2a which is available on the intranet.

1.2.162 Weekly maintenance is to be carried out which will include a thorough cleaning of the vehicle internally and externally.

Reference to 'supervisory officer' in above sections should be considered as referring to Inspectors, Sergeants and Departmental / Section heads as applicable.

1.2.163 In addition, **motorcyclists** will include the following in the weekly check:

- (a) Wiring loom for chafing
- (b) Engine and transmission for oil leaks

**(Steam / pressure cleaners including de-greasing agents will not be used on wheel hubs, head races, cables or any other moving parts, as these agents cause a rapid breakdown of the lubricants and eventually mechanical breakdown).**

#### **Replacement of Tyres**

1.2.164 Employees are not permitted to change tyres on police owned or hired vehicles.

1.2.165 The legal minimum tread depth on tyres is 1.6mm, however it is Gwent Police policy to change tyres when they reach a minimum of 2mm.

1.2.166 If a vehicle tyre requires replacing due to normal wear the vehicle must be taken to the vehicle Workshop or a nominated tyre outlet. If taken to the tyre outlet, staff will inspect all tyres and report to the Vehicle Workshop at Headquarters and obtain authorisation for replacements. If taken to the vehicle Workshop, staff will inspect all tyres and replace as necessary. Outside normal hours (weekends and evenings) the contractor will replace tyres as required and obtain authorisation the next working day.

1.2.167 If a vehicle has a damaged/ punctured tyre, the Force Control Room must be contacted and assistance requested.

1.2.168 The Police Recovery Agent will attend and replace the damaged/ punctured tyre with the spare wheel.

1.2.169 It is the driver's responsibility to ensure that the damaged tyre/ wheel is repaired/ replaced at the earliest possibility.

1.2.170 Where it is not possible to replace the wheel/ tyre the vehicle will be recovered to the Vehicle Workshop.

1.2.171 Where assistance is required outside the Force area, reciprocal arrangements are in place. Contact should be made with the Force Control Room to contact the local Force for assistance.

1.2.172 If a demonstration / hire vehicle's tyre requires replacing due to normal wear contact should be made with Fleet Services. If the tyre has been damaged or punctured then the procedure for police vehicles should be followed.

1.2.173 The vehicle's logbook must be endorsed OBRT (oil, brakes, radiator, tyres). Any defects will be reported to a supervisor or to the Vehicle Workshop if a supervisor is unavailable.

### **Fuel**

1.2.174 Fuel will be obtained by using the fuel card which should always be attached to the key fob of each vehicle or in the log book cover. It is important that only the designated vehicle card is used. Any loss of a fuel card must be reported immediately to Fleet Services. It is important that the correct mileage is quoted to the fuel supplier on all fuel card transactions in order to ensure accurate fleet records. In times of emergency fuel can be obtained from an internal bunker based at Police Headquarters. The system and prioritisation of issue will be controlled by Fleet Services / Emergency Planning depending on the circumstances.

### **Fire Extinguisher and First Aid Kit**

1.2.175 Fire extinguishers and first aid equipment will be carefully maintained and will always be ready for use in an emergency. The fire extinguishers are powder based and are provided for the purpose of attending to vehicle fires. They will discharge powder for approximately 20 seconds. Officers should familiarise themselves with this equipment.

1.2.176 Applications for replacement fire extinguishers can be made to the Vehicle Workshop upon production of the Vehicle Defect Notification (form 'T10') and the old extinguisher. Replacement bandages, first aid kits, etc, will be reordered on the requisition form for equipment and stores. Vehicles need not be taken out of service whilst the fire extinguisher is replaced.

### **Vehicle Breakdowns**

1.2.177 If a police vehicle breaks down the Force Control Room must be contacted with the following information:

- Name of driver
- Location of vehicle
- Vehicle registration number

- Vehicle make/ model
- Fault, e.g. won't start, flat battery, incorrect fuel, etc.

1.2.178 The Police Recovery Agent will attend. In the event of a flat battery the agent will test the vehicles battery and charging system and jump-start the vehicle as appropriate.

1.2.179 If a vehicle has a fault it will be recovered to the Vehicle Workshop.

1.2.180 NB: The Recovery Agent should not be used when the vehicle can be driven safely to the Vehicle Workshop. Authorisation should be sought from a supervisory officer. If there is a doubt as to the safety of the vehicle then it should be recovered. When using a demonstration vehicle, the procedure for reporting vehicle breakdowns is the same as for police vehicles. When using a hire vehicle, please see "Hire Vehicles".

### **Hire Vehicles**

1.2.181 All vehicles must be checked in the same way as outlined in "Daily Checks".

1.2.182 All hire vehicles are covered by breakdown assistance. Contact numbers can be found either on the back of the tax disc holder or in a pack in the glove compartment.

1.2.183 If for any reason the Recovery Agent for the Hire Company cannot be contacted, the Police Recovery Agent can be contacted via the Force Control Room. The vehicle will be recovered back to Police Headquarters in all cases

1.2.184 All hire vehicles used for special operations, major incidents or as part of the station's/ department's vehicle establishment will be deemed police vehicles for the duration of the hire period. All journeys must be recorded in the logbook in line with Force Procedure.

### **Use of Private Vehicles on Force Business**

#### **General**

1.2.185 Private vehicles may be used on Force business by employees when authorised by that person's supervisor or line manager. The vehicle must be suitable for the intended purpose (this is a matter for common sense rather than formal prescription) and will normally be for the purpose of general travel between locations. Where no police vehicles are available (check via your line manager) and a vehicle is used for a more specific purpose e.g. surveillance work, community policing tasks, transportation of police loads or equipment, etc, then a dynamic risk assessment must be completed by the driver and any unacceptable risks removed before use.

1.2.186 Where a private vehicle is used for specific police work as described in the previous paragraph, then Fleet Services must be contacted and given details of the vehicle, dates being used and the purpose of the use so that the vehicle can be covered by Force insurance.

1.2.187 Private vehicles so used must be roadworthy and suitably maintained so as to ensure that the vehicle is reliable and safe.

1.2.188 Private vehicles **MUST NOT** be used in police pursuits, the carriage of prisoners or on response work.

### **Driving Licences, Insurance and Related Documents**

1.2.189 Drivers and supervisors must ensure that the correct driving licence entitlement is held for the class of vehicle being used on Force business. This is particularly so for class C1/D1 (vans/ minibus carriers), trailers and motorcycles where legislative changes since 1997 have removed many historical entitlements enjoyed by older drivers and now require further tests to be undertaken.

1.2.190 All drivers using their personal vehicle for business use must be specifically insured for such use and the Police Authority indemnified against any liability arising there from. Individuals should check with their insurers to clarify what is considered to be business use under the terms of specific policies which may vary. Similarly, vehicles must have a current MOT, where applicable, and be correctly taxed according to the class of vehicle.

1.2.191 Employers have a responsibility to ensure compliance. To this end, staff submitting vehicle expense claims will sign on each occasion to certify such compliance.

1.2.192 Drivers of police vehicles must hold a current licence for the class of vehicle being driven. The licence will be produced at the driver training unit prior to officers attending courses or assessments

### **Journey Planning**

1.2.193 Journeys should be planned with the minimisation of road risk in mind as far as is practicable as this will reduce stress, be more relaxing and increase safety. Consider the following questions (not an exhaustive list) as it may help with planning: -

- Can the journey be avoided? e.g. phone/video call
- Is the bus, train or plane a practical alternative?
- Can I avoid high risk or remote areas with limited communications in the event of a breakdown or incident?
- Can I avoid travel at peak times such as 4-6pm or Bank Holidays?
- Can I break the journey overnight where long distances are involved?

**NOT PROTECTIVELY MARKED**

- Have I just worked a tiring long shift that means I need a break before another journey?
- Have I planned rest breaks and leg stretches into the journey?
- Have I taken potential adverse weather into account and is there suitable survival equipment in the vehicle?
- Have I got a mobile phone, fire extinguisher, reflective jacket and first aid kit? (These may help someone else as well).
- Do I know what to do in the event of an emergency or breakdown, and is the necessary equipment in the car?
- Have I allowed sufficient time for the journey so that there is an allowance for the unexpected or proverbial two tractors!
- Am I familiar with all the vehicle controls and equipment?

## **2.0 Procedure, Statement and Intentions**

### **2.1 Principles and Scope**

This procedure covers the use of all police vehicles and vehicles used on police business by all police personnel.

As a general principle, all drivers of police vehicles will adhere to national speed restrictions. This rule is driven by:

1. Public/personal safety and prevailing conditions
2. Acknowledgement that the law applies equally to police personnel and the general public
3. Recognition that public confidence in the police is harmed when police personnel are seen to abuse their position e.g. excessive speed when not justified.

In addition, **ALL GWENT POLICE PERSONNEL** will wear a seatbelt AT ALL TIMES except in very exceptional circumstances

### **2.2 Aims of Procedure**

The aims of this procedure are:

- To enable Police Personnel to only drive police vehicles appropriate to the driving grade they hold from the Force Driver Training Unit.
- To ensure the safety of the general public and police personnel.
- To ensure that police personnel comply with legislation and the highway code.
- To ensure that police personnel are aware that an incident data recorder has been installed in some operational vehicles to monitor the speed and manner in which the vehicle is driven, and to contribute to safety.
- To ensure that the operational mobility requirements of the force have sufficient resources in vehicle mobility in providing systems and procedures to meet their demands.
- To ensure vehicles are fully compliant with legislation and maintained to a high standard thereby ensuring the health safety and welfare of the public and police personnel
- To ensure that persons subject to use of police transport are dealt with in a safe and professional manner ensuring compliance with the ACPO & NCPE document 'Guidance on THE SAFER DETENTION & HANDLING OF PERSONS IN POLICE CUSTODY 2006'

## **3.0 Introduction**

### **3.1 Origins and Background Information**

The previous instructions in relation to the use of motor vehicles on duty, and the classification of Police Transport and Driving Authorisation were included in Standing Order 307 Dated 1/93.

There has been much development over the preceding years in relation to the use of Police Vehicles and driver training and safety.

This procedure takes into account the introduction of the incident data recorders and will standardise all aspects of driving police vehicles.

### **3.2 Motivators / Driving Force**

It is essential that drivers of police vehicles maintain a high standard of driving at all times. It must be remembered that members of the public critically observe the standard of driving of police vehicles and drivers must endeavour to set a good example.

### **3.3 The Legal Basis and Legitimate Aims**

3.3.1 The legal basis for this procedure is :

- The Road Traffic Regulation Act 1984 as amended by Schedule 4 of the Serious Organised Crime and Police Act 2005 provides traffic authorities with the authority to regulate traffic within their area.

Section 87 of the Act exempts certain emergency vehicles from speed limits if observance would hinder the use of the vehicle for the purpose it was being used for on that occasion.

- Health & Safety at Work Act 1974
- Police (Health & Safety) Act 1997
- Management of Health & Safety at Work Regulations 1999

3.3.2 The legitimate aims are to use police vehicles for police purposes.

a) It is possible that the use of police vehicles particularly responding to immediate calls could result in the loss of life and/or injury to persons. In such circumstances the subjects' Article 2 (Right to Life) freedoms and/or their right to physical integrity (an aspect of Article 8) will be engaged. Whilst the service has a duty not to take life or cause physical harm unnecessarily, public authorities like the police also have a positive obligation to uphold and protect the convention freedoms where this is practicable to do so. In the context of pursuits, this positive obligation parallels health and safety and "Duty of care" responsibilities

b) This procedure deals with the use of police vehicles where exemptions to

aspects of road traffic legislation may apply and, as such may engage the following articles of the Human Rights Act 1998: -

**Article 2: Right to Life**

Deprivation of life shall not be regarded as inflicted in contravention of this article when it results from the use of force that is no more than absolutely necessary:

- (i) In defence of any person from unlawful violence;
- (ii) In order to effect a lawful arrest or to prevent the escape of a person lawfully detained
- (iii) In action lawfully taken for the purpose of quelling a riot or insurrection.

**Article 8: Right to Private Life**

Everyone has a right to respect for his/her private and family life, his/her home and his/her correspondence. There shall be no interference by a public authority with the exercise of this right except such as in accordance with the law and is necessary in a democratic society in the interests of:

- National security
- Public safety or the economic well-being of the country
- Prevention of disorder or crime
- Protection of health or morals
- Protection of the rights or freedom of others

**Article 14: Prohibition of Discrimination in Convention Rights.**

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

- c) In the application of this procedure, Gwent Police will not discriminate against any persons regardless of sex, race, colour, language, religion political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under Article 14 European Convention Human Rights.
- d) The terms "proportionality" and "least intrusion" have been introduced into UK legislation. It is therefore necessary, when considering an action, to decide not only whether an act by a police officer is reasonable but also whether it is commensurate with the acts of the suspect and likely outcomes.
- e) "Intrusion" has the same meaning under the Human Rights Act 1998 as in everyday language. The principle of "least intrusion" requires that before embarking on a course of action, the affects upon third parties must also be considered. A pursuit has the potential to cause danger to people who are not themselves involved in the pursuit. For example, a pursuit through an area with public houses is more

likely to compromise the principle of "least intrusion" at closing time than at other times of the day. A further example of this would be during mid-afternoon and morning during school term time.

### **3.4 Health & Safety**

There is a requirement under Health & Safety legislation that managers perform risk assessments of all activities that pose a significant risk to police officers and employees that they are likely to be engaged in when on duty. The NPIA Driver Training Programme represents a safe system of working based on both principles and training. Forces are expected to have a review process in place for health, safety and welfare.

## **4.0 Implications of the Procedure**

### **4.1 Financial Implications**

The standardisation of driver grades potentially will see a reduction in training and abstraction costs for advanced driver training which can be diverted to improve testing and refresher training for standard driving which is at a higher risk of collisions.

### **4.2 Human Resources/Training**

This procedure will necessitate a re-evaluation of the Driver Training programme which should be geared towards the principles and aims of this strategy and the principles of best value.

### **4.3 Strategic Plan Links**

Strategic Plan - working towards reducing the number of killed and seriously injured road casualties.

### **4.4 Diversity**

See Equality Impact Assessment published on intranet alongside this procedure.

### **4.5 Consultation**

- Police Authority
- Chief Officers
- Service Areas/LPU's/Departmental Heads
- Police Women's Association
- Black Police Officers Association
- Police Federation
- UNISON
- Gwent Police Disability Group

- Information Security
- Freedom of Information Officer
- Airwave Systems Manager
- Fleet Manager
- Workshop Manager
- Criminal Justice Department
- Head of Training
- Driver Training Unit Supervisor
- Force Firearms Officer
- Chief Inspector Communications Suite
- Air Support Unit Executive-Officer
- Force Risk Manager
- Director of Finance and Administration
- Health and Safety Manager
- Occupational Health and Welfare Unit

## **5.0 Human Rights Consideration Certification**

### **5.1 Auditing for potential interference and discrimination**

Q1. What articles of the Human Rights Act 1998 may be engaged?

2, 8 and 14.

Q2. Where individual rights are engaged, what is the potential to discriminate against the parties involved?

Where people are involved there is always potential to discriminate, however:" In the application of this procedure the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights."

### **5.2 Key Human Rights Principles**

Q1. What is the legal basis for your procedure?

See Section 3.3

Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure?

Yes - see Section 3.

Q3. How are staff made aware of the clearly defined decision making processes?

This is outlined in section 1.2.

Q4. What are the minimum standards of documentation in relation to decision making?

This is outlined in section 1.2.

### **5.3 Rights, Publication, Audit and Inspection**

Q1. Are there any sections of the document which should not be disclosed to the public on the Force Publication Scheme; because they consist of tactical or operational procedures, that would inhibit the apprehension or prosecution of offenders if publicly known, or would compromise the ability of the force to carry out its duties?

This procedure can be disclosed to the public.

Q2. What rights to make representation and appeal process are available?

Persons affected by this procedure will have recourse to civil and criminal law and both formal, informal and organisational police complaints procedures.

Q3. What internal review and audit process is in place or is proposed? This will be outlined in section 7.0 of this procedure

Q4. What external independent scrutiny is recommended?

This procedure can be made available for scrutiny to the Police Authority, HMI, and approved auditors.

### **5.4 Certification of Compliance**

Consideration has been given to the compatibility of this procedure and related policies and procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

### **5.5 Legal Vetting**

There are no issues in this procedure under ECHR that cannot be resolved. This procedure has been vetted.

## **6.0 Promotion and Distribution**

This procedure will be published in General Orders, the Force Intranet and internet site. Additionally, pursuit management procedure aide memoir leaflets are provided by the Driver Training Unit to all officers attending driving courses held under the auspices of the National Police Training Driving Manual. Police Personnel attending Driving Courses will be made aware of the current procedure.

## **7.0 Monitoring**

The Police Vehicle User Groups will be responsible for ongoing and interim monitoring and review of the use of police vehicles. Where there are issues from the use of police vehicles that relate to performance, development and standards these will be dealt with in conjunction with those responsible. In particular Fleet Management, Standards Unit and Driver Training Unit will all be required to ensure acceptable levels of response to issues raised.

## **8.0 Procedure Identification Page**

Public disclosure is approved.

**Procedure Title: Police Use of Vehicles ( including pedal cycles) Procedure**

**Reference: 307/1 issue 4**

**Previously Removal from Driving Police Vehicles Jan 1998 issue 1, previously Use of Motor Vehicles on Duty Standing Order 307.**

**Procedure Ownership:** Superintendent Uniform Operations

**Portfolio/Business Area Owner:** ACC

**Procedure Written By:** Chief Inspector, Uniform Operations

**Department Responsible:** Uniform Operations

**Procedure Lead:** Superintendent Uniform Operations

**Links to other Policies/Procedures:** Road Traffic Collisions, Police Vehicle Collisions, Management of Records Including Disposal and Retention,

**Information Security, Data Protection, CCTV, Health and Safety,  
Operational Orders.**

**Procedure Implementation Date: 29<sup>TH</sup> August 2008 OPG reviewed Feb 2010  
Reviewed October 2011  
Procedure Review Date: Two years from implementation**

## **Appendix 1**

### **Police Use of Pedal Cycles**

This procedure has been written to inform police personnel of the policy and procedure in relation to the use of pedal cycles by police officers as a form of transport or in combating street crime.

This document will include guidance on the procurement of the cycles, as well as the use and maintenance, storage, training of staff, health and safety requirements and risk assessments.

References in the document to officers should be construed to include PCSO's and other police staff who make use of police pedal cycles in the course of their duties.

The following have specific responsibilities under this policy:-

- LPU Commanders
- Line Managers and Supervisors
- Cycle Users

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE.**

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**Appendix A**

- Heddlu Gwent Police Health & Safety Risk Assessment in respect of the use of pedal cycles on police patrol.

**Appendix B**

- Format for Cycle Maintenance / Faults log book

## **1.0 Risk Assessment and Safety**

### **1.1 Risk Assessment and Health and Safety Considerations**

Officers and Police Staff making use of pedal cycles in the course of their duty shall have undertaken the appropriate training and be fully conversant with the requirements of its use as outlined in this procedure.

Officers are required to make the appropriate risk assessment when giving consideration to riding a pedal cycle in the course of their duty.

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

Officers should not normally ride a pedal cycle in plain clothes. If the need to do so arises, it should be subject to a full risk assessment authorised by an Inspector or above.

### **1.2 Cycle Officer Safety – Operating Procedure.**

The health and safety of police officers and staff who ride a pedal cycle is important and the following must be complied with to avoid injury.

1. Cycle helmets conforming to BS 1078:1997 must be worn unless the Officer is of the Sikh Religion and a Turban may be worn.
2. The seat is to be adjusted to the correct position appropriate to the proportions of the rider.
3. Cyclists should dismount at least every hour and walk for at least 5 minutes.
4. All cyclists should be in good general fitness and should not embark upon any journey beyond their capabilities.
5. If any person uses any aids to their eyesight, these should be worn where appropriate when cycling.
6. Should the rider experience any numbness in any part of the body, other discomfort or shortness of breath, they must dismount until the condition improves. Medical advice should be sought if the condition persists.
7. Any health problems or injuries sustained by the rider using a cycle must be reported to a supervisor and remedial action taken, including completion of an injury on duty record.
8. During hours of darkness suitable lights conforming to BS 6873/1988 must be used.
9. A standard check must be carried out on a cycle that has been left unattended.
10. An incident where a cycle is tampered with is to be reported and investigated.
11. A faults and maintenance log book shall be kept for each cycle and retained for the life of the cycle.

## **2.0 Procurement of Cycle and Clothing**

### **2.1 Specification**

All cycles purchased and used shall meet the standard specified within the most recent version of BS 6102-1, 'Specification for safety requirements for bicycles'.

Any cycle used for patrol operations will be of a type that is deemed 'fit for purpose'.

A cycle used for patrol operations should be of a type capable of being repaired with commonly available parts to aid in subsequent maintenance and repair work.

A cycle should be equipped with the following safety items:

- Front and Rear removable lights
- Rear Reflector
- Removable water bottle
- Audible warning device ( bell or horn )

The ability to carry a pannier for documentation has been found to be an advantage to officers and is recommended.

A cycle should also have a chain or other locking device to secure the cycle when it has been left unattended.

### **2.2 Procurement of Cycle and Clothing**

Cycles and ancillary equipment for police use must be purchased through Service Area Business Support Officers in accordance with Gwent Police Finance procedures.

Contract Number CAP xxxxxx concerns the supply of pedal cycles.

The supply of cycle equipment under Contract Number CAP000014 ( Kit Ltd ) applies to the purchase of :-

- Cycle Helmets
- Gloves
- Glasses
- Smog Masks
- Pannier Bags and covers
- High Visibility Reflective Over-jacket
- Poly-cotton trousers

### **2.3 Sponsorship**

Whenever a pedal cycle is available under a local sponsorship agreement, Force procedures in respect of Sponsorship will be followed.

### **2.4 Insurance**

All staff riding pedal cycles on Gwent Police business will be covered by the Force Employers liability cover.

## **3.0 Police Cycle Training**

### **3.1 General Principles**

Common standards of cycling proficiency are contained within the 'Highway Code' sections 59 – 82, rules for cyclists and must be complied with.

National Training Standard Level 111 is the compulsory minimum standard to be achieved by Police cyclists.

### **3.2 Training Providers**

Cycle training is now provided to National Standard Level 111 by local training provider 'Capita'. Each officer is required to have participated in a training session with a qualified trainer and gained a pass in the practical cycle assessment prior to embarking on any cycle patrols.

## **4.0 Maintenance and Servicing**

### **4.1 Servicing Schedule**

Pedal cycles shall be subject of a service at twelve monthly intervals by a local recognised cycle dealer.

### **4.2 Faults and Maintenance Log Book**

**Each cycle shall be identified by its unique serial number. A faults and maintenance log book shall be issued for each cycle and be completed for the life of the cycle.**

This log book shall record:

- Faults and defects
- Action taken in respect of faults and defects
- Repairs and regular services

**No cycle should be used until the identified fault or defect has been rectified.**

### **4.3 Pre-ride Checklist**

It will be the responsibility of each officer embarking upon a patrol to carry out a check of the cycle for damage and faults and ensure that it has been adjusted to fit the height of the rider.

Such a check should include:

- Brakes
- Tyre Pressures
- Steering and pedals
- Bell or horn
- Securely fitted saddle
- During hours of darkness, lights and reflectors.

## **5.0 Police Patrol on Pedal Cycles**

### **5.1 General Principles**

Pedal cycles are to be used for general patrol duties by uniformed officers and Police Community Support Officers.

Their use should be to complement and enhance patrol visibility but should not routinely replace foot patrols.

An assessment of their use should be made on each occasion to ensure that their use is appropriate to the patrol function being undertaken. In making this assessment consideration should be given to such factors as weather, terrain, visibility, other road traffic and nature of patrol.

### **5.2 Patrol away from the Public Highway**

Pedal cycles supplied to the Force are specified for general usage such as roads and cycle paths. They will not be sufficiently robust to endure off road conditions and should not be used in such an environment.

Additionally, officers will not be trained in riding in off-road conditions due to the recognised risks to health and safety.

### **5.3 Pursuits**

Officers may during the course of cycle patrol encounter a situation involving a pursuit.

The general principals of safe patrol apply to these circumstances and an officer should:

- Consider the potential hazards before beginning a pursuit
- Avoid unnecessary risks, even if it allows a suspect to escape
- Where possible, alert the Force Control Room and ask for assistance before beginning a pursuit
- Keep the Force Control Room informed throughout a pursuit.

Under no circumstances will an officer on cycle patrol endeavour to pursue a motor vehicle, even in built up areas, where that vehicle has indicated its intention not to stop following a direction to do so by an officer.

Officers actions must be legitimate, reasonable, justifiable, necessary and proportionate to their objectives.

#### **5.4 Cycle Patrol in Plain Clothes**

Officers should not normally ride a pedal cycle in plain clothes. If the need to do so arises it should be subject to a risk assessment and sanctioned by an Inspector.

Such officers would still be required to wear a cycle helmet and carry out the appropriate risk assessment.

### **6.0 Implications of the Procedure**

#### **6.1 Financial Implications**

Each Service Area will be responsible for the capital cost of the bicycle purchase and ongoing cost of maintenance, repair and replacement.

#### **6.2 Human Resources / Training**

**There will be a training cost implication for officers undertaking National Training Standard Level 111.**

#### **6.3 Strategic Plan Links**

The use of pedal cycles links to all Strategic Plans associated with the maximisation of high visibility patrols, public reassurance, crime detection and reduction initiatives.

The use of a pedal cycle has a benefit in cost savings on vehicle fuel, wear and tear and vehicle maintenance and contributes to the Force 'Save It' campaign.

The health benefits through regular moderate exercise for officers will also have a positive impact on sickness levels across the Force for those using pedal cycles in the course of their working day.

#### **6.4 Partnership Links**

The use of pedal cycles is designed to respond to the concerns raised through PACT meetings held across the Force by Neighbourhood teams. Their use is widely accepted as being a means of providing highly visible and mobile patrol, whilst maintaining the ability to engage with the community.

#### **6.5 Monitoring and Review**

Inspectors are required to ensure the regular monitoring and review of compliance with this procedure and to ensure that adequate records in respect of all activities are properly maintained.

These include (not an exhaustive list):

- Maintenance of Cycle Fault Log book
- Numbers of pedal cycles in use on Section
- Use of Pedal Cycle within Section

A report is to be sent on an annual basis by the Crime and Disorder Inspector to the Superintendent Uniform Operations.

These reports will detail the ongoing effectiveness and review of this procedure and identify where appropriate any areas for improvement, with the aim of ensuring the standardisation of the use of pedal cycles across the force and best practice.

#### **Appendix A.**

#### **Format for Cycle Maintenance / Faults Log Book**

#### **Appendix B.**

#### **Heddlu Gwent Police Health and Safety Risk Assessment in respect of the use of pedal cycles on police patrol.**



**Appendix B**

<b>RISK ASSESSMENT: Patrol on Pedal Cycle</b>	<b>LOCATION:</b> <b>REFERENCE:</b>
<b>COMPLETED BY: Inspector Richard Brake</b> <b>DATE COMPLETED: 26<sup>th</sup> May 2008</b> <b>REVIEW DATE: 26<sup>th</sup> May 2011</b>	<b>OTHER RELEVANT RISK ASSESSMENTS/PROCEDURES ETC.:</b>

**Persons Likely To Be Affected: Police Officers and Police Community Support Officers**

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE?	FURTHER ACTION REQUIRED	
Ref. No	Description					By When	Person Responsible
1	Preparing for Patrol	Accident and injury due to defective equipment or adverse conditions	Low	<ul style="list-style-type: none"> <li>Officers cognisant of highway code and comply subject to policing imperatives</li> </ul>	Yes		Line manager
			Low	<ul style="list-style-type: none"> <li>Training to National Standard Level 111 as defined in Cycle policy</li> </ul>			Line manager
			Low	<ul style="list-style-type: none"> <li>Maintenance programme complied with</li> </ul>			Line Manager
			Low	<ul style="list-style-type: none"> <li>Purchase of cycle and</li> </ul>			

**NOT PROTECTIVELY MARKED**

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE?	FURTHER ACTION REQUIRED	
Ref. No	Description					By When	Person Responsible
			Low  Low  Low	equipment complied with under Force Procurement Policy <ul style="list-style-type: none"> <li>Officers carry out elementary level of maintenance as Pre ride checklist.</li> <li>Faults/Maintenance log book completed</li> <li>Riders to assess lighting and weather conditions prior to patrol to ensure they are suitable for patrol on a pedal cycle.</li> </ul>		Line Manager  Rider  Rider  Rider / Line Manager	
2	Patrol and Police duties riding cycles.	Collision with other traffic or street furniture including any other impact.	Med	<ul style="list-style-type: none"> <li>Only authorised and trained personnel are to use pedal cycles</li> <li>Officers comply with Highway Code and RTA subject to policing imperatives</li> <li>Good quality equipment provided and</li> </ul>	Yes	Line Manager  Rider  Line Manager	

**NOT PROTECTIVELY MARKED**

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE?	FURTHER ACTION REQUIRED	
Ref. No	Description					By When	Person Responsible
				maintained <ul style="list-style-type: none"> <li>• Training to National Standard Level 111</li> <li>• Rider awareness of cycling within rider and cycle limitations</li> <li>• Cycles equipped with audible warning device to notify of presence to other road users</li> <li>• Riders to wear appropriate personal protective equipment and identified uniform</li> </ul>			Line Manager  Rider  Rider/Line Manager  Rider / Line Manager
3	Patrol and Police Duties Riding Cycles	Rider being struck by object, (vehicle or other)	Low	<ul style="list-style-type: none"> <li>• Riders to wear appropriate PPE and approved uniform</li> <li>• Riders to wear compliant hi visibility jacket</li> <li>• Cycle to be equipped with compliant lights and reflectors</li> </ul>	Yes		Rider/Line Manager  Rider/Line Manager  Line Manager
	Patrol and	Injury from Cycle due to	Med	<ul style="list-style-type: none"> <li>• Maintenance</li> </ul>	Yes		Line Manager

**NOT PROTECTIVELY MARKED**

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE?	FURTHER ACTION REQUIRED	
Ref. No	Description					By When	Person Responsible
4	Police Duties Riding Cycles	defective equipment		programme in place <ul style="list-style-type: none"> <li>• Cycle to be inspected before each patrol, see Pre Ride Checklist</li> </ul>			Rider
5	Patrol and Police Duties Riding Cycles	Riding away from the public highway	High	<ul style="list-style-type: none"> <li>• Riders to ensure that FCR aware of location</li> <li>• In remote locations riders should always be accompanied</li> <li>• Assessment for need to patrol away from highway conducted by supervisor.</li> </ul> <p><b>Presumption against such patrols due to risk of injury to rider.</b></p> <ul style="list-style-type: none"> <li>• All other control measures to be applied in relation to cycle patrol</li> </ul>	Yes		Rider  Rider/ Line Manager  Line Manager  Rider/ Line Manager

**NOT PROTECTIVELY MARKED**

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE?	FURTHER ACTION REQUIRED	
Ref. No	Description					By When	Person Responsible
6	Patrol and police duties riding cycles	Pollution from dust, fumes and airborne particulates	Low	<ul style="list-style-type: none"> <li>Mask available if required by rider</li> <li>Safety glasses available if required by rider</li> </ul>	Yes		Line Manager  Line Manager
7	Patrol and police duties riding cycles	Risk of collision or injury due to incorrect loading of cycle	Med	<ul style="list-style-type: none"> <li>Panniers or other approved carry racks to be fitted and used</li> </ul>	Yes		Line Manager / Rider
8	Patrol and policy duties riding cycles	Injury whilst affecting arrest or communicating with suspect or confrontational member of public	Med	<ul style="list-style-type: none"> <li>Rider to consider dismounting and standing safe distance from cycle before engaging suspect</li> <li>Riders to ensure they carry Force PPE</li> </ul>	Yes		Rider  Rider / Line Manager

<b>Signature of assessor/assessors</b>  <b>Name and rank</b>	<b>Signature of Chief Constable - Heddlu Gwent Police</b>
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**NOT PROTECTIVELY MARKED**

<b>Date</b>	<b>Date</b>
<b>Signature of Force Health and Safety Adviser</b>	<b>Signature of Head of Service Area/LPU/Department</b>
<b>Name</b>	<b>Name and rank</b>
<b>Date</b>	<b>Date</b>