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WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:

DRIVER POLICY

POLICY REFERENCE NO:

Ops/09

Executive Summary.

The purpose of this policy document is to support best practice and developments within Police Driver Training and ensure compliance with legislation. It is designed to protect and serve our communities by defining the driving standards expected of West Midlands Police and sets out the three classification/authorisation levels of all drivers; basic, standard and advanced.

The policy reinforces the responsibilities of all officers and staff to ensure that the care and use of vehicles projects a positive image of West Midlands Police within the limitations of individual driver qualifications.

With immediate effect, this Policy supersedes Driver Policy Ops/09 (30/04/2012) which is now withdrawn.

**Any enquiries in relation to this policy should be made directly with that of the policy contact / department shown below.

Intended Policy Audience.

This policy is primarily aimed at all police officers and staff of West Midlands Police who have been assessed and authorised as drivers for the Force.

Current Version And Effective Date.	Version 1.5	20/05/2015
Business Area Owner	Operations	
Department Responsible	Driver Development Unit	
Policy Contact	PS 6776 Dodd / DSO 56208 Harvey	
Policy Author	PS 6776 Dodd / DSO 56208 Harvey	
Approved By	ACC Cann (Operations)	
Policy Initial Implementation Date	01/08/2014	
Review Date	01/12/2015	
Protective Marking	Not Protectively Marked	
Suitable For Publication – Freedom Of Information	Yes. (no restrictions – see section 15)	

Supporting Documents

Policy – directly supporting documents.

- Codes of Practice on the Management of Police Pursuits - ([click here](#)).
- Tactics Directory for Police Pursuits - ([click here](#)).
- Emergency Response Manual – ([click here](#)).
- College Of Policing Driver Training Learning Programme – ([click here](#)).
- Policy and Procedure Manual S14 –([click here](#))
- Four Wheel Drive Policy

Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

Please Note.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION OF ANY POLICY, GUIDANCE or FORCE DIRECTIVE – ORDER, CAN BE FOUND ON THE INTRANET A to Z POLICIES SITE.

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, staff and officers at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see http://www.college.police.uk/docs/Code_of_Ethics.pdf for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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Acronyms

ACPO	Association of Chief Police Officers
DVLA	Driver and Vehicle Licensing Agency
EQIA	Equality Impact Assessment
ERM	Emergency Response Manual
FOI	Freedom of Information Act 2000
GPMS	Government Protected Marking Scheme
HR	Human Resources
L & D	Learning and Development Unit
CoP	College of Policing
RSA	Road Safety Act
WMP	West Midlands Police

1. INTRODUCTION

- 1.1 This policy has been developed to meet the operational needs of West Midlands Police (WMP) and supports the requirements of legislation contained within the Road Safety Act 2006 and the Authorised Professional Practice on the Management of Police Pursuits.
- 1.2 This policy is applicable to all police officers and staff and all motor vehicles¹ provided for use within WMP.
- 1.3 Within the terms of this policy any reference to vehicles driven by WMP employees shall apply equally to the use of motorcycles.
- 1.4 Police vehicles may only be driven by officers and staff who have been authorised in accordance with this policy. Existing police driving authorisations will remain valid subject to periodic assessment in compliance with this policy (*see Section 7*).
- 1.5 Driver authorities, and driver development will be delivered in compliance with the current Driver Training Learning Programme under the guidance of qualified Police Driving Instructors.
- 1.6 This policy should be read in conjunction with the Authorised Professional Practice on the Management of Police Pursuits, Tactics Directory for Police Pursuits, and Emergency Response Manual.
- (n.b. all documents are referred to within the [supporting documents](#) section of this policy).*
- 1.7 Additional detailed information regarding the Driver Training Learning Programme, driving courses, pre course requirements and frequently asked questions are available via Learning and Development intranet site ([click here](#)).

2. PUBLIC TRUST AND CONFIDENCE

- 2.1 Police vehicles must at all times be driven in a professional manner, with drivers demonstrating appropriate standards of road safety in support of public trust and confidence.
- 2.2 Public safety will at all times be prioritised above the desire to attend an 'immediate' incident or apprehend a suspected offender.
- 2.3 Police drivers who are trained to standard or advanced level are entitled to make use of legal exemptions, however it is vital that such use is appropriate and only used in circumstances that can be justified.
- 2.4 Police drivers must comply with all road traffic legislation unless there is a specific police purpose for claiming exemptions under current legislation.
- 2.5 The use of any legal exemption by Police drivers must be justified, appropriate, proportionate, auditable, and necessary in the circumstances and must not compromise personal and public safety.
- 2.6 The use of emergency warning equipment does not provide automatic right of way and no circumstances can justify the contravention of any legal requirement, whether exempted or not, which would endanger road users.

¹ Vehicles will encompass all service vehicles for specific use by Force employees within their duties, including those vehicles hired, leased and trialled.

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- 2.7 Emergency warning equipment should be used whilst engaged in a pursuit or response role and it must never be assumed that the public are aware of the police vehicles presence.
- 2.8 In exceptional circumstances, where the use of emergency equipment would compromise operational requirements, officers must limit their actions in accordance with the circumstances, for example, silent approach.
- 2.9 Any use of emergency warning equipment must be appropriate for the circumstances.
- 2.10 Drivers must at all times consider the public perception of their actions and the fact that their driving may be recorded using mobile phones or similar devices.

3. DEFINITION OF EMERGENCY RESPONSE

- 3.1 For the purposes of this policy, officers are deemed to be in an 'Emergency Response' when they are using **any** of the exemptions afforded to them by the relevant legislation, and/or using emergency warning equipment to facilitate progress.
- 3.2 Drivers must be qualified to standard or advanced level before they are entitled to drive in emergency response conditions or exercise legal exemptions. Previous historical authorities where basic drivers were allowed to use legal exemptions, for example whilst driving personnel carriers, cease to be valid with immediate effect.
- 3.3 All vehicles used for emergency response must be appropriate for the role and be fitted with both emergency lights and sirens and can be either liveried or non liveried vehicles. Vehicles without both emergency lights and sirens are not suitable for emergency response irrespective of whether the vehicle is liveried or not.
- 3.4 **Basic grade drivers are unable** to claim legal exemptions under the Road Safety Act 2006 and must at all times comply with the Highway Code and Road Traffic Legislation.

4. VEHICLE ISSUES

- 4.1 It is the driver's responsibility to ensure at all times that vehicles are fit for the purpose intended and free from any defect that may compromise road safety or undermine the trust and confidence of our communities.
- 4.2 Drivers must conduct an appropriate check of their vehicle before and after use, or in exceptional circumstances as soon as reasonably practicable. Any apparent damage or defects must be recorded in the vehicle log book and a supervisor informed. Drivers should ensure that both the external and internal appearance of the vehicle reflects the principles of Pride in our Police and Pride in our working environment. Supervisors are responsible for ensuring compliance with this policy and are expected to actively manage the use of vehicles within their control.
- 4.3 The use of any vehicle provided for police purposes must be accompanied by an appropriate log book entry. This will include timed entries for each individual driver, each driver commencing the entry prior to driving the vehicle, and completing the entry at the conclusion of the driving period. It will be the responsibility of supervisors to monitor compliance with this requirement.
- 4.4 In circumstances where a log book is unavailable, it is the driver's responsibility to record details of the journey. This information must be completed prior to the end of the working day and a supervisor informed of the circumstances.

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4.5 Recording equipment fitted within police vehicles must be properly maintained and used at all times.

5. THE CARRIAGE OF PASSENGERS

5.1 Passengers will only be carried for legitimate police purposes. Seat belts will be worn at all times in accordance with legislation and in support of personal safety.

5.2 The Motor Vehicle (wearing of seatbelt) Regulations 1993 provides an exemption from wearing seat belts for police purposes, however this will only be supported where the use of seatbelts would be unreasonable in the circumstances.

5.3 Drivers will be responsible for advising all passengers of their requirement to wear seat belts in compliance with current policy and legislation.

6. MEDICAL ISSUES

6.1 All drivers must complete an initial eyesight examination with the Occupational Health Unit with periodic assessment in accordance with current HR directive.

For supporting Occupational Health guidance and re-testing periods please [click here](#).

6.2 All motorcyclists must in addition, attend a hearing examination arranged with the Occupational Health Unit with periodic assessment in accordance with current HR directive.

6.3 **It is the responsibility of all staff to maintain medical authorisations and inform their supervision and Occupational Health at the first available opportunity of ANY medical issues that may affect their ability to operate service vehicles.** Supervisors should ensure compliance with all medical requirements during the ePDR process

7. AUTHORISATION LEVELS

7.1 All authorisations within WMP will be categorised in accordance with the following ACPO guidelines:

7.2 Basic Driver

7.2.1 Colleagues with an existing Low Performance Vehicle authorisation are reclassified as Basic authorised drivers.

7.2.2 Basic authorisations are available to all officers and staff and enable the use of both liveried and unliveried vehicles for police purposes.

7.2.3 Basic assessments will be conducted by qualified Police Driving Instructors who will qualify and authorise the use of all vehicles within the assessed licence category that are appropriate for the intended use.

7.2.4 Police officers and staff required to operate personnel carriers subject to DVLA group C1 or D1 licence requirements will require an assessment by the DDU.

7.2.5 All officers and staff who obtain a Basic driving authorisation will receive additional training in the use of emergency equipment, stopping of compliant vehicles and basic scene management appropriate to their role. No basic driver will perform these functions without completing this module of training.

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- 7.2.6 Basic Drivers are not authorised to engage in the pursuit of subject vehicles and will limit any involvement to the deployment, if qualified, of Stinger type devices.
- 7.2.7 Basic grade drivers are unable to claim excess speed exemptions under the Road Safety Act 2006, or any other exemption in law and must at all times comply with the Highway Code and Road Traffic Legislation.
- 7.3 **Standard Driver**
- 7.3.1 Standard drivers are trained to a recognised national level and qualified to respond to incidents making appropriate use of legal exemptions whilst using liveried service vehicles with emergency equipment. Standard drivers are not qualified to use non liveried vehicles for response
- 7.3.2 Standard drivers are qualified to drive all vehicles within their assessed DVLA licence category that are appropriate for the intended use.
- 7.3.3 Standard drivers may exceed the speed limit in appropriate circumstances to a maximum of **20 miles per hour in excess of the posted speed limit**. Drivers must demonstrate reasoned and justifiable decisions to exceed a speed limit and ensure that the speed they use is safe and proportionate to all the existing circumstances.
- 7.3.4 Officers who have successfully completed the Initial Phase Pursuit module may engage at that level in accordance with the current Authorised Professional Practice on the Management of Police Pursuits [click here](#)
- 7.3.5 In accordance with the Roads Safety Act 2006 all Standard Grade drivers will be subject to continuous periodic assessment. This must be conducted within a continual 5 year cycle, of qualifying / requalifying at standard level, commencing in the five years preceding 1st September 2015.
- N.B.** Officers who do not successfully re-qualify within that period will lose their ability to claim speed exemptions and will therefore revert to Basic driver status.
- 7.3.6 A return to operational Standard Level driving duties following an absence of more than 12 months will be preceded by a driving assessment.
- 7.4 **Advanced Driver**
- 7.4.1 Advanced drivers are trained to a higher national standard and qualified to respond to incidents that require the use of legal exemptions. Advanced drivers are qualified to use both liveried and non liveried vehicles for response
- 7.4.2 Advanced drivers are qualified to drive all vehicles within their assessed DVLA licence category that are appropriate for the intended use.
- 7.4.3 Advanced drivers may exceed speed limits in appropriate circumstances **to a maximum of twice the posted speed limit**, and must at all times demonstrate reasoned and justifiable decisions for their actions. Drivers must ensure that the speed they use is safe and proportionate to all the existing circumstances.
This limitation will not apply during a Police pursuit, however any speed exemptions in a pursuit must be justified and proportionate, matching the risk assessment process within the Pursuit Policy (Ops /06)[click here](#)

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- 7.4.4 Officers who have successfully completed the Initial Phase Pursuit or the Tactical Pursuit and Containment modules may engage at that level in accordance with the current Authorised Professional Practice on the Management of Police Pursuits.
- 7.4.5 In accordance with the Roads Safety Act 2006 all Advanced Grade drivers will be subject to continuous periodic assessment. This must be conducted within a continual 5 year cycle of qualifying / re-qualifying at advanced level
- N.B.** Officers who do not successfully complete a driving assessment within that period will lose their ability to claim speed exemptions and will therefore revert to Basic driver status.
- 7.4.6 A return to operational advanced driving duties following an absence of more than 12 months will be preceded by a driving assessment.

8. MOBILE PHONE, AIRWAVE RADIO USEAGE and SATELLITE NAVIGATION USE

- 8.1 Drivers must exercise proper control of their vehicle at all times and, in accordance with legislation, must not use a hand held mobile phone, satellite navigation, or similar device whilst driving. Whilst currently exempt in law police drivers should be aware of the distraction caused by the use of in car recording equipment screens.
- 8.2 Drivers must not use an Airwave radio while driving unless the radio is permanently connected to the vehicle or placed within an appropriate cradle and is operated by 'press to talk' stalk.
- 8.3 If the vehicle is double crewed, the passenger / observer should operate the Airwave radio leaving the driver to concentrate on driving.

9. EVALUATION

- 9.1 Vehicle suitability will be determined by members of Fleet Services with appropriate support from the Driver Development Unit and Vehicle User Group in accordance with existing procedures. No authority is provided to evaluate the performance of any vehicle outside these existing arrangements.

10. TRANSFEREES

- 10.1 Transferees with existing ACPO recognised police driving qualifications must complete an assessment by the Driver Development Unit before they are authorised to operate vehicles in accordance with this policy. The Driver Development Unit will determine the appropriate level of driving authorisation and provide support to minimise any unnecessary training requirements.

11. DRIVING STANDARDS

- 11.1 All staff are responsible for monitoring the use of vehicles used for police purposes to ensure appropriate standards are maintained. Supervisors are responsible for ensuring compliance with this policy and to actively manage the use of vehicles within their control.
- 11.2 The authority to drive vehicles for police purposes may be suspended by a supervisor at any time where it is considered that an individuals driving may have fallen below appropriate standards.

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- 11.3 Suspension from driving may take the form of a full driving suspension for all service vehicles or place restrictions on the use of emergency response and / or patrol authority.
- 11.4 In circumstances where a member of staff has been suspended from driving or restrictions have been imposed, this information will be referred to the supervision at the Driver Development Unit who will provide appropriate support and guidance for the management action considered.
- 11.5 All officers and staff are reminded of the requirement to disclose any offence, including those off duty, where they may be in jeopardy of prosecution
http://intranet2/content/B_PSD/Vetting/Change_Of_Circumstances.pdf
- 11.6 Driving Licences, eyesight and hearing requirement compliance will be examined by supervisors within the annual ePDR [process](#) and when attending any driver training event.

EXEMPTIONS

A) Speed Limits:-

(Road Traffic Regulation Act 1984, Section 87 as amended by the Road Safety Act 2006).

- I. Section 87 Road Traffic Regulation Act 1984 provides; that no statutory provision imposing a speed limit on motor vehicles shall apply to any vehicle on an occasion when it is being used for fire & rescue authority, ambulance or police purposes if the observance of that provision would be likely to hinder the use of the vehicle for the purpose for which it is being used on that occasion.
- II. While exemption from adhering to speed limits when engaged in response exists, there still remains a statutory requirement to maintain safety margins.
Legal exemptions do not include driving at a speed or in a manner which would amount to driving without due care and attention.

Please Note.

- **Basic Grade** drivers do not have an exemption to exceed the speed limit within the Road Safety Act 2006.
- **Standard Grade** drivers may claim legal exemptions to a maximum of + 20mph in excess of the posted speed limit in appropriate circumstances and in accordance with this policy.
- **Advanced driver** are subject to a maximum speed of twice in excess of the posted speed limit in appropriate circumstances and in accordance with this policy.

B) Traffic Lights:-

(The Traffic Sign Regulations and General Directions 2002, Regulation 36(1) (b)).

- I. The Traffic Signs Regulations and General Directions 2002 provides; that when a vehicle is being used for fire brigade, ambulance, bomb or explosive disposal, national blood service or police purposes and the observance of the prohibition conveyed by the red signal would be likely to hinder the use of that vehicle for the purpose for which it is being used, then the red signal shall not apply to the vehicle, and the red signal should convey the prohibition that the vehicle shall not proceed beyond the stop line in a manner or at a time likely to endanger any person or cause the driver of any vehicle proceeding in accordance with the indications of light signals operating in association with the signals displaying the red signal to change its speed or course in order to avoid an accident.

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C) Pedestrian Controlled Crossings – Traffic Lights:-

(Zebra, Pelican and Puffin Pedestrian Crossings Regulations 1997 and The Traffic Sign Regulations and General Directions 2002)

- I. Zebra, Pelican and Puffin Pedestrian Crossings Regulations 1997 and The Traffic Sign Regulations and General Directions 2002 states; that when a vehicle is being used for fire brigade, ambulance, bomb or explosive disposal, national blood service or police purposes and the observance of the prohibition conveyed by the red signal would be likely to hinder the use of that vehicle for the purpose for which it is being used. Shall not apply to the vehicle, providing the driver accords precedence to any pedestrian who is on the carriageway and does not proceed in a manner or time likely to endanger any person or any vehicle at or approaching the crossing, or cause any vehicle to change its course or speed to avoid an accident.
- II. For safety reasons traffic signals controlling train or tram movements should not be disregarded.

D) Keep Left (Right) Signs:-

(Section 15(2) Traffic Sign Regulations and General Directions 2002)

- I. On an occasion when a vehicle is being used for fire brigade, ambulance, bomb or explosive disposal, national blood service or police purposes and the observance of the sign would be likely to hinder the use of that vehicle, then the driver may pass on the wrong side - providing that:
- II. (i) No danger is likely to be caused to the driver of any other vehicle proceeding on or from another road or on or from another part of the same road;
Or
(ii) No danger is likely to be caused to non-vehicular traffic proceeding on or from another road or on or from another part of the same road.

E) Highway Code:-

(Road Traffic Act 1988, Section 38)

- I. The Highway Code is issued with the authority of Parliament under the Road Traffic Act. While failure on the part of a person to observe a provision of the Highway Code does not in itself render that person liable to criminal proceedings, any failure to adhere to the Code's principles by an individual can be used to establish or negate any liability in civil or criminal proceedings.

F) General:-

- I. On occasions, often due to circumstances outside their control, police drivers will find themselves considering contravention of other signs and regulations where no statutory exemptions exist. Such actions could result in criminal / disciplinary proceedings.
- II. No circumstances can justify the contravention of any legal requirement, whether exempted or not, which would endanger any road user.

12. SPECIALIST VEHICLES and ACTIVITIES

- 12.1 Specialist vehicles will be defined as such by the driving standards board. The driver development unit will provide advice as to what constitutes a specialist vehicle and the type of training required. Certain specialist vehicles may be restricted from general access and only driven by officers and staff who have received the specialist training for the vehicle type, for example, armoured Land Rover. Any use of these vehicles will be subject to the agreement of the department they are allocated to.
- 12.2 Any vehicle used in an off road environment must be fit for purpose and only operated by officers and staff who have received specialist off road training delivered in accordance with this policy.
- 12.3 Any vehicle used for towing a trailer must be fit for purpose and operated by officers and staff who have received specialist towing training delivered in accordance with this policy.
- 12.4 The transportation of detainees must be conducted in vehicles which are fit for purpose and subject to a risk assessment in accordance with current policies (see [Policy S14](#) – Safer Detention).
- 12.5 The provision of any vehicle based escort will only be conducted by suitably qualified staff.
- 12.6 Any exemptions to this policy must be approved by Chief Superintendent Operations and documented within the relevant driver training portfolio.
- 12.7 In the event of adverse weather conditions advice on the use of 4x4 vehicles is contained within the Four Wheel Drive Vehicles Policy

13. EQUALITY IMPACT ASSESSMENT (EQIA)

- 13.1 The Policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:
- Eliminate discrimination, harassment, and victimisation.
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Policy.

14. HUMAN RIGHTS

- 14.1 This policy has been implemented and reviewed in accordance with that set out with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties of West Midlands Police and its partners, to uphold the law and serve/protect all members of its community (and beyond) from harm.

15. FREEDOM OF INFORMATION (FOI)

15.1 Public disclosure of this policy document is determined by the Force Policy Co-ordinator in agreement with its owner. Version 1.5 of this policy document is fully disclosable to members of the public and via the Force WMP internet website.

Which exemptions apply and to which section of the document?	Whole document	Section number
No issues – version 1.5	n/a	n/a.

16. TRAINING

16.1 Any training required to comply with this policy will be provided under the guidance of qualified Police Driving Instructors within the Driver Development Unit. Students on courses will be required to produce a valid, in date driving licence and have a current eyesight certificate at the start of the course, or will be returned to their LPU / Dept.

17. PROMOTION / DISTRIBUTION & MARKETING

17.1 The following methods will be adopted to ensure full knowledge of the Policy:

- Policy document and associated documents on the Force Intranet (noticeboard) for the attention of all WMP officers and staff;
- Recording and audit entry on the Force policy library;
- Intranet marketing via Driver Development Unit ([L & D](#));
- Disclosure to all police officers and staff on any specific driving assessment or event.

18. REVIEW

18.1 The Policy business owner Operations will maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

18.2 The policy should be considered a ‘living document’ and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

18.3 A formal review of the Policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.

18.4 Any amendments to the Policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.

18.5 Feedback is always welcomed by that of the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



CHIEF CONSTABLE

19. VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
1.0	30/04/2012	New policy. This policy (version 1.0) supersedes that of Order 62/2006.	New Force policy approved by CC Sims
1.1	04/12/2013	Policy draft for 1st Consultation	Circulated for comment & feedback
1.2	02/02/2014	Policy draft for 2nd st Consultation	Amended versioin following feedback from 1 st draft circulated for comment
1.3	29/05/2014	Policy draft submitted for approval	Amendments required by ACC Cann
1.4	15/07/14	Amended Policy draft submitted for approval	
1.4	15/08/2014	Code of Ethics section added	56408 Couchman
1.5	20/05/2015	Amendment to date para. 7.3.5 due to law change not occuring	PS 6776 Dodd

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