



## WEST MIDLANDS POLICE

### Force Policy Document

<b>POLICY TITLE:</b>	<b>Policy for the Deployment of Four Wheel Drive Vehicles in Support of Extreme Weather, Flooding and Major Incidents</b>
<b>POLICY REFERENCE NO:</b>	<b>Ops/24</b>

#### Executive Summary

*This policy will outline the processes for the procurement and deployment of Four wheel Drive (4x4) Vehicles within West Midlands Police in support of a Major, Severe Weather or Flooding Incident.*

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

#### Intended Policy Audience

*All officers and staff who may be required to consider the use of 4x4 vehicles in support of a response to an emergency or incident.*

<b>Current Version And Effective Date.</b>	<b>Version 1.0</b>	<b>July 2014</b>
<b>Business Area Owner</b>	<b>Operations</b>	
<b>Department Responsible</b>	<b>Integrated Emergency Management</b>	
<b>Policy Contact</b>	<b>Integrated Emergency Management</b>	
<b>Policy Author</b>	<b>T/Sgt 20140 Mabbett</b>	
<b>Approved By</b>	<b>ACC Cann</b>	
<b>Policy Initial Implementation Date</b>	<b>09/09/2014</b>	
<b>Review Date</b>	<b>09/09/2016</b>	
<b>Protective Marking</b>	<b>Not Protectively Marked</b>	
<b>Suitable For Publication – Freedom Of Information</b>	<b>Yes</b>	

### Supporting Documents

- *Force Mobilisation Plan*
- *WMP Major Incident Plan*
- *WMP Response to Flooding Incidents*
- *WMP Response to Reservoir Inundation Incidents*
- *Force Driver Policy*
- *Code of Ethics* ([http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf))

### 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 OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.**

### **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, officers and staff 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](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**

- 4x4 - Four Wheel Drive
- ACC - Assistant Chief Constable
- AWD - All-Wheel Drive
- BHX - Birmingham Airport
- CMPG - Central Motorway Policing Group
- CTU - Counter Terrorism Unit
- FCC - Force Contact Centre
- FIM - Force Incident Manager
- IEM - Integrated Emergency Management
- LPU - Local Policing Unit
- LRF - Local Resilience Forum
- MACC - Military Aid to the Civil Community
- MACP - Military Aid to the Civil Power
- MAGD - Military Aid to Government Departments
- OFU - Operations Firearms Unit
- SPOC - Single Point of Contact
- TLACP - Training & Logistics Aid to the Civil Power
- WMP - West Midlands Police

## 1. INTRODUCTION

This policy applies when there may be a requirement for West Midlands Police (WMP) to utilise 4x4 vehicles in order to maintain an appropriate level of response to incidents during, but not limited to, the following circumstances;

- Adverse weather being imminent,
- Current weather becoming severe,
- Extensive flooding
- In support of any Major Incident where necessary access and movement is not practicable without the deployment of 4x4 vehicles.

For the purpose of this policy 4x4 vehicles are defined as; 'any vehicle equipped with a four wheel drive capability i.e. that has power supplied by the engine to all four wheels so that it can travel easily over difficult ground.' This includes vehicles defined as All Wheel Drive (AWD)<sup>1</sup> or Hybrids (vehicles capable of switching between four and two wheeled drive).

## 2. SCOPE

This document will offer guidance around the identification of WMP critical functions, which may require the use of 4x4 vehicles.

This document will only apply to WMP staff and will not cover the use of 4x4 vehicles for any other external organisation or partner agency.

This policy does not apply to the use of 4x4 vehicles as part of WMP business as usual or in support of pre-planned events.

## 3. REQUIREMENT FOR 4x4 VEHICLES

The Force Incident Manager (FIM), in liaison with the Force Contact Centre (FCC) Duty Inspector, will determine the requirement for the provision of 4x4 vehicles and declare that 4x4 vehicles will be utilised within the scope of this policy. This decision may be influenced by many factors including the report of imminent severe weather.<sup>2</sup>

If the severe weather has an impact on the entire force area WMP will need at least 14 vehicles, to be allocated as follows:

- 10 - One to each Local Policing Unit (LPU)
- 3 - Force Traffic
- 1 - FIM

Consideration needs to be given to the weather conditions across the entire force area, due to potential for variations in conditions between areas. Not every LPU will necessarily require a 4x4 vehicle.

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<sup>1</sup> This does not include any WMP accessible 6 wheeled AWD vehicles such as the Polaris which falls outside the scope of this policy.

<sup>2</sup> To assist in monitoring the weather WMP has an account with the Met Office Hazard Manager. It can be accessed via the following link; **Login Name:** opsiem **Password:** 999westmidsopsiem  
<https://logon.metoffice.gov.uk/Login?goto=http://www.metoffice.gov.uk/premium/hazardmanager>

**NOT PROTECTIVELY MARKED**

Allocation of additional vehicles will be at the discretion of the FIM. Requests from LPUs or departments made directly to Fleet Services will not be actioned, but referred to the FIM for consideration.

**4. ROLES AND RESPONSIBILITIES**

This section details the responsibilities of those in WMP with a role to play during an incident requiring the utilisation of 4x4s;

Role Within WMP	Responsibility during Response
FCC Duty Inspector	<ul style="list-style-type: none"> <li>• Provide FIM with accurate weather predictions from The Met Office</li> <li>• Ensure FIM is aware that they will undertake role of Tactical Commander, or nominate appropriate deputy</li> <li>• Create a working log</li> <li>• Maintain ongoing contact with the FIM for identification of when 4x4 vehicles are required to be deployed</li> <li>• Activate the 4x4 AIMS, following liaison with FIM</li> <li>• Determine which LPUs / Departments 4x4 vehicles are allocated to in conjunction with the FIM</li> <li>• Ensure message is passed to LPUs and departments when 4x4s are to be returned to Fleet Services</li> </ul>
Force Incident Manager (Tactical Commander)	<ul style="list-style-type: none"> <li>• Monitor how severe weather or other event requiring the deployment of 4x4 is progressing within the force area</li> <li>• Declare that 4x4 vehicles will be utilised within the scope of this policy.</li> <li>• Authorise activation of 4x4 AIMS plan and decide which LPUs / Departments 4x4 vehicles are allocated to in conjunction with the FCC Inspector</li> <li>• Identify the number of 4x4 vehicles required across the Force.</li> <li>• Ascertain in conjunction with Fleet Services how many 4x4s are available in force</li> <li>• Direct departments to relinquish 4x4 vehicles where necessary to be mustered at Park Lane / Tally Ho for distribution by Transport Operations</li> <li>• Give Fleet Services authority to hire external vehicles and provide and document supporting rationale</li> <li>• Coordinate use of advanced drivers to drive 4x4s across LPUs and departments</li> <li>• Authorise recall of 4x4 vehicles once a decision is made that they are no longer required, and inform FCC and Fleet Services of this decision</li> </ul>
Duty Traffic Sergeant	<ul style="list-style-type: none"> <li>• Liaise with FIM/FCC/Transport Operations, and carry out any actions as directed</li> <li>• Discuss with FIM the provision of advanced traffic drivers if available to support LPUs</li> </ul>
FCC Resource Allocator and Dispatcher (RAD)	<ul style="list-style-type: none"> <li>• Carry out any further tasks as directed by the AIMS plan.</li> <li>• Inform radio comms. Should 4x4 vehicles be borrowed, they should be supplied with radios and mobile phones</li> </ul>
LPU Contact Centre Duty Supervisor/RAD	<ul style="list-style-type: none"> <li>• Upon activation of 4x4 AIMS plan by FCC, complete tasks as directed and await decision of FIM on whether LPU is allocated a 4x4 vehicle.</li> <li>• Despatch LPU officers accordingly to collect allocated vehicle</li> <li>• When recall is authorised, despatch officers to return vehicles to Transport Operations / Force departments that the vehicles belong to</li> </ul>

Role Within WMP	Responsibility during Response
Fleet services/Transport Operations	<ul style="list-style-type: none"> <li>• Notify Fleet Services Senior Leadership Team of requirement for 4x4s to be hired / allocated</li> <li>• Allocate a Single Point of Contact (SPOC) to manage hiring / allocation of vehicles</li> <li>• Co-ordinate in force 4x4 vehicles and muster them to a designated point(s) i.e. Park Lane or Tally Ho following direction from the FIM</li> <li>• Liaise with FIM, identify the amount of vehicles required, and subsequently arrange for the hiring of 4x4 vehicles from external companies to ensure that the force has adequate numbers</li> <li>• Arrange for the delivery of any externally hired 4x4 vehicles (there may be a need, if any vehicles are required to be hired at short notice, i.e. same day hire, for collection from the relevant company).</li> <li>• Allocate vehicles as directed by FIM and maintain audit trail in relation to the allocation of each vehicle</li> <li>• Ensure vehicles are returned to Transport Operations once recall is authorised by FIM</li> </ul>

## 5. HIRING OF EXTERNAL VEHICLES

The amount of vehicles required to be hired externally, will depend on how many are available in force. The decision to authorise the hire of external vehicles lies with the FIM, who will communicate this requirement for additional vehicles to the Fleet Services SPOC.

The decision to hire external vehicles must be made expeditiously as other agencies may be utilising the same suppliers as WMP. This may have an impact on vehicle availability.

A rationale document should be forwarded by email to the Fleet Services SPOC outlining risk balance / cost. Fleet Services' budget will meet the cost of hiring external vehicles.

## 6. DRIVING GRADE RESTRICTIONS

If road conditions are affected sufficiently to make routine driving significantly hazardous through adverse weather, drivers should consider if their level of training and personal abilities are sufficient to drive safely in the presenting conditions. During these periods where road conditions are significantly impaired, the Force Incident Manager (FIM) may direct through consultation with LPUs / Departments that the most appropriate drivers are allocated to appropriate vehicles.

Any police driver is authorised to drive within their licence categories and the restrictions on their grade, however, when 4x4s are used in adverse weather conditions, ideally drivers trained to an advanced grade should be used to drive the vehicles, due to their higher level of training, skill and knowledge.

In the event of an LPU / Department not having an advanced driver available, then the Duty Inspector / Sergeant should consult with the FIM to either have an advanced driver allocated from another LPU / Department, or to authorise for the most experienced driver, aware of the handling characteristics of 4x4, on the LPU / Department to drive the vehicle.

## 7. LOCAL SOLUTIONS

It is anticipated that during office hours, some LPUs may seek local solutions to obtain 4x4 vehicles to assist where possible prior to, or in addition to obtaining 4x4s from the pool office or specialist departments.

All 4x4s must be ordered through Fleet Services as they hold the budget for the force for vehicle hire and will ensure that the requirements of the Road Traffic Act are met regarding insurance cover.

## 8. MILITARY ASSISTANCE

In the event that weather conditions become so extreme that WMP are unable to maintain a response to calls for service with the available 4x4 vehicles and are unable to procure further 4x4s from external agencies, a request for military assistance can be made.

A Military Aid to the Civil Power (MACP), Military Aid to Civil Community (MACC) or Military Aid to Government Departments (MAGD) request can be submitted for a Training and Logistics Aid to the Civil Power (TLACP) within Operations Support. The military are able to provide 4x4 vehicles with fully insured and qualified drivers to provide assistance.

The duty ACC would be expected to submit the request as per the guidance within the Gold Activation Document. It is advisable to contact the Brigade Duty officer who will offer assistance in this application.<sup>3</sup>

For Military Aid requests, refer to the Gold Activation Guidance.<sup>4</sup>

## 9. EXEMPTIONS

The FIM will prioritise which departments in force may be required to provide vehicles that are currently available within WMP. This will be from the list held by Fleet services detailing allocation of 4x4s across the force. The following departments are exempt from providing 4x4s in support of other departments;

- Birmingham Airport Unit (BHX)
- Central Motorway Policing Group (CMPG)
- Command Team
- Counter Terrorism Unit (CTU)
- Operations Dog Unit
- Operations Firearms Unit (OFU)

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<sup>3</sup> See the WMC Resilience Contact sheet for contact details

<sup>4</sup> See Force Intranet for latest version or contact IEM.



## 10. EQUALITY IMPACT ASSESSMENT (EQIA)

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.*

## 11. HUMAN RIGHTS

This policy has been implemented and reviewed in accordance 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 and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

## 12. FREEDOM OF INFORMATION (FOI)

Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner.

Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply, and to which section of the document?	Whole document	Section number
No Exemptions		

## 13. TRAINING

No additional training is required to support the delivery of this policy.

## 14. PROMOTION / DISTRIBUTION & MARKETING

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

- Publishing on force intranet and use of 'message of the day' identifying new policy in force.
- Distribution to FIMs and force inspectors by email.
- Published within the Equip Policy Portal.

## 15. REVIEW

The policy business owner Integrated Emergency Management, Operations, 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.

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.

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.

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

Feedback is always welcomed by 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**

## 16. VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
0.1	November 2013	New Policy, initial draft. Pulling together existing guidance into policy.	T/Sgt 20140 Mabbett
0.2	January 2014	Draft for mandatory consultation following IEM review.	T/Sgt 20140 Mabbett
0.3	January 2014	Amendments made following consultation. Draft for Operations SLT.	T/Sgt 20140 Mabbett
0.4	June 2014	Minor amendments following feedback pre-signoff	T/Sgt 20140 Mabbett
0.5	July 2014	Minor amendments at request of ACC Cann	T/Sgt 20140 Mabbett
1.0 - <b>Live</b>	July 2014	Live Version	Signed off by ACC Cann
1.0	September	Added Code of Ethics Section	56408 Couchman