



WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	Public Transport Concession
POLICY REFERENCE NO:	Ops/25

Executive Summary

This policy supersedes all previous Part 1 orders relating to Public Transport Concessions. This policy will clarify the use of public transport by Police Officers, Police Special Constables and Police Community Support Officers (PCSOs) both on and off duty within the West Midlands region including concessions offered by stated public transport providers.

The purpose of this policy is to work with our partners in order to make the travelling public feel safer, to prevent crime and detect crime.

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

Intended Policy Audience

- Police Officers
- Police Community Support Officers
- Police Special Constables

Current Version And Effective Date.	Version 1.1	March 2014
Business Area Owner	Operations	
Department Responsible	Safer Travel Partnership	
Policy Contact	Safer Travel Partnership Team	
Policy Author	Chief Inspector Kerry Blakeman	
Approved By	ACC Gareth Cann (Operations)	
Policy Initial Implementation Date	8th December 2014	
Review Date	8th December 2016	
Protective Marking	Not protectively marked	
Suitable For Publication – Freedom Of Information	Yes	

Supporting Documents

- *Communication and confirmation documents from transport operators*
- *Code of Ethics (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 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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1. INTRODUCTION

This policy clarifies use of public transport by Police Officers, Police Special Constables and PCSOs both on and off duty within the West Midlands region.

This policy stems from a partnership agreement between West Midlands Police, Cross Country Trains, London Midland (Rail), National Express (Bus), Midland Metro (Tram) Chiltern Rail (Temporary Agreement) and Travel DeCoursey Ltd (Bus). These operators will be referred to as Designated Transport Operators.

Residents of and visitors to the West Midlands should be able to enjoy travel within the area which is both a safe and enjoyable experience. The Designated Transport Operators aim to increase the presence of identifiable Police Officers, Police Special Constables and PCSOs on public transport. This has been identified as a key factor in providing reassurance to communities and improving perceptions of safety.

Interventions by Police Officers and Police Special Constables witnessed by members of the community travelling on public transport will offer reassurance and make those members of the community feel safe.

2. AIM

This policy is intended to inform Officers and key partners of arrangements that will operate between The Police and Crime Commissioner for West Midlands (the "PCCWM") and the Chief Constable of West Midlands Police (together shall be referred to as "West Midlands Police") and the Designated Transport Operators regarding concessionary travel on the bus, Metro and rail networks.

3. SCOPE

This policy covers guidance on concessionary travel for Police Officers, Police Special Constables and PCSOs for West Midlands Police only. It does not provide guidance for any other partner agency or individuals.

This policy is for use of Police Officers, Police Special Constables and PCSOs for West Midlands Police who intend to use the travel concession with the Designated Transport Operators.

This policy does not apply in the event of Officers using public transport responding to an emergency or incident in progress.

4. OBJECTIVES

- To identify which Designated Transport Operators form part of the policy.
- This policy will show the jurisdiction to which the concessionary travel applies.
- This policy will highlight the restrictions imposed by individual Designated Transport Operators.
- This policy will highlight the restrictions imposed on Police Officers, Police Special Constables, and PCSOs when using this concession.

5. CONDITIONS OF USE

The prescribed area for concessionary travel is applicable on all bus routes within the West Midlands, the rail Network West Midlands area for rail (Stafford to Northampton, Shrewsbury to Stratford upon Avon and to Hereford) and the Metro network from Birmingham to Wolverhampton.

Police Officers and Police Special Constables utilising the concessionary travel will be expected to actively intervene to address incidents of crime and disorder. Such interventions may be self initiated or at the specific request of a member of the public, British Transport Police Officers or a member of staff associated to the rail network.

The concession only applies to travel on London Midland, CrossCountry Trains and Chiltern Rail (Temporary Agreement). In addition to Midland Metro, National Express Travel West Midlands (bus) and Travel DeCoursey Ltd (bus). See Appendix A.

The purpose of the travel must be direct to or from a tour of duty or during the course of duty on official police business. There is no requirement for Officers to be in full uniform to receive this concession. Many Officers will travel in plain clothes.

Police Officers and Police Special Constables who use the concessionary travel do so on the understanding that they will lose anonymity if they intervene or act if they witness a crime. Police Officers and Police Special Constables are obliged to assist any British Transport Police officer, members of the public or member of staff associated to the rail network.

Police Officers and Police Special Constables travelling on the designated transport networks under this agreement should identify themselves both on demand and where practicable, in advance of boarding, through the production of their Warrant card.

Officers who choose to use the concession do so on the expectation that they may be called upon to intervene/assist. The Officer intervening/assisting MUST be in a position to assist. The Officer should make a dynamic risk assessment of the situation, as they would with any other off duty incident, to identify the most appropriate method of resolution.

Police Officers and Police Special Constables that are subject to medical restrictions and work based restrictions should dynamically risk assess the situation. Depending on the nature of the restriction it may be the Officer acts as an observer whilst requesting assistance.

Where Police Officers and Police Special Constables intervene/assist/observe in an incident they will identify themselves as a Police Officer or Police Special Constable by showing their Police Warrant card and give their collar number.

Where Officers are not in possession of their Police Warrant card they must purchase a travel pass or ticket to travel.

This policy does not imply, in any way, that Officers should/need to travel with their personal protective equipment when off duty.

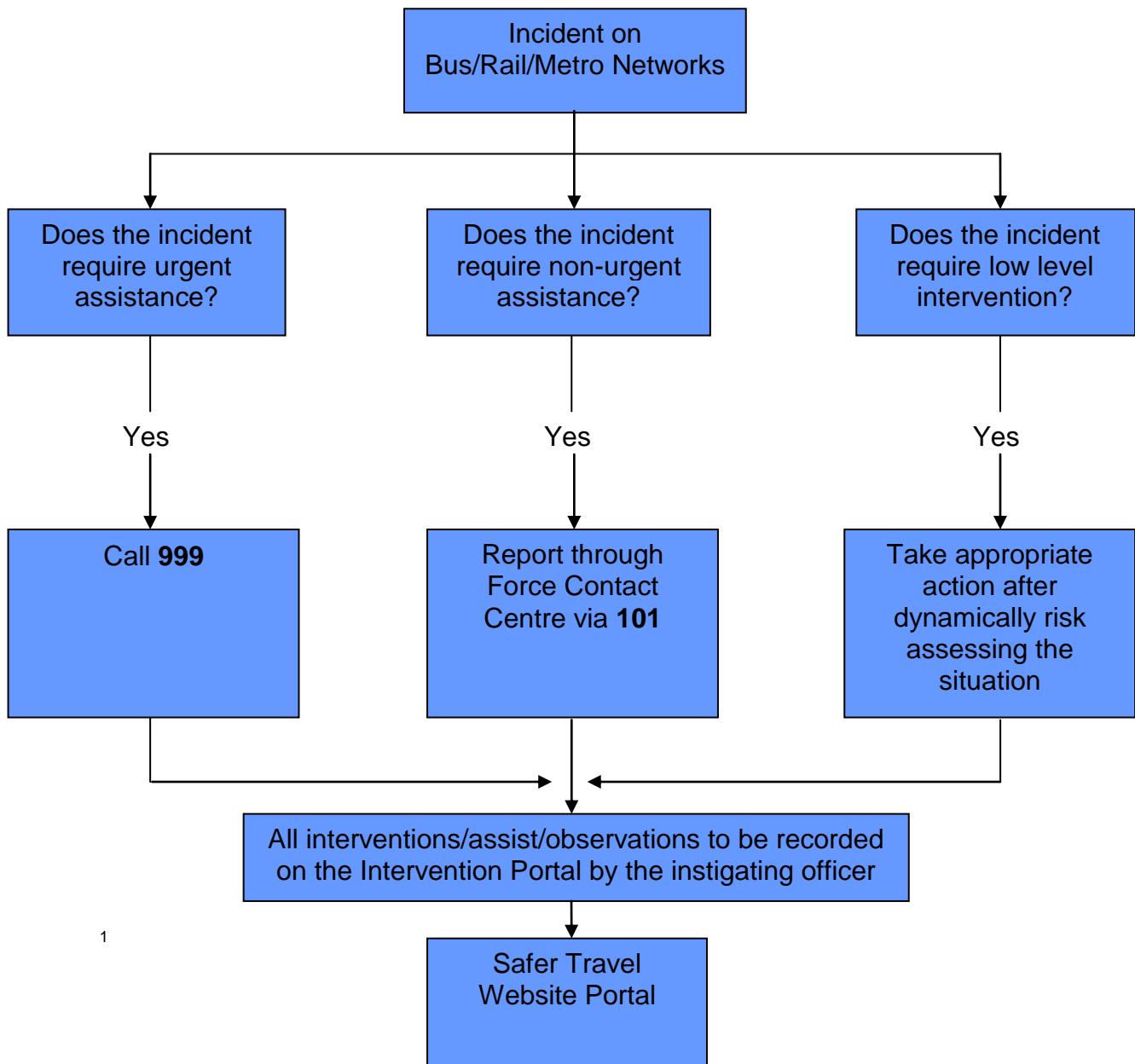
When an Officer intervenes or assists it does not automatically mean they are on duty and advice should be sought from a supervisor at the earliest opportunity as the Officer may be entitled to claim overtime.

Officers who consume alcohol prior to commuting home should purchase a travel pass or ticket in the usual way.

This offer of concession will be withdrawn if the terms of the offer are abused and Officers may be liable to disciplinary action.

6. INTERVENTION REPORTING PROCESS

Officers that do intervene/assist/observe in any situation are to record the incident via the Public Transport Intervention link within the Safer Travel Team website. Officers are to record the nature of the intervention and make reference to any log number generated, where appropriate. This information will be required for monitoring and audit purposes.



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¹ [Safer Travel Website - Interventions Portal Link](#)

7. RESTRICTIONS BY DESIGNATED TRANSPORT OPERATORS

The following Designated Transport Operators have offered concessions. If the operator or service is not listed Officers must purchase tickets in the normal manner.

CrossCountry Trains and London Midland (trains)

Police Officers and Police Special Constables can travel on train services listed using this concession with the production of a valid warrant card whilst they are travelling to or from work and whilst on duty. There is no requirement to be in uniform. Police Officers and Police Special Constables can only travel in Standard Class on production of their warrant card and would be expected to give up their seat for a fare paying passenger.

PCSOs can travel on the train services listed when on duty in full street uniform.

Travel is only permitted within the terms of this policy within the boundaries specified in Appendix A.

Chiltern Railways

Police Officers and Police Special Constables are NOT allowed to use this concession on this service whilst in plain clothes or off duty (i.e. officers travelling to work must purchase a ticket) However, they can travel free of charge when they travel in uniform and on duty between Kidderminster & Leamington Spa

PCSOs are NOT allowed to use this concession on this service whilst in plain clothes and off duty. They can travel free of charge when they travel in uniform and on duty.

Amended Policy Whilst Increased Threat Level to Police Officers is in place.

Chiltern Railways have agreed that Police Officers & Special Constables can use the concession to travel to/from work or during the course of their tour of duty whilst in plain clothes or partial uniform. This will be reviewed on a 6 month basis and officers should be aware that any abuse may lead to the withdrawal of this concession.

National Express Travel West Midlands (bus)

Police Officers and Police Special Constables can travel on all buses operated by National Express West Midlands and National Express Coventry using this concession with the production of a valid warrant card whilst they are commuting to and/or from duty. There is no requirement to be in uniform. Police Officers and Police Special Constables would be expected to give up their seat for a fare paying passenger.

PCSOs may use this concession only when on duty in full uniform.

Midland Metro

Police Officers and Police Special Constables can travel on the Metro using this concession with the production of a valid warrant card whilst they are travelling to or from duty and whilst on duty. There is no requirement to be in uniform.

Police Officers and Police Special Constables would be expected to give up their seat for a fare paying passenger.

PCSOs may use this concession only when on duty in full uniform.

Travel DeCoursey Ltd (bus)

All Police Officers, Police Special Constables, PCSOs can travel on all Travel DeCoursey buses including West Midlands, Warwickshire and Leicester when on duty on production of their warrant card. There is no requirement to be uniform. Officers are NOT allowed to use this concession when off duty.

8. POLICE COMMUNITY SUPPORT OFFICERS AND POLICE STAFF

PCSOs may use public transport services listed as part of their high visibility patrols within the West Midlands Police area when on duty.

Concessions will not extend to PCSOs or Police Staff in any other capacity unless specifically stated.

9. REGIONAL ORGANISED CRIME UNIT

Police Officers seconded to the Regional Organised Crime Unit (ROCU) from Warwickshire, West Mercia and Staffordshire forces will be issued with West Midlands Police Gateway Cards which will enable them to travel within the terms of this policy within the boundaries specified in Appendix A.

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 West Midlands Police 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 that set out with the European Convention and principles provided by the Human Rights Act 1998 (the "HRA"). The application of this policy has no differential impact on any of the articles within the HRA. However, failure as to its implementation would impact on the core duties and values of West Midlands Police (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 Not Protectively Marked.

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 restrictions apply to this document.		

13. TRAINING

There are no training requirements.

14. PROMOTION/DISTRIBUTION & MARKETING

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

- Policy document and associated documents on the Force Intranet (notice board) for the attention of all West Midlands Police Officers and Staff.
- Publication on the Equip Policy Portal.

15. REVIEW

The Policy business owner Safer Travel Partnership 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 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.

West Midlands Police and/or any of the stakeholders may terminate this agreement at any time without prior notice.

CHIEF CONSTABLE

16. VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
0.1	September 2013	First Draft of new policy pulling together existing guidance	PC Taylor
0.2	October 2013	Initial consultation with Insp Holliday and Laura Crofts, IEM	PC Taylor
0.3	November 2013	Initial consultation with Supt Godwin, CI Doyle, Insp Grange, Insp Kelly, Sgt Mabbett and PC Sutton	PC Taylor
0.4	December 2013	Amendments made following mandatory consultation	PC Taylor
0.5	March 2014	Amendments made following Consultation	PC Taylor
1.0	April 2014	Live Version for Publication	
1.0	December 2014	Minor amendments made as per ACC Cann	PC Taylor
1.0	December 2014	Added Code of Ethics & Policy details as approved	56408 Couchman
1.1	23 rd March 2015	Chiltern Railways allow Police Officers/Specials non uniform to use travelling to/from work whilst increased threat in place	56408 Couchman/CI Blakeman

17. Appendix A - Geographical Boundaries

London Midland:-



CrossCountry Trains



Midland Metro



NOT PROTECTIVELY MARKED



National Express Bus



All services within the West Midlands region.

Travel DeCourcay



All services