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WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:

Road Traffic Collision Policy

(Including Allegations of Driving Standards Offences)

POLICY REFERENCE NO:

CJ/22

Executive Summary.

The purpose of this policy is to provide a clear statement of purpose to inform members of the public, police officers and staff of their various rights and responsibilities in the area of police involvement in Road Traffic Collisions and Driving Standard related offences.

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

Intended Policy Audience.

This policy is aimed at all police officers and staff of West Midlands Police involved in recording and investigating road traffic collisions. It provides guidance to members of the public regarding their expectations on the service that will be provided with regards to reported road traffic collisions and driving standard offences.

Current Version And Effective Date.	Version 0.2	23/12/2015
Business Area Owner	Criminal Justice Services	
Department Responsible	Traffic Process Office	
Policy Contact	Stuart Baker 55090	
Policy Author	Stuart Baker 55090	
Approved By	ACC Cann	
Policy Initial Implementation Date	01/06/2010	
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Protective Marking	Not Protectively Marked	
Suitable For Publication – Freedom Of Information	Yes	

Supporting Documents

- Code of Ethics (http://www.college.police.uk/docs/Code_of_Ethics.pdf)
- Force Graded Response Policy LP/02
- Disclosure of Information for Criminal and Civil Proceedings CJ/05
- Records Management Policy Inf/01
- College of Policing APP
- List of Current Fees and Chargeable Rates
- Road Traffic Act
- National Charging Standards

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 UPTO 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 behavior 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.

CONTENTS

1.	INTRODUCTION.....	5
2.	REPORTING.....	6
3.	RECORDING.....	6
4.	POLICE RESPONSE.....	8
5.	NCRF COMPLETION AND SUBMISSION.....	8
6.	FORCE CONTACT RESPONSIBILITIES.....	9
7.	POLICE COLLISIONS WITHIN WMP AREA.....	10
8.	POLICE COLLISIONS OUTSIDE WMP AREA.....	11
9.	POLICE COLLISIONS GENERAL.....	12
10.	MISCELLANEOUS.....	12
	(inc. Street Furniture, Trams, Bridges, Car Parks, CCTV, Crime, Motorway Network).....	12
11.	CORRESPONDENCE AND INFORMATION DISCLOSURE.....	14
12.	EQUALITY IMPACT ASSESSMENT (EQIA).....	14
13.	HUMAN RIGHTS.....	15
14.	FREEDOM OF INFORMATION (FOI).....	15
15.	TRAINING.....	15
16.	PROMOTION / DISTRIBUTION & MARKETING.....	15
17.	REVIEW.....	15
18.	VERSION HISTORY.....	16
19.	SUPPORTING DOCUMENTS.....	16

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1. INTRODUCTION.

- 1.1 This policy has been introduced to provide clarification around the response by West Midlands Police (WMP) to road traffic collisions (RTC). This policy will inform the classification, recording, investigation and finalisation of Road Traffic Collisions within the West Midlands area.
- 1.2 This policy will apply to all road traffic collisions and incidents relating to driving standards reported to WMP.
- 1.3 This policy should be read in conjunction with the following policies and manuals of guidance, Force Graded Response Policy, College of Policing APP, Disclosure of Information for Criminal and Civil Proceedings, Records Management Policy, Department for Transport Stats 20 Manual and the current list of fees and chargeable rates.
- 1.4 This policy will ensure that road traffic collision investigation is carried out in a way that provides a high quality of service to members of the public.
- 1.5 WMP do not record or investigate collisions to allocate blame, but rather to identify if offences have been committed.
- 1.6 Where offences are identified a decision to prosecute will be made in accordance with the “National Charging Standards” and CPS guidelines.

1.7

Acronyms within this policy	Meaning
RTC	Road Traffic Collision
WMP	West Midlands Police
CPS	Crown Prosecution Services
WT898	RTC Self-Reporting Form
WT898a	Allegations of Driving standard offences Self Reporting form
NCRF	National Collision Recording Form
NSRF	National Statistics Recording Form
VRM	Vehicle Registration Mark (Registration number)
PNC	Police National Computer
DfT	Department for Transport
TPO	Traffic Process Office
Mg11	Statement
WT1001	Offence Report
TPO10	Traffic Offence Report (Ticket)
BTP	British Transport Police
CMPG	Central Motorway Police Group
POLAC	Police Accident
LPU	Local Policing Unit

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2. REPORTING.

2.1 Section 170 of the Road Traffic Act 1988 as amended by the Road Traffic Act 1991 imposes obligations on drivers of mechanically propelled vehicles who are involved in road collisions. It states:

- 170 (1) If owing to the presence of a mechanically propelled vehicle on a road, or other public place an accident occurs whereby –
 - (a) Personal Injury is caused to a person other than a driver of that mechanically propelled vehicle or,
 - (b) Damage is caused to other property, or
 - (c) Injury is caused to an animal (other than one carried in that vehicle or a trailer drawn by that vehicle) (Animal defined as horse, cattle, ass, mule, sheep, pig, goat or dog)
- 170 (2) the driver must stop and, give his or her name and address and also the name and address of the owner and the identification marks of the vehicle. This information must be provided to anyone who has reasonable grounds for making this request.
- 170 (3) If the driver does not give his name and address under 170 (2) above he or she must report the accident to the police.
- 170 (4) A person who fails to comply with subsection (2) and (3) above is guilty of an offence.
- 170 (5) If there is injury and the driver does not at the time of the accident produce such a certificate of insurance or security:
 - (a) to a constable, or
 - (b) to some person who, having reasonable grounds for doing so, has required him to produce it.
- The driver must report the accident and produce such a certificate or other evidence of insurance.
- 170 (6) To comply with a duty under this section to report an accident or to produce such a certificate of insurance or security, the driver –
 - (a) Must do so at a police station or to a constable, and
 - (b) Must do so as soon as is reasonably practicable, and in any case, within 24 hours of the occurrence of the accident.

These are Reportable Collisions.

3. RECORDING.

3.1 It is the policy of WMP that, once reported, all RTCs will be recorded.

3.2 Incidents can be recorded via the following:

- (a) E-notes record only
- (b) Road Traffic Collision - Self-Reporting Form WT898 (Annex A)
- (c) Allegations of Driving Standards – Self-Reporting Form WT898a (Annex B)
- (d) National Collision Reporting Form (MGNCRF)

3.3 The method of recording will depend on the circumstances. (Annex C provides guidance on the process)

3.4 Without the FULL registration mark and independent witnesses, West Midlands Police may not be able to investigate further.

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E-Notes:

- 3.5 An E-Notes record only must be completed where:
- (a) A damage only collision has occurred (including collision involving an animal as defined by S170(1)(c), obligations under the Road Traffic Act have been complied with and no offences have been committed.
Or
 - (b) A damage only collision has occurred where the other party failed to stop but no lines of enquiry are available ie: No offending vehicles VRM, Independent witnesses or evidence.
Or
 - (c) A damage only collision is being reported for insurance purposes only.
Or
 - (d) Allegations relating to poor driving standards are being made where no collision has occurred and there are No details of the offending vehicles VRM and No independent witnesses/evidence.

Road Traffic Collision - Self-Reporting Form (WT898):

- 3.6 A 'Road Traffic Collision - Self Reporting Form' only must be completed where:
- (a) A damage only collision has occurred (including collision involving an animal as defined by S170(1)(c) and obligations under the Road Traffic Act have not been complied with ie: non-stop.
And
 - (b) Both the offending vehicles VRM and independent witnesses/evidence are identified and the person reporting is willing to attend court.
 - (c) **No Insurance** – where PNC checks identify that the offending vehicle is uninsured and the VRM has been provided, there is no requirement for independent witnesses in order to proceed with investigation into the no insurance offence only. A damage only self-reporting form should be completed.

Allegations of Driving Standards – Self Reporting Form (WT898a):

- 3.7 An 'Allegations of Driving Standards - Self Reporting Form' only must be completed where:
- (a) Allegations relating to driving standards are being made;
And
 - (b) Both the offending vehicles VRM and independent witnesses/evidence are identified and the person reporting is willing to attend court.

A Self Reporting Form must be completed and taken to a police station in person along with relevant driving documents.

National Collision Reporting Form

- 3.8 National Collision Reporting Form (NCRF) will be completed where:
- (a) Injury has been sustained by any party.
 - (b) Offences have been committed inc drink drive (excluding fail stop/report or document offences).
 - (c) Collision involves Police vehicles.
 - (d) Any collision that occurred on another force area (including damage only).

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- 3.9 The NCRF must be completed by a Police Officer in all instances.
- 3.10 Where injury has occurred to any party the National Statistics Reporting Form (NSRF) must also be completed. This is a statutory return for the Department of Transport (DfT) in accordance with Stats 19 legislation (see 3.9).
- 3.11 In addition to the Road Traffic Act Stats 19 sets out that the following Road Traffic Accidents must be recorded:
- (a) Injury caused to any party (including the driver of the only vehicle involved).
 - (b) Accidents which commence on the highway but which involve casualties off the highway.
 - (c) Accidents involving the boarding and alighting of buses and coaches and accidents in which passengers already aboard a bus/coach are injured, whether or not another vehicle or pedestrian is involved.
 - (d) Accidents to pedal cyclists or horse riders where they injure themselves or pedestrians.
 - (e) Accidents resulting from deliberate acts of violence, but excluding casualties who are subsequently identified as confirmed suicides.
 - (f) Accidents within bus stations/interchanges where they form part of the highway.

This is a wider definition than the Road Traffic Act.

- 3.12 Where the only offences identified are document offences, these should be submitted for process by the officer completing the NCRF and the NCRF endorsed accordingly.

4. POLICE RESPONSE.

- 4.1 WMP will respond to any reported collision in accordance with the force graded response policy.
- 4.2 The force graded response policy can be found on the force website by following this link: [Force Graded Response Policy](#).

5. NCRF COMPLETION AND SUBMISSION.

Officers Responsibilities:

- 5.1 The attending officer must complete a proportionate investigation at the scene (when attended) e.g. obtaining verbal explanations (signed), statements or interviews where appropriate, identifying and reviewing any CCTV likely to have captured the collision and which is of evidential quality and value, house to house enquiries.
- 5.2 When completing the NCRF the officer must refer to the "NCRF 1st Submission Check Sheet" available on the Traffic Process Office (TPO) website, complete and attach to the Collision Report.
- 5.3 Where an NCRF has been completed it is the completing officer's responsibility to ensure it is submitted to their supervision before the end of their tour of duty.
- 5.4 When submitting a completed NCRF the completing officer must also complete a short statement (Mg11) to exhibit the NCRF.

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- 5.5 The corresponding OASIS log and PNC snapshot should also be attached to all NCRF submissions.

Supervisors Responsibilities:

- 5.6 The supervisor must ensure that the necessary initial enquiries have been completed; including securing of CCTV if appropriate and that the NCRF (and NSRF if applicable) had been fully completed.
- 5.7 The supervisor must ensure that any identified deficiencies are returned to the completing officer for rectification prior to submission to TPO.
- 5.8 The supervisor must document their recommendations on the last page of the NCRF, and clearly endorse with their rank and collar number.
- 5.9 Once the NCRF is complete and has been endorsed by supervision, it must be forwarded to the Traffic Process Office within 72hours of the RTC.

Note: Any NCRF/NSRF submissions that are found to be deficient will be returned to the supervising officer for rectification and resubmission within a given time frame.

- 5.10 The TPO are responsible for inputting onto the force RTC database; and for determining the investigation strategy.
- 5.11 Where a collision report is not required (as set out in section 3) however offences have been identified such as document offences, these must be dealt with appropriately by the attending officer ie: completion of a WT1001 or Traffic Offence Report TPO10.

6. FORCE CONTACT RESPONSIBILITIES.

- 6.1 Force Contact must identify the type of collision that has occurred and the appropriate method of recording (see Section 3 above).
- 6.2 Where an RTC has initially been recorded as damage only but subsequently an injury is reported, it should be referred to the TPO directly. The TPO will be responsible for carrying out the appropriate investigation and subsequent status change if necessary.
- 6.3 Where a driver has satisfied their obligations at the roadside but is subsequently made aware of an offence for example via their insurance company, the matter should be reported via the RTC Self reporting form, in accordance with the initial process for reporting where obligations haven't been met at the roadside.
- 6.4 Any SRF completed where an injury has occurred will be returned to the supervisor of the recording officer on the relevant LPU for a full NCRF/NSRF to be completed. This should be completed and returned to the TPO in a timely manner.
- 6.5 In all circumstances Force Contact should set expectations for the person reporting ie: Where no lines of enquiry are available they should be informed that no further action will be taken and the reasons.
- 6.6 TPO will contact the person reporting via letter within 28 days.

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7. POLICE COLLISIONS WITHIN WMP AREA.

- 7.1 Whenever a Police Officer, including a member of the Special Constabulary, or a member of Police Staff is driving a motor vehicle owned or on loan to, or on hire to the Office of the Police and Crime Commissioner (whether on or off duty), or is driving a motor vehicle not owned, on loan or hired to the Office of the Police and Crime Commissioner (e.g. their own), but is ON DUTY (duty does not include travelling to or from work) and is driving as part of their work, is involved in a Road Traffic Collision, a NCRF (and NSRF if appropriate) and investigation should be completed by a supervisory police officer, usually of a rank higher than the driver.
- 7.2 Unless the incident involves death or serious injury there is no requirement for a Senior Investigating Officer (SIO) to be appointed. The Investigating Officer should ensure that line management of the Officer/Police Staff member are aware should there be any welfare needs to be addressed and line management should in turn inform the Professional Standards Department if required.
- 7.3 In addition to the above, when the collision involves a motor vehicle owned or on loan to, or on hire to the Office of the Police and Crime Commissioner (it should have been entered onto the Force insurance policy prior to being used for police purposes) an 'on-line accident report' must be completed by the driver, unless the driver is unavailable such as through injury.
- 7.4 In these cases the Investigating Officer should complete the online report on behalf of the driver and in any case, this must be completed within 24 hours of the incident.
- 7.5 The on line report must be completed even if the vehicle being driven by the Police Officer / Member of Police Staff was not damaged in the collision; involvement is sufficient.
- 7.6 The on-line reporting facility can be found on the WMP Fleet Management Web Portal.
<http://ztran001:16080/Accident.aspx>
- A copy of the MGNCRF and statements must also be scanned and e-mailed directly to:
SS_PL Local Delivery
- 7.7 If a Police Officer / Staff Member is involved in a RTC as a driver whilst driving a motor vehicle not owned, on loan or hired to the Office of the Police and Crime Commissioner (e.g. their own) whilst OFF DUTY, then the Road Traffic legislation should be adhered to. This should not be recorded as a police collision.
- 7.8 The Force Driver Training Manager is informed automatically of all completed 'on-line collision reports' so that driver trends can be monitored and proactive interventionist driver training can be considered as appropriate.
- 7.9 At the conclusion of an investigation, the Appropriate Authority (of at least Chief Inspector rank) for the Local Policing Unit/Department area in which the collision occurred should provide a recommendation in all such cases.
- 7.10 Where a collision is contentious or likely to attract publicity, the Investigating Officer should ensure that the Local Policing Unit Commander, Professional Standards Department and Corporate Communications are notified at the earliest opportunity. An Oasis log must be commenced and considered for restricted viewing if necessary.

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- 7.11 Completed investigations should be submitted to the Traffic Process Office where the designated File Manager, once satisfied that the enquiry is complete, will in appropriate cases forward an 'advice file' to the Crown Prosecution Service (CPS). The original documents will be retained within the Traffic Process Office until the advice of the CPS is known.
- 7.12 Where the Crown Prosecution Service recommends proceedings, the Traffic Process Office will arrange for process to be served (this includes both charging and service of summons) and will inform the Professional Standards Department or alternatively, the relevant Force if the Police Officer / Police Staff member is not from WMP.
- 7.13 At the conclusion of the case, the Traffic Process Office will inform the Professional Standards Department, who will notify Departments / Managers as appropriate. Similarly, if the Police Officer / Police Staff member is from another Force, then that Force will be informed.

8. POLICE COLLISIONS OUTSIDE WMP AREA.

- 8.1 Whenever a Police Officer (including members of the Special Constabulary) or a member of Police Staff is driving a motor vehicle owned or on loan to, or on hire to the Office of the Police and Crime Commissioner (WHETHER ON OR OFF DUTY), or is driving a motor vehicle not owned, on loan or hired to the Office of the Police and Crime Commissioner (e.g. their own), but is ON DUTY (duty does not include travelling to or from work) and is driving as part of their work, is involved in a Road Traffic Collision outside the West Midlands Force area, the collision should be reported to the local Police, at the earliest opportunity, and their procedures followed.
- 8.2 The incident must also be reported to line management for their information, who must in turn inform the Professional Standards Department.
- 8.3 In addition to the above, when the collision involves a motor vehicle owned or on loan to, or on hire to the Office of the Police and Crime Commissioner (it should have been entered onto the Force insurance policy prior to being used for police purposes) an 'on-line accident report' must be completed by the driver, unless the driver is unavailable such as through injury.
- 8.4 In these cases line management should complete the report and in any case, this must be completed within 24 hours of the incident.
- 8.5 The on-line reporting facility can be found on the WMP Fleet Management Web Portal.
- 8.6 If the incident outside of West Midlands results in proceedings being commenced against a West Midlands Officer / member of Police Staff, it is the responsibility of the Officer / Police Staff member to inform their line manager of the situation, as soon as is practicable following their receipt of the intention to prosecute them. The line manager must in turn inform the Professional Standards Department.
- 8.7 If a Police Officer / Staff Member is involved in a RTC as a driver whilst driving a motor vehicle not owned, on loan or hired to the Office of the Police and Crime Commissioner (e.g. their own) whilst OFF DUTY, then the Road Traffic legislation should be adhered to.

9. POLICE COLLISIONS GENERAL.

- 9.1 Force Contact Centre will ensure that the line manager of the Officer / Staff member concerned is informed of an RTC in which they are involved, to ensure welfare needs are considered.
- 9.2 In all cases, particularly where the collision is of a serious nature, consideration must be given as to whether the authority to drive Police Authority vehicles (if held) should be revoked. This decision will be taken by the line manager and further reviewed by the Appropriate Authority for the LPU in which the collision occurred. Driver Training and or Professional Standards should be consulted if appropriate.
- 9.3 All collisions involving Police Officers or Police Staff, where death or serious injury occurs, will require an SIO to be appointed and are mandatory referrals to the Independent Police Complaints Commission.
- 9.4 For further information relating to police accidents please refer to Annex A attached.

**10. MISCELLANEOUS
(inc. Street Furniture, Trams, Bridges, Car Parks, CCTV, Crime, Motorway Network).**

Street Furniture

- 10.1 Police Officer attendance at single vehicle collisions involving animals or minor damage to street furniture or property is not normally required.
- 10.2 Where reporting is necessary to comply with the statutory requirements of the road traffic act the collision should be recorded via an e-notes log only.
- 10.3 Where an e-notes log has been created in relation to a Collision involving street furniture the VRM of the vehicle involved in the collision should be recorded on Oasis.
- 10.4 The relevant authority responsible for the damaged street furniture must then be notified of the incident and provided with the log number and the VRM of the vehicle, irrespective of who is to blame for the collision. This should be done via Force Contact.

RTC's involving Trams

- 10.5 Where a collision occurs involving a tram, where the tracks are laid within a road or place to which the public have access, primacy for the investigation of that collision will fall with West Midlands Police.
- 10.6 Any minor collision should be reported in the usual way.
- 10.7 If the collision results in serious injury (category 1) or death, then the protocol for all collisions of this nature is to be followed. Force Traffic must be requested to attend and upon their assessment the Regional Collision Investigation Unit will attend and assume control for the investigation.
- 10.8 Contact with British Transport Police should be made to request assistance with the investigation and to ensure that the appropriate track safety measures are implemented.

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- 10.9 Where the tracks are not laid within a road or public place (ie. Running through fields or bounded by fencing), then primacy for any investigation will fall with British Transport Police.

RTC's Involving Bridges

- 10.10 Where a road traffic collision occurs whereby a vehicle collides with a railway bridge it is imperative that all railway traffic is stopped from crossing until an examination has taken place. Network Rail and British Transport Police (BTP) must be furnished with the following information by the Contact Centre.

- Bridge Number
- Rail Location (between which stations)
- Road Name
- Location on bridge of strike
- Full details of all vehicles involved

- 10.11 If a similar incident occurs involving a motorway bridge the Central Motorway Police Group (CMPG) Regional Control Centre must be informed. The Oasis log will be transferred to motorway control.

Car Parks

- 10.12 Case Law regarding car parks and public places for the purposes of the Road Traffic Act changes frequently, and is open to interpretation.

- 10.13 Normal recording practices (see paragraph 3 above) will apply to collisions that occur on car parks where the public have unrestricted access.

CCTV

- 10.14 Where CCTV is believed to be available the TPO File Manager will decide what investigation takes place using a test of proportionality about whether to identify, secure and collect images particularly those relating to 'damage only' collisions.

- 10.15 Where possible the reporting officer should secure CCTV at the earliest possible time.

Crime Matters

- 10.16 Where an RTC has occurred as part of other Criminal Offences, the criminal matters should take precedence and be dealt with by the relevant Dept/LPU.

- 10.17 A NCRF should be completed in all instances and forwarded for inputting by TPO.

- 10.18 Where the criminal matters have been dealt with the NCRF should clearly reflect this.

- 10.19 Where further investigation in relation to the criminal matters is required the book will be returned to the OIC.

RTC's on the Motorway Network

- 10.20 RTC's that have occurred on the motorway or on the motorway slip road are dealt with by CMPG.

- 10.21 Reports should be dealt with as per normal and submitted to CMPG within timescales outlined above.

11. CORRESPONDENCE AND INFORMATION DISCLOSURE.

11.1 All enquiries made in connection with a specific RTC will be dealt with in accordance with the Data Protection Act 1998 and the Criminal Procedures Investigation Act 1996 and should be addressed to:

The Traffic Process Office Manager
West Midlands Police
Traffic Process Office
PO BOX 16689
Birmingham
B2 2PY

11.2 For telephone enquiries:

External: 101 Extension: 8215000

Email: tpo_enquiry@West-midlands.pnn.police.uk

11.3 Traffic Process Office Web Page:

<http://www.west-midlands.police.uk/advice-centre/help-and-advice/reporting-road-traffic-collisions/index.aspx>

11.4 Enquiries made under the Freedom of Information Act 2000 should be directed to the Freedom of Information Unit.

11.5 Information will be retained no longer than is necessary for a policing purpose and will be reviewed and managed in accordance with the Force Records Management Policy:

http://intranet2/policy_portal/policy_library/information_management.aspx

12. EQUALITY IMPACT ASSESSMENT (EQIA).

12.1 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

13. HUMAN RIGHTS.

13.1 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.

14. FREEDOM OF INFORMATION (FOI).

14.1 Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 0.1 of this policy has been GPMS marked as Restricted.

14.2 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

15. TRAINING.

15.1 Training sessions will be delivered to force contact staff by TPO.

15.2 Awareness for the wider force will be via newsbeat, noticeboard messages and bespoke messaging via corporate comms.

16. PROMOTION / DISTRIBUTION & MARKETING.

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

- Newsbeat.
- Publication on Force Policy Portal
- Notice board messages
- Specific Training for Force Contact

17. REVIEW.


17.1 The policy business owner, Criminal Justice Services, maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

17.2 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.

17.3 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.

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- 17.4 Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 17.5 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



18. VERSION HISTORY.

Version	Date	Reason for Change	Amended/Agreed by.
V0.1	2/3/2015	Refresh of previous RTC policy	
V0.2	23/12/2015	Inclusion of section in relation to RTC's involving Trams. Section 10 (10.5 – 10.9) TPO contact number update. Annex A & B documents replaced with links to Standard Forms	Stuart Baker 55090
V0.2	30/12/2015	Formatting amendments, amended link to records management policy	56408 Parkinson

19. SUPPORTING DOCUMENTS.

Supporting documentation to be read in conjunction with the policy:

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Annex A: RTC – Self Reporting Form WT898	See standard forms
Annex B: Allegations of Driving Standard Offences – Self Reporting Form WT898a	See standard forms
Annex C: Recording Process Flow	 Recording flow chart.pptx
Annex D: POLAC Process Flow	 POLAC FLOW CHART.doc