

# West Midlands Police



## OPERATIONS - IN CONFIDENCE POLICE ORDERS

### PART I

Police Headquarters  
Lloyd House

NO.

37/2003

29 MAY 2003

#### VEHICLE ACQUISITION POLICY

Any enquiries in relation to this order should be referred to Mr. Brian Hunt, Fleet Manager on ext. 7982 6690.

#### 1 POLICY STATEMENT

- 1.1 All vehicles for use by West Midlands Police, including motorcycles and trailers, will be assessed for 'fitness for purpose' and will be acquired in accordance with the procedures set out in this order.

#### 2 PURCHASE OF VEHICLES

- 2.1 The Fleet Manager is responsible for the purchase of all vehicles. In September - October of each year, the Fleet Manager will liaise with OCUs and departments in order to identify vehicles to be replaced within the forthcoming financial year. The vehicles as described on the Home Office list will form the basis for all replacements. Core police vehicles, i.e. sector cars, sector vans, personnel carriers, road policing and CID vehicles will be purchased within the terms of the Home Office framework agreement and where possible, the OCU/department will be given more than one choice of manufacturer and type of vehicle.

#### 3 FLEET ALIGNMENT

- 3.1 Vehicles that are not on the approved list but are currently in use for core policing, will be replaced with approved vehicles at the earliest opportunity.

#### 4 DEMONSTRATION VEHICLES

- 4.1 All requests for demonstration vehicles **must** be made through the Fleet Manager. The Fleet Manager will assess if the vehicle is 'fit for purpose', i.e., whether or not it meets user requirements and whether it will be cost effective. Driver Development and user representatives will also assess all demonstration vehicles for 'fitness for purpose' and establish the required driver-training level.
- 4.2 Any OCU/Department wishing to consider a specific vehicle for any initiative must first submit a case to the Fleet Manager before demonstration status is sought. Such a case must include:

- What the vehicle will be required to do.
- What equipment/personnel would normally be carried.
- Where the vehicle would be used, e.g. motorway, trunk roads, off road etc.
- What budget provision is available for fuel and other running costs.

4.3 The Fleet Manager will identify whether or not the vehicle would meet all the requirements of this policy before progressing further. If the case meets the criteria, the Fleet Manager will progress the matter in liaison with the OCU/department. If this is not the case, the OCU/department will be informed of the reasons.

## 5 SPONSORED/EXTERNALLY FUNDED VEHICLES

5.1 Before any vehicle is considered, the OCU/department must present a suitable business case to support the need for an additional vehicle to the Deputy Chief Constable, submitted via the Fleet Manager. This will include the ability to meet all running costs, fuel and maintenance for the period of the vehicle's life. It should also include any training issues and police equipment requirements. It must also be clearly established whether the vehicle is to be purchased and owned by West Midlands Police.

5.2 The OCU/department will be informed of the outcome and the matter will be progressed as above in 4.3.

**NB.** Note that all externally funded and sponsored vehicles will not automatically be replaced at the end of their life. The OCU/department will have to secure further funding or return the vehicle to the sponsor or transport department for disposal. **All such vehicles will be subject to the same driver category restrictions as any other Police vehicles.**

## 6 APPROVED VEHICLE LIST

6.1 A catalogue of vehicles is being prepared by the Fleet Manger and will be made available to OCUs/Departments at the earliest opportunity. In the interim, such information should be sought through direct contact with the Fleet Manager. Vehicles shall not be modified or have any equipment fitted without the authority of the Fleet Manager.



**CHIEF CONSTABLE**