

Vehicle Acquisition

Executive Summary:

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 this policy. Police vehicles are required to meet the specification, in relation to performance and safety, agreed for the intended role

Approved Professional Practice (APP):

(*delete as appropriate)

- This policy has been checked against APP and there is none in relation to the subject matter of this policy.

Policy Statements:

- All purchases must be made in accordance with the force's Standing Orders, Financial Regulations and Instructions.
- The Fleet Manager is responsible for the purchase of all vehicles. No authorisation will be given to any user to purchase a vehicle unless agreed by the Fleet Manager.
- All vehicles will be purchased from the current government vehicle purchasing framework and agreed vehicle manufacturers.
- Vehicles that are not on the current framework but are currently in use for core policing, will be replaced with approved vehicles in accordance with the normal operating life cycle.
- Approved manufacturers/ vehicles, under the current vehicle purchasing framework, are available from Fleet Services.
- No equipment, other than approved items, must be fitted to the vehicle without agreement from Fleet Services
- Requests for further guidance/ information in relation to this document should be referred to Fleet Services.

Demonstration Vehicles

- 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.

- Any NPU/Department wishing to consider a specific vehicle for any initiative must first submit a business 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.
- 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 NPU/department. If this is not the case, the NPU/department will be informed of the reasons.

Sponsored or externally funded Vehicles

- Before any vehicle is considered, the NPU/department must inform the Fleet Manager and Contracts and Procurement Department and complete a mandate to support the need for an additional vehicle.
- The mandate must include:
 - The ability to meet all running costs, fuel and maintenance for the period of the vehicle's life.
 - Any training issues and police equipment requirements.
 - Be clearly established whether the vehicle is to be purchased and owned by West Midlands Police.
- The NPU/department will be informed of the outcome and the matter will be progressed as above.
- All externally funded and sponsored vehicles will not automatically be replaced at the end of their life.
- The NPU/department will have to secure further funding or return the vehicle to the sponsor or Fleet Services for disposal, with instructions where to return any sale proceeds to.
- **All such vehicles will be subject to the same driver category restrictions as any other Police vehicles.**

Definitions/Acronyms:

NPU – Neighbourhood Policing Unit

Procedural Guidance Documents List:

None

Publication Instructions:

*(*delete as appropriate)*

- Suitable for publication to public

Policy Ref: COM/02

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Date: 05/03/2020

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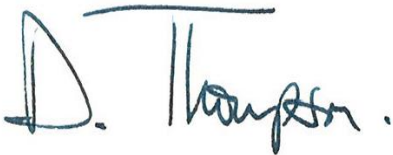
Policy Owner (Board): Commercial

Policy Author: Gary Mallett, Fleet Manager

Policy Contact: Gary Mallett, Fleet Manager

Any enquiries in relation to this policy should be made directly with the policy contact shown above.

Force Executive Approval:



CHIEF CONSTABLE

Monitoring and Review

Version	Date Reviewed	No change / Minor Changes / Major Changes (<i>detail</i>)	Amended / Agreed by	New review date
1.0	05/03/2020	Transferred onto new template – no changed made	Gary Mallett	05/03/2022