Police vehicle management

Executive summary

Key points:

- All Police vehicles must be categorised and fitted with the necessary authorised equipment, prior to being deployed in a district or service centre.
- Police employees must not make or arrange to be made, any change, relocation, substitution, addition, deletion or deactivation of a vehicle, any part of a vehicle or any equipment fitted to a vehicle without the written approval of the Manager: Fleet Management, PNHQ ().
- Authorised Officers and constables who have undergone a PPDP () assessment are authorised to drive a Police vehicle, pursuant to their classification - other employees are considered competent to drive a Police vehicle under normal conditions if they hold a valid driver licence and they have been first assessed by a PPDP assessor.
- Police vehicles are classified into four categories, based on their suitability to undertake particular roles. All vehicles (except designated covert vehicles) have their classification displayed on:
- a label placed on the driver's sun visor; and/or
- a coloured metal tag attached to the vehicle's keys.
- Police vehicles must not be used for private journeys or for the carriage of unauthorised passengers or private goods, nor must material deviations from routes be made in the course of authorised journeys, unless specifically authorised.
- Police Executive members, District Commanders, National Managers and Service Centre Managers must actively monitor vehicle use.
- Police employees must take care to ensure the economical use of motor transport and to limit its use to actual service requirements.

Overview

This section contains the following topics:

- Introduction
- Police vehicles must be categorised and equipped prior to deployment
- Application

Introduction

This chapter details the responsibilities of Police employees in regard to the management and approved use of Police vehicles.

Police vehicles must be categorised and equipped prior to deployment

All Police vehicles must be categorised and fitted with the necessary authorised equipment, prior to being deployed in a district or service centre. This provides both standardisation of equipment and layout, as well as a warranty on the equipment and installation by the vehicle manufacturer.

Application

This chapter applies to all Police employees. Authorised Officers and constables should also read this chapter in conjunction with the Police Manual chapters:

- 'Urgent Duty Driving' (UDD);
- 'Fleeing drivers'; and
- 'Professional Police Driver Programme' (PPDP).
- 'Traffic crashes'
- 'Police firearms'

Police vehicle equipment

This section contains the following topics:

- Equipment in Police vehicles
  - Approved navigation device
  - Guidelines for the use of a navigation device
  - Associated equipment
  - Carrying firearms in vehicles
- Modifications to Police vehicles
  - Selection and layout of Police vehicles
  - Modifications
  - Restrictions

Equipment in Police vehicles

Non-approved electrical equipment must not be fitted or used in a Police vehicle, as it may cause radio interference and block radio signals to the vehicle.

Approved navigation device

ICT () approve satellite navigation devices for use in Police vehicles. For further information regarding the current approved device and to purchase one, contact the ICT helpdesk in the first instance.

Guidelines for the use of a navigation device

These guidelines apply to the use of navigation devices:

- Only an approved navigation device can be installed in a Police vehicle;
- The mounting of the device must comply with 7.7 of the New Zealand Transport Agency Inspection Manual, and must not interfere with driver visibility or any vehicle related safety equipment;
- The device must be operated in accordance with the operator's manual, and must not be manually operated when the vehicle is in motion;
- The device and window mount must be removed from public display and securely stored, when the vehicle is left unattended for long periods of time;
- Police must take care of the device at all times; and
- The purchase of navigation devices is a district or service centre expense.

Associated equipment

The minimum equipment requirement for category A, B and C Police vehicles includes:

- a fire extinguisher;
- a first aid kit (including gloves and a mouth to mouth protective device);
- traffic cones;
- OC spray kit; and
- Police sign pack.

Carrying firearms in vehicles

The carriage of Police firearms in vehicles is covered in the 'Police firearms' chapter which details access, storage and security.

Modifications to Police vehicles

Selection and layout of Police vehicles

Any equipment fitted to Police vehicles must have been selected and approved for use after careful consideration, consultation and agreement between all parties involved in their supply.

Modifications

If a modification to a vehicle is required, approval must be obtained from the Manager: Fleet Management (FM), PNHQ (), before any modification is made. FM will determine whether the modification will be approved and if so, whether it should be implemented in other districts. The approval process must consider whether there is any impact on:

- the operation of the vehicle;
- Police communication equipment;
- staff and public safety; and/or
- vehicle and equipment warranties.

Restrictions

Police employees must not make or arrange to be made, any change, relocation, substitution, addition, deletion or deactivation of a vehicle, any part of a vehicle or any equipment fitted to a vehicle without the written approval of the Manager: Fleet Management, PNHQ ().

Roles and responsibilities

This section contains the following topics:

- Who is an authorised driver?
- Non-authorised employees

This table outlines the roles and responsibilities in respect of vehicle management.

Role	Are responsible for...
District Commanders National Managers Service Centre Managers	Ensuring Police district responsibilities in relation to contract requirements for Fleet Management Services are met. Responsibilities are detailed in Schedule 1.
Authorised drivers of any Police vehicle, including contract vehicles	Complying with the provisions of the law, this and the 'Fleeing driver', 'Urgent Duty Driving', 'Professional Police Driver Programme (PPDP)' and 'Traffic crashes' chapters. Specific duties are detailed in Schedule 2.

Who is an authorised driver?

Authorised Officers and constables who have undergone a PPDP assessment are authorised to drive a Police vehicle, pursuant to their classification (see the 'Professional Police Driver Programme (PPDP)' chapter for further information).

Other employees are considered competent to drive a Police vehicle under normal conditions if they hold a valid driver licence and they have been first assessed by a PPDP () assessor. All Police employees driving a Police vehicle must comply with the law, Police instructions, and drive in a manner that prioritises public and Police safety.

Non-authorised employees

In exceptional circumstances (e.g. a search and rescue operation or an operational emergency), authorised drivers of any Police vehicle may authorise a non-classified Police employee, or a member of the public, to drive a Police vehicle.

Police employees not authorised to drive marked Police vehicles, may drive them in the course of vehicle maintenance or to meet an essential need. This is determined by a National Manager, District Commander or a Service Centre Manager. In these circumstances, if there is a light bar on the vehicle, it should be covered with an "out of service" cover.

Vehicle classifications

This section contains the following topics:

- Vehicle classification identification
- Police pack vehicles
- Heavily laden vehicles
- Approved uses of Police vehicles

Police vehicles are classified into four categories, based on their suitability to undertake particular roles.

Vehicle classification identification

All vehicles (except designated covert vehicles) have their classification displayed on:

- a label placed on the driver's sun visor; and/or
- a coloured metal tag attached to the vehicle's keys.

If a vehicle is not identified in any of the above, then it must be:

- used as a Category D vehicle; and
- reported to the Manager: Fleet Management, PNHQ ().

Police pack vehicles

These are vehicles fitted with features to Police specifications, such as upgraded suspension and braking capability.

Heavily laden vehicles

A Police vehicle is heavily laden if it has **four or more** occupants. This will result in the vehicle having reduced cornering and braking capacity. A vehicle may also be heavily laden when carrying a heavy load, whether in the compartment or passenger area.

Approved uses of Police vehicles

This table shows each category and what the vehicle can be used for:

Category	UDD ()	Pursuits	Conditions
A	✓	✓	• Must **not** be used for pursuits if heavily laden; and • must be fitted with emergency warning devices.
B	✓	✓	• Must **not** be used for pursuits if heavily laden. • A pursuit controller must replace this vehicle with a category A vehicle as soon as possible; and • must be fitted with emergency warning devices.

Category	UDD ()	Pursuits	Conditions
C	✓	✗	• Can be used for pursuit, if no other vehicle is available and not heavily laden. • A pursuit controller must replace this vehicle with a category A vehicle as soon as possible; and • must be fitted with emergency warning devices.
D	✗	✗	• Heavy four-wheel drive vehicles in remote areas may only be used for pursuits or Urgent Duty Driving if no other vehicle is available and does not exceed the open road speed limit. • A pursuit controller must replace this vehicle with a category A vehicle as soon as possible; and • must **not be fitted with radars** or used for mobile radar speed enforcement. Note: Not all 4x4 vehicles are registered as category D. Always check the vehicle classification identification of the vehicle.

Use of Police vehicles

This section contains the following topics:

- No private journeys or unauthorised passengers

- Assessing risk to passengers in Police vehicles
- Carriage of members of the public as passengers in Police vehicles
- Carriage of family members
- Carriage of approved observers ('ride-alongs')
- Exemption for senior Police employees
- Retaining vehicles overnight
- Misconduct and monitoring
- Economy in use of Police vehicles

No private journeys or unauthorised passengers

Police vehicles must not be used for private journeys or for the carriage of unauthorised passengers or private goods, nor must material deviations from routes be made in the course of authorised journeys.

Assessing risk to passengers in Police vehicles

Authorised Officers and constables must consider the urgency of the job at hand against the safety and purpose of the passenger/s in their car, without impacting on their ability to safely execute their duties.

The officer must monitor the situation, continually considering these factors.

Threat	What is the threat to the passenger? Consider: • How serious is or could the incident be? • What threat could the passenger be exposed to on the way to or attending the incident?
Exposure	What is the impact of the passenger being exposed to the incident: • What type of driving will I need to undertake to get to the incident? • Does the passenger have adequate training to assist with the incident? • Does the passenger have appropriate safety equipment? • Are there any security risks by taking the passenger to the incident?

Necessity How urgent is the situation? Ask yourself:

- Why must I attend/respond to this incident now with a passenger?
- What will happen if I don't respond?

Response Plan an appropriate response to the incident

Can I adequately deal with the incident if the passenger is in attendance/car?

- Decide not to attend - request Comms arrange another unit attend.
- Decide to attend incident - provide additional briefing to passenger
- Decide to attend incident - drop passenger at safe location and advise Comms.
- Check with your supervisor.

Carriage of members of the public as passengers in Police vehicles

Police employees may carry members of the public in operational situations and in the lawful execution of their duty as detailed below.

Persons who may be carried as passengers in Police vehicles include anyone:

- being conveyed on official business;
- whose vehicle has broken down away from any ready means of obtaining help and who needs transport to the nearest telephone or township;
- involved in a crash and in need of conveyance to a doctor, hospital or public hospital;
- the Police employee in charge of the Police vehicle considers Police are obligated to carry due to the nature of a particular event or incident;
- Police may carry members of the public in non operational situations when associated with a community charity function, subject to the approval of the area commander. For example, providing rides at a school gala, or taking part in a local parade. Area commanders should consider the nature of the charity or event to ensure that the reputation of Police is not negatively viewed by the public.

Carriage of family members

Police employees, who work in a rural environment or commence duty from home, may take members of their family in their vehicle **providing the vehicle is not used for operational purposes** whilst conveying the family member subject to these rules:

- prior written approval of their manager/Area Commander is required;
- the travel must be necessary for official purposes;
- no undue additional mileage must be run;
- times of commencement and return from the duty trip must not be varied to suit a private purpose; and
- the utmost discretion must be exercised in taking advantage of this privilege. There can be unfavourable comment from members of the public, if they see a Government employee frequently carrying their family or friends as passengers in a Government vehicle.

Carriage of approved observers ('ride-alongs')

There are occasions when Police carry persons who are not Police employees, or Police employees who are not on duty whilst engaged in front line operations. These 'ride-alongs' are for a variety of reasons and always require prior approval as outlined in the 'Management of observers') chapter.

Exemption for senior Police employees

Constables above the position of Inspector, or other Police employees of equivalent position, may carry members of their family or friends when they are required to travel on duty in a Police vehicle, as set out in the Vehicle Agreement Policy (schedule 3) of their employment contract.

However, their presence in the vehicle should not interfere with the duty to be performed. This privilege is subject to these rules:

- the travel must be necessary for official purposes;
- no undue additional mileage must be run;
- times of commencement and return from the duty trip must not be varied to suit a private purpose; and
- the utmost discretion must be exercised in taking advantage of this privilege. There can be unfavourable comment from members of the public, if they see a Government employee frequently carrying their family or friends as passengers in a Government vehicle.

Note: Constables above the position of Inspector, or other Police employees of equivalent position, may authorise other Police employees under their control to take family members and friends with them in the course of a work trip in a

> Police vehicle, subject to the rules above. The authority must be **in writing** and specifically name the persons who may be carried.

Retaining vehicles overnight

Police employees may be authorised to retain vehicles at home overnight, if:

- such use of the vehicle is necessary (such as on-call or operational requirements);and
- keeping the vehicle at home will not limit operational efficiency.

If practicable, reasonable and possible, the vehicle should be parked in a place that reduces the risk of damage.

Note: There needs to be a degree of flexibility depending on a Police employee's circumstance (for example a 1-2-3 person station employee, as per the collective agreement).

Only a member of the Police Executive, District Commanders, National Managers and Service Centre Managers may give written authorisation for retaining a Police vehicle overnight. A separate approval is required for each occasion (except for senior employee's contract vehicles) and must specify the nature, occasion and duration of the purpose. In an emergency, approval may be given by the Area Commander or O/C station, but approval must be confirmed by the District Commander or National Manager at the earliest opportunity.

> **Note:** If a district has an ongoing operational requirement for a Police employee to retain a vehicle at night, this can be authorised in writing by the District Commander and is not required to be completed on a daily basis.

Misconduct and monitoring

Police employees who:

- use Police vehicles contrary to these provisions, may be subject to disciplinary action
- make use of a Police vehicle for a private journey or, in the course of an official journey, divert a Police vehicle for a private purposes, may be prosecuted for unlawful conversion of the vehicle.

Police Executive members, District Commanders, National Managers and Service Centre Managers must actively monitor vehicle use, and ensure that Police vehicles are not used for private purposes or taken to a Police employee's home overnight, except as provided for in these instructions.

Economy in use of Police vehicles

Police employees must take care to ensure the economical use of motor transport and to limit its use to actual service requirements.

Police employees authorised to grant permission for Police vehicles to be used, must not do so as a matter of course. They should first satisfy themselves that material delay and inconvenience would be caused by the use of public transport.

Schedule 1

District Commanders, National Managers, Service Centre Managers
Ensuring Police district responsibilities in relation to contract requirements for Fleet Management Services are met. Responsibilities are detailed in this schedule below.

Police fleet management in districts is largely outsourced and responsibilities are detailed by service level agreements under a contract. Fleet Management Services is contracted to Customfleet NZ and Crash Management is contracted to Sureplan NZ. Police are responsible for ensuring access to vehicles is provided and financial approvals are given.

Specific tasks are:

- **Vehicle availability** - vehicles need to be available for collection for scheduled servicing and Wof's.
- **Authorisations** - authorisation is required for services and repairs that are not safety related that exceed $1000 - for maintenance matters Police should respond within 3 hours so that work can commence. For crash repair authority - respond with a decision within 48 hours - involves being informed of where to send the request onto for authorisation and monitoring the response time so can chase up if necessary.
- **Vehicle utilisation** - manage downtime by encouraging staff to notify Customfleet of any failures in performance by service agents (feedback from staff) i.e:
- **Scheduled servicing** - performed within 90 minutes of scheduled start time, vehicles picked up and dropped off where it is within 10kms, carry out a free groom.
- **Non-scheduled work** - perform inspection within 15 minutes of vehicle being delivered, rectify minor work within 30 minutes.
- **Odometer readings** - encourage accuracy in reporting odometer readings by staff when refuelling.
- Receive and arrange action of district weekly (overdue Wof and services), and quarterly reports from Customfleet and Sureplan.

See the 'Fleet Managers Handbook' for further information.

	Police Manager Handbook July 2017.pdf	1.5 MB

Full guide to Vehicle movements, management and maintenance and what to expect from our Fleet Partners.

Schedule 2

Authorised drivers of any Police vehicle, including contract vehicles
Complying with the provisions of the law, this, and the 'Fleeing driver', 'Urgent Duty Driving', 'Professional Police Driver Programme (PPDP)' and 'Traffic crashes' chapters. Specific duties are detailed in this Schedule below.

Before using a police vehicle it is important that a thorough pre-start check is carried out on the vehicle. Any faults or defects detected must be reported immediately and rectified prior to the vehicle being used. Remember that it is the driver's responsibility to ensure that the vehicle they are using is in a safe and roadworthy condition.

Refer to the 'Police Driver Training Manual' below, under the heading 'Prepare vehicle for patrol use'.

	ppdp-training-manual.pdf	2.11 MB

Vehicle check

Check all fluids and top up where required, check tyres for tread,damage and inflation, check all lights are operating.

Check all equipment and ensure it is in safe operating condition.

9-Point pre-drive checklist

Step	What	Action
1	Identify vehicle and options	Is the vehicle front or rear wheel drive. Does it have ABS ()? Does it have air bags? What type of transmission does it have?

Step	What	Action
2	Adjust seat	Adjust seating and steering column position to provide the best visibility, comfort and operation of both primary and secondary controls.
3	Seat belt	Fit seat belt. Does it operate satisfactorily? Is it in good condition?
4	Handbrake/ transmission	Is the handbrake on? Is the transmission in park (or neutral for manual transmission)?
5	Start engine	
6	Check all warning systems	Ensure all warning lights illuminate, self test and cancel out appropriately.
7	Check fuel level	
8	Adjust mirrors (external and internal)	

Step	What	Action
9	Check brakes 	Depress the brake pedal to check pedal travel. Conduct a moving brake check up to 20 km/h, ensuring there is no following traffic. Apply the brakes to a moderate stop to identify any abnormalities, such as grinding, pulling or excessive pedal travel. **Note**: This procedure must be carried out at the beginning of your shift, and after the vehicle has been subjected to any harsh driving following urgent duty or pursuit. Any abnormalities detected should be reported and if necessary the vehicle should be towed for inspection and repair.

Vehicle servicing

Ensuring your vehicles are serviced in accordance with the manufacturer's recommended service intervals is important for:

- your safety
- vehicle efficiency
- maintaining the manufacturer's warranties.

A warning that scheduled servicing is due occurs each time the vehicle is started. This warning commences 1,000km before the service is due. It is the vehicle's warning

system which is the correct guide, not the service sticker on the windscreen. It is your responsibility as the driver to actually ensure that the vehicle is serviced on or before the due date.

In an emergency situation or in the event of a mechanical breakdown please call 0800 11 23 23 (selection Option 1 for Police, then Option 2)

Crashes or damage

Please call SurePlan on 0800 11 23 23, Option 1 (for Police), then Option 1 (for crashes). NZ Police are partnered with SurePlan New Zealand to provide Crash Management Services for the Police fleet.

SurePlan provide day-to-day crash management including:

- repair process for Police vehicles involved in a crash
- sourcing Holden parts at contracted rates
- repair process for third party vehicles involved in a crash with a Police vehicle
- crash reporting
- cost recovery where third party was deemed to be at fault.

You are required to report all crashes to SurePlan (see document below) regardless of the extent of damage caused. If a vehicle does not require repairing, the crash should still be reported so Police can meet our legislative obligations under the Health & Safety at Work Act 2015.

	SurePlan-how-to-guide.doc	245.5 KB