



# CIVIL NUCLEAR CONSTABULARY

## Email

[REDACTED]

### **The Executive Office**

Civil Nuclear Constabulary

Building F6 Culham Science Centre

Abingdon

Oxon

OX14 3DB

Tel: 03303 135400

Website: <https://www.gov.uk/cnc>

Dear [REDACTED]

I am writing in response to your request for information regarding the below. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1) (a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

### **A Copy of the following policies or that that apply to those areas of the business;**

- **Vehicle Fleet Policy**
- **Hire Vehicle Policy**
- **Business Travel Policy**
- **Travel & Accommodation Policy**
- **Driving Standards Policy**
- **Uniform & Dress Code Policy**

Please find attached the following Polices that relate to your above request

- CNC Owned Vehicles and Other Vehicles Used for CNC Purposes
- Motor Vehicle Driving Including Pursuit
- Provision of Uniform
- Travel and Subsistence Police and Procedures

The Civil Nuclear Constabulary is a specialist armed police service dedicated to the civil nuclear industry, with Operational Policing Units based at 10 civil nuclear sites in England and Scotland and over 1400 police officers and staff. The Constabulary headquarters is at Culham in Oxfordshire. The civil nuclear industry forms part of the UK's critical national infrastructure and the role of the Constabulary contribute to the overall framework of national security.

The purpose of the Constabulary is to protect licensed civil nuclear sites and to safeguard nuclear material in transit. The Constabulary works in partnership with the appropriate Home Office Police Force or Police Scotland at each site. Policing services required at each site are agreed with nuclear operators in accordance with the Nuclear Industries Security Regulations 2003 and ratified by the UK regulator, the Office for Nuclear Regulation (ONR). Armed policing services are required at most civil nuclear sites in the United Kingdom. The majority of officers in the Constabulary are Authorised Firearms Officers.

The Constabulary is recognised by the National Police Chiefs' Council (NPCC) and the Association of Chief Police Officers in Scotland (ACPOS). Through the National Coordinated Policing Protocol, the Constabulary has established memorandums of understanding with the local police forces at all 10 Operational Policing Units. Mutual support and assistance enable the Constabulary to maintain focus on its core role.

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Kristina Keefe  
Disclosures Officer  
CNC  
Culham Science Centre  
Abingdon  
Oxfordshire  
OX14 3DB

E-mail: [FOI@cnc.pnn.police.uk](mailto:FOI@cnc.pnn.police.uk)

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Kristina Keefe  
Disclosures Officer  
CNC  
Culham Science Centre  
Abingdon  
Oxfordshire  
OX14 3DB  
E-mail: [FOI@cnc.pnn.police.uk](mailto:FOI@cnc.pnn.police.uk)

Yours sincerely  
Kristina Keefe  
Disclosures Officer



# CNC Owned Vehicles and other Vehicles used for CNC Purposes

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## POLICY STATEMENT

The Civil Nuclear Constabulary (CNC) has a legal duty to ensure, as far as reasonably practicable, that work equipment is fit for purpose and properly maintained. Vehicles, when being used to carry out work related activities, are deemed to be work equipment.

The CNC will therefore provide guidance that informs persons using any vehicle for CNC purposes as to the processes and procedures for their provision, management and maintenance; this includes the requirements in relation to the carrying out safety checks, the maintaining of records and other responsibilities.

## AIMS AND SCOPE

### *Aims*

The aims of this policy and procedure document are to provide instruction and guidance on the procedures relating to any vehicle: -

- which is owned by the CNC;
- which is hired / leased / loaned to the CNC;
- otherwise used by any person on behalf of the CNC for CNC purposes (work related driving);

### *Scope*

This procedure is for the information of all CNC Police Officers, Police Staff and any other person using a vehicle on behalf of the CNC.

This procedure should be read in conjunction with [Motor Vehicles - Driving including Pursuit - Procedure and Authorisation](#).

## FLEET VEHICLES

### *Overview*

All CNC fleet vehicles are owned by and registered to the CNC Chief Constable. Other vehicles used for CNC purposes will include hired, leased or privately owned vehicles.

All vehicles used for CNC purposes are considered to be workplace equipment and therefore the activities to which they will be put should be risk assessed (see

CNC/H&S/GRA [Generic Risk Assessments – Forms Library](#)). The vehicles should be suitable for their intended purpose and be properly maintained in compliance with Road Traffic Acts and Construction and Use Regulations.

### ***Management by Chiltern Transport Consortium***

The CNC has a collaborative shared services agreement with Bedfordshire, Hertfordshire, Cambridgeshire, British Transport and Thames Valley Police Chief Constables (known as the Chiltern Transport Consortium [CTC]) for the provision of fleet vehicles and fleet management.

The CTC is managed through a Board on which each member to the agreement is represented. This Board is responsible for agreeing the strategy and budgetary requirements. The shared service is intended to achieve best value for money and efficiency through standardisation and economies of scale.

The CTC will, on behalf of the CNC, undertake the following in respect of CNC fleet vehicles: -

- provision of advice on the suitability of vehicles and vehicle equipment for their intended roles;
- procurement and commissioning together with appropriate livery and equipment in line with National Police Chiefs Council (NPCC) standards and any additional CNC specifications;
- administration of vehicle records, registration, taxation and insurance, including the issue of fuel cards and vehicle log books;
- servicing, maintenance and repair arrangements;
- decommissioning and disposal.

CNC fleet vehicles will be submitted for Ministry of Transport (MOT) inspection at the appropriate times (albeit that police vehicles maintained by police vehicle workshops are exempted).

### ***Vehicle User Group***

The CNC has a Vehicle User Group (VUG), which is responsible for reviewing and identifying the CNC's operational police vehicle requirements and that the vehicles are fit for purpose. The VUG is chaired by the Superintendent Head of Operational Support and Development (OSD) and is the conduit between the CNC and the CTC. It has terms of reference for its membership and responsibilities to ensure that appropriate processes and procedures are put in place and for: -

- the CNC, through appropriate recommendations to the CNC Executive Team, to have sufficient vehicles of the correct type and classification to carry out its policing functions;
- being the focal point to consider proposals from CNC sources relating to vehicles and vehicle equipment;
- monitoring and reviewing the CTC provision of fleet management & vehicles services.

## ***Operational Requirement***

Where an operational requirement is identified for vehicles or vehicle equipment which has not previously been authorised and budgeted for, a proposal paper should be submitted to the Superintendent Head of OSD for consideration. If the proposal contains sufficient information and is considered to have merit, the Superintendent will present it to the VUG to consider and, if appropriate, seek advice from the CTC or other relevant source.

In assessing the suitability, considerations will include the type of usage i.e. the required vehicle rating, and the equipment that is required to be fitted to and carried in or on the vehicle, including safety and storage requirements.

Once the requirements have been agreed, the procurement will be managed by the CTC.

## ***Insurance***

The provision of either a vehicle insurance fund or vehicle insurance policy is the responsibility of the CNC Contracts Department. The insurance will cover CNC owned vehicles and vehicles hired / leased / loaned to the CNC.

The CNC's vehicle Insurer requires that they are notified of any vehicle which is hired, leased or loaned to the CNC for periods of 14 days or more; this is managed through CTC. To comply with this requirement, it is the responsibility of the user of the vehicle (if they are the sole user) or the Head of Department (HoD) / Operational Unit Commander (OUC) approving the hire / lease / loan to provide this information to the CTC (██████████) who will in turn notify the CNC Insurer.

Any person required to produce a vehicle insurance certificate for a CNC owned / hired / leased / loaned vehicle, either following an accident or upon request of a Police Officer (HO/RT/1 requirement), should contact the ██████████

**NB.** Unit Commander are provided with a copy of the Insurance Certificate

## ***Private Use***

CNC owned vehicles should only be used for CNC purposes as any private use of a CNC owned vehicle may have implications for validity of the vehicle insurance as well as rendering the user liable for payment of tax to HM Revenue and Customs.

The contract for certain CNC posts may include the provision of a "company car" which might also be made available for the private use of that employee. This is a 'benefit in kind' and more information can be obtained from the Finance Department in respect of the employee's tax liabilities. Any employee using a "company car" is required to complete a vehicle log book / mileage sheet to detail each journey and distinguish between business and private mileage.

The supply and maintenance of CNC "company cars" is managed through the CTC ██████████

## OPERATIONAL UNIT / DEPARTMENT RESPONSIBILITY

### *Supervision*

Each OUC / HoD is responsible for ensuring that the vehicles which have been assigned to their Unit / Department are properly maintained and equipped and kept in a safe, roadworthy condition.

The OUC / HoD will delegate a person to be the lead for liaising with the CTC on behalf of the Unit / Department for vehicle related issues and the submission of monthly vehicle returns to CTC.

Supervisors are responsible for ensuring “POWDER” checks (see below [Maintenance Regime](#)) and regular (weekly) checks are carried out of the vehicles and equipment. Supervisors should inspect vehicle log books and investigate instances where officers have failed to make a record or made incomplete entries and deal with the officer(s) responsible (e.g. giving management advice)

Supervisors must be aware, and ensure that drivers / users are aware, of the limitations of the vehicle and the law regarding the carriage of personnel and equipment. Vehicles must not cause a danger by being overloaded.

### *Drivers / Vehicle Users*

CNC Police Officers and Police Staff using vehicles on CNC business have certain legal responsibilities under various Road Traffic Acts and Regulations such as ensuring that the vehicle they are using is in a legal and safe condition before using it on a public road. This standard should also be applied to the use of such vehicles on any CNC site or when being used for any CNC purpose.

Before using a vehicle for CNC purposes, the user of the vehicle is required to carry out some basic checks (see below [Maintenance Regime](#)) that will, as far as reasonably practicable, establish the vehicle roadworthiness, and any damage or deficiencies. **Where a vehicle appears not to be roadworthy it must not be used.**

Where the checks reveal any damage or deficiencies, enquiries should be made to establish whether this has previously been reported. If it has not previously been reported it should be notified to a supervisor and an appropriate record made (e.g. in the vehicle log book and a [vehicle defect report](#) completed).

### *Vehicle Roadworthiness*

For the purposes of this procedure, a vehicle is not roadworthy if it is not legal or safe to use it because it has any defects which amount to: -

- an offence if used on a road (e.g. contravention of Construction and Use Regulations such as an external light not working, tyre with less than minimum tread depth);
- damage to the bodywork which could cause injury to other road users;
- faulty parts which may affect the performance, handling or safe use of the vehicle or cause damage to the vehicle through it being driven.

A vehicle remains roadworthy if it only has damage which is purely cosmetic (e.g. scratches and minor dents, damage to interior upholstery).

If, the defect is very minor (e.g. a sidelight not working), and there is an operational policing imperative, a supervisor may, subject to a dynamic risk assessment, authorise the use of that vehicle to deal with the operational incident, but the supervisor must ensure that the vehicle is not used subsequently until the defect has been rectified. Where a supervisor authorises such use, they are required to make a written record and endorse the vehicle log book alongside the entry for its use on that occasion.

### ***Maintenance Regime***

Before using a vehicle, all drivers have a responsibility for ensuring its roadworthiness by carrying out pre-driving P.O.W.D.E.R checks: -

- P**etrol / Diesel – sufficient for the journey / tour of duty;
- O**il level – checked and correct;
- W**ater level, coolant and screen wash, - optimum for the vehicle usage;
- D**amage – if any found, note details and report to Supervisor (or hire company for hire vehicles);
- E**lectrical – lights and all equipment should be serviceable;
- R**ubber – all tyres for correct pressure, tread depth, damage to side walls and wheel rims, and wiper blades

Where circumstances reasonably prevent the carrying out of the POWDER checks prior to using the vehicle, then the checks must be completed at the first available opportunity.

Where any defects / damage / deficiencies are found during the pre-driving vehicle checks, the vehicle log book should be checked to determine if this has previously been reported; if it had not, it may be assumed that the defect / damage / deficiency occurred whilst the vehicle was being used by the previous driver. In such cases the supervisor must be informed and a [vehicle defect report](#) completed. The supervisor is required to make enquiries to try and establish how and when the defect / damage / deficiency occurred and take appropriate action.

Where any defects / damage / deficiencies occur during the period the vehicle is being used, it should be reported to a CNC Supervisor and / or Hire Company (as appropriate) and [a vehicle defect report](#) completed.

**NB. Under no circumstances should a vehicle be driven where its condition or a deficiency is an offence against the law (See also [Vehicle Roadworthiness](#) above).**

Where the deficiencies or damage do not affect the roadworthiness (see [Vehicle Roadworthiness](#)) of the vehicle, a [vehicle defect report](#) should be completed, an entry made in the vehicle log book and, if required, arrangements made for rectification at the earliest opportunity; this can be managed by the Unit / Department nominated vehicles officer.

If a CNC owned vehicle requires service or repair, this should be notified to the CTC Fleet Service Manager for authorisation and instructions ([as listed](#) below). The CTC has service arrangements with local garages or police workshops for maintenance and repair of CTC owned vehicles.

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Alternatively, particularly outside normal office hours, where a problem occurs such as a vehicle breakdown / tyre puncture / damaged windscreen, [REDACTED] for assistance with arranging recovery or repair.

In the event of a CNC owned vehicle becoming contaminated (e.g. with body fluids), the CTC or CCC can also be contacted to arrange specialist cleaning services. In such an event, the vehicle should be taken out of service and isolated until it has been appropriately cleaned.

### ***Vehicle Defect Reports and Monthly Returns***

The Unit / Department nominated vehicles officer is part of the vehicle management process through the monitoring of performance of individual vehicles and the planning of servicing and replacements. As part of this monitoring, completed [vehicle defect report](#) are to be provided to the nominated Unit / Department vehicles officer once arrangements have been made to rectify the defect / damage / deficiency.

The Unit / Department nominated vehicles officer is required to submit a monthly return to the CTC for each of their Unit / Department CNC owned vehicles.

### ***Recording of Vehicle Usage / Driving Activity***

The law requires the owner of a vehicle to know who is driving it at all times. The CNC therefore requires that any person undertaking work related driving on behalf of the CNC completes a record of each journey as follows: -

- For CNC owned vehicles this should be recorded in the vehicle log book issued for this purpose;
- For hire vehicles this should be recorded on a [Mileage Log for Hire Vehicles](#) (available on the CNC Intranet);
- For privately owned vehicles this will be recorded when submitting a claim through the Multi Force Shared Service (MFSS) - Oracle.

Each record should contain sufficient information to identify: -

- the driver (name);
- the journey (date, times, location, mileage);



- any vehicle related costs incurred (mileage claim / costs of fuel and consumables);
- any damage / defects found when carrying out pre-driving checks or which may have occurred during the period of use.

### **Security**

When a CNC owned vehicle requires maintenance, repair or servicing, steps must be taken to ensure that, where possible, sensitive equipment and material is removed from the vehicle (e.g. removal of the Airwave vehicle terminal box and any sensitive documents such as site maps) whilst the vehicle remains outside the custody of the CNC.

Where for any reason it is not possible to remove certain items of equipment which may lead to concerns regarding the security arrangements for CNC owned vehicles with a local service provider, this information should be relayed to the CTC Service Manager ([as listed](#)) for alternative arrangements to be made.

### **Strategic Escort Group Vehicles**

The responsibility for Strategic Escort Group (SEG) vehicles rests with the Superintendent SEG. The SEG has a Local Operating Procedure to ensure the serviceability of their vehicles, e.g. a routine of regular checks and running when not being used on Escort duty.

SEG vehicles should not be routinely used for Armed Patrol Vehicle (APV) or other duties. Their use is permissible for non SEG work in emergencies subject to authority being granted by the Superintendent SEG. Where such permission is granted, the Unit concerned will be liable for any costs incurred.

### **Disposal**

Any CNC owned vehicle involved in a serious traffic collision which is subject to legal proceedings must not be disposed of until after the conclusion of those proceedings. If a CNC owned vehicle has been “written off” (i.e. deemed uneconomical to repair) and the insurance company has become the legal owner, then no disposal action will be taken without consultation with them (this will normally be managed through the CTC).

To avoid impacting on operational effectiveness, a CNC owned vehicle will not normally be disposed of until it has been replaced.

The disposal of CNC owned vehicles will be managed by the CTC, in accordance with set criteria (e.g. age, mileage, no longer suitable for purpose). The CTC will decommission the vehicle by: -

- ensuring that all the ancillary equipment used for policing purposes has been removed (e.g. Airwave set, blue lights, two tone sirens and weapons box);
- removing the livery and police markings;
- reclaiming of outstanding vehicle excise duty;
- removal of the vehicle from the vehicle insurance policy;

- preparing it for disposal through appropriate auction, sale or scrapping;
- completion of any relevant documentation.

## **OTHER VEHICLES USED FOR CNC PURPOSES**

### ***Hire Cars***

In the main, the requirement for hire cars will be managed at Operational Policing Unit (OPU) level with bookings for hire cars arranged through MFSS.

Hire cars are covered by the CNC's vehicle insurance arrangements ([see Insurance](#) above). The CTC will deal with insurance matters relating to hire cars.

The driver of a hire car is responsible for checking the condition of the vehicle relative to the hire documentation provided on delivery at the time of delivery, if present, or at the first available opportunity and prior to using the vehicle. The checks should include an inspection for damage and basic maintenance checks of the vehicle (see [Maintenance Regime](#) above) including fuel levels. The hire companies generally require the hirer to report any damage or deficiencies to them within 2 hours of commencement of the hire period. Also, any damage, deficiencies or discrepancies in hire arrangements should be reported to the relevant Unit Commander / Line Manager as soon as reasonably practicable (see also [Reporting of Vehicle Collisions](#) below)

Hire cars should only be used for CNC purposes, as any private use of a hire car may have implications for validity of the vehicle insurance as well as rendering the user liable for payment of tax to HM Revenue and Customs.

All expenses incurred in connection with the use of hire vehicles should be claimed through MFSS - Oracle e.g. fuel claims where a CNC fuel card has not been used to pay for the fuel.

### ***Privately Owned Vehicles***

There may be occasions when it is more economical or appropriate to use a privately-owned vehicle (i.e. the employee's own vehicle) on CNC business (see [Travel and Expenses Policy and Procedure](#)). Such use should be authorised by the employee's Line Manager.

The privately-owned vehicle should be suitable for the intended purpose and the driver is responsible for ensuring that its use complies with Road Traffic Acts and Construction and Use Regulations. The driver should conduct basic maintenance checks of the vehicle (see [Maintenance Regime](#) above) and visually inspect for damage / defects which would render the vehicle unroadworthy.

The driver is also responsible for ensuring that the vehicle is insured for them to drive in connection with the intended business use (see [Travel and Expenses Policy and Procedure](#) and [Motor Vehicles - Driving including Pursuit - Procedure and Authorisation](#)).

All expenses incurred in connection with the use of privately owned vehicles should be claimed through MFSS - Oracle.

## REPORTING OF VEHICLE COLLISIONS

### *Safety Considerations*

The first priorities at the scene of a collision are personal safety, the prevention of the danger spreading and attending to any casualties.

Where possible, appropriate control measures should be taken to eliminate or reduce the risks. A dynamic risk assessments should be carried out and consideration given to the following: -

- personal safety, (e.g. wearing fluorescent jackets and wearing appropriate clothing for the weather conditions);
- preventing the danger spreading by deploying appropriate warning signage and lighting (*Police Officers may use blue lights on a stationary vehicle to protect the scene of a collision / warn of a hazard; the vehicle itself should be positioned to offer the best protection to the scene*);
- attending to casualties (e.g. providing first aid and calling for an ambulance).

In any collision involving a CNC owned vehicle or vehicle being used for CNC purposes, if possible, the vehicle should not be moved prior to the attendance of an independent Police Officer (preferably senior in rank to the driver) who should commence an investigation (see subsection - [Responsibilities of CCC / Managers / Supervisors](#)). The exception to this is when a danger exists from the vehicle remaining in position.

### *Responsibilities of Vehicle User*

[Section 170 of the driver of Road Traffic Act 1988](#) places certain duties on the driver of a “mechanically propelled vehicle” in defined situations involving personal injury or damage being caused (see [Appendix 'A'](#) for the requirements).

In addition to any compliance requirements under Road Traffic legislation, any CNC Police Officer or member of Police Staff who is involved in any work-related driving vehicle collision, is required to report the incident to a CNC Manager / Supervisor and contact the CCC [REDACTED] as soon as practicable and in any case within 24 hours. The CCC may provide further instructions on action to be taken.

### *Additional requirements for CNC Insured Vehicles*

The CTC will, on behalf of the CNC, undertake the administration of vehicle insurance and any associated claims for CNC owned vehicles and hire vehicles.

When a vehicle insured by the CNC (**this includes hire vehicles**) is involved in a collision, or is likely to be subject to an insurance claim for any other reason, the vehicle user should also complete [Work Related Driving – Vehicle Collision and Other Vehicle Damage Report Form](#) – template available in SharePoint) and send it electronically, as per instructions on the form, to:-

- [Vehicle Collisions](#) (internal CNC e-mail address) in all cases and to the Department Head / OUC of the driver involved and to:-

- [motorinsclaims@thamesvalley.pnn.police.uk](mailto:motorinsclaims@thamesvalley.pnn.police.uk) (for CNC owned, hired and leased vehicles).

### ***Responsibilities of CCC / Managers / Supervisors***

The CCC, on receipt of a collision notification, should commence a record on the Incident Management System (IMS) and take any appropriate action which may include:-

- the provision of advice to the caller;
- contacting appropriate emergency services;
- arranging recovery of CNC owned vehicles;
- notification to the OUC / HoD.

A CCC Force Incident Manager (FIM) will be able to provide advice on the initial action to be taken and on the appropriate level of investigation / enquiry to be carried out by the CNC. An investigation is appropriate in cases involving: -

- fatality or injury to person(s) (note: shock should be treated as an injury);
- damage to a CNC fleet vehicle or CNC property;
- damage to a Site Operator's vehicles or property;
- a potential claim against the CNC or a Site Operator.

Any investigation should, where possible, be supervised / overseen by an Officer senior in rank to the driver and a report completed detailing the circumstances, the action taken and any recommendations regarding the driver. The completed report of any such investigation should be submitted to the Inspector Operational Policy - Capability Division for review.

### ***Completion of Vehicle Collision Report Forms***

In cases where a driver of a privately-owned vehicle is involved in a collision whilst carrying out work related driving, the [Work Related Driving – Vehicle Collision and Other Vehicle Damage Report Form](#) should be completed by the driver and sent to [Vehicle Collisions](#) (internal CNC e-mail address) and copied to the driver's Head of Department / OUC.

The [Work Related Driving – Vehicle Collision and Other Vehicle Damage Report Form](#) and any investigating officer's report should include as much detail as possible in order to provide a comprehensive account of the collision and investigation. It is important that the quality of reporting is of a high standard as solicitors acting on behalf of the parties regularly request copies of reports, for which they are charged a fee.

Where statements are taken, they should be written on statement forms wherever possible. Original statements in cases arising in Scotland should be recorded in the pocket book as required by the local Procurator Fiscal.

The completed vehicle collision reports / files should be forwarded to the Inspector Operational Policy - Capability Division at HQ Culham who will maintain records in respect of work related driving vehicle collisions, in addition to any records maintained by the CTC. These records are intended to enable: -

- an analysis of potential causes of collisions and consider any control measures that may be required;
- an assessment of the blameworthiness for the collision and the extent of any liability of the CNC.

## **OTHER REQUIREMENTS**

### ***Transportation of weapons and ammunition***

The transportation of weapons and ammunition must be in accordance with [Weapons and Munitions Management and Disposal Policy and Procedure](#).

### ***Carrying of Non-Police Passengers in Police Vehicles***

The carrying of passengers is only permitted for official purposes and subject to the permission of a Supervisory Officer. Officers acting in these circumstances would need to conduct a dynamic risk assessment on each occasion to ensure that the safety of all occupants is not compromised.

No unauthorised persons are to be carried in any vehicle which is carrying firearms. Reference should be made to the relevant risk assessment for guidance on the suitable control methods to be used.

Injured persons should only be placed in a police vehicle in the most extreme cases. Other methods of ensuring their welfare should be exploited in the first instance.

CNC police vehicles should not normally be used, except in extenuating circumstances, for the transportation of prisoners as these vehicles may not be suitably equipped for this task. The assistance of suitably equipped host force vehicles should be requested.

### ***Smoking***

Smoking is not permitted in CNC vehicles at any time. Smoking is prohibited outside of the vehicle where fuel and or flammable substances are stored or drawn. Correct signs notifying prohibition of smoking is to be visible in all vehicle compartments.

## **RESPONSIBILITIES**

These are contained and outlined within the document as they apply to:-

- all users of vehicles being used for CNC purposes;
- Supervisors / Managers / OUCs;
- Unit / Department nominated vehicles officer
- The CCC / FIMs;
- Contracts / Procurement Department;
- Chiltern Transport Consortium;
- Central Administration Team – HQ.

Further advice and guidance should be sought from the Chief Inspector Operational Uniform Policy.

## **HUMAN RIGHTS AND EQUALITY**

A Human Rights and Equality Impact Assessment been completed and this policy and procedure document is assessed as having an acceptable impact.

The CNC sets in this procedure certain requirements upon individuals making use of CNC owned and other vehicles including use in private time and of private vehicles. These requirements it is believed are set as a proportionate means of achieving a legitimate aim.

## **REFERENCES**

[Motor Vehicles - Driving including Pursuit - Procedure and Authorisation](#)

[Weapons and Munitions Management and Disposal Policy and Procedure](#)

CNC/H&S/GRA [Generic Risk Assessments – Forms Library](#)

[Travel and Expenses Policy and Procedure](#)

[Road Traffic Act 1988](#)

## **RECORDS**

Vehicle User Log Book – issued by CTC

[Mileage Log for Hire Vehicles](#) (available in SharePoint)

Travel Requests – booking through MFSS - Oracle

Expenses incurred – claimed through MFSS - Oracle

[Work Related Driving – Vehicle Collision and Other Vehicle Damage Report Form](#)

[Vehicle Defect Report](#)

## **Appendix 'A' –**

### **Section 170 Road Traffic Act 1988**

[Road Traffic Act 1988, s 170 amended by the Road Traffic Act 1991, Sch 4].

#### **Duty of Driver to Stop, Report Accident and give Information or Documents**

- (1) This section applies in a case where, owing to the presence of a mechanically propelled vehicle on a road or other public place, an accident occurs by which –
  - (a) personal injury is caused to a person other than the driver of that mechanically propelled vehicle, or
  - (b) damage is caused –
    - (i) to a vehicle other than that mechanically propelled vehicle or a trailer drawn by that mechanically propelled vehicle, or
    - (ii) to an animal other than an animal in or on that mechanically propelled vehicle or a trailer drawn by that mechanically propelled vehicle, or
    - (iii) to any other property constructed on, fixed to, growing in or otherwise forming part of the land on which the road in question is situated or land adjacent to such land
- (2) The driver of the mechanically propelled vehicle must stop and, if required to do so by any person having reasonable grounds for so requiring, give his name and address and also the name and address of the owner and the identification marks of the vehicle.
- (3) If for any reason the driver of the mechanically propelled vehicle does not give his name and address under subsection (2) above, he must report the accident.
- (4) A person who fails to comply with subsection (2) or (3) above is guilty of an offence.
- (5) If, in a case where this section applies by virtue of subsection (1)(a) above, the driver of a motor vehicle does not at the time of the accident produce such a certificate of insurance or security, or other evidence, as is mentioned in section 165(2) of this Act –
  - (a) to a constable, or
  - (b) to some person who, having reasonable grounds for so doing, has required him to produce it, the driver must report the accident and produce such a certificate or other evidence. This subsection does not apply to the driver of an invalid carriage.
- (6) To comply with a duty under this section to report an accident or to produce such a certificate of insurance or security, or other evidence, as is mentioned in section 165(2)(a) of this Act, 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 twenty-four hours of the occurrence of the accident
- (7) A person who fails to comply with a duty under section (5) above is guilty of an offence, but he shall not be convicted by reason only of a failure to produce a certificate or other evidence if, within seven days after the occurrence of the accident, the certificate or other evidence is produced at a police station that was specified by him at the time when the accident was reported.
- (8) In this section "animal" means horse, cattle, ass, mule, sheep, pig, goat or dog.

IS THE POLICY:  New  Revised

IF REVISED, PLEASE COMPLETE TABLE BELOW

| VERSION NO                             | DATE    | SUMMARY OF CHANGES   | AUTHOR(S)  |
|--|---------|--|------------|
| <b>FOR PREVIOUS VERSIONS SEE Q-SET</b> |         |  |            |
| 5.0                                    | 08/2014 | Review and Revision – various changes made to: - <ul style="list-style-type: none"> <li>• provide additional clarification;</li> <li>• more detail around responsibilities related to vehicle checks and removal of no longer relevant sections</li> </ul> | [REDACTED] |
| 6.0                                    | 02/2016 | Reviewed – amendments made to reflect: - <ul style="list-style-type: none"> <li>• new format for combined policy and procedure</li> <li>• Part 2 Travel Request Form removed</li> <li>• Hire vehicle insurance claims now managed by CTC</li> </ul>        | [REDACTED] |
| 7.0                                    | 03/2020 | Reviewed – amendments made to reflect: - <ul style="list-style-type: none"> <li>• Additional hyperlinks</li> <li>• Updated references / policy and procedure document links</li> <li>• Updated contact telephone numbers</li> </ul>                        | [REDACTED] |

Approved by

[REDACTED]  
 \_\_\_\_\_  
 Approver

\_\_\_\_\_  
 Date

[REDACTED]  
 \_\_\_\_\_  
 Policy Owner

\_\_\_\_\_  
 Date

**DATE POLICY IMPLEMENTED:** \_\_\_\_\_

**REVIEW DATE:** \_\_\_\_\_



# Contents

- POLICY STATEMENT ..... 1**
- AIMS AND SCOPE ..... 1**
  - Aims ..... 1
  - Scope ..... 1
- FLEET VEHICLES ..... 1**
  - Overview ..... 1
  - Management by Chiltern Transport Consortium ..... 2
  - Vehicle User Group ..... 2
  - Operational Requirement ..... 3
  - Insurance ..... 3
  - Private Use ..... 3
- OPERATIONAL UNIT / DEPARTMENT RESPONSIBILITY ..... 4**
  - Supervision ..... 4
  - Drivers / Vehicle Users ..... 4
  - Vehicle Roadworthiness ..... 4
  - Maintenance Regime ..... 5
  - Vehicle Defect Reports and Monthly Returns ..... 6
  - Recording of Vehicle Usage / Driving Activity ..... 6
  - Security ..... 7
  - Strategic Escort Group Vehicles ..... 7
  - Disposal ..... 7
- OTHER VEHICLES USED FOR CNC PURPOSES ..... 8**
  - Hire Cars ..... 8
  - Privately Owned Vehicles ..... 8
- REPORTING OF VEHICLE COLLISIONS ..... 9**
  - Safety Considerations ..... 9
  - Responsibilities of Vehicle User ..... 9
  - Additional requirements for CNC Insured Vehicles ..... 9
  - Responsibilities of CCC / Managers / Supervisors ..... 10
  - Completion of Vehicle Collision Report Forms ..... 10
- OTHER REQUIREMENTS ..... 11**
  - Transportation of weapons and ammunition ..... 11
  - Carrying of Non-Police Passengers in Police Vehicles ..... 11
  - Smoking ..... 11
- RESPONSIBILITIES ..... 11**
- HUMAN RIGHTS AND EQUALITY ..... 12**
- REFERENCES ..... 12**
- RECORDS ..... 12**
  - Appendix ‘A’ – ..... 13



# Motor Vehicles Driving including Pursuit – Procedures and Authorisation

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## POLICY STATEMENT

The Civil Nuclear Constabulary (CNC) has a legal duty to ensure, as far as reasonably practicable, that persons carrying out work related driving on behalf of the CNC are able to do so in a safe and competent manner which minimises the risks to Police Officers, Police Staff, other road users and members of the public.

In order to execute powers set out in the Energy Act 2004 and other legislation, including Common Law, CNC police drivers may have to engage in an immediate pursuit of a vehicle. As far as reasonably practicable, the actions taken are to comply with Driving including Pursuit Policy and the [College of Policing \(CoP\) - Authorised Professional Practice \(APP\) – Road Policing](#) document “Police Pursuits” - guidance on training, vehicle suitability and appropriate command and control processes for pursuits.

The CNC requires persons carrying out any work related driving, including pursuit, to comply as far as reasonably practicable with this policy and procedure document and all applicable driving legislation, regulations and standards.

## SCOPE

This policy and procedure applies to all CNC police officers and staff, including consultants, contractors and casual or interim staff when carrying out work related driving for / on behalf of the CNC.

This procedure should be read in conjunction with CNC Owned Vehicles and Other Vehicles used for CNC Purposes;

## AIMS OF THE POLICY / PROCEDURE

To ensure that the CNC provide appropriate training and vehicles to enable Police Officers and Police Staff to conduct work related driving in accordance with the above policy statement.

## DEFINITIONS

### *Work Related Driving*

“Work Related Driving” is defined as, “The activity which employees are required to undertake in pursuance of the objectives of the organisation and which involves the use of a motor vehicle to contribute to achieving those outcomes, including travelling

to training events and meetings”. Travelling to and from an individual’s normal place of work / duty is generally classed as “commuting” and not “business” irrespective of whether it attracts a payment.

The CNC requires all persons undertaking work related driving on behalf of the CNC as a minimum to be authorised for Basic Level driving (see [subsection – Basic Level Driver Authorisation](#)).

### ***Blameworthy Driving Incident***

A blameworthy driving incident is one:-

- which could reasonably have been avoided; **and**
- where the individual was deemed to be at fault.

A driving incident should not be considered blameworthy unless:-

- the individual concerned was aware of the incident / damage at the time or as soon as possible after the incident;
- the incident / damage was investigated to a reasonable standard;
- the individual was given an opportunity at the time of the investigation to explain the incident / damage;
- no doubt exists concerning the cause of the incident / damage.

### ***Pursuit***

A police driver is deemed to be in pursuit when a driver / motorcyclist indicates by their actions or continuance of their manner of driving / riding that they have no intention of stopping for the police, and the police driver believes that the driver of the subject vehicle is aware of the requirement to stop and decides to continue behind the subject vehicle with a view to either reporting its progress or stopping it.

## **DRIVING STANDARDS**

### ***Legal Duty***

The CNC has a legal duty to ensure, as far as reasonably practicable:-

- the on-going management and monitoring of employees’ eligibility to drive specific vehicles on work related business;
- that any person undertaking work related driving on behalf of the CNC is able to do so safely, competently and in compliance with Road Traffic (Vehicles & Driving) and Health & Safety legislation;
- the provision of appropriate procedures, guidance and training to effectively manage work related road safety and work related driving activities.

### ***Driver - Medical Requirements and Occupational Health***

The Road Traffic Act 1988 in Part III outlines the physical fitness requirements for drivers of vehicles. There are a number of medical conditions for which the holder of a driving licence must notify the Driver and Vehicle Licensing Authority (DVLA).

Details are contained in DVLA guidance – driver information – medical rules. ([www.dft.gov.uk/dvla/medical.aspx](http://www.dft.gov.uk/dvla/medical.aspx)).

Any person undertaking work related driving on behalf of the CNC is required to notify their Line Manager of any medical condition or any other condition (e.g. visual impairment) which may affect their ability to carry out driving activities, even if only for a temporary period.

It is also a legal requirement for any person undertaking any form of driving to adhere to the advice given in connection with the taking of any prescribed medication that may affect their ability to drive (e.g. claims that the medication may cause drowsiness etc.). In such cases the individual should take advice from their GP before undertaking any driving.

Where there are concerns about an individual's ability to undertake work related driving because of a medical condition, the Line Manager should make a referral to the Occupational Health Department (OHD).

### ***Driver - Eyesight Standards and Testing***

The basic standard eyesight requirement for CNC work related driving is the same as for the DVLA Group 1 standard (for a driver to be able, aided or unaided, in good daylight to read a number plate from a distance of 20 metres [65ft]).

The eyesight requirements for Police Officers carrying out police driving activities at Standard Response or Advanced levels are the same as for the DVLA Group 2 standard.

An individual failing to meet the required eyesight standard for their driving classification will be restricted from undertaking the relevant work related driving until the standard is met; i.e. any Police Officer failing the DVLA Group 2 standard may still be authorised to undertake work related driving – Basic Level provided they can meet the Basic Level standard (see [subsection – Basic Level Driver Authorisation](#)).

Any person undertaking any driving skills assessment / driver training / driving course / driver re-assessment, may be required to undertake an eyesight test appropriate to the level of driver authorisation prior to the commencement of the assessment / training / course / re-assessment.

**N.B.** As part of the CNC annual / periodic medical assessment requirements for Police Officer, the OHD carry out eyesight tests and will notify any failure to meet the required standard eye test to the Officer's Line Manager in accordance with CNC procedures.

### ***Driver authorisation - General Driver Requirements***

The National Police Chiefs' Council<sup>1</sup> (NPCC) ([College of Policing \(CoP\) Driver Training Learning Programme](#)) identifies 3 levels of police driving standards namely:-

- Basic Police Driving;
- Standard Response Police Driving;

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<sup>1</sup> Formerly the Association of Chief Police Officers (ACPO)

- Advanced Police Driving.

The Manual details the criteria that need to be met and the competence that must be achieved by a police driver to be authorised to a particular driving standard / level, or a specialist capability of the vehicle, or a particular activity being undertaken by the driver.

The Home Office Framework Agreement No.VS95/ classifies vehicles into 3 main category types based on their performance rating into Low, Intermediate or High<sup>2</sup>.

The CNC requires that all persons undertaking work related driving on behalf of the CNC are assessed for competence and appropriately authorised for the vehicle or the use to which it is being put. This will be achieved through a process of driver evaluation / assessment / training for the appropriate level of driving standard i.e. the driving standards requirements for Police Staff will be different to those for Police Officers who undertake certain police operational driving activities.

CNC Police Officers and Police Staff who were **in post prior to 4 July 2011**, have all either:-

- been given “preserved rights”, or
- have passed the Basic Level driving skills assessment; or
- have not been allowed to undertake work related driving.

CNC Police Officers and Police Staff who have not been authorised under the preceding paragraph, must complete a Basic Level driving skills assessment ([see Section – Driving Assessments](#)), irrespective of whether it is a mandatory requirement (i.e. it is a condition of employment because of the role they are required to perform) or not in order to be authorised to undertake work related driving.

### ***Basic Level Driver Authorisation***

This level of authorisation is the minimum standard required for all CNC Police Officers and Police Staff who carry out CNC work related driving, irrespective of whether the vehicle is owned by the CNC or whether it is hired, leased or privately owned.

Drivers authorised to this level must abide by the following restrictions:-

- must comply with road traffic legislation at all times;
- must not use any emergency response exemptions ([see Section – Driving Restrictions & Exemptions](#));
- must not use blue flashing lights or other emergency warning equipment (excepting Police Officers using a liveried police vehicle when stationary and necessary to protect an incident scene or in accordance with subsection on [“Restrictions – Stopping of Vehicles”](#) and [Appendix C](#) );
- must not undertake any vehicle pursuit;
- will not be authorised to drive armoured vehicles;

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<sup>2</sup> Driver training and assessment for particular driving standards does not have the same relevance within the CNC as it does for those Police Forces which impose restrictions on driver authorisation linked to vehicle performance rating.

- the OUC may authorise a Police Staff member to drive a liveried police vehicle where appropriate (e.g. a kennel assistant conveying police dog to a veterinary practice); in such a case, an “Out of Service” sun visor attachment and emergency lighting roof bar cover should be utilised.

### **Standard Response Level Authorisation**

This level of driver authorisation is for Police Officers who have been trained in the standard response elements contained in the [CoP Driver Training Learning Programme](#), and assessed as competent in those elements, which includes responding safely to incidents that may require the use of legal exemptions (see [Section – Driving Restrictions & Exemptions](#)). This level of driver training (including refresher training) must be conducted by authorised driving instructors. Authorised standard response drivers are subject to the restrictions contained in the [CoP Driver Training Learning Programme](#) and applicable to this driving standard.

### **Advanced Level Authorisation**

This level of driver authorisation is for Police Officers who have been trained in the advanced elements contained in the [CoP Driver Training Learning Programme](#) and assessed as competent in those elements including the driving of high performance vehicles operationally. This level of driver training (including refresher training) must be conducted by authorised driving instructors. Authorised advanced drivers are subject to the restrictions contained in the [CoP Driver Training Learning Programme](#) and applicable to this driving standard (see [Section – Driving Restrictions & Exemptions](#)).

### **Authorisation Periods**

The table below details the maximum periods of CNC authorisation at each level

| <b>Work Related Driving Level</b>   | <b>Authorisation Period</b> |
|-------------------------------------|-----------------------------|
| Basic (All Personnel)               | 10 Years                    |
| Standard Response (Police Officers) | 5 Years                     |
| Advanced (Police Officers)          | 3 Years                     |

An authorisation may be withdrawn where an individual has:-

- been involved in 2 or more previous blameworthy driving incidents (see [subsection – Blameworthy Driving Incident](#)), whether work related or not, within a two year period;
- had their driving licence endorsed and their current points total 7 or more;
- had restrictions / conditions placed on their driving licence (e.g. on medical grounds);
- been involved in a driving incident in which their standard of driving provides valid grounds for withdrawing their authorisation .

An authorisation will be withdrawn where an individual has been disqualified from driving or had their driving licence suspended by a Court or the DVLA.

## DRIVING ASSESSMENTS

### *Basic Level Authorisation Assessment*

The arrangements for a Basic Level driving skills assessment is managed through Training, Learning and Development (TLD) Admin Team or through the Operational Policing Unit (OPU); the assessment must be conducted by a qualified and authorised driving assessor. [Appendix A](#) to this document contains the performance criteria that need to be met during the Basic Level driving skills assessment

Prior to a Basic Level driving skills assessment, a meeting should be conducted with the individual (this will usually be a TLD responsibility for new recruits; otherwise this will be managed by the Head of Department (HoD) / Operational Unit Commander (OUC) / Manager<sup>3</sup>) to inform an evaluation of:-

- the individual's ability to comply with the legal requirements for driving;
- any risk to the CNC based on the individual's previous driving experience;

and to promote and manage work related road safety through the provision of:-

- some practical advice ([see Appendix B](#)); and
- an explanation of the requirements and scope of the driving authorisation; and
- information as to the individual's responsibilities for compliance with the law in relation to work related driving.

The person conducting the meeting should enquire into / discuss the individual's previous driving experience / driving incidents which could have relevance in assessing driving competency. In reviewing previous driving incidents a sensible and pragmatic approach should be adopted; particular care should be taken in deeming an incident as blameworthy (see definition [Subsection - Blameworthy Driving Incident](#)) against the individual. In cases of doubt, the benefit of doubt should be given to the individual whose competence is being assessed.

The individual seeking authorisation will be required to provide evidence of the driving record. If they wish to be authorised to drive a private motor vehicle (a vehicle not owned by, hired or leased to the CNC), they must also produce a valid certificate of insurance for that vehicle and, where one is required, a valid vehicle test certificate for that vehicle ([see subsections on Driving Licence / Insurance / Vehicle Test Certificate](#)).

The person conducting the assessment meeting must:-

- review the evidence; any documents produced must be originals and not copies, to ensure they meet the requirements [in subsections on Driving Licence / Insurance / Vehicle Test Certificate](#); there is no requirement to take and retain copies of an individual's driving document ;
- complete form– Work Related Driving Evaluation / Documentation, which they and the individual must sign;

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<sup>3</sup> The term "Manager" refers to larger CNC policing units whereby the responsibility to undertake the assessment process can be delegated to an Officer not below the rank of Inspector or Police Staff level M1.

- pass the completed form to the person responsible for administering / updating the Unit's database<sup>4</sup>. Once the database has been updated, the completed form should be shredded.

The CNC has contracted [REDACTED] to conduct Basic Level driving skills assessments by a qualified and approved driving assessor. This is a national company which has the capability to conduct such assessments locally<sup>5</sup>; arrangements for these assessments are managed through the TLD Admin Team.

When attending any driving skills assessment / driver training, individuals are required to bring their driving licence with them for checking. Failure to produce the driving licence may preclude the individual from undertaking the training / assessment.

When an individual undertakes the Basic Level driving skills assessment, the assessor will provide a report of their assessment to the TLD Admin Team who in turn are required to provide the individual's HoD / OUC / Manager with a copy of the assessment report.

The HoD / OUC / Manager will meet with the individual and, on the available information and Basic Level driving skills assessment report, will take the decision and inform the individual whether or not they are authorised to undertake CNC work related driving including privately owned vehicle on condition that the criteria continue to be met (see [Documentation and Records](#) ).

### ***Failing to reach the required competency standard / Non Authorisation***

Where an individual is assessed as not reaching the required standard of competency for the Basic Level driving skills assessment the assessor will provide a report to the Centre for Learning and Development (CLD) Administrator who in turn will inform the individual's HoD / OUC / Manager.

The HoD / OUC / Manager will meet with the individual, inform them that they are not authorised to undertake CNC work related driving and discuss available options i.e. alternative modes of travel and possible options for development of driving skills with a subsequent reassessment of their driving skills.

Where an individual who has a mandatory requirement to carry out CNC work related driving undertakes the Basic Level driving skills assessment and is not deemed competent, or has had their authorisation withdrawn, the individual may appeal to the Head of Staff Services and request a case conference for the matter to be reviewed by the Head of Staff Services (or their deputy) and at which the individual can make representations. Consideration may be given to possible options, where deemed appropriate e.g. the individual may be allowed a period of time to undergo driver training and to retake a Basic Level driving skills assessment.

### ***Standard Response and Advanced Level Authorisations***

Training at these levels will be allocated based on operational requirements and arranged through the CLD (see [Section on Driver Requirements Authorisation subsections – Standard Response / Advanced Level](#))

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<sup>4</sup> An excel spreadsheet has been forwarded to HoDs / OUC / Manager for use.

<sup>5</sup> The contract for provision of driver assessments stipulates a minimum of 6 candidates is required at a venue



## **DOCUMENTATION AND RECORDS**

### ***Maintenance of Driver Records***

All personnel requiring authorisation to undertake any form of CNC work related driving must provide evidence of their driving record (entitlements and/or penalty points).

Personnel authorised to undertake work related driving using a private vehicle are also required to produce the vehicle insurance certificate which should contain cover for the appropriate business use, and produce a current vehicle test certificate (if one is required)

Each OPU / Department is required to have Unit database of authorised drivers and of document checks, maintained by an administrator appointed by the HoD / OUC / Manager.

### ***Frequency of Document Checks***

The line manager is responsible for ensuring that the driving record is checked annually (usually in April of each year).

It is an individual's responsibility to notify their line manager of any changes in circumstances which may affect their authorisation to undertake work related driving; this includes any changes / updates to driving / vehicle documentation (i.e. vehicle insurance or vehicle test certificate); the new documentation must also be produced.

Line Managers should enquire into the individuals driving experiences since their previous annual document check.

Failure by the employee to provide evidence of their driving record will automatically result in the individual no longer being authorised to undertake any form of CNC work related driving. Failure to produce other required driving documents, or possessing invalid driving documents, will result in the individual no longer being authorised to undertake work related driving in a privately owned vehicle.

If the individual has been involved in 2 or more blameworthy driving incidents (work related or otherwise) in the previous 2 years, or there is any aspect of the individual's recent driving experiences which gives the Line Manager cause for concern as to the individuals driving competency, e.g. driving licence endorsements total 7 current points or more, they should withdraw the authorisation and refer the individual for a Basic Level driving skills assessment (arranged through TLD).

In reviewing previous driving experiences; particular care should be taken in deeming an incident as blameworthy against the individual. In cases of doubt, the benefit of doubt should be given to the individual whose competence is being assessed.

### ***Driving Licence***

Evidence of the driving record is to be presented to the Line Manager by the employee accessing their details online for free through the DVLA View Driving Licence Service at the following web address:- <https://www.gov.uk/view-driving-licence>

[licence](#) and allowing the line manager to view the computer screen to then record the details on form– Work Related Driving Evaluation / Documentation.

The essential driving requirements that need to be met are:-

- that it is a full driving licence issued by DVLA (for Police Officers this must be for ‘manual’ vehicles and not ‘automatic only’<sup>6</sup>);  
**N.B.** It is desirable that the driving licence has been held for longer than 3 years.
- the period of validity is current;
- the category of vehicle(s) permitted covers the vehicle(s) to be driven;
- that the endorsement section of the driving licence shows a current total of 6 points or less.

### ***Insurance***

Driving without appropriate vehicle insurance cover is an absolute offence on the driver of a motor vehicle. Individuals undertaking work related driving in a privately owned motor vehicle must ensure that their vehicle insurance covers the relevant work related driving (i.e. that it is current, covers the person and vehicle concerned, and covers the use to which the vehicle is being put).

**N.B.** Where there is doubt as to the level of cover (e.g. transporting police dogs), it is the individual’s responsibility to have the details confirmed by the Insurance Company.

The CNC will not authorise an individual to undertake work related driving, or pay travelling expenses for journeys undertaken in a privately owned vehicle, unless the individual is authorised under this procedure and produces a valid vehicle insurance certificate.

The HoD / OUC / Manager conducting the assessment meeting for consideration of the individual’s eligibility to carry out work related driving in a privately owned vehicle must inspect the original vehicle insurance certificate (copies are not acceptable) to ensure the requirements are met, and record the required particulars on form– Work Related Driving Evaluation / Documentation.

### ***Vehicle Test Certificate***

For CNC personnel to undertake work related driving in a privately owned motor vehicle for which a vehicle test certificate is required, the original must be produced for inspection by the Line Manager and the details recorded on form– Work Related Driving Evaluation / Documentation.

### ***Vehicle Taxation***

It is the responsibility of the individual wishing to use a privately owned motor vehicle for work related activity to ensure that the vehicle excise duty has been paid.

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<sup>6</sup> The requirement for a manual licence does not apply to Police Staff (i.e. can be ‘automatic only’) unless specified in the employee’s job description

# DRIVING – RESTRICTIONS AND EXEMPTIONS INCLUDING PURSUIT

## ***Restrictions - General***

When carrying out work related driving, including responding to emergencies, all drivers must drive within their own capabilities, in accordance with any training provided, within the capabilities of the vehicle and with due regard to the prevailing road and traffic conditions. Any breach of the law relating to driving, without proper cause and justification may render the driver liable to prosecution and / or action being taken against them under the CNC disciplinary processes.

The law provides the police with a number of exemptions from various aspects of Road Traffic legislation. It is the responsibility of the driver to know the relevant legislation. The CNC will only sanction Police Officers who have been authorised at Standard Response / Advanced level to avail themselves of these exemptions and only in circumstances as outlined in subsection [Exemptions and Restrictions – Authorisation Levels](#) below.

Hired, leased or privately owned vehicles must not be driven using exemptions irrespective of the driver authorisation as such vehicles may not have been tested and approved within the police vehicle categorisation system. The impact of this must be taken into account when considering using such vehicles to meet operational requirements.

## ***Highway Code***

Section 38 of the Road Traffic Act 1988 gives the [Highway Code](#) a legal status. Many of the rules in the Code are legal requirements, and failure to obey these is a criminal offence. Although a failure to observe a provision of the [Highway Code](#) shall not of itself render a person liable to criminal proceedings but any such failure may be relied upon to establish or negate any liability in civil or criminal proceedings.

## ***Exemptions – Speed***

The principal exemptions relating to speed limits for policing purposes are contained in the [Road Traffic Regulation Act 1984 \(s.87\)](#) and the [Road Safety Act 2006 \(s.19\)](#). The exemptions do not include driving at a speed or in a manner which is dangerous, nor driving in a manner which would amount to driving without due care and attention.

## ***Exemptions - Red Traffic Lights***

Section 36(1)(b) of the Traffic Signs Regulations and General Direction 2002, allows a police vehicle to proceed past the stop line at a red traffic signal as long as it is not done “*in a manner or at a time likely to endanger any person or to cause the driver of any vehicle proceeding in accordance with the indications of light signals operating in association with the signals displaying the red signal to change its speed or course in order to avoid an accident*”.

## ***Exemptions - Keep Left (Right)***

Section 15(2) of the Traffic Signs Regulations and General Direction 2002, allows police vehicles to pass on the wrong side of a “Keep Left” or “Keep Right” sign as

long as it is not done “*in such a manner or at such a time as to be likely to endanger any person*”.

### **Exemptions and Restrictions – Authorisation Levels**

Only Standard Response and Advanced Level drivers using vehicles for policing purposes are authorised to take advantage of the legal exemptions and only if it the following criteria are fulfilled:-

- The action is deemed proportionate, justifiable and necessary: **and**
- the observance of the particular provision would be likely to hinder the use of the vehicle for the purpose for which it is being used on that occasion; **and**
- it is connected with one of the following criteria:-
  - i. The driver has been appropriately trained and authorised and is reacting to an incident which requires an immediate emergency response; **or**
  - ii. It is necessary for structured training, development or assessment with an appropriately trained instructor / assessor; **or**
  - iii. It is being carried out by an appropriately trained instructor / assessor for the purpose of testing of a vehicle.

### **Restrictions – Stopping of Vehicles**

The stopping of another vehicle by a police driver, even a compliant stop, can be an extremely hazardous task. It is essential that officers carrying out this task are fully aware of the risks involved to themselves, the subject vehicle and its occupants and other road users.

Standard Response and Advanced Level authorised police drivers may conduct vehicle stops in compliance with their driver training. Additional guidance is contained in [Appendix ‘C’](#).

Basic Level authorised police drivers may only conduct ‘compliant’ vehicle stops and subject to the guidance contained in this policy and procedure document as set out in [Appendix ‘C’](#); see also [Restrictions - Pursuit Driving](#) (below)

### **Restrictions – Pursuit Driving**

Some modules of pursuit driving are contained within the Advanced Driving Course whilst other modules are optional additions. Pursuit driving will only be undertaken in line with Driving including Pursuit Policy.

In order to execute powers set out in the Energy Act 2004 and other legislation, including Common Law CNC police drivers may have to engage in an immediate pursuit of a vehicle. As far as reasonably practicable, the actions taken are to comply with the College of Policing (CoP) - Authorised Professional Practice (APP) document “Police Pursuits” - guidance on training, vehicle suitability and appropriate command and control processes for pursuits. They are required to immediately seek authorisation from the CNC Force Incident Manager (FIM). The FIM must apply the National Decision Model to determine whether a pursuit is necessary, balanced against the threat, risk and harm posed. The FIM must record their decision, the rationale behind it and, if they authorise an initial phase pursuit, any parameters to be applied and notify the local Police Force.

Where any basic trained CNC police driver has evidence beyond all reasonable doubt that an immediate pursuit is a justified, proportionate and imperative course of action when, an individual or individuals:

- Are conducting a NIMCA style attack on a location containing nuclear material utilising a vehicle, or
- That a vehicle containing unlawfully removed nuclear material is attempting to escape.

The basic trained police driver may in these limited circumstances instigate an immediate pursuit but must immediately notify the CNC Force Incident Manager (FIM).

Police Officers driving in connection with any CNC duties or business, including immediate pursuit, are required at all times drive to within their capabilities and any actions are required to be proportionate, accountable and necessary in the circumstances.

### ***Exemptions – Action to be taken***

In all cases where an Officer is relying upon an exemption, they are required to contact the CNC Command and Control Centre (CCC) as soon as practicable and provide details of circumstances i.e. time and date / location / reason for breaching a driving restriction / whether or not a speed detection device may have been activated.

The CCC should log the incident and notify the relevant Home Office / Police Scotland Force Control Room.

Blue lights may be used by police drivers (all levels) when the vehicle is stationary and protecting the scene of a collision, or other obstructions and the vehicle positioned to offer the best protection to the scene.

Blue lights and sirens may be used by Officers authorised for Standard Response / Advanced Level driving, in accordance with training provided, when reacting to an incident which requires an immediate emergency response or when required for legitimate safety or operational reasons.

## **DRIVING SAFETY AND OTHER CONSIDERATIONS**

### ***Reporting of vehicle collisions***

Whenever a vehicle collision occurs involving any vehicle being used for CNC business, it is the responsibility of the driver to ensure that the incident is reported in accordance with CNC Owned Vehicles and Other Vehicles Used for CNC Purposes - Section on Reporting of Vehicle Collisions.

### ***Seat Belts***

The Motor Vehicles (Wearing of Seat Belts) Regulations 1993 provides various exemptions including those specifically for persons driving or riding in a vehicle while it is being used for police purposes. NPCC guidance is for drivers and passengers in vehicles being used for police purposes to wear seat belts at all times unless to do so would endanger them or any other person. CNC will follow this NPCC guidance.

Seat belts will be worn by Police Officers carrying weapons overtly in vehicles in accordance with instructions and training unless to do so would endanger them / any other person, or observance of this instruction would be likely to hinder the deployment of the officer on that occasion (see also Mode of Carriage Table). Further guidance on the use of seat belts whilst driving and wearing body armour is contained in CNC and Unit Risk Assessments.

### ***Mobile Telephones***

It is an offence to drive a motor vehicle on a road whilst using a hand-held mobile telephone or certain other hand-held devices. The CNC requires that drivers of vehicles being used for CNC purposes switch off any such devices when driving. When there is an urgent operational requirement for the driver to be contactable, then the mobile phone may be switched on as an indicator. The driver should stop at a safe location before responding to the telephone call or message.

### ***Airwave Radios***

Airwave radios fall under the same legislation as mobile telephones. The CNC requires that Airwave radios must not be used by the driver whilst driving unless it is safe to do so and can be operated using hands free facility with a remote Push-To-Talk (PTT) installed. Only CNC installed and approved hands-free devices with a remote PTT may be used with CNC Airwave radios. It is imperative that strict radio discipline is maintained when using a remote PTT to provide the minimum distraction possible.

### ***Smoking***

Smoking is not permitted in CNC vehicles at any time. Smoking is prohibited outside of the vehicle where fuel and or flammable substances are stored or drawn. Correct signage notifying prohibition of smoking is to be visible in all vehicle compartments.

### ***Reversing***

Reversing manoeuvres are a potential risk and a hazard to other road users. Some vehicles may be fitted with reversing detection equipment such as sensors and cameras. Drivers should not rely totally on such aids when reversing. The driver should check behind to ensure no hazards and exit the vehicle to check if necessary. If another person is available the driver must ask them to assist in the manoeuvre.

### ***Fatigue***

Fatigue is a significant factor attributed to many road traffic collisions and is particularly prevalent amongst shift workers. The driver of a vehicle has individual responsibility for not driving when tired as this could result in careless or dangerous driving. CNC Managers / Supervisors have a duty to ensure drivers are fit to drive and must manage the issues arising from fatigue in the workplace e.g. by managing working hours and Working Time Directives.

### ***Drink & Drugs / Fitness to Drive***

Both alcohol and drugs can impair the ability of a person's driving ability. All drivers may be required to take a screening test for alcohol and / or drugs to comply with

Road Traffic legislation or following involvement in a road traffic collision or in line with Substance Misuse Policy.

Where a person is taking medication which may affect their ability to drive a vehicle (e.g. medication which may cause drowsiness) or has any other reason for believing they may be unfit or drive, they should declare the fact to a Supervisor and they should not undertake any work related driving.

### ***Severe Weather Driving***

General advice on driving or undertaking journeys during conditions which would make travelling more hazardous is contained in Severe Weather Contingencies.

### ***Transportation of weapons and ammunition***

The transportation of weapons and ammunition must be in accordance with the procedure. See also Mode of Carriage Table.

### ***Carrying of Non-Police Passengers in Police Vehicles***

This is detailed in CNC Owned Vehicles and Other Vehicles used for CNC Purposes.

## **RESPONSIBILITIES**

### ***All Personnel***

All persons carrying out work related driving on behalf of the CNC are required to comply with this procedure and must not to undertake driving or use equipment:-

- for which they have not received appropriate training / instruction / authorisation;
- if for any other reason they believe their competence, ability or fitness is likely to affect their ability to do so.

Where an operational requirement or emergency situation necessitates action which will breach this procedure, the action taken should be proportionate and justifiable and reported to a Supervisor, or in their absence to the CCC.

### ***Line Managers / Supervisors***

Managers and Supervisors are responsible for ensure that all this procedure is complied with and, as far as reasonably possible, that vehicles are driven in line with CNC standards and that persons carrying out work related driving:-

- have had their driving documents check procedures completed and been properly authorised to carry out the particular activities;
- are aware of their responsibilities.

### ***Policy and Assurance Department***

This department is responsible for identifying the operational requirements and the appropriate level of training required. Other responsibilities include:-

- researching and monitoring traffic legislation for its impact on CNC policies and procedures and, if required, introducing the appropriate changes;

- liaison with the CLD for the provision of driver training and assessment;
- provision of advice and guidance to Managers and Supervisors.

The Chief Inspector (Head of Uniform Policy) is responsible for arranging the Vehicle User Group and facilitating the submission of proposals to this group.

### ***Health, Safety and Environment (HS&E) Manager***

The HS&E Manager is responsible for providing guidance on the health and safety requirements for work related driving activities and, where appropriated assist with the review of procedures and assist in incident investigation where appropriate

### ***Training, Learning and Development (TLD) and Centre for Learning and Development (CLD)***

TLD has responsibility for determining training methodology and delivery through liaison with training provider(s) for the supply of appropriate driver training and assessments in a timely manner and in accordance with CNC requirements. The CLD Administrator is responsible for arranging the training / assessments.

### ***Professional Standards***

This department may be consulted for advice and guidance on dealing with breaches in procedures, the law and matters relating to complaints and discipline or have a role to play in investigations into any breaches committed.

## **HUMAN RIGHTS AND EQUALITY**

This document has been reviewed for human rights and equality and is assessed as having an acceptable impact.

For those whom driving is not a requirement of their role, the internal driving assessment will be necessary if they wish to drive on works business. However, for those who do not take the test, for example as part of a reasonable adjustment, the Constabulary will cover the costs of public transport.

## **REFERENCES AND OTHER RELATED DOCUMENTS**

The following listed documents are referenced within this SOP

CNC Driving including Pursuit Policy

CNC Owned Vehicles and Other Vehicles used for CNC Purposes

College of Policing (CoP) Driver Training Learning Programme

[College of Policing – Authorised Professional Practice – Road Policing](#)

[www.dft.gov.uk/dvla/medical.aspx](http://www.dft.gov.uk/dvla/medical.aspx) DVLA Guidance - [Driver Information - Medical Rules](#)

[Road Traffic Regulation Act 1984](#)

[Road Safety Act 2006](#)

[Transportation of weapons and ammunition](#)

Mode of Carriage Table

[Severe Weather Contingencies](#)

Work Related Driving Evaluation / Documentation



## Substance Misuse Policy

The following documents, although not referred to within this document, are listed because of their significance in relation to motor vehicles / driving / work related driving

The Road Traffic Act 1988

Health and Safety at Work Act 1974

The Road Vehicles (Construction and Use) Regulations 1986 as amended

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Management of Health and Safety at Work Regulations 1999

## **RECORDS**

Work Related Driving Evaluation / Documentation

## **Appendix A - Driving Skills - Performance Criteria**

1. Complete basic vehicle safety checks, recognise, report and document obvious defects;
2. Know the importance of familiarisation with a vehicle's controls including active and passive safety systems before driving;
3. Demonstrate effective observations, anticipation and planning to ensure that hazards are recognised and safe driving is maintained;
4. Steer the vehicle accurately in order to maintain it on a safe and appropriate course;
5. Safely and accurately control the vehicle through appropriate use of the accelerator, brakes, gears and clutch;
6. Drive according to the conditions and circumstances in a manner which minimises the risk of loss of control;
7. Approach and negotiate corners safely;
8. Position the vehicle safely, relative to the attendant circumstances;
9. Make appropriate use of signals and respond correctly to those given by others;
10. Make sound judgements in relation to selection of locations for performance of parking and manoeuvring the vehicle and understand the benefits of acquiring assistance before completing difficult manoeuvres;
11. Reverse, manoeuvre and park the vehicle safely in all circumstances;
12. Have a working knowledge of the '[Highway Code](#)'.

## ***Appendix B - Assessment and Risks - Practical Advice***

In addition to conducting a basic evaluation to ensure that the person intending to undertake work related driving meets the legal requirements and that they understand what is expected of them, the Assessment Meeting is an opportunity for promoting and managing work related road safety through the provision of some practical advice.

Below is a list of factors which a person should consider before undertaking work related driving; the list is not exhaustive, but rather a guide.

- Is the journey necessary – can the activity / object of the journey be carried out in a different way e.g. meeting by telephone or video conference;
- If the journey is necessary – is there an alternative, suitable mode of transport;
- If the journey is to be undertaken in a motor vehicle - are the legal criteria met – driving documents requirements;
- Consider the journey factors – time / distance / weather conditions - can the driving be shared otherwise take regular breaks from driving and split the journey with stopovers to avoid driving excessive hours in a day;
- Is the driver competent and capable to undertake the journey – do they have any health issues;
- Is the driver competent and capable – have they received appropriate training / instruction;
- Remember to check the condition / roadworthiness / serviceability of the vehicle;
- Is the vehicle suitable for the journey being undertaken – avoid overloading – ensure any equipment / load is suitably secured and any protective measures are factored in;
- Has the journey been authorised.

Drivers are advised that the CNC has no responsibility or liability when a privately owned vehicle, being used on CNC business / for worked related driving, breaks down and requires recovery or repair. This could result in inconvenience, affect personal safety or result in the driver incurring large costs if the driver does not have appropriate cover for vehicle breakdown / vehicle recovery / roadside assistance (e.g. AA / RAC etc.).

## ***Appendix C – Guidance on the stopping of another vehicle by a Basic Level Authorised Police Driver***

The stopping of another vehicle by a police driver can be an extremely hazardous activity. For this reason, Standard Response and Advanced Level authorised police drivers will have received training to equip them with the knowledge, understanding, skills and ability to safely conduct a stop of another vehicle being driven. Their authorisation authorises them to stop a vehicle in compliance with their driver training; they must not carry out vehicle stopping tactics for which they have not been trained.

This appendix has been formulated in line with legislation, regulations and national guidance documents issued by the [College of Policing \(CoP\) - Authorised Professional Practice \(APP\) – Road Policing](#) and the CoP Driver Training Learning Programme. It contains more comprehensive guidance to supplement the main policy and procedure document; in particular the section on [Restrictions and Exemptions Including Pursuit](#).

The aims of this appendix are to:-

- provide greater clarity as to considerations and requirements in relation to the stopping of vehicles by CNC officers when driving a vehicle;
- ensure, as far as reasonably practicable, the stopping of vehicles is carried out safely, legally and with due regard to other road users.

This appendix is intended to provide direction to Basic Level authorised police drivers and to reinforce the training received by other police drivers.

With the exception of the limited circumstances contained in Driving including Pursuit Policy a Basic Level authorised police driver may conduct a stop of another vehicle that is being driven, subject to the instruction and guidance contained in this policy and procedure document together with that contained in this Appendix.

A police driver may be required to justify their action of stopping another vehicle. In addition to justification, the action needs to be lawful, necessary and accountable. Good practice therefore is to use the National Decision Model before taking the action by giving due consideration to the CNC Mission and the Code of Ethics > any information and intelligence > threat and risk assessment > relevant powers and policies > options and contingencies.

When a CNC Basic Level authorised police driver wishes to stop a vehicle they:-

- must be in police uniform and, if conducting a stop from a vehicle, that vehicle must be clearly marked as a police vehicle;
- must consider the suitability of the location of the intended stop (the [Highway Code](#) contains good advice and guidance about stopping of vehicles);
- must consider their own safety, the safety of the occupants of the other vehicle and other persons who may be affected by the action being taken;
- must **not** exceed a speed limit and may **not** utilise emergency exemptions (see [Restrictions and Exemptions Including Pursuit](#)) in order to make ground on a vehicle prior to stopping it;

- are only to carry out **compliant** stops (i.e. where the driver of the other vehicle appears to be complying / prepared to stop for police); *If dangerous or erratic driving is involved then the Basic Level driver should not follow but stop and pass on the details via the FIM to the host force to action.*
- are initially only to use head lights (flashing) and indicators in order to indicate to the driver of a moving vehicle that they require that vehicle to stop (current actions as per national driving manual). If the vehicle fails to stop after a reasonable time, or if the CNC officer considers it reasonable and necessary in order to alert the driver of that vehicle to the CNC presence, the use of blue lights may be authorised when that vehicle is NOT engaged in dangerous or erratic driving (such as speeding or overtaking manoeuvres).
- must, before attempting to stop the vehicle, notify the CCC of the circumstances, location etc., and comply with any instructions from the FIM; once the vehicle stops then the Basic Level driver will leave on the blue lights to protect the stationary vehicles and the scene of the stop.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

IS THE POLICY:  New  Revised

**IF REVISED, PLEASE COMPLETE TABLE BELOW**

| VERSION NO | DATE    | SUMMARY OF CHANGES   | AUTHOR(S) |
|------------|---------|--|-----------|
| Version 3  | 01/2016 | Reviewed – changes made to take account of:- <ul style="list-style-type: none"> <li>• New format for combined policy and procedure and change from GPMS to GSC</li> <li>• Inclusion of Pursuit and a subsection and Appendix C for Stopping of Vehicles</li> <li>• changes in the CNC departmental structure</li> <li>• abolition of the paper counterpart to the photo card driving licence // no requirement to take or retain copies driving documentation // no central database for recording driving documentation – only a Unit / Departmental database</li> <li>• no requirement to display a Vehicle Excise Licence disc</li> <li>• removal of subsection on Transportation of Enhanced Chemical Agent Monitor (ECAMs)</li> </ul> |           |
| Version 4  | 05/2016 | Amendment to Appendix 'C' to include circumstances in which a Basic Level driver may use blue flashing lights to indicate the requirement to stop a vehicle  |           |
| Version 5  | 06/2016 | Minor change to section - Basic Level Driver Authorisation (page 4) to reflect change mention in V4 with inclusion of Appendix C   |           |

Approved by

\_\_\_\_\_  
Approver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policy Owner

\_\_\_\_\_  
Date

**DATE POLICY IMPLEMENTED:**

**REVIEW DATE:**

# Contents

- POLICY STATEMENT ..... 1**
- SCOPE..... 1**
- AIMS OF THE POLICY / PROCEDURE ..... 1**
- DEFINITIONS..... 1**
  - Work Related Driving ..... 1
  - Blameworthy Driving Incident..... 2
  - Pursuit..... 2
- DRIVING STANDARDS ..... 2**
  - Legal Duty ..... 2
  - Driver - Medical Requirements and Occupational Health..... 2
  - Driver - Eyesight Standards and Testing..... 3
  - Driver authorisation - General Driver Requirements..... 3
  - Basic Level Driver Authorisation ..... 4
  - Standard Response Level Authorisation ..... 5
  - Advanced Level Authorisation ..... 5
  - Authorisation Periods ..... 5
- DRIVING ASSESSMENTS..... 6**
  - Basic Level Authorisation Assessment..... 6
  - Failing to reach the required competency standard / Non Authorisation ..... 7
  - Standard Response and Advanced Level Authorisations..... 7
- DOCUMENTATION AND RECORDS ..... 8**
  - Maintenance of Driver Records ..... 8
  - Frequency of Document Checks ..... 8
  - Driving Licence..... 8
  - Insurance ..... 9
  - Vehicle Test Certificate ..... 9
  - Vehicle Taxation..... 9
- DRIVING – RESTRICTIONS AND EXEMPTIONS INCLUDING PURSUIT..... 10**
  - Restrictions - General..... 10
  - Highway Code..... 10
  - Exemptions – Speed ..... 10
  - Exemptions - Red Traffic Lights ..... 10
  - Exemptions - Keep Left (Right) ..... 10
  - Exemptions and Restrictions – Authorisation Levels..... 11
  - Restrictions – Stopping of Vehicles ..... 11
  - Restrictions – Pursuit Driving ..... 11
  - Exemptions – Action to be taken ..... 12
- DRIVING SAFETY AND OTHER CONSIDERATIONS..... 12**
  - Reporting of vehicle collisions ..... 12
  - Seat Belts..... 12
  - Mobile Telephones ..... 13
  - Airwave Radios ..... 13
  - Smoking ..... 13
  - Reversing..... 13
  - Fatigue ..... 13
  - Drink & Drugs / Fitness to Drive ..... 13
  - Severe Weather Driving ..... 14
  - Transportation of weapons and ammunition ..... 14

|  |           |
|--|-----------|
| Carrying of Non-Police Passengers in Police Vehicles .....   | 14        |
| <b>RESPONSIBILITIES .....</b>  | <b>14</b> |
| All Personnel .....  | 14        |
| Line Managers / Supervisors.....   | 14        |
| Policy and Assurance Department .....  | 14        |
| Health, Safety and Environment (HS&E) Manager.....   | 15        |
| Training, Learning and Development (TLD) and Centre for Learning and<br>Development (CLD).....             | 15        |
| Professional Standards .....   | 15        |
| <b>HUMAN RIGHTS AND EQUALITY .....</b>   | <b>15</b> |
| <b>REFERENCES AND OTHER RELATED DOCUMENTS.....</b>   | <b>15</b> |
| <b>RECORDS.....</b>  | <b>16</b> |
| Appendix A - Driving Skills - Performance Criteria .....   | 17        |
| Appendix B - Assessment and Risks - Practical Advice .....   | 18        |
| Appendix C – Guidance on the stopping of another vehicle by a Basic Level<br>Authorised Police Driver..... | 19        |





# Provision of Uniform, Other Clothing, Equipment, and Associated Requirements

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## Policy

The CNC, as an employer, has a legal duty, as far as reasonably practicable, to ensure the health, safety and welfare of their employees and of other persons when carrying out work related activities on behalf of the CNC or when on premises which are controlled by the CNC.

To meet these obligations the CNC will ensure, as far as reasonably practicable, that these activities / premises are assessed for working requirements and risk factors and introduce appropriate control measures for the elimination of identified risks. Where risks cannot be eliminated, the CNC will provide suitable work clothing / equipment / other measures, as appropriate, to reduce the risk to a level which is “as low as reasonably practicable”.

The CNC, in its determination to maintain and portray a professional image at all times, accepts the College of Policing (CoP) published document [Appearance Standards National Guidance](#) in its entirety. In responding to any issues that may arise concerning standards of dress and appearance, the Head of Operational Support and Development (OSD) (Capability Division) reserves the right to make determinations within the spirit of the national guidance, drawing upon appropriate advice from HR and the Police Federation / Staff Association.

## Aims and Scope

### *Aims and Scope*

This policy and procedure applies to all Police Officers and Police Staff. It provides guidance to line managers / supervisors in relation to: -

- the process for selection, approval, procurement and training for clothing and work equipment<sup>1</sup>; giving due regard to diversity issues and the task / role to be performed;
- the issue, retention and return, wearing / use / carriage, care and maintenance of uniform / other clothing and work equipment which has been provided by the CNC.

Where items are specific to CNC because of site and regulatory requirements, this policy and procedure aims to reflect the CoP [Appearance Standards National Guidance](#).

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<sup>1</sup> There is a separate procedure [CNC Owned Vehicles and Other Vehicles used for CNC Purposes](#) for vehicle related equipment

## Health and Safety / Legal / Regulatory Requirements

### *Definitions*

“Work equipment” means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not); this includes Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE).

PPE is all equipment (including clothing affording protection against the weather) which: -

- is intended to be worn or held by a person at work; and
- is designed to eliminate or reduce the risks that may be present which have the potential for injuries to be caused to persons whilst performing work related activities; and
- protects them against one or more risks to their health or safety.

Examples of PPE are: - safety helmets, gloves, eye protection, hearing protection, high visibility clothing and safety footwear.

**N.B.** *PPE is a last resort and should only be provided where the risk cannot be removed or controlled adequately by other means which are equally or more effective.*

RPE is a particular type of PPE designed to protect the wearer against inhalations of hazardous substances in workplace air. RPE is divided into two main types: -

- Respirator (filtering device) – used to remove / filter contaminants in the air. They should never be used for protection in situations with reduced oxygen levels.
- Breathing Apparatus (BA) – providing a supply of breathing quality air from an independent source (i.e. air cylinder or air compressor).

### *Legal requirement*

There are a number of Acts of Parliament, Regulations and national guidance documents which are applicable to work equipment (see [References Material](#) for a list of the main ones relevant to the CNC).

### *Compliance*

CNC Police Officers, Police Staff and any other persons carrying out CNC work related activities are required, as far as reasonably practicable (even where the Police are exempt from certain aspects relating to work equipment or where there may be a conflict between the exercise of Police powers and the duty to ensure that suitable work equipment is provided to employees), to comply with the laws, regulations and recommendations in respect of work equipment.

### *Diversity*

The CNC is committed to ensuring that, as far as reasonably practicable, the diverse needs of all staff are met in terms of religious and / or cultural observance. Police Officers / Staff wishing to wear clothes or items of jewellery relating to their religious or culture needs will be allowed to do so provided that they do not conflict with or compromise operational delivery or create unnecessary health and safety (H&S)

risks. The CNC will respond sensitively to any issues or problems relating to uniform, other clothing and equipment, and work together with individuals to establish the most positive and practical way to address their requirements.

## **Provision of Uniform / Clothing / Equipment**

### ***General Requirements***

All activities being performed by Police Officers / Staff must be risk assessed and appropriate control measure applied where necessary; this includes the provision of clothing to be worn / equipment to be use.

In addition to H&S and legal requirements, there may be role specific / operational / site requirements or national standards identified for items of clothing / equipment to be provided for certain roles / activities to be performed.

All uniform clothing, other clothing and equipment issued by the CNC remains the property of the CNPA<sup>2</sup>. Where work equipment is personal issue, the individual responsible should not allow another to use it.

Persons to whom clothing and equipment is issued have a responsibility to act as its custodian throughout the period of appointment. This includes regular inspection of the clothing and equipment. Best practice is inspection on every occasion before wearing / using to ensure it is still fit for purpose and, if necessary, arrange replacement thereby enabling the individual to portray a professional image.

Only CNC issued / approved clothing / equipment is to be worn / carried / used by Police Officers / Staff (i.e. items which have not been authorised or which have been previously authorised but which have been withdrawn / superseded / replaced are not to be worn / used). The wearing and care of clothing must accord with any training provided, manufacturer's instructions, or as set out in this procedure.

The Chief Constable may authorise the wearing of non-standard items of uniform / insignia for officers participating in a specific event / on specific occasions and limited to the duration of that specific event or key dates e.g. the wearing of rainbow epaulettes when attending an LGBT Pride event.

No alterations or modifications should be made to clothing and equipment (other than adjusting size and fit in line with instructions) unless approved by the Clothing and Equipment Working Group (C&EWG). Unauthorised alterations / modifications can invalidate warranties and reduce the protective qualities / effectiveness of a garment or piece of equipment.

Equipment usually comes with a user manual. Users should only operate the equipment, carry out inspections and maintenance in accordance with the manual and any training provided.

Where there is a requirement for specific clothing / equipment to be worn / used for a specific role / activity, it should not be worn / used as a matter of course for other roles / activities.

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<sup>2</sup> Where an employer provides clothing to employees, it can be deemed a benefit in kind and therefore a taxable liability on the employee if it is used other than for work related activity

## ***Governance***

The CNC has a C&EWG which is responsible for the provision of the CNC's clothing and equipment requirements as approved by the Strategic Lead, ensuring, as far as reasonably practicable, that it: -

- meets the intended operational or role requirement;
- is compliant with current H&S and statutory requirements
- is appropriately risk assessed, evaluated and deemed to be fit for its intended purpose;
- is in keeping with the CNC's corporate image;
- is appropriate to the needs of a diverse workforce.

Proposals for a new / variation in requirement for clothing / equipment should initially be submitted on a completed [Clothing and Equipment Proposal / Recommendation Form](#) to the Chief Inspector – Clothing and Equipment (CI-C&E) who will consider the merits of the requirement. The CI-C&E may request additional information / research to be carried out prior to referral to the C&EWG.

The C&EWG will assess and decide on the appropriateness of the proposal and either: -

- approve or reject the proposal;
- require additional work to be carried out (e.g. by setting up a dedicated project team);
- obtain expert advice / assistance (e.g. from the Capability Division / Firearms Training Unit / H&S Department / external sources such as the Defence Science and Technology Laboratory<sup>3</sup> [Dstl] or other professional consultancy).

If approved by the C&EWG a proposal will be progressed to the Strategic Lead for assurance and approval; this may also require the submission of a Business Case for approval by the Executive Team.

Once approval is granted, the CI-C&E will progress / manage the procurement through the Procurement and Contracts Department; this may be subject to a Tender process or a Framework Contract (see also [Procurement Procedure](#)).

The CNC Procurement Department is responsible for ensuring the effective and efficient stores managed service provision and has contracted the Cooneen Group (CG [see [below](#)]), to deliver this service. The CNC Procurement Dept. is the main point of contact for the CG.

The distribution of clothing / equipment will usually be through the CG; alternatively, the CI-C&E will advise as to the appropriate distribution route.

### ***Managed Service – (Cooneen Group - Clothing Store)***

The CG has contracted with the CNC to provide a managed service for the storage, issue, distribution, return and disposal of CNC approved clothing and equipment. The CG will provide secure storage facilities (Clothing Store) and maintain sufficient stock, as agreed with CNC (Procurement Dept.), of specified clothing and equipment

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<sup>3</sup> Formerly the Centre for Applied Science and Technology (CAST)

to enable the provision of effective, efficient and timely issue of items to CNC employees within agreed timescales<sup>4</sup>.

### ***Procurement***

The CG will procure clothing / equipment from CNC contracted / approved suppliers and store it. The clothing / equipment remains the property of the CG until it is issued to a CNC employee in accordance with the agreed process.

The CNC (Procurement Dept.) has provided the CG with lists of the clothing and equipment entitlement for each role requirement.

The CNC (Procurement Dept.) will provide the CG with details of CNC employees, their issue entitlement and updates of any changes to these – (see [Appendix 'A'](#) for basic issue / entitlement and minimum expected life cycle). The CG will maintain a record for each CNC employees and details of all clothing / equipment issued to them.

The CG will provide an electronic self-service system enabling employees / unit administrators, to order clothing / equipment through an on-line ordering tool with user name and password access.

The CG will provide the CNC (Procurement Dept.) with a monthly record / account of clothing / equipment issued to CNC employees.

### ***Issue and Training***

All work equipment, should be provided with appropriate and relevant information / instruction / training for its use. The CNC will determine the level of training required for using particular items of clothing / equipment and how such training should be delivered, taking into consideration any manufacturer's instructions and should include: -

- the risks which the work equipment is designed to avoid or limit;
- the manner in which the work equipment operates and how it should be used;
- the carrying out of a dynamic risk assessment;
- the requirement for, and frequency of, inspections including checks to be made prior to or after use;
- any action that the user should take, including manner of storage, to keep the work equipment in good working order;
- records to be kept and details of the appropriate process for replacement, including expected shelf-life / period of usage.

Police Officers recruited to the CNC will be issued with the baseline uniform, clothing and equipment (see [Appendix 'A'](#)) in their first week of employment; this is managed through the Centre for Learning and Development (CLD). Subsequent issue is to be managed on a departmental / Unit level. Supervisors are to be proactive in ensuring their officers / staff apply for replacement items where required and not just because the expected life cycle date has been reached.

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<sup>4</sup> Stores will normally dispatch items within 1 week of receiving the order

Police Officers will not be issued with self-defence and restraint equipment (i.e. baton, incapacitant spray, restraints) unless they have completed the approved training package and been certified as competent in the use of such equipment (annual refresher training is required). The batons have serial numbers for record control.

Incapacitant spray is issued from the Firearms Training Unit (FTU). It is a “section 5 firearm” which will only be issued to a Police Officer who has completed the accredited training. Incapacitant spray canisters have serial numbers for record control.

Once work equipment has been approved for use, it is a line manager / supervisor responsibility to ensure that that Police Officers / Staff are provided with the appropriate items that they may require to carry out the work-related activities.

Line managers, supervisors and persons to whom clothing / equipment has been issued, all have a duty to ensure that only items which have been approved / provided by the CNC are worn / used and stored in accordance with manufacturers' instructions / CNC instructions / any training provided.

Where there is a role requirement for additional items of uniform / clothing / equipment, the Officer's line manager is required to inform the Procurement Dept. who will notify the CG to update their record of the employee's entitlement.

Other than initial recruit issue, new or replacement uniform / clothing / equipment is to be requested via the on-line ordering system. The on-line ordering system will allow employees to submit orders for uniform / clothing / equipment to which they are entitled, subject to the entitlement criteria being met<sup>5</sup>, by way of self-service on-line ordering<sup>6</sup>.

Where the request for clothing / equipment falls outside of the employee's entitlement or there is a discrepancy between the request and the details contained in the on-line record of entitlement, the system will forward the request to the employee's authorising officer for approval<sup>7</sup>.

Where a request is for replacement of an item which has been lost or damaged, the request should contain an explanation as to how the loss or damage occurred. If the item is believed to have been stolen, the matter should also be reported to the CNC Security Department and to the local police.

The Clothing Store will action correctly submitted requests by updating their records and despatching the requested item(s) with a notice of issue and receipt.

### ***Carriage of equipment***

Consideration must be given to the weight of equipment carried on the clothing to avoid muscular-skeletal injuries and to the mode of carriage for accessibility.

Only the issue belt should be worn (braces are not permitted) to which the pistol holster can be attached by clipping on to belt loops.

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<sup>5</sup> Entitlement criteria are: - role assigned, quantity requested, earliest replacement date

<sup>6</sup> Currently ordering can only be carried out by Super Users at each site

<sup>7</sup> The authorising officer will normally be the employee's OUC or HoD

The following items of equipment should, subject to appropriate training and authorisation, be carried on the molle body armour by operational Police Officers when engaged in their duties: -

- 8 pouches / holders with contents (D13 / PAVA incapacitant / G36 Mag / Glock Mag / Airwave Radio / Tri-Fold or other approved restraint / Baton / Taser)
- dosimetry badge / personal air sampler (when working in radiological controlled areas);

### ***Care and Maintenance***

Uniform / clothing has laundry labelling ([Appendix 'B'](#) contains a chart of laundry symbols) which should be followed for the proper care and treatment of garments.

Line Managers / Supervisors should, through regular inspection (at a minimum of quarterly intervals), ensure that work equipment issued to Police Officers / Staff is still fit for purpose, that it is being worn / used in the correct manner, that any inspection schedules are adhered to and that records of checks are completed and retained for inspection.

Any damage / defects / loss of uniform, other clothing or equipment or where for any other reason replacement is required (e.g. single use equipment) should be reported to the line manager and replacements arranged / provided.

Uniform / clothing which becomes ill-fitting or shows signs of wear and tear should be exchanged. Individuals requiring replacement items should either apply for it via the on-line ordering system or submit an application, authorised by their Line Manager, to the Clothing Store.

### ***Replacement / Exchanges / Returns***

Upon receipt of the item(s) from Clothing Store, the employee is required to sign the receipt and return the receipt to the Clothing Store. Where the item is a replacement issue, unless the item has previously been reported lost, destroyed or stolen, the replaced item must be returned together with a completed [Garment Returns Form](#) to the Clothing Store for disposal.

Where an item is received from the Clothing Store which is not suitable (e.g. it is the wrong size or has a defect) and needs to be exchanged, it should be returned to the Clothing Store together with form [Garment Returns Form](#).

***N.B.*** *Where the item is deemed unsuitable because of an error in the request made, the CG is entitled to charge the CNC for any additional costs incurred (e.g. additional transport costs) – these will be passed to the Unit / Department.*

Cooneen provide addressed sacks for returned items.

***N.B.*** *Cooneen make a standard charge for each returned sack irrespective of the number of items being returned therefore, where possible, Units should endeavour to maximise the contents of each returned sack.*

### ***Disposal***

Role specific uniform / equipment must be returned to the Clothing Store when the person to whom it was issued no longer performs that role.

When an Officer / member of Police Staff leaves the CNC, their line manager is responsible for ensuring that any issued clothing and equipment is returned. The CNC reserves the right to make a charge for non-returned items.

The Clothing Store will dispose of returned items as agreed with the CNC (Procurement Dept.).

### ***Clothing and Equipment not issued by the Clothing Store***

Operational Unit Commanders (OUCs) and Heads of Department (HoD) have authority to incur expenditure within their agreed budgets and in compliance with the CNC procurement procedures. In order to maintain a corporate approach to procurement of clothing and equipment, any requests for items which have not been approved by the Strategic Lead should be referred in the first instance to the CI-C&E for consideration.

### ***Uniform and Clothing – General Principles***

There should be no mixing / matching of uniform styles. Some duties may require different standards of dress, which may be authorised at a supervisor's discretion for the period of that duty.

Only black trousers are to be worn with any CNC issued black tops which have any form of police markings / crest (jeans or non-black trousers are not acceptable).

Police Officers should not wear / use items of uniform / equipment when off duty except that they may wear items of uniform in a discreet manner (e.g. with insignia left off or worn under a civilian jacket – generally referred to as wearing half blues) when travelling to and from their place of duty; in the event of specific intelligence / threat levels, Officers may be directed not to wear uniform when travelling to or from their place of work.

Officers should not knowingly allow unauthorised persons access to / use of such items of uniform or equipment.

### ***Base-line Uniform***

All Uniformed Police Officers, whether deployed operationally to front line duties or not, will wear the base-line uniform except where otherwise indicated within this procedure. The base-line uniform consists of: -

- black under body armour combat (UBAC) shirt ([see Shirts](#));
- black cargo trousers with belt;
- black footwear ([see Footwear](#));
- badges of rank ([see Badges of Rank](#))

In addition to the base-line uniform, every Police Officer deployed operationally to front line duties will wear the appropriate PPE and other CNC issued operational equipment in accordance with instructions / training, operational environment / circumstances and weather conditions. Additional items to be worn may include: -

- headwear ([see Headgear](#))
- outer jacket(s) (as protection against the elements / site or role requirements – see also subsection [site requirements](#) & [Personal Protective Equipment](#) );
- gloves ([see Gloves](#));



- ballistic body armour (with molle style cover -see also Appendices [‘D’](#)).

Operational Police Officers engaged in uniformed duties indoors are exempt from wearing body armour and accoutrements (subject to local risk assessment). These Officers shall ensure they have access to the uniform / equipment at all times whilst at work (see [Carriage of Equipment](#)).

Police Officers attending external training courses, conferences or on secondment will wear base-line uniform or clothing appropriate to the dress code of the organisation they are attending (see [Policy](#)).

### ***Police Officers in Specialist Posts or carrying out Specialist Activities***

Police Officers may be provided with alternative clothing in order to perform specific duties / tasks where the wearing of uniform is not appropriate / desirable. On occasions when it is appropriate for Officers to wear their own clothing, this should conform to the standards set out in this section of this procedure document, unless to do so could adversely affect the Officer's ability to carry out that role (e.g. covert surveillance).

Uniformed Police Officers employed in specialist posts / branches (e.g. Dynamic Search [DS], Intervention Recovery Team [IRT], Strategic Escort Group [SEG], Firearms Instructors) will only use officially issued / authorised specialist clothing / equipment provided for that role when performing that role; at all other times, except as otherwise detailed in this procedure, the baseline uniform / equipment will be worn / carried / used ([see Baseline Uniform](#)).

Role specific uniform / equipment must be returned to the Clothing Store when the person to whom it was issued no longer performs that role.

Where a requirement is site specific, the OUC is responsible for ensuring local procedures are documented (see also [CNC or Site Specific and Miscellaneous Requirements](#)).

### ***Dress Uniform***

Dress uniform (also referred to as N<sup>o</sup> 1 uniform) will no longer be provided as standard issue except to Police Officers of Superintendent rank and above and to Police Officers performing certain specified roles (e.g. Staff Officers). Officers already in possession of a dress uniform will be permitted to retain it and wear it in accordance with this Procedure.

Dress uniform consists of: -

- white shirt and epaulettes;
- black tie / chequered cravat;
- black woollen trousers / skirt;
- black tunic.

Dress uniform may be worn by Police Officers attending graduation ceremonies / parades and other ceremonial / formal occasions as directed by the Chief Constable, or as business attire when carrying out HQ-based roles.

A Chief Inspector or above may, if appropriate, authorise a Police Officer to wear dress uniform when attending meetings with other Police Forces, Agencies, stakeholders or with members of the community.

Officers who do not possess a dress uniform will be able to obtain it on a temporary basis by applying to the Clothing Store; it must be returned to the Clothing Store following the event for which it was required.

### ***Badges of Rank***

The correct authorised badges of rank / identification (including warrant number) / insignia must be worn on the outermost garment so as to be visible at all times. All personnel, whether performing acting duties or on temporary promotion, shall ensure they wear the corresponding insignia throughout the relevant period.

### ***Maternity***

There are additional H&S considerations for female operational Police Officers who are pregnant; a risk assessment must be conducted to include practicalities / appropriateness of wearing uniform and the role being performed. The OUC / HoD will agree with the Officer the role and clothing to be worn for that role. The CNC will provide maternity wear (trousers, shirts and cardigans) if requested; these can be ordered via Cooneen at Work Ltd (N.B. these are not held in stock and have to be ordered, therefore there will be a slightly longer wait from time of ordering to receipt).

### ***Police Staff***

The CNC does not issue a uniform or clothing or equipment to Police Staff as a matter of course. The CNC will arrange the provision of any clothing / equipment (e.g. high visibility jacket, hard hat, safety boots, overalls) for any role / activity where a legal, H&S, operational or site requirement is identified (see also [General Requirements](#)).

Police staff not wearing uniforms, should dress appropriately to the role they are performing; clothing should be modest, clean and tidy to promote a favourable impression of the CNC. Jeans are not acceptable, unless they are appropriate to the role being performed (e.g. office moves – although consideration should be given to requesting overalls or other suitable clothing from the Clothing Store).

### ***Court attendance***

Police Officers who work in a uniform role are to wear police uniform when attending Court in an official police capacity; other Police Officers / Staff attending Court in an official role are to wear smart formal attire (e.g. lounge / business suit / smart dress / clothing as appropriate).

## **Removal of Work Equipment from the Workplace**

### ***General***

The unauthorised possession of certain items of work equipment (e.g. baton and incapacitant spray) could amount to the commission of a criminal offence.

Work equipment must not be taken away from the place of work (except for training – see below) without prior authorisation from a line manager or OUC for which a written record should be made, including any conditions pertaining to the removal.

Police Officers or Police Staff who require work equipment for training purposes may remove such items only as detailed in any course joining instructions, from their normal place of work without the authorisation (as above). Such removal from the workplace should only be for as long as is required for the training purposes.

Where work equipment is carried, or stored away from approved police premises / lockers, then appropriate care must be taken to safeguard its security (e.g. it should not be left in a vehicle overnight).

When work equipment is being carried, or stored away from approved police premises / lockers, the individual concerned is responsible for dynamically assessing the work equipment to ensure it can be safely lifted (including in and out of vehicles) and carried. If necessary, the work equipment may need to be separated into smaller packages (Link to [Procedure for on Manual Handling](#))

### ***Work Equipment Stored away from the Workplace.***

The CNC may, in certain circumstances for expediency and the exigencies of duty, grant approval to individual Police Officers or, if applicable, Police Staff performing certain roles / functions to have certain items of work equipment available to them somewhere other than their normal place of work (e.g. their home address). Any such approval must be in writing and must be subject to a H&S risk assessment, a security risk assessment and, where necessary, suitable storage facilities provided. Any authority granted under this paragraph must be reviewed at least once every 12 months and whenever the Police Officer's or Police Staff person's role / function changes.

## **Appearance Standards**

### ***Overriding Principles***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Supervisors***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Hair***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Facial Hair***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

Police Officers who have received the appropriate training, and may be required to use a respirator or other type of breathing apparatus in emergencies or during a Chemical, Biological, Radiological, Nuclear (CBRN) incident, must comply with the principle contained in the '[Respiratory Protective Equipment \(Facial Hair\) Policy](#)' which states " *Officers who are required to wear respirators and other types of breathing apparatus during the course of their duties must, so far as is reasonably*

*practicable, maintain that part of the face which may affect the reflex seal, free from hair in order for the PPE to make an airtight seal with the face”.*

### ***Tattoos***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Jewellery and Tie Pins***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Body Piercing***

Police Officers / Staff are advised not to wear jewellery in any body piercings (including the ears and tongue) that are visible when clothed and should be aware of the associated risk of injury. Nose piercing items of jewellery may only be worn as an indicator of marital status on cultural or religious grounds and must be discreet. The CNC will not be held responsible for damage to the item or injury if such could have reasonably been avoided by the individual not wearing the item.

Visible (when clothed) stretched body piercings are not permitted as they are considered to be incompatible with the professional image that the CNC wants to portray.

### ***Footwear***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Makeup***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Headgear***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

The type of headwear to be worn will be dictated by the hazards presented by the activity being undertaken and will be based on a threat and risk assessment for that role or activity (e.g. ballistic helmets are to be worn by “match” and “overmatch” Officers and during Level 3 & 4 deployments (see [Terrorist, Major and Critical Incident Management & Command](#) and [Mode of Carriage](#)).

All headwear is to be worn in accordance with the manufacturer’s instructions (e.g. helmet straps correctly positioned and securely fastened).

### ***Eyewear***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#) (Spectacles and Sunglasses).

Where there is a requirement for safety eyewear to be worn, this will be provided by the CNC.

### ***Ties and Cravats***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Protective Vests***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Uniform Dress Code***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Non-Uniform Dress Code***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Medals***

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

## **Warrant, Authorisation and Identification Cards**

Refer to the College of Policing (CoP) published document [Appearance Standards National Guidance](#).

### ***Carry and Display***

Officers / Staff must carry their warrant and / or site I.D. cards at all times whilst on duty / at work and display as required, appropriate to the CNPA/CNC location or Site Operator requirements.

AFOs must produce their Firearms Authorisation Card in order to be issued with any weapons and must carry this card at all times whilst on duty and carrying firearms.

### ***Issue / Replacement / Loss***

Warrant cards and any other ID cards bearing personal information (e.g. rank / grade, name or photograph) or expiry dates will be replaced on a change in rank / grade or name, or on appreciable change in appearance, or by expiry date. Old cards must be surrendered when a replacement is issued. For further details in relation to CNC Warrant and ID Cards refer to [Security, Application and Use of Warrant Cards etc.](#)

The loss / theft of a CNC Pass / Warrant / Firearms Authorisation Card must be reported immediately such a loss is discovered. The report should be made to the Command and Control Centre (CCC) on [REDACTED] (for appropriate circulation). The individual should also submit a Loss Report for CNC Warrant and Identity Cards.

## ***Suspended Personnel***

Suspended personnel will be required to surrender their CNC Pass / Warrant / Firearms Authorisation Card and site identity cards (as appropriate to position) upon demand.

## **CNC or Site Specific and Miscellaneous Requirements**

### ***Site Requirements***

Police Officers / Staff are to comply with any Site requirements in relation to wearing of any specialist clothing; footwear; high visibility clothing or PPE when carrying out duties / visiting a Site.

### ***Shirts***

The standard issue for the baseline black shirts for Police Officers / Staff working in uniform will be the long sleeved UBAC version. The rationale for this is informed by specific requirements (e.g. H&S and tactical aspects when involved in operational firearms related activities and training / site requirements for persons to have arms covered when operating in radiologically controlled areas). This applies to those working at or visiting Operational Policing Units or firearms training venues. At other times, the long-sleeved shirt may be folded up above the elbow or, if available, the short-sleeved version may be worn.

Where a mandatory or other requirement is identified for specific footwear (e.g. safety boots) to be worn by Police Officers / Staff when performing particular activities, the CNC will ensure appropriate footwear is supplied; site operators usually supply foot covering / overshoes for wear in radiologically controlled areas.

### ***Personal Protective Equipment***

The wearing of high visibility jackets is compulsory for H&S reasons when performing traffic duties or when visibility is an issue. Police Officers engaged on mobile patrol duties should have high-visibility clothing readily available. Site requirements may also apply with regard to wearing of high-visibility clothing.

The CNC provided ballistic protection body armour to operational Officers ([see Appendix 'D'](#) for information and care instructions). The prevailing threat and risk will determine how the body armour should be worn (i.e. with or without ballistic plates) (see also [Mode of Carriage](#)).

The CNC provides respirators to operational Officers ([see Appendix 'E'](#) for information and care instructions).

### ***Mobile Phones***

CNC issued mobile phones may be carried. Personal mobile phones may be carried, subject to Site rules, but as this may increase the weight loading on the individual; the decision / liability to carry a mobile phone rests with the individual concerned. Making private phone calls whilst on uniformed duty should be kept to essential calls only and must not interfere with duties being carried out or the CNC's professional image.

All mobile phones should be in discreet mode to minimise distractions and inconvenience to colleagues and members of the public. Ring tones should be

neutral and not detract from the professional image nor be frivolous. The CNC will accept no liability in respect of loss and damage to personal mobile phones carried.

### ***Gloves***

The primary role of CNC Police Officers is as Authorised Firearms Officers (AFO). The CNC will provide gloves which are suitable for this role.

For Officers requiring other specialist gloves, these will be provided by the CNC as appropriate to the task to be performed.

Officers of Inspector rank and above may be provided with brown gloves.

### ***Constabulary Name Badge***

Police Officers are provided with an official CNC name badge. This may be worn on the dress uniform tunic (or on the white shirt). The badge may also be worn when attending official meetings / functions when wearing smart formal attire (i.e. when not in uniform but in lounge / business suit smart dress / clothing)

### ***Chewing Gum***

Some members of the public find chewing while being spoken to offensive and / or disrespectful. Gum will not be chewed whilst on frontline duty. An exception is that Police Officers are permitted to use nicotine gum as part of programme to stop smoking. Police Officers using this exception should refrain from using gum when dealing with the public.

### ***Smoking***

Police Officers in uniform should not smoke (i.e. Officers should wear civilian jackets to cover police uniform or be out of public view). If Officers wear civilian jackets to cover police uniform, then firearms and other tactical equipment are not to be worn and must be properly stored according to current procedures.

## **Human Rights and Equality**

This procedure has been assessed for its impact on Human Rights and Equality and deemed to have a neutral Impact in these areas

## **Responsibilities and Records**

Roles and Responsibilities as contained within this document: -

- The CNC C&EWG
- Head of OSD
- H&S Department
- Procurement and Contracts Department
- OUCs / HoDs
- Line managers / supervisors
- Training Learning and Development Department
- All Police Officers and Police Staff
- The Cooneen Group (clothing store managed service provider)

## *Use of Force*

Where a Police Officer draws or uses their restraints, baton or incapacitant spray, they must complete and submit a [Use of Force](#) form.

## *H&S Risk Assessments, Incidents or 'Near misses'*

All Police Officers / Staff (not just managers / supervisors) and other persons carrying out work related activities on behalf of the CNC and issued with work equipment have a responsibility for the reporting of risks, incidents where injury has been caused or “near misses<sup>8</sup>” which involved the use of work equipment. All reports should be investigated and / or reported on [H&S Incident Report Form](#) to the H&S Department.

## Reference Material

In addition to the reference documents listed below, this document contains appendices and links to more detailed instructions. Policy and Procedure documents and other information may be found on [CNC intranet pages](#).

| Reference Document, Record Name, or other information   |
|---|
| <a href="#">Health and Safety at Work Act 1974</a>  |
| <a href="#">Personal Protective Equipment at Work Regulations 1992</a>                                    |
| <a href="#">Provision and Use of Work Equipment Regulations 1998</a>                                      |
| <a href="#">Construction (Head Protection) Regulations 1989</a>   |
| <a href="#">Control of Substances Hazardous to Health Regulations 2002 (as amended)</a>                   |
| <a href="#">Control of Noise at Work Regulations 2005</a>   |
| <a href="#">Firearms Act 1968</a>   |
| <a href="#">Appearance Standards Guidance Document</a> (College of Policing published national standards) |
| <a href="#">Respiratory Protective Equipment (Facial Hair) Policy</a>                                     |
| <a href="#">Health &amp; Safety General Risk Assessment and Control Procedure</a>                         |
| <a href="#">Manual Handling Procedure</a>   |
| <a href="#">Health and Safety Incident Report Form</a>  |
| <a href="#">Body Armour Policy</a>  |
| <a href="#">Terrorist, Major and Critical Incident Management &amp; Command</a>                           |
| <a href="#">Mode of Carriage</a>  |
| <a href="#">Procurement Procedure</a>   |
| <a href="#">Security, Application and Use of Warrant Cards etc. Procedure</a>                             |
| <a href="#">Application for a CNC Warrant / ID Card</a>   |
| <a href="#">Loss Report for CNC Warrant and Identity Cards</a>  |

<sup>8</sup> a “near miss” is any incident, accident or emergency which did not result in an injury



| Reference Document, Record Name, or other information  |
|--|
| <a href="#">Use of Force Form</a>  |
| <a href="#">Garment Returns Form</a>   |
| National Police Chiefs' Council and College of Policing (CoP) Manuals of Guidance and other guidance documents (various issued from time to time). |
| Reports, pocket books & the recording of information   |
| Home Office Circulars (various issued from time to time)   |
| Business Case  |
| Training Records   |
| Health and Safety Risk Assessments   |
| Local 'Safety' or 'Audit' Records retained on Unit or Department   |
| Monthly appointment checks form retained at units  |
| Individual employee entitlement records maintained by CG   |

## Review of Requirements and Further Guidance

Any other requirements or advice and guidance should be directed to the Unit Representative / OUC / relevant Department (e.g. Procurement), whichever is the most appropriate.

## Glossary of Terms, Abbreviations and Acronyms

| Abbreviation | Meaning                                |
|--------------|--|
| AFO          | Authorised Firearms Officer            |
| C&EWG        | Clothing & Equipment Working Group     |
| CI-C&E       | Chief Inspector – Clothing & Equipment |
| CNC          | Civil Nuclear Constabulary             |
| CNPA         | Civil Nuclear Police Authority         |
| HoD          | Head of Department                     |
| H&S          | Health and Safety                      |
| IRT          | Intervention Recovery Team             |
| OPU          | Operational Policing Unit              |
| OSD          | Operational Support and Development    |
| OUC          | Operational Unit Commander             |
| PPE          | Personal Protective Equipment          |
| RPE          | Respiratory Protective Equipment       |
| SEG          | Strategic Escort Group                 |

### ***Appendix 'A' - Basic Issue Uniform, Clothing & Equipment (Police Officer)***

This list contains the expected **minimum** life cycle for each item of clothing / equipment. It is accepted that items **may occasionally require earlier replacement for reasons such as defects or damage**; conversely items can last considerably longer because of low frequency usage and / or an effective care and maintenance regime.

#### **BASIC KIT LIST**

| <b>CAW Code</b>             | <b>Item</b>         | <b>Qty</b> | <b>Years</b> |
|-----------------------------|---------------------|------------|--------------|
| 19051                       | BOOTS               | 1          | 2            |
| 19098                       | CAP                 | 1          | 10           |
|                             | BOWLER              | 1          | 10           |
| 19942/19950/<br>21035/21036 | BLACK UBAC SHIRT*   | 6*         | 1*           |
| 19952/19953                 | BLACK CARGO TROUSER | 2          | 1            |
| 19224                       | FIREARMS BELT       | 1          | 5            |
| 19049/19377/<br>20479       | EPAULETTE SLIDERS   | 3 pairs    | 2            |
| 19048                       | EPAULETTES          | 4 pairs    | 2            |
| 19043                       | CAP BADGE           | 1          | Lifetime     |
| 19050                       | POCKET BOOK COVER   | 1          | Lifetime     |
|                             | WARRANT CARD HOLDER | 1          | 10           |
| 19177                       | KIT BAG             | 1          | 5            |
| 19292                       | NAME BADGE          | 1          | Lifetime     |
| 20175                       | 3 IN 1 JACKET       | 1          | 5            |

\* Initial issue of 6 shirts and 3 per annum thereafter

#### **AFO KIT LIST**

(additional to basic officer kit list)

| <b>CAW Code</b> | <b>Item</b>                                 | <b>Qty</b> | <b>Years</b>          |
|-----------------|---|------------|-----------------------|
| 19217           | FIREARMS COVERALL                           | 1          | 5                     |
| 19219           | HOLSTER                                     | 1          | 10                    |
| 19140           | PERSONAL TRAUMA PACK                        | 1          | As per<br>expiry date |
|                 | DROP LEG MOLLE RIG                          | 1          | 5                     |
|                 | PERSONAL TRAUMA POUCH                       | 1          | 10                    |
| 19197           | ACPO CAP                                    | 1          | 10                    |
| 19256           | BALLISTIC HELMET                            | 1          | 5                     |
| 19081           | RESPIRATOR (WITH/WITHOUT PRESCRIPTION LENS) | 1          | 10                    |
| 19222           | KEVLAR LANYARD                              | 1          | Lifetime              |
| 19461           | EAR DEFENDERS (PASSIVE)                     | 1          | 5                     |
| 19257           | BALLISTIC HELMET COVER                      | 1          | 10                    |
| 19071           | RESPIRATOR CANISTER                         | 2          | As per<br>expiry date |

## AFO KIT LIST

(continued)

| CAW Code | Item                                      | Qty   | Years       |
|----------|---|-------|-------------|
| 19080    | RESPIRATOR POUCH                          | 1     | 10          |
| 19438    | KNEE & ELBOW PAD SET                      | 1     | 5           |
| 19517    | BUNGIE SLING                              | 1     | 5           |
|          | BODY ARMOUR** + POUCHES                   | 1     | 10**        |
|          | RUCKSACK                                  | 1     | 10          |
|          | FIRE RETARDANT UNDERWEAR (TOP & LEGGINGS) | 1     | 2           |
|          | SAFETY GLASSES (PRESCRIPTION IF REQUIRED) | 1 (2) | 2           |
| 19516    | AFO GLOVES                                | 1     | 2           |
| 19383    | OVER TROUSERS                             | 1     | 2           |
| 19120    | HI-VIZ JACKET                             | 1     | 5           |
| 19297    | WINTER CAP                                | 1     | 5           |
| 19046    | RADIO EARPIECE                            | 1     | 1           |
| 19047    | RADIO SINGLE DOCK                         | 1     | 10          |
| 19296    | POLICE NECK WARMER                        | 1     | 5           |
| 19125    | TORCH                                     | 1     | 4           |
| 19374    | BALACLAVA                                 | 1     | 5           |
|          | TRI-FOLD CUFFS                            | 2     | As required |
|          | ASP BATON                                 | 1     | Lifetime    |
|          | ASP HOLDER                                | 1     | 10          |

\*\* Initial body armour warranty 5 years – thereafter determined by annual batch testing

# WHAT THE SYMBOLS ON YOUR LAUNDRY TAGS MEAN



**Washing Instructions**



Machine Wash, COLD



Machine Wash, WARM



Machine Wash, HOT



Machine Wash, COLD Permanent Press



Machine Wash, WARM Permanent Press



Machine Wash, HOT Permanent Press



Machine Wash, COLD Gentle Cycle



Machine Wash, WARM Gentle Cycle



Machine Wash, HOT Gentle Cycle



Hand Wash



Do Not Wash



**Bleaching Instructions**



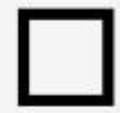
Bleach as needed  
Any bleach, like Clorox, may be safely used.



Non-chlorine Bleach as needed  
Use only a color-safe bleach, like Clorox 2.



Do Not Bleach  
No bleach product should be used including detergents with bleach - or follow bleach package test procedures to test for bleach safety.



**Drying Instructions**



Tumble Dry, NO HEAT



Tumble Dry, LOW HEAT



Tumble Dry, MEDIUM



Tumble Dry, HIGH



Tumble Dry, Permanent Press, NO HEAT



Tumble Dry, Permanent Press, LOW HEAT



Tumble Dry, Permanent Press, MEDIUM



Tumble Dry, Gentle Cycle, NO HEAT



Tumble Dry, Gentle Cycle, LOW HEAT



Tumble Dry, Gentle Cycle, MEDIUM



Do Not Tumble Dry



Line Dry



Drip Dry



Dry Flat



**Ironing Instructions**



Iron, Steam, or Dry, with LOW HEAT



Iron, Steam, or Dry, with MEDIUM HEAT



Iron, Steam, or Dry, with HIGH HEAT



Do Not Iron with Steam



Do Not Iron



**Dry cleaning Instructions**



Dry clean  
May appear with additional letters and/or lines.  
Take this item to a professional dry cleaner.



Do Not Dry clean

## *Appendix 'C' – General Care Instructions for Uniform and Equipment*

### **Care of Uniform / Clothing**

Uniforms must be kept in a clean and tidy condition at all times.

The following general information promotes the care and maintenance of clothing: -

- instructions on labels should always followed;
- garments should be hung up after wearing;
- do not wash garments that are 'dry clean only';
- using a liquid washing detergent is less likely to clog the fibres;
- turning garments inside out for washing prevents fading and reduces pilling;
- clothing should be sorted into separate loads for washing by washing method, colour and type of fabric
- wet / damp clothing should be dried out before being put away to avoid mould.

### **Contamination of Clothing**

#### **Treatment of blood or other body fluid stained clothes**

If clothing becomes contaminated with blood or other body fluid, the following course of action should be followed:

Removed clothing to be double bagged in yellow clinical waste bags, sealed and labelled. Disposal should be carried in accordance with clinical waste.

#### **Contaminated Clothing (Radioactive)**

In such cases, health physics should attend and local procedures followed.

**Always remember to wash your hands after handling contaminated items.**

**If any of the above is connected with a scene of crime or investigation, prior advice should be sought for preservation of evidence considerations.**

## Appendix 'D' – Body Armour – Information and Care Instructions

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

The body armour comes with a warranty (this essentially covers defects and compliance with standards - currently 10 years for [REDACTED], but will still provide a level of protection beyond this period. There is a system of in-service testing<sup>9</sup>, even during its warranty period, to test that it complies with standards. The CNC maintains a database to monitor the testing and life cycle of these items to inform a replacement programme.

### Fitting Instructions

1. To don – lay the jacket flat
2. Open the central zip
3. Undo the buckles
4. Don the jacket, adjust waist tab if necessary and fasten buckles to secure
5. Re zip the central zip

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

<sup>9</sup> In service testing involves the submission of a small number of sets from each manufacturer's batch for testing against the CAST standards

## Care Instructions

### Caring for your Armour - general

You are responsible for looking after your armour; do not allow others to wear it. Store it lying flat or hang it up on a hanger. Keep it in a cool dry environment out of direct sunlight. Covers should be taken off regularly and washed as detailed on label (should no label be present, seek advice from the Clothing Store).

**Repairs are not permitted on the ballistic / stab panels. If damage is noted, the panels should be returned to the Clothing Store for further inspection and possible return to supplier for repair.**

### Wash Care Instructions for Carrier

- Remove all protective armour panels from the carrier
- Ensure that hook and pile fasteners and zips are in closed position during wash cycle
- Automatic machine – see wash instructions on the carrier label



- This product can be washed at 40<sup>0</sup>C. Household detergents can be used in accordance with the manufacturer's instructions
- Do not use bleach - Do not dry clean
- Carrier may be tumble dried at medium temperature setting or may be line dried
- Carrier must be completely dry before inserting panels or inserts

**It is the responsibility of the wearer to adhere to the above conditions to ensure longevity of the carrier**

## Care Instructions for Armour and Plates

- Wipe over by hand using a soft sponge cloth and a mild detergent with warm water
- Do not immerse panel in water
- Do not use bleach or starch
- Do not machine wash
- Do not line dry, dry clean or tumble dry
- To provide the full level of protection all panels and plates must be fitted into the carrier correctly

## Storage Instructions

- Panels and plates must not be exposed to direct sunlight
- Panels must be stored flat or hung up
- Keep panels and plates away from heat, e.g. heating pipes, radiators etc.
- Plates must be stored under room conditions 10<sup>0</sup> C - 30<sup>0</sup> C
- Plates can be stored vertically or stacked horizontally up to a total of 10
- It is critical that the armour panels and plates are assembled into the carrier with the body side label facing the body

## Inspection Procedure

On every occasion when the panels are removed from the covers, they should be checked for any damage. Damage can be: -

- Rips, tears, slashes or abrasive damage to the outer armour cover exposing the inner protective layers
- Damage to armour panels as a result of ballistic attack or stabbing

If detected, this should be reported immediately to the relevant authorities, the armour panels should then be removed from service as the protection levels could be compromised; failure to do so will invalidate the warranty and product liability insurance.

In the event of any damage being found, no unauthorised in-house repairs should be carried out as this will invalidate the warranty and product liability insurance



## ***Appendix E – Respirators – Cleaning and Maintenance***

### **Respirators**

#### **General**

By law Respiratory Protective Equipment (RPE) used at work must:

- Be adequate and provide the wearer with effective protection.
- Be suitable for the intended use.
- Be 'CE' marked.
- Be selected, used and maintained by properly trained people.
- Be correctly maintained, examined and tested.
- Be correctly stored.

In addition, records of selection, maintenance and testing are to be kept.

#### **Personal Serviceability Check**

It is the responsibility of every Officer who is issued with an respirator to ensure that it is kept in a serviceable condition and that they are confident in the fit of the respirator. Should an Officer find that there is damage or wear to the respirator, or that the seal around the face is not adequate, they must bring the matter to the attention of their Supervisor who will arrange for a replacement.

Every Officer should carry out a positive and negative pressure test and complete the respirator maintenance procedures as described on a monthly basis. This will be recorded as a Respirator "Personal Serviceability Check" on the unit Monthly Appointments Check Sheet. The Supervisor who is responsible for checking the Officer's appointments will ask each Officer who has been issued with a respirator if they have completed the Personal Serviceability check, and will record the answer. (This is in addition to the annual porta-count testing).

#### **Positive and Negative Pressure Tests**

The user should carry out regular negative pressure tests to ensure they are confident in the fit of the respirator and that it is not leaking significantly. A pressure test is carried out as follows:

- Correctly fit the respirator to the face.
- Ensure the drink valve is closed.
- Place the palm of the hand over the front of the Primary Speech Module (PSM) / Electronic Communications Port (ECP).
- Blow out hard to force out any contaminated air around the edges of the respirator.
- Place the palm of the hand over the filter inlet and gently inhale. The respirator should collapse onto the face. Hold breath for 5 seconds, the respirator should remain collapsed.

If you feel air coming in around the reflex seal, then you should report the matter to a Supervisor.

## Maintenance

As well as a personal check of the reflex seal and the general condition of the respirator you should carry out the following care and maintenance procedures at least monthly. This process should be recorded on the Monthly Appointments Check Sheet for each Officer.

- Inspect all components for damage. Do not use the respirator unless all components are in good condition.
- Clean and inspect the eyepieces / mask lens for scratches. Do not use if the eyepieces / mask lens are so scratched that vision is impaired.
- Inspect inlet and outlet valves.
- Inspect the canister gasket.
- Inspect the head harness.

If any component is damaged or does not function correctly alert your Supervisor who will ensure a qualified respirator fitter will replace the damaged component part.

## Cleaning

### **DO NOT USE DETERGENT, SPIRIT OR SOLVENT CLEANER**

Cleaning the respirator is vital for maintaining its effectiveness in providing adequate protection. The respirator should be cleaned regularly as part of the normal maintenance and inspection routine and always as soon as possible after each use. The respirator should be cleaned as follows:

- Remove the canister (if canister becomes water logged it must be replaced immediately. A canister becomes ineffective if immersed in, or heavily soaked with water).
- Remove PSM / ECP
- Immerse the respirator in clean warm soapy water, agitate and clean with a soft lint free cloth.
- Remove the respirator and shake off excess soapy water.
- Rinse the respirator in clean warm water.
- Remove the respirator and shake off excess water.
- Dry with a soft lint free cloth, or air dry. Do not hang up to dry using the head harness or use kitchen roll/toilet paper to dry up excess water.
- Replace the PSM / ECP and canister.
- To clean the internal drinking system, fill a drinking canteen with sterilizing solution and attach to the drinking coupler. Open drink valve by rotating drinking tube lever upward and holding the drinking canteen upside down allow the solution to run through the internal tube and out of the mouthpiece. Repeat with clean water.

## Version Control and Authorisation

Is the document:  New  Revised

**IF REVISED, PLEASE COMPLETE TABLE BELOW**

| VERSION NO                               | DATE  | SUMMARY OF CHANGES  | AUTHOR(S)  |
|--|-------|---|------------|
| <b>FOR PREVIOUS VERSIONS SEE Q-DRIVE</b> |       |   |            |
| V12                                      | 02/17 | Review – no material change   | [REDACTED] |
| V13                                      | 06/18 | Reviewed and updated <ul style="list-style-type: none"> <li>• Changes to Title to reflect the <a href="#">Appearance Standards Guidance Document</a> published by College of Policing (CoP)</li> <li>• Changes to content to reflect the <a href="#">Appearance Standards Guidance Document</a> published by College of Policing (CoP)</li> <li>• including:               <ul style="list-style-type: none"> <li>➢ acceptability of tattoos</li> <li>➢ consequences / disciplinary action</li> </ul> </li> <li>• Added paragraph (page 3) wearing of non-standard uniform / insignia</li> <li>• Change of name CAST (Centre for Applied Science and Technology) to Dstl (Defence Science and Technology Laboratory)</li> <li>• Appendix B – new laundry symbols chart</li> <li>• Appendix E – cleaning and maintenance instructions includes C50 Respirator</li> </ul> | [REDACTED] |
| V14                                      | 04/20 | Reviewed and updated – <ul style="list-style-type: none"> <li>• hyperlinks</li> <li>• removal of specific reference to S3 standard boots</li> <li>• minor change to maternity clothing</li> <li>• minor change to gloves</li> <li>• changes to issue list</li> <li>• change to body armour standards</li> <li>• respirators – removal of reference to model numbers</li> </ul>  | [REDACTED] |

Approved by

Approver – [REDACTED]

Date

Policy Owner - [REDACTED]

Date

Endorsed by

[REDACTED]

Date

[REDACTED]

Date

[REDACTED]

Date

**DATE POLICY IMPLEMENTED:**

**REVIEW DATE:**

**Contents**

- Policy..... 1**
- Aims and Scope..... 1**
  - Aims and Scope..... 1
- Health and Safety / Legal / Regulatory Requirements..... 2**
  - Definitions ..... 2
  - Legal requirement..... 2
  - Compliance ..... 2
  - Diversity ..... 2
- Provision of Uniform / Clothing / Equipment ..... 3**
  - General Requirements ..... 3
  - Governance ..... 4
  - Managed Service – (Cooneen Group - Clothing Store) ..... 4
  - Procurement ..... 5
  - Issue and Training ..... 5
  - Carriage of equipment ..... 6
  - Care and Maintenance..... 7
  - Replacement / Exchanges / Returns..... 7
  - Disposal ..... 7
  - Clothing and Equipment not issued by the Clothing Store ..... 8
  - Uniform and Clothing – General Principles ..... 8
  - Base-line Uniform ..... 8
  - Police Officers in Specialist Posts or carrying out Specialist Activities..... 9
  - Dress Uniform..... 9
  - Badges of Rank ..... 10
  - Maternity ..... 10
  - Police Staff..... 10
  - Court attendance ..... 10
- Removal of Work Equipment from the Workplace ..... 10**
  - General ..... 10
  - Work Equipment Stored away from the Workplace..... 11
- Appearance Standards ..... 11**
  - Overriding Principles..... 11
  - Supervisors..... 11
  - Hair ..... 11
  - Facial Hair..... 11
  - Tattoos..... 12
  - Jewellery and Tie Pins ..... 12
  - Body Piercing..... 12
  - Footwear..... 12
  - Makeup ..... 12
  - Headgear ..... 12
  - Eyewear..... 12
  - Ties and Cravats..... 13
  - Protective Vests ..... 13
  - Uniform Dress Code ..... 13
  - Non-Uniform Dress Code..... 13
  - Medals ..... 13

|  |           |
|--|-----------|
| <b>Warrant, Authorisation and Identification Cards .....</b>                   | <b>13</b> |
| Carry and Display .....  | 13        |
| Issue / Replacement / Loss.....  | 13        |
| Suspended Personnel.....   | 14        |
| <b>CNC or Site Specific and Miscellaneous Requirements .....</b>               | <b>14</b> |
| Site Requirements .....  | 14        |
| Shirts.....  | 14        |
| Personal Protective Equipment.....   | 14        |
| Mobile Phones .....  | 14        |
| Gloves.....  | 15        |
| Constabulary Name Badge .....  | 15        |
| Chewing Gum .....  | 15        |
| Smoking.....   | 15        |
| <b>Human Rights and Equality .....</b>   | <b>15</b> |
| <b>Responsibilities and Records .....</b>                                      | <b>15</b> |
| Use of Force .....   | 16        |
| H&S Risk Assessments, Incidents or 'Near misses'.....                          | 16        |
| <b>Reference Material.....</b>   | <b>16</b> |
| <b>Review of Requirements and Further Guidance.....</b>                        | <b>17</b> |
| <b>Glossary of Terms, Abbreviations and Acronyms .....</b>                     | <b>17</b> |
| Appendix 'A' - Basic Issue Uniform, Clothing & Equipment (Police Officer)..... | 18        |
| Appendix 'B' – Laundry Symbols .....   | 20        |
| Appendix 'C' – General Care Instructions for Uniform and Equipment .....       | 21        |
| Appendix 'D' – Body Armour – Information and Care Instructions .....           | 22        |
| Appendix E – Respirators – Cleaning and Maintenance.....                       | 25        |
| <b>Version Control and Authorisation .....</b>                                 | <b>26</b> |



# **Travel and Expense Policy**

**November 2019**

**Final**

## CONTENTS

|  | <b>Page</b> |
|--|-------------|
| <b>Introduction</b>  |             |
| 1 Aim .....  | 2           |
| 2 Policy Statement.....  | 2           |
| 3 Procedure .....  | 2           |
| 4 Purpose .....  | 3           |
| 5 Rules and procedures when claiming expenses.....               | 3           |
| 6 Scope.....   | 4           |
| <b>Travel</b>  |             |
| 7 Travel between home and permanent place of work .....          | 4           |
| 8 Travel by own car .....  | 4           |
| 9 Travel by hire car .....                                       | 4           |
| 10 Travel by taxi .....  | 5           |
| 11 Travel by constabulary vehicle.....                           | 5           |
| 12 Travel by rail .....  | 5           |
| 13 Travel by air .....   | 5           |
| 14 Travel by sea .....   | 6           |
| 15 Travel by sea and road .....                                  | 6           |
| 16 Use of a longer route .....                                   | 6           |
| 17 Vehicle insurance cover.....                                  | 6           |
| <b>Subsistence</b>   |             |
| 18 Subsistence expenses .....                                    | 7           |
| 19 Overnight absences .....                                      | 8           |
| 20 Private accommodation expenses .....                          | 8           |
| 21 Alcoholic beverages.....                                      | 8           |
| 22 Child minding expenses.....                                   | 8           |
| 23 Weekend visits home.....                                      | 9           |
| 24 Insurance cover for employees while on official business..... | 9           |
| 25 Longer absences and repeated visits to the same place .....   | 9           |
| <b>General</b>   |             |
| 26 Passports and visas.....                                      | 9           |
| 27 Paired sites .....  | 9           |
| 28 DECP Related Operations .....                                 | 10          |
| 29 Recall from annual leave .....                                | 10          |
| 30 Payments of claims .....                                      | 10          |
| 31 Tax liability .....   | 10          |
| 32 Operational Temperer.....                                     | 10          |

## **INTRODUCTION**

### **1 Aim**

- 1.1 The aim of the policy is to outline the approach and accepted practice for the management and reimbursement of expenditure arising from travel and subsistence. The Civil Nuclear Constabulary (CNC) expects to support employees in meeting the demands of the business through enabling appropriate travel but in principle encourages alternative arrangements to be explored which would see travel and transport needs reduced.
- 1.2 If travel is the appropriate solution, then the primary consideration is the safety of staff and compliance against financial regulations.

### **2 Policy Statement**

- 2.1 The CNC operates across several sites and locations throughout the UK, in addition the stakeholders are also widespread and as a result there is a large degree of travel which is incurred in meeting the business requirements.
- 2.2 The CNC expects travel undertaken for business purposes to be justified, efficient and safe, ensuring that journeys are only undertaken when necessary.
- 2.3 The provision of accommodation, transport costs, subsistence, hospitality and other associated expenses must be in keeping with the ethos of a non-departmental public body and the CNC's primary purpose of operating a 24/7-armed service. Therefore, wherever possible travel should be avoided and alternative methods used.

### **3 Procedure**

- 3.1 This procedure deals with the travel and subsistence expenses which may be paid to those individuals covered by the scope of the policy who are required to travel on official business. Transfer and secondment expenses are dealt with in separate procedures.
- 3.2 The types of journeys for which staff may be reimbursed expenditure incurred in the course of their work include:
  - (a) Where travel was absolute necessity in all circumstances ensuring relevant access to (and consider using first) telephone conference/video conference facilities to minimise travel between the different locations.
  - (b) The travel was reasonable, when travel is required, minimise the number of personnel attending from the same unit/department. When travelling for specific meetings, the start and finish times should be considered to allow travellers to maximise the benefits of off-peak travel.



- (c) Travelled by the most reasonable method, given the distance to be travelled.
- (d) When driving all employees must adhere to the CNC Driving Policy and take appropriate breaks whilst travelling on CNC official business. If the employee is away from their home unit on official business, they may claim the subsistence as set out in this policy.
- (e) Attending a conference, course (if away from normal place of work), college (to undertake CNPA/CNC approved study), selection or promotion interview or medical appointments with approval from OHD.

3.3 The following journeys do not count as official travel and no payments will be made:

- (a) Normal daily journeys from employees' home to normal place of work and return.
- (b) Travel on first taking up or leaving employment with the Constabulary.

## 4 Purpose

- 4.1 Where a journey is the only solution, the provisions available should stand up to public scrutiny and all elements of the journey should comply with conditions which recognise the value of expenditure from the public purse. All reimbursement will be on a reasonable, vouched basis, complying with government efficiency reform provisions, and CNC procedures.
- 4.2 Claims must be made in accordance with this policy to ensure they comply with HMRC legislation. They will be paid free of tax and National Insurance (unless otherwise stated).
- 4.3 The CNC intends to ensure all employees who necessarily incur additional expense during their work for travel, meals or overnight accommodation be reimbursed approved expenses. This is subject to evidence of expenditure being produced when requested, in line with the parameters set out in the finance manual, CNC employment conditions and this policy.

## 5 Rules and procedures when claiming expenses

- 5.1 Personal safety, security and well-being should always be of paramount importance.
- 5.2 Travel bookings should be made by the approved method.
- 5.3 The expenses are in addition to what the employee would otherwise have incurred.
- 5.4 Employees **must** retain receipts or invoices (ideally identifying any VAT charged) as proof of the expense incurred and show itemised expenditure for every purchase made. These receipts must then be uploaded on to the Oracle Cloud system and only then can receipts be disposed of.

- 5.5 Credit or debit card payment advices which do not itemise the expense are not acceptable as proof of receipt. If you are using a contactless card, you must ask for a receipt.
- 5.6 If a receipt is lost or not provided with the claim, this then must be identified on the Oracle Cloud System and declared and will be subject to line management review. Claims made without a receipt may be subject to tax and National Insurance.

## **6 Scope**

- 6.1 This policy applies to all Civil Nuclear Police Authority (CNPA), Civil Nuclear Constabulary and Civil Nuclear Police Authority employees, which includes Police Staff and, Police Officers. This does not include employees attending the Initial Foundation Course or Transferee Courses, there are separate arrangements for these situations/ scenarios.

## **TRAVEL**

### **7 Travel between home and permanent place of work**

- 7.1 Employees are responsible for meeting the cost of their daily travel between home and their permanent place of work. The only exceptions to this rule are excess fares due to an approved relocation, please refer to relevant Terms and Conditions

### **8 Travel by own car**

- 8.1 Employees may use their own motor vehicle for business journeys which do not exceed 90 miles (round trip).
- 8.2 Journeys made in private vehicles which exceed the 90-mile journey limit will not be processed for payment without prior Senior Management agreement.
- 8.3 If the business journey is more than 90 miles (round trip), then employees should book a hire car through the approved booking process.
- 8.4 Employees should claim reimbursement by submitting a detailed business mileage claim applying HMRC agreed rates.
- 8.5 Employees may only claim reimbursement of business mileage for the distance between their permanent place of work and the place visited by the shortest practicable route, or if less, the actual distance necessarily travelled, as long as the authorising manager recognises the journey as appropriate for travel by private motor vehicle.
- 8.6 All employees wishing to use their own motor vehicle on CNPA/CNC business must comply with the Driving Policy in terms of productions of the driving documents.
- 8.7 For terms and condition in relation to temporary transfers, please refer to Temporary Transfer Terms and Conditions.

8.8 The following are HMRC's agreed mileage rates claimable if using a private car:

- Per mile – first 10,000 miles 45p
- Per mile – after 10,000 miles 25p

8.9 A passenger payment of 2p per business mile will be paid where a Constabulary employee is carried as a passenger on a business journey.

8.10 The following are HMRC's agreed mileage rates claimable if using a Motorbike or Bicycle or:

#### Motor Bike

- Per mile – first 10,000 miles 24p
- Per mile – after 10,000 miles 24p

#### Bicycle

- Per mile – first 10,000 miles 20p
- Per mile – after 10,000 miles 20p

8.11 These rates are for each year (e.g. mileage limits reset) and follow tax years. (6 April to 5 April).

## 9 Travel by hire car

9.1 If the entire business journey is going to exceed 90 miles, employees will need to book a hire car through the set procedure.

9.2 If an employee believes there is a more cost-effective option for their travel arrangements, they should discuss this with their line manager and seek approval for deviating from the parameters of this procedure, before making any bookings.

9.3 The hire charge is paid by the CNC under the terms of the contract with the rental company. Employees must replace fuel used when using a hire car. If the employee is not using a CNC fuel card, then the costs will be reimbursed, providing receipts are produced. No business mileage or passenger rate claims may be made when self-drive hire cars are used.

9.4 The hire car must only be used for business travel [and mileage records must be maintained].

## 10 Travel by taxi

10.1 The use of taxis should only be undertaken as a necessity e.g. not during normal working hours or where a cheaper alternative is available. Other

applicable taxi journeys include short journeys from railway stations to booked accommodation where luggage needs transporting.

## **11 Travel by constabulary vehicle**

- 11.1 No mileage or passenger payments will be payable when a CNPA/CNC vehicle is used for official business. If an employee needs to buy fuel when using a CNPA/CNC vehicle, the costs will be reimbursed on production of receipts.

## **12 Travel by rail**

- 12.1 Employees, irrespective of their seniority, rank or grade, when travelling by rail must travel by the most cost-effective method (unless contractual arrangements state otherwise).
- 12.2 Rail tickets should be purchased wherever possible in advance of travel via approved method (i.e. at least three days before travelling)

## **13 Travel by air**

- 13.1 The cost of flights should always be considered and employees should travel in the most cost-efficient manner to ensure maximum value for money in the circumstances (arrangements outside of normal should be approved by the Executive Team Member).
- 13.2 Flights should be booked and tickets via approved route. Employees will generally not be reimbursed for the purchase of an air ticket unless a good reason is given as to why a pre-paid ticket was not obtained.
- 13.3 Lowest cost option for air travel should be the default option. Units and Departments should monitor exceptions for not choosing lowest cost option.
- 13.4 Wherever possible, employees should ensure that their business is arranged to make maximum use of facilities such as charter services or block bookings on scheduled airlines where these show substantial savings in travelling time, subsistence and travelling costs, taking into account fatigue, jet-lag and the requirements of the business to be carried out.
- 13.5 No public sector employees should be traveling first class, irrespective of their grade/rank, entitlement or distance.

Cancellation rates for air, rail, hotels and hire cars should be kept to an absolute minimum and units/departments should ensure that staff fully understand the cancellation clauses within the terms and conditions when purchasing tickets or booking hotels or hire cars.

## **14 Travel by sea**

- 14.1 CNPA/CNC will pay for the cost of a sleeping berth where employees are required to travel overnight by sea. Tickets for sea travel should be obtained via the approved route.

## **15 Travel by sea and road**

- 15.1 Where it is essential, for official business purposes, for employees to take their own car, or a company lease car, they may claim the appropriate mileage rate. Employees who use their own car and carry official passengers may claim a passenger rate as appropriate. In addition, CNPA/CNC will pay for any ferry charges for the car and driver.
- 15.2 Where employees wish to take their own car or company lease car for personal reasons, they may be paid a mileage rate in accordance with paragraph 8 above for the total distance (excluding the sea journey) by the most direct route. In addition, they may be reimbursed, on production of receipts, any ferry charges for the car and driver and overnight garaging fees on route.
- 15.3 The total cost to CNPA/CNC must not exceed that which would have been incurred had the normal route been used. Employees who use their own car and carry official passengers may claim a passenger rate as appropriate. In these situations, the total cost to CNPA/CNC must not exceed the combined cost of the journey for the car driver and passengers had the normal route been used.

## **16 Use of a longer route**

- 16.1 Where employees wish, for personal reasons, to use an air, sea, rail or road route which is different to the normal route, they may do so provided they meet any extra travelling costs themselves. They will also be required to take annual leave or flexi leave to cover any extra time taken by the journey.

## **17 Vehicle insurance cover**

- 17.1 All employees who have authorisation to travel for business purposes can use their private vehicle if they have the appropriate business insurance and a road worthy vehicle.
- 17.2 CNPA/CNC's motor insurance policy provides a comprehensive insurance cover for vehicles owned or hired by CNPA/CNC. Owing to the size of some of the CNPA/CNC sites and the need to travel between buildings for meetings, CNPA/ CNC's vehicle insurance provides occasional business cover for employee owned vehicles travelling around a site, between paired sites and occasions short journeys on CNPA/CNC business. Such journeys are regarded as official business journeys, and employees may claim the appropriate rate of mileage allowance.

## **SUBSISTENCE**

### **18 Subsistence expenses**

**18.1** For business trips where the employee is **more than 10 miles away** from their permanent place of work the following maximum sums may be claimed against **receipted** actual expenditure in accordance with the terms of eligibility.

#### **18.2 Part day subsistence – up to 4 hours away**

Employees may claim up to £10.39 for food and non-alcoholic refreshments provided:

- (a) They are away for more than 1 hour, but less than 4 hours; and
- (b) No other claim is made for subsistence in respect of the business trip.

#### **18.3 Day subsistence – more than 4 hours, but less than 10 hours away**

Employees may claim up to £20.86 for food and non-alcoholic refreshments provided:

- (a) They are away for more than 4 hours, but less than 10 hours; and
- (b) No other claim is made for subsistence in respect of the business trip.

#### **18.4 Full day subsistence – more than 10 hours away and there is no overnight stay**

Employees may claim up to £32.96 for food and non-alcoholic refreshments provided:

- (a) They are away for more than 10 hours, but there is no overnight stay; and
- (b) Meals are not provided at the location they are attending; and
- (c) No other claim is made for subsistence in respect of the business trip.

#### **18.5 Overnight subsistence – evening meal**

Employees may claim up to £25.86 for food and non-alcoholic refreshments provided:

- (a) They are in respect of an evening meal; and
- (b) They are away overnight; and
- (c) Meals are not provided at the location they are attending.

## 18.6 Specific Circumstances

Where an employee is away overnight (or for multiple nights) and EITHER breakfast OR lunch are not provided at the location they are attending then the part day subsistence maybe claimed up to £10.39 for food provided.

Where BOTH breakfast AND lunch are not provided at the location, they are attending then the full day subsistence maybe claimed up to £20.86 for food provided.

These are in addition to the Overnight Subsistence - Evening Meal, where applicable

- 18.7 These rates will be subject to annual inflation increases. The inflation rate to be used will be CPI (October each year, for an increase on the 1<sup>st</sup> April of the following year).
- 18.8 The above are the only claims which can be made for food and drink (snacks, beverages etc) whilst travelling or staying away on CNC business. If the business travel arrangements are likely to exceed the above limits employees should speak with their line manager before travel.
- 18.9 A meal is defined as a combination of nutritious food and soft/hot non-alcoholic drinks (this must not include excessive sweets/chewing gum etc.). Alcohol cannot be claimed for under any circumstances.
- 18.10 Receipts will be scanned and accompany each expense claim, ideally these will be VAT receipts and show itemised expenditure.
- 18.11 The Constabulary will not reimburse the cost of any tips or gratuities paid, unless in a country where this is mandatory and included in the bill.

## 19 Overnight absences

- 19.1 Where an overnight stay is considered a business necessity the following apply:
- 19.2 If employees are involved with a residential training course for which a full residential package is provided, or if the cost of overnight accommodation includes meals, any additional expenses for food and subsistence will not be reimbursed.
- 19.3 All overnight accommodation must be booked through approved method on either a bed and breakfast basis, or a bed, breakfast and evening meal basis (unless employees are on a residential training course where this may differ). The accommodation will be Business standard rooms which are en-suite. If this standard is not available, a second level of authority will be required from the Procurement team at Headquarters.
- 19.4 Employees may claim a tax-free flat rate overnight allowance of £5.00 per night to cover additional incidental expenses. This is intended to cover such expenses as telephone calls home, newspapers, laundry costs.

19.5 Employees travelling overseas may claim an overnight allowance of £10.00 per night.

## **20 Private accommodation expenses**

20.1 Where employees do not have accommodation provided for them, and do not incur any hotel or guest house expenses e.g. by staying with family or friends, they may claim a private accommodation allowance, currently set at a rate of £19.00 per night (which is taxable and liable to National Insurance). This will not be payable where employees are able to stay in accommodation which they own or rent. When claiming the above, no other expenses should be claimed, i.e., for food, drink and accommodation.

## **21 Alcoholic beverages**

21.1 The Constabulary operate a 24/7-armed policing role and in keeping with this responsibility and discharging its accountability for appropriate expenditure from the public purse, there will be no reimbursement of alcoholic beverages.

## **22 Child minding expenses**

22.1 Where because of their absence from home on official business or authorised training courses, employees incur unavoidable additional child-minding or elderly dependent nursing expense, they may claim reimbursement of these expenses. Claims must be supported by receipts and registered details and will be subject to the relevant tax/NI treatment. These must be agreed in advance with the relevant line manager.

## **23 Weekend visits home**

23.1 Where an official business trip lasts for more than one week, employees who return to their home at their permanent site at the weekend(s) will be paid their travelling expenses for the return journey. Where employees use their own car, the appropriate mileage rate will be paid. Journeys should not normally be undertaken during working hours. During the journey, the employee is entitled to claim in line with the subsistence expenses.

23.2 Travel expenses for weekend trips home will be payable while subsistence expenses, i.e. actual accommodation costs or a lodging allowance, are being paid.

## **24 Insurance cover for employees while on official business**

24.1 CNPA/CNC's insurance arrangements provide travel insurance and limited personal accident cover for employees when they are working away from CNPA/CNC premises and travelling on official CNPA/CNC business both in the UK and overseas. The travel insurance policy covers employees on business outside the UK, and, in the UK, when their business trip involves a flight or overnight stop, and includes such items as medical expenses, loss or damage to baggage and personal effects and loss of money, all subject to maximum limits. The personal accident insurance policy covers employees at all times



when they are away from the premises on CNPA/CNC business (but not commuting).

- 24.2 While working at CNPA/CNC premises, employees may pursue a claim against CNPA/CNC where injury, illness or death arises out of and in the course of employment but only as a result of CNPA/CNC's negligence. CNPA/CNC's employer liability insurance policy will cover any such claims for which CNPA/CNC is found to be legally liable.

## **25 Longer absences and repeated visits to the same place**

- 25.1 Actual expenses may be reimbursed for overnight absences for the first 30 nights of a visit to any one place. For absences beyond 30 nights, employees should agree with their line manager whether they may continue to claim their actual accommodation expenses, plus the overnight rate, OR claim a lodging allowance instead. The decision may depend on how long the visit is likely to last, and the availability of rented accommodation of a suitable standard. The lodging allowance is taxable and will be paid through the payroll.
- 25.2 Any expenses necessarily incurred in obtaining rented accommodation may be reimbursed. Such expenses are not taxable.

## **GENERAL**

### **26 Visas**

Employees must have valid passports for travel abroad.

- 26.1 Any charges which employees necessarily incur in obtaining or renewing a visa/entry permits required for official business travel will be reimbursed.

### **27 Paired sites**

- 27.1 This policy does not apply between paired sites which includes:

- a) Culham and Harwell
- b) Sellafield, GPTTC and Summergrove

No claims can be made at your normal place of work.

### **28 DECP Related Operations**

- 28.1 For Officer on DECP operations, DECP allowances cover all expenses and **no** additional expenses **can be claimed**.

### **29 Recall from annual leave**

- 29.1 Employees should not have their leave disturbed unless it is essential. If employees are recalled to work from annual leave, their travelling expenses may be reimbursed and will be subject to the relevant tax/NI treatment. These

costs should not be taxable, but it will depend on the circumstances of each case.

### **30 Payment of claims**

- 30.1 The sole purpose of paying a claim is to reimburse employees for expenses necessarily incurred on authorised CNC business. The CNC will not meet any expenses which have been reimbursed by another source. Employees who make false statements in support of a claim will be liable for disciplinary action and possible prosecution.
- 30.2 Full details of journeys made must be given on the claim and receipts for all expenses should be retained by the claimant until loaded on the Oracle System. Receipts **must** be included when inputting the expenses on the Oracle System.
- 30.3 Claims for travel and subsistence on official business should be made separately from claims for expenses associated with transfers (temporary or permanent) and secondments.
- 30.4 Claims which are not submitted within three months of the date of the journey or those without receipts may be disallowed. Employees who travel regularly should submit claims at regular intervals.
- 30.5 Employees may request an advance payment to meet the cost of expenses which they expect to incur on official business. A claim form must be completed and submitted in advance of the journey being completed. Where the amount of the advance is greater than the amount claimed, the outstanding amount will be recovered from the employee by deduction from their next salary payment.

### **31 Tax liability**

- 31.1 All expenses claims will be taxed at source where there is a tax liability. This will be managed automatically through the payroll process. Please refer to the finance manual for further guidance.

### **32 Operational Temperer**

- 32.1 This policy is for general CNC business activities, there are separate policies for both Police Officer and Police Staff in the event of an Operational Temperer event being declared.

**Endorsed by:**

**Prospect**

**Date**

**Police Superintendents Association England and Wales**

**Date**

**Civil Nuclear Police Federation**

**Date**

**HR Policy**

**Date**

**Executive**

**Date**

