



Altogether Better Policing

DURHAM CONSTABULARY POLICY

Durham Constabulary Freedom of Information Act Publication Scheme	
Name of Policy	Contract Vehicle Recovery Scheme
Registry Reference No.	DCP 064
Policy Owner	Head of Response Command
Date approved at FMG	February 2013
Life Span	3 Years
Version	v 2.0
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Yes
All Durham Constabulary policies are drafted in accordance with Human Rights and Equality Legislation	

Version Control

Version	Date	Reason for Change	Produced / Amended by
1.0	June 2008	Initial document	Review in 3 year
2.0	Jan 2013	Reviewed, slight changes in procedures	Review in 3 years

Name of Policy

Contract Vehicle Recovery Scheme

2.0 Purpose and Scope

Durham Constabulary operates an 'in-house' vehicle recovery scheme known as the 'Contract Vehicle Recovery Scheme - CVRS'.

The scheme is managed by a support staff manager who, for contractual reasons, is known as the 'Authorised Officer'. The 'Authorised Officer' is supported by a small team of administration personnel. The team reports to the Superintendent, Communications Division.

2.1 The main functions of this team are:

- To manage the contractual relationship between Durham Constabulary and the contracted Vehicle Recovery Operators (VROs).
- To ensure the proper and timely release of vehicles to the person(s) having title to the vehicles in question.

3.0 Motivation or Driving Forces

The Scheme should, as far as possible, be cost-neutral to Durham Constabulary. It will support the 'Street Safe' initiative; general roads policing policy; and other legislation introduced to combat anti-social or 'illegal' driving.

4.0 The Legal Basis and Legitimate Aims

The legislation used in support of this scheme will be:

- The Road Traffic Regulations Act 1984, Removal and Disposal of Vehicles Regulations 1986
- The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges etc) Regulations 1989.
- Section 165 of the Road Traffic Act 1988 (Retention and Disposal of Seized Motor Vehicles) Regulations 2005.
- Section 59 Of the Police Reform Act 2002.
- The Police (Retention and Disposal of Motor Vehicles) Regulations 2002.
- The Police And Criminal Evidence Act.
- Section 1(1) Police (Property) Act 1897.

5.0 Policy Statement

It will be the policy of Durham Constabulary to recover vehicles in the following circumstances.

- Abandoned vehicles (Other than end-of-life vehicles)
- Vehicles that are causing an obstruction
- Burnt Out vehicles
- Vehicles involved in an RTC and that are causing an obstruction or danger
- Vehicles used anti-socially where the rider/driver has been warned previously and the warning is still valid
- Vehicles used by uninsured or unlicensed drivers
- Vehicles required for forensic examination by a qualified vehicle examiner
- Vehicles used in the commission of certain offences
- Vehicles whose identities are considered suspect.
- Vehicles seized on behalf of HMRC (eg Road Fuel Offences)

Such vehicles will be removed by approved recovery operators working under contract to Durham Constabulary. Once seized or recovered, the vehicles will come under the control of the 'Authorised Officer' in charge of the Contract Vehicle Recovery Scheme.

6.0 Brief Description of the Attached Appendices

All procedures, tactics and guidance relating to this policy are included on the Procedures, Tactics and Guidance document which accompanies this policy and is protectively marked as RESTRICTED.

7.0 Monitoring and Review

7.1 The scheme will accord fully with all aspects of Human Rights legislation.

7.2 Management Procedures for the Maintenance of Audits and Inspections of Decision-Making and Complaints

Any information collected in respect of a recovered vehicle will be recorded within the CVRS database. A paper file of any relevant documents will also be maintained within CVRS Administration. Such information will form the basis of any decision making within CVRS Administration under the direction of the CVRS Manager (Authorised Officer).

7.3 The scheme will be overseen by the CVRS Manager (Authorised Officer) who will ensure the correct standards of accuracy and service delivery through

periodic checks of casework and invoices.

- 7.4 The scheme will be subject to an annual audit by auditors from Durham County Council.
- 7.5 Periodic checks will be carried out by HQ PNC Bureau in respect of any transactions undertaken via PNC by staff within CVRS Administration.

8.0 How to Complain

This is a mandatory section for all Durham Constabulary policies and should serve to give guidance for those wishing to seek redress regarding the policy itself or its implementation. For those policies which are primarily externally focused this section might include brief details of how a member of the public could initiate a 'complaint against the Police'.

Durham Constabulary operates a 'Fairness at Work Policy'. The main purpose of which is to ensure that individual members of staff who feel aggrieved about the way they have been treated, either by management or by their colleagues, are given every opportunity to have their grievances resolved in a fair and just manner. It is a flexible means of resolving problems at work and intended to resolve issues as quickly as possible.

Complaints about the overall policies and procedures of a police force, as well as a number of other issues relating to quality of service or operational decisions should be made to the Chief Constable of Durham Constabulary at the following address:

The Chief Constable

Police Headquarters

Aykley Heads

Durham

DH1 5TT

Tel: 0345 60 60 365

Fax: 0191 375 2011

Email: CFR@durham.pnn.police.uk