



POLICY

Policy Title

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Section 1 – Policy wording

Policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention

Section 2 – Procedural guides

2.0 POLICY

2.1 Policy Statement

- 2.1.1** It is the policy of the Gloucestershire Constabulary to fully comply with the College of Policing APP for Investigating Road Deaths.



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2.1.2 The purpose of this policy and included procedures is to verify the roles and responsibilities as they relate to Gloucestershire Constabulary.

2.2 Compliance

2.2.1 This policy has been prepared taking account of prevailing legislation. New legislative requirements or changes in current legislation may necessitate a review of this policy document.

2.2.2 Gloucestershire Constabulary policies are intended to promote equality, eliminate unlawful discrimination and actively promote good relationships regardless of age, disability, gender, race or ethnicity, religion and belief, and sexual orientation.

2.2.3 SIOs (Road Death) are to be sensitive to the differing views of cultures and faiths particularly in relation to burial requirements.

2.2.4 This policy has been impact assessed using the Equalities Impact Assessment Template. By building equality considerations into our policy-making process, we have been able to identify any actual or potential inequalities and reduced them as much as possible, by applying the policy differently or looking for alternatives.

2.2.5 This Gloucestershire Constabulary policy should be read in conjunction with the College of Policing APP for Investigating Road Deaths.

2.2.6 This policy is suitable for publication under the Freedom of Information Act 2000.

3.0 INTRODUCTION – FORCE POLICY

3.1 Summary

3.1.1 This policy document was formatted from a paper submitted to Force Operations Conference on 16th December 2003. Additional material has been incorporated in order to fulfil the requirements of the approved Gloucestershire Constabulary Policy format. Amendments have been made in relation to changes in the structure of Gloucestershire Constabulary.

3.1.2 The COP APP for Investigating Road Deaths is available on the College of Policing website.

3.1.3 The procedures as contained in this document seek to ensure that Gloucestershire Constabulary complies with the recommendations of the COP APP for Investigating Road Deaths.

4.0 IMPLICATIONS OF THE POLICY

4.1 General

4.1.1 There are implications for Gloucestershire Constabulary in the formal adoption of the COP APP. These mainly relate to the enhanced training requirement of individuals who are selected to fulfil Road death investigation responsibilities:



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4.2 Training

4.2.1 Training for SIO (Road Death) will ensure PiP acceleration and enhancement levels are reached. This is to be provided both externally or internally.

4.2.2 Best practice would dictate that newly trained SIO (Road Death) should shadow an experienced SIO (Road Death) until they are competent to carry out an investigation.

4.2.3 Training for scene managers consists of a 2-day course.

4.2.4 The training programme will be reviewed on an annual basis.

5.0 GUIDANCE / PROCEDURES

5.1 Senior Investigating Officer (Road Death)

5.1.1 The role of the SIO (Road Death) is to be the leader, providing investigative focus, motivation for the team and to be accountable for every facet of the inquiry, whilst managing a whole host of specialist resources to maximum effect. Additionally one of the most important aspects is the systematic recording of the Investigator's policies. The recording of why various lines of enquiry were pursued or why they were not pursued is critical in any major investigation. It is important to note that the SIO (Road Death), rather than performing the actual investigation, directs it.

5.1.2 It is also important to point out that the principles of investigation set out for road deaths will apply where any person is likely to die as a result of a road traffic collision.

5.2 Classification of Collision

5.2.1 The decision on the initial categorisation of the collision and whether or not to call out a SIO (Road Death), Collision Investigator etc rests with the first Roads Policing Officer at the scene, in consultation with the Control Room Inspector (unless it is immediately apparent that such resources are required).

CLASSIFICATION

SIO (RD)/SIO

- | | | |
|---|---|--------------|
| a | Police related road death (collisions involving police vehicles). | RPU SIO (RD) |
| b | Collisions arising out of a police pursuit or a collision, which results in the death of an officer executing his/her duty. | RPU SIO (RD) |

Gloucestershire Constabulary: **The minimum rank as SIO for classes 'a' and 'b' is Inspector.**

- | | | |
|---|---|--------------|
| c | Likely to attract exceptional media/public interest. | RPU SIO (RD) |
| d | Death by dangerous or careless driving. | RPU SIO (RD) |
| e | Causing death whilst under the influence of drink or drugs. | RPU SIO (RD) |



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f	All others involving or likely to involve road death.	RPU SIO (RD)
g	Non stop fatal collision (only if crime orientated).	CID SIO
h	Potential charges of homicide or corporate manslaughter.	CID SIO

5.2.2 Liaison between SIO (RD) and CID SIO's is to be encouraged at an early stage so that the appropriate level of investigation is applied to all road deaths. This early consultation may entail contact (probably by telephone) between the SIO (RD) and the CID SIO at the scene. All initial gradings can be reclassified up or down if on-going investigations require it.

5.2.3 It should be noted that if a CID SIO were appointed they would work to the Murder Investigation Manual and not the COP APP for investigating road death.

5.3 Welfare Provisions

5.3.1 There should be an annual mandatory referral of SIO (RD) and RDIM Review Officers to the Welfare Department. However this will not preclude self-referral or management referral should the need arise. The following procedure was agreed which complies with the Best Practice Guidelines for Specialist Support:-

- The SIO (RD) Co-ordinator will refer all SIOs (RD) and RDIM Review Officers to the Occupational Health and Welfare Department for one to one specialist support. The names of all SIOs (RD) and Review Officers will be referred in writing to the Welfare Officer, on an annual basis (more frequent for individuals if deemed appropriate in discussion with the Co-ordinator and the Welfare Officer).
- The Unit Administrator will contact individuals requesting they make contact to arrange a suitable appointment time.
- If no reply, a second letter (email) will be sent
- If no reply to the second letter, the Occupational Health Administrator will inform the co-ordinator in writing.
- If an SIO (RD) or Review Officer did not wish to engage in specialist support with the Welfare Officer an alternative qualified member of staff will be made available or a referral through the Welfare Office to the Employee Assistance Programme.
- At the conclusion of the specialist support session or in any case annually a management report will be sent to the Co-ordinator confirming all officers who have complied with their mandatory support.
- A contact sheet in respect of the specialist support will be kept on the Welfare Folder of the individual's Occupational Health notes.

5.3.2 If it became apparent to the Force Welfare Officer that the officer was experiencing health difficulties then they would, of course, be referred to Occupational Health Department.

5.3.3 The Inspector, Tri-Force Roads Policing would undertake the management of Welfare/Occupational Health referrals etc.



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5.4 *Reviews Of Investigations*

5.4.1 Road Death Investigations should be reviewed, much in the same way as a murder investigation. The RDIM says that 'a system of review should be considered during every investigation. Regular reviews will help in such a way as to provide a clear audit trail of decision-making'.

5.4.2 The following review procedures will apply;

- At the earliest possible opportunity, and in any case within 72 hours, the SIO (RD) will discuss the case with their appointed RPU Review Officer or in his/her absence the CIU Inspector. This is to obtain a collaborative view on the direction of the investigation.
- At this stage the Reviewing Officer may decide to allocate the investigation to another SIO (RD) if, for example, the existing SIO (RD) is already investigating other road deaths, about to commence annual leave etc. The Investigation may also be re-allocated if there has been a change in the categorisation of the collision. Any change in SIO (RD) and the reasons behind it must be recorded in the policy book.
- After 7 and 28 days the RPU Review Officer will assess the investigation and, together with the Chief Inspector, Tri-Force, determine if a formal review is necessary.
- Reviews will not be automatic but at the discretion of the Superintendent Tri-Force who should decide whether the review would be at Level 1 (an issue which can be dealt with on Division) or Level 2 (an issue which can only be dealt with at Force level).
- If it is determined that a review at level 2 is required then the Superintendent, Tri-Force will liaise with the Assistant Chief Constable (Ops) who will decide on the most appropriate person to carry out that review (that person would most likely be a Senior Detective).
- The review process should follow the guidance in the MIRSAP manual.
- The requisite number of staff should be allocated to the review process (a review may take two days and require two or more staff).
- Review documents should be checked/audited and feedback given by a senior Detective in order to build up the knowledge base of Review Officers.
- SIO (RD) and Review Officers should meet annually to debrief and discuss best practice. To facilitate this process a copy of each review should be forwarded to the SIO (RD) Co-ordinator (Inspector CIU).

5.5 *Control Rooms*

5.5.1 Control Rooms should facilitate compliance with the COP APP for Road Death Investigation in consultation with the SIO (RD). For this reason the Control Room Inspector should be made aware of all fatal or potentially fatal collisions.

5.6 *Call-Out Procedures*

5.6.1 In order to comply with this policy all SIO (RD) deployments will be through Tri-Force Specialist Operations. The On-Duty RPU Supervisor will decide if additional SIO (RD) resources are required. These will be contacted through the control room.



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5.7 Community Impact Documents

- 5.7.1** It is the responsibility of the initial SIO (RD) to notify the relevant persons (usually the Divisional Commander and the LPA Inspector) of any potential for the requirement of a Community Impact Document as a result of the fatal/life threatening collision.

6.0 MONITORING / REVIEW

6.1 General

- 6.1.1** This policy was first published in December 2003. The Superintendent – Tri-Force will review the contents of this policy at times prompted by the Policy Co-ordinator.
- 6.1.2** Feedback relating to this policy can be made by telephone, in writing, or by e-mail to the Gloucestershire Constabulary.

Contact Details	
Governance and Compliance Department, Gloucestershire Constabulary, County Police Headquarters, No.1 Waterwells, Waterwells Drive, Quedgeley, Gloucester GL2 2AN Policy Owner: Inspector 650 Kevin Roseblade	Telephone: 01452 752661

Section 3 - Relevant Legislation: (*Human rights/diversity/Health & Safety/any other specifics*)

List/link any relevant papers to be considered – Free text

Section 4 - Related References:

List/link any relevant papers to be considered – Free text



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Section 5 - Identification, Monitoring and Review

Security Marking:		NOT PROTECTIVELY MARKED / PROTECTED / RESTRICTED		
Document Title: POLICY / INFORMATION / PROCEDURAL				
Type		URN	Strategic Board	Author/Reviewer
Policy / How To / What Is				Name
Version	Date	Changes (ensure public copy amended and uploaded to external website)		Complied with Policy Guidance ✓
2.1	18/1/2017	Amended template and added wording - Policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that: - the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken, - produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and - maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention Some minor amendments at; 4.2.1 – training 5.2 (g) – CID SIO's And updated section 5		
Next Document Review Date:				
EIA		EIA Sign Off		EIA Review
LOW/MEDIUM/HIGH				
SIA		SIA Sign Off		SIA Review
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