



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PG 001 Road Collision Reporting and Recording
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PD 023 Driving for Police Purposes

Functional owner

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Feb 2006	Gail Wood / Julie Salt	Accident Records Officer	New guidance document
1.1	Jan 2014	Andrew Charlton	OS – Road Casualty Reduction	Updated Procedure – due to digitalisation of recording.

SECTION 2 AIMS / OBJECTIVES

All Police Forces have a requirement under the Department for Transport regulations to provide detailed data on all injury collisions for the purpose of delivering casualty reduction and road improvements. All data has to be in a certain format for submission to the Department for Transport. There is little scope currently to change the format of our reports.

The information contained on the Collision Cards is used by Nottinghamshire County Council Collision Reduction Unit to identify casualty hot spots and to take the appropriate remedial measures. Additionally, this information is used nationally to target road safety campaigns and road safety research.

To ensure that all officers and staff understand when collision reports are required. That the correct report is completed and appropriate governance within key time scales is adhered to.

SECTION 3 DETAILS

RECORDABLE COLLISIONS.

All road collisions reported to the control room, whether reportable or not, whether on a public road or not and with or without injury must be given an incident number and a command a control message completed. Attendance by an appropriate resource is dependent on the incident management policy.

Injury Collisions

The Department for Transport (DfT) rules on recording injury collisions are much wider than the legal definition of what is a reportable collision. All staff must be familiar with Section 170 of the Road Traffic Act 1988 that defines a reportable collision but be aware that we need to record many other types of injury collisions. **All** injury collisions **on a public road** must be recorded on the G126 series forms series A to C.

In addition to reportable road traffic collisions the following must also be recorded;

- collisions involving a single motor vehicle where the driver is injured;
- collisions which commence on the highway but which involve casualties off the highway (e.g. where a vehicle runs out of control while on the highway and causes casualties elsewhere);
- collisions involving the boarding and alighting of buses or coaches;
- collisions in which passengers already aboard a bus/coach are injured, whether or not another vehicle or a pedestrian is involved;
- collisions to pedal cyclists where the pedal cyclists seriously injure themselves (or another cyclist) or a pedestrian;
- collisions involving mobility scooters/wheelchairs (powered/unpowered) which result in injury to the rider and/or other persons;
- collisions to horse riders where they seriously injure themselves due to the presence of another vehicle or they injure a pedestrian;
- collisions where a person falls off a vehicle and is injured;

Non-injury collisions

Although not required by the DfT currently Nottinghamshire Police record details of non-injury/damage collisions by creating a command and control incident and in some circumstances a shortened Collision Report (G126D).

In addition to creating an incident number the following situations require a damage only collision report (G126D).

- Non stop RTC where vehicle registration of the offending vehicle is known
- Excess Alcohol/Drug Driver (even when only one vehicle involved)
- Stolen and TWOC vehicle collisions. (not involving police TPAC etc).
- Document offences – even when they arise after the fact.

- If a Careless Driving prosecution is to be undertaken
- If a driver/rider is being referred for an education course (NDAC)

In all other situations an incident number will be sufficient. For damage only collisions where there are no offences and no action by the police then there is no need for a collision report. Although failing to stop and report a collision are offences if there is damage only and no registration number of the other vehicle then we **do not** require a collision report (G126D).

Injury severity classification

It is vital that each collision has the correct classification according to the severity of the most seriously injured person involved.

Fatality - This includes a death associated with the collision occurring within 30 days of the event.

Serious -

- Fractures of any type
- Internal injuries
- Serious cuts and laceration (4 or more stitches)
- Any injury that requires someone to be detained in hospital as an in patient
- E.g. Concussion, Burns, Shock, Dislocation.

Slight -

- Sprains/whiplash
- Bruises
- Slight cuts (3 or less stitches)
- Concussion, Shock, Burns and Dislocations that are treated at the scene or as an out-patient at hospital, or are not treated medically at all.

RTC RECORDING (Digital collision cards G126A - C and G126D)

The new RTC collision reports are available on the LAN in the 'RTC Forms' folder.

Paper based G126 forms should no longer be used. The digital forms are available for use by any staff member who takes an initial report of an RTC from the public. As well as police officers it includes PCSO's, front counter staff and police investigators.

The digital format documents are 'Microsoft Word' based and they have been created to replicate, almost exactly, the existing G126 paper forms. Not just for familiarity of use by staff but the format is largely dictated by the DfT and there is little scope to change it at the moment. They cannot be used with Blackberry devices.

Staff should already be familiar with completing the paper based version of the G126. The rules around completing all necessary fields and relevant sections apply equally to the digital report. See Appendix 1 for information on correct completion.

GUIDANCE AND ADVICE ON COMPLETING THE RELEVANT SECTIONS/FIELDS IS ALWAYS READILY AVAILABLE FROM ANY POLICE SUPERVISOR OR THE STAFF AT THE ACCIDENT RECORDS UNIT. PLEASE RING OR E-MAIL THEM IF YOU HAVE ANY QUESTIONS OR QUERIES.

The G126A-C injury forms are prefabricated so they have everything in sequential order. Select the form that corresponds to the number of vehicles involved in the collision. They are built to allow for multiple vehicle occupants and multiple witnesses so many sections will be left vacant when dealing with most simple RTC's. Supplementary A and C sheets are available if you need even more space. The G126D (damage only card) is much smaller and has been built to accommodate up to four vehicles. Once you have opened up the correct form insert the incident number in the box at the top of the form and then save the document using 'save as' into your W drive. Once you've done that you can save any work on it as you do it.

There is no requirement for a sketch plan on the digital forms. Instead use the mapping application within the reference section of the intranet to locate your collision site. Use the + button to go down to the satellite image of the junction or road or even down to the detailed map. Copy this image and paste it on to the G126B. Details on how to do it are on the G126B.

A short video has been prepared showing how to do this and is available on the intranet.

Whenever possible please take a few photographs of the crash scene using your Blackberry. These images can be e-mailed to accident records at any time.

N.B. It is vital when e-mailing any material to Accident Records that in the subject field of your e-mail you insert the command and control incident number of the collision. Otherwise they will not be able to identify which collision they relate to.

RTC Forms – Submission Decisions and Governance.

The new digital format G126 forms allow us to do things differently by speeding up decision making, giving a complete audit of what you do and allowing you to e-mail complete or partial forms to anyone who needs them.

Within two working days of any RTC coming under investigation the OIC must submit a preliminary version of the report to their line manager and to accident records by e-mail. (E-mail address is Accident Records). The minimum requirement is that the front sheet and the third page (which details the vehicles/drivers involved) are completed as fully as possible. See Appendix 1. **Remember to include the incident number in the subject field in any e-mail correspondence.**

This document contains sufficient information for the line manager to decide what action is going to be taken; either no action, a referral for a driver to attend an NDAC course (National Driver Alertness Course) rather than be prosecuted or initiate an investigation/prosecution for Careless/Dangerous/Inconsiderate driving. It will also allow for the migration of the investigation if another OIC is identified (e.g. handover procedures).

Remember, an NDAC course cannot be offered for a serious injury RTC or if there are other offences involved i.e. Document offences. If a referral for an NDAC course is to be made the supervisor must forward Version 1 of the form by e-mail to the Summary Process Unit (SPU) at Phoenix suitably endorsed - requesting which driver should be referred for an NDAC course. The e-mail address is HQ (CJ) Summons Unit.

SPU will make that referral and will notify the OIC and the supervisor whether the person has agreed to do it or declined/failed. They will notify the OIC that the person has successfully completed the course. If they decline or fail to complete the course then the OIC will have to case build for a careless driving allegation.

Statements/interviews can always be taken/done at any time but by making an early referral time and effort can be avoided if the offender agrees to do a course. If they decline there is still plenty of time to case build. REMEMBER: Always ensure that the person to be nominated for a course must be made aware that they are being offered the course as an alternative to being prosecuted for Driving without Due Care and Attention.

In all cases there must be sufficient evidence to prosecute the offender if they refuse or fail to attend the NDAC course. The TOR's process cannot be used to process an alleged offender for careless driving following a collision.

Any unused material – MG11's or interview notes – should be scanned and e-mailed to accident records at any time. Ensure that the incident number is shown in the subject filed of the e-mail address.

Having done a preliminary version the OIC can then complete the form fully before re-submitting it to their line manager requesting they check it and forward it to Accident Records from their e-mail account. That will complete the investigation but there is nothing wrong for the OIC to send any interim versions of the card to Accident Records at any time.

The completed card must be with accident Records within 10 working days from the incident unless there are extenuating circumstances.

Foreign Force Collisions

If a collision is reported in Nottinghamshire that occurred in another force area, the allocated OIC will complete the appropriate G126 form according to the circumstances as fully as possible. It then needs to be forwarded by e-mail to a nominated individual in the accident Records Unit of the covering force or an identified operational officer who will assume responsibility for its completion locally.

Collisions Which Occur On Other Divisions

The initially allocated OIC will complete the appropriate G126 sequence as fully as possible depending on circumstances and forward it to their line manager as per 4.3.2 above.

The line manager must make a decision on whether the initial OIC retains control and completes the investigation or whether it is better to identify another OIC who is better

placed locally to complete the report and deal with any issues. Distance will be a key determining factor in this decision. This discussion is a professional negotiation between staff however Accident Records must be e-mailed to clearly indicate who the OIC is at any time. G126 reports can be e-mailed between staff at any time.

Nottinghamshire Collisions Reported in Other Force Areas

Collisions reported in other police force areas that have occurred in Nottinghamshire should be dealt with in the same way as if they occurred in Nottinghamshire. These reports will be on the host force documentation. Many forces still use paper based records however our Accident Records Unit will scan the original report and e-mail it for allocation to an OIC via the FCR. The Nottinghamshire OIC should then transfer the data to our G126 forms and complete them fully before following the same sequence as described in section 4.3.

Police Vehicle Collisions.

Refer to Policy PD023 - Driving for Police Purposes – for a full explanation of roles and responsibilities at police vehicle collisions.

In relation to the creation and submission of G126 reports the same rules as described above apply to police vehicle accidents. i.e. if it involves personal injury or there are allegations of offences. Police supervisors will complete a G126 report if required and submit it via their line manager. (Not TPAC etc see below)

Police Pursuit/TPAC

If a collision occurs as a result of a vehicle being impacted by TPAC or other authorised police tactics no collision record is required, even if there is injury to the driver of the offending vehicle or injury to deployed police officers involved in the manoeuvre.

The only exception is if injury takes place to a third party not involved in the police manoeuvre. See ACC Holt's letter to all CC's dated 15th January 2014 at Appendix 2.

PROVISION OF INFORMATION TO THIRD PARTIES

The following information can be divulged to a third party (with justifiable cause) by an investigating officer. (In case of uncertainty Officers should consult with their Supervisor or take advice from the Information Security Directorate.)

Damage Only Collisions - Public Road

Section 170 of the Road Traffic Act 1988 (action to be taken after a road collision) only requires the following details to be supplied/exchanged.

- name and address of driver
- registration mark
- name and address of owner (if applicable and different from driver).

Injury Collisions - Public Road

In addition to the above insurance details should be exchanged.

Never give details to a member of the public from PNC. Only details obtained by personal investigation can be disclosed.

If the incident took place off a public road contact accident records for advice and guidance.

Provision of Other Data and Copies of Collision Cards

Redacted copies of G126 forms and other evidential material will be supplied to those with a bone fide interest in the incident upon payment of the appropriate fees. This process is handled by Accident Records. All staff who complete G126 forms must not acquiesce to requests from anyone to supply a copy of the form – even by e-mail. The proper response is to direct them to contact our accident records unit who will service their request.

Data Protection Issues – when to seek advice

If, in order to provide the public with a quality service, officers believe they may breach the Data Protection Act 1998, the Force's Data Protection Officer can provide the necessary advice and guidance.

BREATH TEST POLICY AT ROAD TRAFFIC COLLISIONS

Nottinghamshire Police policy has always been that every driver/rider of a motor vehicle involved in a collision – whether physical contact is made or not – **will** be breath tested for alcohol **without exception** either at the scene or as soon as possible afterwards. The only exemption is if the subject is medically incapable of providing a sample and a doctor in charge of the patient says it cannot be done or in cases where an RTC is reported a significant period of time after the event.

SECTION 4 APPENDICES

Appendix 1 - Initial Version 1 Format G126 Forms

Insert Incident No here and Save As in W drive

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Tick all appropriate boxes Enter appropriate number in box G126 (Revised May 2013)

No. of vehicles		Incident No.		Details of Property Damaged (including street furniture) and/or animals involved	
No. of Casualties		A.U.I. Ref No.		Details	
Collision Report					
FATAL <input type="checkbox"/>		SERIOUS <input type="checkbox"/>		SLIGHT <input type="checkbox"/>	
REPORTING OFFICER		RANK		Name and address of owner	
E-MAIL		PHONE		Postcode	
ADDRESS		PLACED		Notified Yes <input type="checkbox"/> No <input type="checkbox"/> Who by	
PLACE REPORTED		AT SCENE <input type="checkbox"/>		ELSEWHERE <input type="checkbox"/>	
Time (24 hr clock)		Date (dd/mm/yy)			
Day of the week					
Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thurs <input type="checkbox"/>	Fri <input type="checkbox"/>
Sat <input type="checkbox"/>					
Name of road					
Road Location					
Road Classification & No.			Name of Town/Village		
A Road <input type="checkbox"/>		B Road <input type="checkbox"/>		Road No.	
C Road <input type="checkbox"/>		D Road <input type="checkbox"/>		Grid Ref:	
E Road <input type="checkbox"/>		F Road <input type="checkbox"/>		E → 4	
G Road <input type="checkbox"/>		H Road <input type="checkbox"/>		N ↑ 3	
I Road <input type="checkbox"/>		J Road <input type="checkbox"/>			
K Road <input type="checkbox"/>		L Road <input type="checkbox"/>			
M Road <input type="checkbox"/>		N Road <input type="checkbox"/>			
O Road <input type="checkbox"/>		P Road <input type="checkbox"/>			
Q Road <input type="checkbox"/>		R Road <input type="checkbox"/>			
S Road <input type="checkbox"/>		T Road <input type="checkbox"/>			
U Road <input type="checkbox"/>		V Road <input type="checkbox"/>			
W Road <input type="checkbox"/>		X Road <input type="checkbox"/>			
Y Road <input type="checkbox"/>		Z Road <input type="checkbox"/>			
Other <input type="checkbox"/>		Other <input type="checkbox"/>			
Permanent speed limit for road		Grid Ref:			
Temporary <input type="checkbox"/>		N ↑ 3			
Collision Investigation (CIU)		Video is examined			
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			
CIU Investigator		Examiner:			
Photographs: Yes <input type="checkbox"/> No <input type="checkbox"/>		Defects Found			
Photographer		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Cards complete		Contributory			
Updated version of report to be submitted		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Offences alleged (includes non-driving offences)		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Return of offences if "Yes"		Officer comment on likely cause of collision:			
URN 3 1					
No Further Action <input type="checkbox"/>		Prosecute <input type="checkbox"/>		NDAC <input type="checkbox"/>	
Grid Reasons and Supervisory Comment:					
Supervisory Officer:					
DATA FROM THIS REPORT IS USED TO MAKE NOTTINGHAMSHIRE'S ROADS SAFER					

PROTECTED

Write a full description of what happened. There is plenty of space but be careful about pressing return too much or it will drop the form to the next page.

These can be accurately obtained from the mapping function. See short video.

This information is your opinion on the primary causation of the RTC. Why did it happen? It is redacted when we send details out.

Supervisors: Complete the decision box for NDAC, identify who is to be referred and e-mail to HQ (CJ) Summary Unit as soon as possible. Always ensure the person to be referred is aware it is happening as an alternative to prosecution.

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<input type="checkbox"/> Tick all appropriate boxes				* (1,2,3...) enter appropriate number in box				G126 A			
Vehicle		Reg No.		Make/Model		Vehicle		Reg No.		Make/Model	
Colour		Type e.g. car, van, cycle (2 wheel M/C enter 0)		Year		C.C.		Colour		Type e.g. car, van, cycle (2 wheel M/C enter 0)	
Vehicle - left hand drive?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Vehicle - left hand drive?		Yes <input type="checkbox"/> No <input type="checkbox"/>		M/Cycle - helmet worn?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
M/Cycle - helmet worn?		Yes <input type="checkbox"/> No <input type="checkbox"/>		P/Cycle - cycle helmet worn?		Yes <input type="checkbox"/> No <input type="checkbox"/>		P/Cycle - cycle helmet worn?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If goods vehicle - Max Permissible Gross weight		tonnes		If goods vehicle - Max Permissible Gross weight		tonnes		If Bus/Coach/Mini-Bus - max seating capacity		seats	
Taxi <input type="checkbox"/>		If Bus/Coach/Mini-Bus - max seating capacity		Taxi <input type="checkbox"/>		If Bus/Coach/Mini-Bus - max seating capacity					
Driver/Rider Details						Driver/Rider Details					
Mr, Mrs, Miss, Ms, Other Title...						Mr, Mrs, Miss, Ms, Other Title...					
Full Name						Full Name					
DoB / Age						DoB / Age					
Address:						Address:					
Sex M <input type="checkbox"/> F <input type="checkbox"/>						Sex M <input type="checkbox"/> F <input type="checkbox"/>					
Write State at						Write State at					
Postcode						Postcode					
Tel No. Mob No.						Tel No. Mob No.					
Full details of injuries received (e.g. bruising/fracture)						Full details of injuries received (e.g. bruising/fracture)					
Shock treated at scene: Yes <input type="checkbox"/> No <input type="checkbox"/> Casualty No. *						Shock treated at scene: Yes <input type="checkbox"/> No <input type="checkbox"/> Casualty No. *					
Hospital detailed under 24 hrs?						Hospital detailed under 24 hrs?					
Pupil on journey to/from school Yes/No Relatives aware Yes/No						Pupil on journey to/from school Yes/No Relatives aware Yes/No					
School Name or No.						School Name or No.					
Owner's/Company Name, Address and Postcode						Owner's/Company Name, Address and Postcode					
L Plates displayed		DL		TC		VEL		COI		L Plates displayed	
DL		TC		VEL		COI		DL		TC	
Drivers No.						Drivers No.					
Insurance Co. name						Insurance Co. name					
Certificate No.						Certificate No.					
RO/RTI Yes <input type="checkbox"/> No <input type="checkbox"/>						RO/RTI Yes <input type="checkbox"/> No <input type="checkbox"/>					
Vehicle Write Off: Yes <input type="checkbox"/> No <input type="checkbox"/> Probable <input type="checkbox"/>						Vehicle Write Off: Yes <input type="checkbox"/> No <input type="checkbox"/> Probable <input type="checkbox"/>					
Vehicle Use: Business <input type="checkbox"/> SDP <input type="checkbox"/>						Vehicle Use: Business <input type="checkbox"/> SDP <input type="checkbox"/>					
Breath test		Station Procedure		Breath test		Station Procedure		Breath test		Station Procedure	
1) Positive		1) Refused/failed to provide		1) Positive		1) Refused/failed to provide		1) Positive		1) Refused/failed to provide	
2) Negative		2) 1 st sample reading		2) Negative		2) 1 st sample reading		2) Negative		2) 1 st sample reading	
3) Not requested		3) 2 nd sample reading		3) Not requested		3) 2 nd sample reading		3) Not requested		3) 2 nd sample reading	
4) Refused to provide		4) Blood given		4) Refused to provide		4) Blood given		4) Refused to provide		4) Blood given	
5) Driver not contacted at scene		5) Urine given		5) Driver not contacted at scene		5) Urine given		5) Driver not contacted at scene		5) Urine given	
6) Not provided (medical reasons)		6) suspect of driving while impaired - drink/drug		6) Not provided (medical reasons)		6) suspect of driving while impaired - drink/drug		6) Not provided (medical reasons)		6) suspect of driving while impaired - drink/drug	

Treat a pedal cycle as a vehicle. Enter details here.

List injuries as fully as possible.

Always breath- test the drivers involved.

Appendix 2 – ACC Holt letter to all CC's.

POLICE TACTICAL PURSUIT AND CONTAINMENT (TPAC) – LIABILITY ON POLICE OFFICERS TO INFORM THEIR OWN PRIVATE VEHICLE INSURERS

As the National Policing Lead for the Police Pursuits Working Group within the Roads Policing Portfolio, I have been working with the Police Federation of England and Wales (PFEW) and the Association of British Insurers (ABI) to agree common practice on the liability of police officer drivers to disclose details of TPAC incidents to their own private vehicle insurance companies.

Through negotiation with ABI executives, the following has been agreed:-

- If a police officer is involved in the tactical pursuit and containment of a subject vehicle in line with duties and training and a collision occurs, the police officer only has a requirement to inform their own private vehicle insurance company if:

“The manoeuvre necessitates the recording of an ‘accident’ report as defined by Sec 170 (1) of the Road Traffic Act 1988”.

This means that should a collision occur as a result of engaging in tactical options, police drivers directly involved in these tactics have no liability to disclose such incidents to their own insurance companies providing tactics used were in accordance with the Pursuits Authorised Professional Practice (APP).

However, if an incident occurs, whereby a third party not connected is involved as a consequence of police tactics and this necessitates the recording of a road traffic accident report, then the officer would be advised to inform their own insurers to comply with legal obligations.

A legal definition (R v Morris 1972) of an accident is ‘an unintended course of action, which had an adverse physical effect ‘.

Some officers may encounter difficulties when renewing or applying for car insurance because they have made a claim in the last few years, which has been recorded on the Claims and Underwriting Exchange (CUE) Personal Injury database where injuries were sustained in a pursuit. It is likely that if an officer has made a personal injury claim against a third party, this information will be stored on the database and when an officer obtains a quote. This information will be populated automatically.

If the claim was made as a result of an accident that occurred during an authorised pursuit, officers should contact their insurer/proposed insurer to directly discuss any claim that they have previously made.

I would be grateful if you would disseminate this information to all your staff who may be involved in pursuits.

Yours faithfully

Andy Holt QPM

Deputy Chief Constable, South Yorkshire Police
National Policing Lead for the Revision of Police Pursuits Working Group

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.