

# Lincolnshire Police

## Policy Document



# Automatic Vehicle Location System PD 131

## Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Reference Number:	PD 131 (5)
Policy Sponsor:	ACC
Policy Owner:	Head of Crime
Reviewer:	C/Insp French
Publication Date:	April 2018
Review Date:	April 2020

Version:	Date:	Reason For Issue:
5	April 2018	Review of Policy

## Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

### ***Other legislation/law which you must check this document against (required by law):***

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 1998](#)
- [Freedom Of Information Act 2000](#)

### **Security Classification**

**Policy to be published on Intranet: Yes**

**Policy to be published on Force Website: Yes**

## Authorised Professional Practice (APP)

APP is developed and owned by the College of Policing (the professional body for policing) and can be accessed online. It is authorised by the College of Policing as the official and most up-to-date source of policing practice. The range of subjects covered by APP is growing all the time.

It has the same legal status as previous guidance; it is not the law and so, while Police Officers and Staff are expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is legitimate to deviate from APP, providing there is a clear rationale for doing so.

- This Policy has been checked against APP and there is none in relation to the subject matter of this Policy.

### 1. Policy Aims: (purpose)

- 1.1 This policy details how Lincolnshire Police will maintain and operate an Automatic Vehicle Location System (AVLS) fitted to front line police vehicles throughout Lincolnshire in order to improve resource allocation and Lincolnshire police officer, police staff and strategic partnership staff safety.
- 1.2 The purpose of this policy is to provide clear direction and guidance in the dynamic use of AVLS to locate and deploy appropriate resources to incidents and to promote a safer working environment for police officers, police and strategic partnership staff drivers of vehicles fitted with this equipment.

### 2. Policy Statement: (Key information)

- 2.1 GPS location systems have become a part of everyday use by many organisations and individuals in Great Britain. AVLS links the GPS facility of Airwave to the NSPIS Command and Control system used in the Force Control Room (FCR).
- 2.2 Lincolnshire Police will use AVLS to actively monitor resource locations and commitments. AVLS will assist in locating resources in the event of an emergency activation of an Airwave terminal.
- 2.3 The purpose of this document is to provide clear direction and guidance in the dynamic use of AVLS by the FCR to locate and deploy resources. To ensure a high degree of staff safety and set the roles and responsibilities of those who come into contact with the system on a daily basis.

- Vehicles fitted with a fixed vehicle Airwave Radio (Vehicle Set) have an AVLS device installed and operating.
- When correctly used, AVLS facilitates the plotting of 'real-time' locations on the Command and Control (C&C) mapping system for all vehicles fitted with a Vehicle airwaves radio.
- When Patrols book on duty, C&C is updated with call sign details via Airwave to allow call sign icons to appear on the mapping system.
- Police officers and all staff must ensure that their fixed vehicle Airwave Radio is switched on at all times, and that they enter their PIN number into the set at the start of their tour of duty.
- Officers must also ensure that they send the appropriate text message (see Appendix A) to the FCR identifying their call sign. As with the PIN number this should be done at the start of their tour of duty and, if relevant, each time they change vehicle during that tour of duty.
- When furnished with this information it is the responsibility of the FCR to ensure that, when responding to an incident, they deploy the nearest, most appropriate resource.
- Response and Patrol resources are designated as a countywide resource on the AVLS mapping system. For the purpose of deploying resources to Urgent and Priority incidents, resource deployment will be the nearest and most appropriate resource at the time.
- This will support the "task don't ask" principles of effective deployment and the 'THRIVE' methodology of resource allocation employed within the Lincolnshire Police FCR.
- East Midlands Operational Support Services (EMOpSS) resources will be deployed to Urgent and Priority incidents as appropriate and necessary, taking into consideration the requirement to maintain an armed response for the force in the event of the deployment of ARVs. It should be borne in mind that at this time any EMOpSS resource not previously a Lincolnshire Police resource is NOT visible through Lincolnshire AVLS mapping.

## 2.4 Individual Responsibilities

### **Police Officers/ Police Staff/ Strategic partnership staff**

- Will always switch on their fixed vehicle Airwave Radio and enter the PIN number.
- Will send in the appropriate text message from their fixed vehicle sets at the start of their tour of duty or when they change vehicles.
- At the end of their tour of duty, when leaving the vehicle for the last time, should switch off ignition and then 30 seconds later switch off their fixed vehicle Airwave Radio. This is to allow the last AVLS update

to be sent.

- Should not tamper with any of the AVLS/fixed vehicle Airwave Radio equipment. Any such incidents will be reported to the Professional Standards Department (PSD).
- When officers book themselves off command and control, they will be required to remove (store) the vehicle from their call sign by placing the vehicle ISSI back into store (Appendix B)

#### **Local Supervisors**

- Will ensure all patrols book on duty on NSPIS C&C with a recognised call sign at the beginning of their tour of duty
- Must ensure that patrols use the fixed Vehicle Airwave Radio in accordance with this policy
- Should actively enforce the use of AVLS technology in accordance with this policy.
- Will have access to mapping when in the station to monitor resource locations and commitments.

#### **FCR Controllers**

- Will deploy the nearest, most appropriate resource to urgent and priority incidents.
- Will challenge instances of self deployment by resources
- If for any reason a patrol, is unable to send in the appropriate text message FCR staff will:
  - issue/store vehicle to call sign as resources book On/Off duty

#### **FCR Supervisors**

- Will ensure that all FCR staff are trained to use the system.
- Will ensure that staff are deploying the nearest most appropriate resource to an incident.
- Should actively enforce this policy for resource deployment.
- Will report those resources not complying to this policy to their supervisors / FCR Inspectors

#### **Support**

- Any airwave fault should be reported immediately
- Missing or incorrect Call signs or equipment should be reported for the attention of NSPIS C&C administrators.
- Out of hours all faults or data problems should be brought to the attention of the FCR supervisors.

### **3. Other Related Documents/Appendices:**

Appendix "A" How to send a text message

Appendix "B" How to remove a vehicle from a call sign when booking off duty

#### **4. Monitoring/Review:**

This policy will be fully reviewed every two years. Earlier review may be prompted by challenges or inefficiencies being identified. Reviews will cover compliance with the law and Human Rights, Equality and Diversity issues

#### **5. Who to contact about this policy:**

This policy is owned by Head of Crime

Any enquires about this policy should be directed to the Head of the FCR

## Appendix A

### How to link your fixed vehicle Airwave Radio to your Call Sign.

This should be done by officers at the beginning of their shift when they get into the vehicle they will be using for that day.

#### Cleartone Radios

To send a message, start by pressing :

- **Menu**
- **Send text message** (case does not matter)
- At the LHS of the set is a button marked **ABC**. When highlighted it writes letters, when not it writes numbers. The text message works the same as with mobiles, e.g. pressing the 2 key three times will input the letter 'C'.
- Type CS\_HO04 (**the letters CS followed by a space (#) then your call sign**)
- When the message is complete press **enter**.
- Select the **PTP** button as if initiating point to point.
- Press **PB** button for phonebook, **Text to FCCC** is probably the only entry.
- With **Text to FCCC** highlighted press the **green telephone key**.
- This will associate you with the vehicle and return you to the cleartone front screen, and also stop you receiving failure messages.

In key presses

MENU>SEND TEXT MESSAGE>CS  
CALLSIGN>ENTER>PTP>PB>TEXT TO FCCC>GREEN TELEPHONE KEY

## Appendix B

### How to remove a vehicle from a Call sign on NSPIS Command and Control when booking off duty.

This must be done by whoever books off that Call sign at the end of the shift.

- Select the **Maintain** option situated along the top of the Command and Control Screen .
- Go to **Equipment** and select **Open**.
- A "**Find Equipment Record**" screen is presented.
- Populate the **Call sign** field with your call sign and select **Search**
- Double click on the result shown
- A "**Maintain Equipment Record** "screen is presented.
- Click on **Log**
- An "**Update Equipment Log**" screen is presented.
- Click on **Store**
- Press **Exit** to return to control screen

The vehicle will now no longer be linked to the call sign in NSPIS C&C. The vehicle ISSI will be back in store.

You can now book off your call sign.

Protective Security Marking:

NOT PROTECTIVELY MARKED

### PRO-FORMA FOR THE INITIAL EQUALITY IMPACT ASSESSMENT (EIA)

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review,
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (Where appropriate)
- Equality and Diversity

<b>Department:</b>	CRIME	<b>Section:</b>	FCR	<b>Person responsible for initial assessment:</b>	C/I French
<b>Name of the Policy to be assessed:</b>	AVLS	<b>Date of Assessment:</b>	April 2018	<b>Is this a new or existing policy?</b>	EXISTING
1. Briefly describe the aims, objectives and purpose of the policy.	THE OBJECTIVE OF THE POLICY IS TO PROVIDE CLEAR INSTRUCTION ABOUT HOW WE EXPECT OFFICERS TO EMPLOY THE AVLS SYSTEM TO IMPROVE RESOURCE DEPLOYMENT				
2. Are there any associated objectives of the policy? Please explain.	EFFICIENT DEPLOYMENT OF THE MOST APPROPRIATE AND NEAREST RESOURCE TO CALLS FOR ASSISTANCE				
3. Who is intended to benefit from the policy and in what way?	THE COMMUNITY WILL RECEIVE AN ENHANCED SERVICE IF WE ARE ABLE TO DEPLOY MORE EFFICIENTLY PARTICULARLY THOSE CALLS FOR URGENT RESPONSES				
4. What outcomes are wanted from this policy?	QUICKER RERESPONSE TIMES – BETTER USE OF AVAILABLE RSOURCES				

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5. What factors/forces could contribute/detract from the outcomes?	OFFICER COMPLIANCE AND RIGOROUS CHECKING	
6. Who are the main stakeholders in relation to the Policy?	FCR – OPERATIONAL OFFICERS - COMMUNITY	
7. Who implements the policy and who is responsible for the activity?	FCR AND OPERATIONAL STAFF HAVE JOINT RESPONSIBILITY	
8. Is there any likelihood the policy <b>could</b> have a differential impact on racial groups? (including Gypsies and Travellers)	N	<b>Please explain</b> THE RESPONSE DOES NOT ADVERSELY BENEFIT OR DISCRIMINATE AGAINST ANY PERSON REQUIRING ASSISTANCE
What existing evidence (either presumed or otherwise) do you have for this?	AT THE POINT OF DEPLOYMENT EVERY CALL IS RISK ASSESSED AND DETERMINED BY THREAT AND RISK	
9. Is there any likelihood the policy <b>could</b> have a differential impact due to gender?	N	<b>Please explain</b> AS ABOVE
What existing evidence (either presumed or otherwise) do you have for this?		
10. Is there any likelihood the policy <b>could</b> have a differential impact on due disability?	N	<b>Please explain</b> AS ABOVE
What existing evidence (either presumed or otherwise) do you have for this?		

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11. Is there any likelihood the policy <b>could</b> have a differential impact on people due to sexual orientation?		<b>N</b>	<b>Please explain AS ABOVE</b>
What existing evidence (either presumed or otherwise) do you have for this?			
12. Is there any likelihood the policy <b>could</b> have a differential impact on people due to their age?		<b>N</b>	<b>Please explain</b>
12a Is there any likelihood the policy <b>could</b> have a differential impact on Young People and Children?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
12b Is there any likelihood the policy <b>could</b> have a differential impact on Older People?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
13. Is there any likelihood the policy <b>could</b> have a differential impact on people due to their religious belief?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			

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14. Is there any likelihood the policy <b>could</b> have a differential impact on people due to them having dependants/caring responsibilities?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
15. Is there any likelihood the activity <b>could</b> have a differential impact on people due to Marriage or Civil partnership?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
16. Is there any likelihood the policy <b>could</b> have a differential impact on people due to them being Transgender or Transsexual?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?		<b>N</b>	<b>Please explain</b> N/A
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		<b>N</b>	<b>Please explain for each equality heading (question 8-16) on a separate piece of paper</b> N/A
19. If Yes, is there enough evidence to proceed to a full EIA?			<b>NO</b>

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20. Date on which Full impact assessment to be completed by.	N/A
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Signed (completing officer)\_C/I French \_\_\_\_\_

Signed (Lead officer) \_\_\_\_\_

### Groups Affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
<b>Disability</b> - Physical ,Sensory, Learning Disability, Mental Health, Carers		x	
<b>Gender</b> - Male , Female		x	
<b>Transgender</b>		x	
<b>Race</b> - Traveller and Gypsy etc		x	
<b>Sexual Orientation</b> - Lesbian, Gay , Bisexual		x	
<b>Religion and Belief</b>		x	
<b>Age</b> - Young and Old		X	
<b>Marriage and Civil Partnerships</b>		x	