

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use VPM Professional and ethical standards to inform the decisions they make to support compliance.

Road policing - general

Context

Enforcing the law and investigating collisions to reduce road trauma and road crimes is a primary responsibility of Victoria Police. Policing the roads may be dynamic or planned, static or mobile and each situation will be unique and safety for the community and police must be a primary consideration. This policy has been developed to support police members when undertaking road policing functions to ensure the strategic objectives of safety, enforcement and education are met.

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Scope and application

This policy applies to all employees.

Health and safety

1. Responsibilities

Victoria Police and its employees have responsibilities regarding health and safety; not only for those involved in policing our roads, but also for other emergency service personnel and the community. The following table outlines the key health and safety responsibilities relating to road policing:

Road policing health and safety responsibilities	
Victoria Police	- Establish suitable policies and safe work practices. - Provide members with safety equipment and training.
Members	- Ensure that health and safety considerations form part of their approach to operational duties. - Assess the risks and implement effective controls as far as reasonably practicable. - Apply relevant training, policies and procedures as outlined in this policy. - Use the supplied equipment as required by training and/or guidelines. - Adopt safety-first principles.
Managers and supervisors	- Ensure that members are aware of policies and procedures on operational safety and health and safety. - Ensure that members have appropriate safety equipment, including personal protective equipment available to them. - Consider health and safety issues when resourcing and allocating tasks. - Apply relevant training, policies and procedures as outlined in this policy.

2. Reflective or high visibility clothing

Members must wear high visibility vests when performing road policing duties in accordance with **VPM Operational safety equipment**.

3. Electronic flares

The laying of a flare path at a collision scene to establish an outer cordon may be a valuable tool in ensuring the safety of all involved and other road users. When laying a flare path, members must consider safety, planning, and stopping distances.

Vehicle collisions

4. Attendance at scene

4.1 *Police attendance required*

- The first member on duty at a collision scene or who has a collision reported to them (where police do not attend the scene) is responsible for:
 - conducting the preliminary investigation to determine what course of action is appropriate
 - creating a Traffic Incident System (TIS) report, by the end of the shift and completing it within 28 days, unless the criteria at section 13 of this policy applies
 - investigating further, except where this responsibility has been passed to another police member by agreement, e.g. Major Collision Investigation Unit (MCIU) has assumed the investigating informant role.
- The Police Forward Commander must ensure that:
 - MCIU is notified immediately of every fatal or life-threatening collision. The senior MCIU member notified will determine whether the MCIU attend the collision or investigate outside attendance criteria listed in section 6 of this policy
 - Professional Standards Command (PSC) is notified immediately of any serious vehicle collision involving a Victoria Police employee, on or off duty in accordance with **VPM Complaints**.

4.2 *Police attendance not required*

Police are not required to attend the scene of a vehicle collision where all the following criteria are met:

- no apparent injury to any party
- if the collision is a 'hit and run' and there are no offender details or avenues of enquiry available to identify other parties/vehicles involved
- no allegation of alcohol or drugs involved
- no allegation of any party being an unauthorised driver
- no need for traffic management
- no risk to public safety
- no police vehicles involved.

4.3 *Attending unit*

Police must attend a collision as either first response unit or second response unit in accordance with the table below. The second response unit is tasked only when a first response unit is unavailable.

Attending Unit for Collisions		
Collision Type	First Response Unit	Second Response Unit
- Fatal - Injury (ambulance dispatched)	Highway Patrol from within PSA or elsewhere, on direction of the divisional patrol supervisor	General duties patrol unit as per Computer Aided Dispatch (CAD) or in consultation with divisional patrol supervisor
Non injury (no ambulance dispatched)	General duties patrol unit as per CAD or in consultation with divisional patrol supervisor	Highway Patrol from within PSA or elsewhere, on direction of the divisional patrol supervisor

4.4 Initial action

- Take charge until relieved or the scene is cleared.
- Adopt a safety-first approach at the scene.
- Position police vehicle in a safe, conspicuous position with warning lights activated.
- Ensure clear access and egress for other emergency services is established.
- Request notifications via Police Communications – e.g. MCIU, PSC, other services as required.
- Refer to the Traffic Incident Management prompt card.

4.5 Clearing the scene

- Where vehicle/s or other debris involved do not need to be kept in situ for evidentiary or other purposes, restore traffic flow as soon as possible. It may be necessary to divert traffic; if so, notify Police Communications of any traffic diversions and Media Unit if necessary.
- Where the position of a vehicle has evidential value but is a hazard to any person, photograph the vehicle in situ or mark and measure the position prior to removal.
- The following table also applies:

Clearing the Scene at Collisions	
Collisions	The member in charge of the collision scene is responsible for coordinating the appropriate rehabilitation of the scene. This includes the recovery of all: • exhibits or possible evidentiary materials • vehicles and property items • biological materials.
Heavy vehicles	• Notify VicRoads Traffic Management Centre via Police Communications of any: - non-fatal collision involving a heavy vehicle - heavy vehicle rollover or break down affecting the flow of traffic - heavy vehicle load spill - debris at the site of a collision resulting from any of the above.

	• VicRoads may dispatch a Traffic Commander to the site who will be responsible for clearing the accident scene for the purpose of relieving traffic congestion. • Also notify VicRoads for assistance with planning and implementing traffic diversions and local council before diverting heavy commercial traffic onto minor roads.
City Link and other major traffic infrastructure	• Only divert traffic onto East Link and City Link for emergency traffic management. Must be authorised by Regional Duty Officer who will notify Police Communications. Diversion must be for the shortest possible time. • Only close major traffic infrastructure (e.g. City Link, Westgate Bridge) for emergency traffic management. Must be authorised by Regional Duty Officer.
Contra flow	Diversion of traffic against the lawful flow must only occur when it is safe and the divisional patrol supervisor has given authorisation.
Public transport	The senior police member attending must liaise with the public transport site coordinator (if present) about any site safety instruction.
Boom gates	• Request attendance of railway staff who are the only persons authorised to direct traffic around booms or through the crossing. • On other occasions, divert traffic away from boom gates.
Towing	• Towing of vehicles involved in a collision must be arranged through the Towing Allocation Centre (<i>Accident Towing Services Act 2007</i>) if within the allocation area or by divisional arrangements outside the towing area. • Ensure tow operators clean all collision debris from the scene. • Drivers are responsible for removal unless otherwise incapacitated (including not present at scene) where attending police may arrange for vehicle removal; see section 19 of this policy.

5. Investigation

- Police are required to record and investigate all collisions they attend or have reported to them.
- The investigating member must perform a search through TIS, LEAP and other Victoria Police systems to identify previous involvements for:
 - all drivers, riders or pedestrians to identify any issues which may impact upon the investigation (e.g. a driver involved in multiple collisions in preceding months may be subject to licence review)
 - an owner of vehicles or objects, if relevant in the circumstances.

6. Fatal or life-threatening collisions

- The MCIU must be notified immediately of all fatal and life-threatening injury collisions via Police Communications. Attending police should arrange this from the scene, as soon as practicable, via Police Communications.

- The senior MCIU member notified will determine whether MCIU attend and investigate the collision.
- MCIU will take investigative primacy for fatal collisions involving:
 - three or more deaths
 - criminal negligence (drugs / alcohol / speed / fatigue) by a surviving driver
 - a driver who fails to stop or absconds
 - a police pursuit
 - a police vehicle
 - a Victoria Police employee (on or off duty) driving a vehicle
 - circumstances likely to bring discredit to Victoria Police.
- MCIU may attend and provide specialist assistance and expertise where the involvement of police is likely to bring discredit to Victoria Police. The decision to attend will be made by an MCIU Officer/sub-Officer after a request from the oversight PSC Officer/sub-Officer.

7. Suspected involvement of alcohol, drugs, mechanical fault or road defect

7.1 Alcohol

Comply with **VPM Road policing – enforcement**. If MCIU are attending, seek advice before questioning or conduct of breath test.

7.2 Drugs

Comply with **VPM Road policing – enforcement**. If MCIU are attending, seek advice before questioning or conduct of drug impairment assessment. In other cases of fatal or life-threatening collisions, notify MCIU of action taken.

7.3 Mechanical fault

- Consult Collision Reconstruction and Mechanical Investigation Unit (CRMIU), Forensic Services Department for possible attendance of their mechanic.
- Ensure vehicle is returned to owner when no longer required for evidence or examination purposes. Where the collision has resulted in a fatality but there are no criminal charges likely, assess whether the forensic examination of the vehicle by qualified CRMIU mechanics is relevant to the investigation. Consult the CRMIU for this advice.
- Where the investigating member is concerned about the preservation of evidence an authority should be sought from the Coroners Court. In these circumstances the appropriate lawful authority to seize and hold the vehicle will be a Coroner's Authority issued under s.39, *Coroners Act 2008*. Contact the Police Coronial Support Unit for assistance.

7.4 Road defect

If action is necessary to prevent further collisions, notify authority responsible for the road.

8. Collisions involving police employees

- In a police vehicle see **VPM Police vehicles**.
- In a private vehicle:

- an independent police member must complete reports and any brief of evidence
- the employee involved in the collision must not participate in the investigation.

9. Collisions occurring outside of Victoria

Refer persons involved to relevant jurisdiction. Reports cannot be recorded in Victoria.

10. Collisions resulting from an organised motor vehicle race

- In any of the following circumstances, complete a TIS report when the collision:
 - may result in a claim from the Transport Accident Commission or Victorian Workcover Authority
 - involves a vehicle on a highway or a public place
 - where a death results.
- A TIS report is not required where a non-fatal collision occurs solely within a closed circuit race venue.

11. Collisions involving public transport

- Investigate collisions involving public transport the same as any other collision. Where possible, obtain written statements from public transport employees at a later time to avoid delaying commuters. The public transport operator is to be contacted, via Police Communications, to attend and support.
- TIS reports are not required where the collision solely involves trams or trains not on a highway (as defined in the *Road Safety Act 1986* (RSA)), or on a highway but does not involve another vehicle type.
- Contact Transit Safety Division, Transit and Public Safety Command for specialist advice or assistance.

12. Collision reconstruction – expert evidence or opinion

- Documented expert evidence or opinion relevant to collision reconstruction that may appear on a brief of evidence or during any stage of court proceedings must be provided by a recognised expert from the CRMIU.
- Documented evidence and opinion relating to collision reconstruction that does not appear on the brief of evidence may be the subject of a subpoena issued during court proceedings. Documents required to be produced in accordance with a subpoena can include e-mails and other Victoria Police correspondence relevant to the investigation of a collision. See **VPM Court processes** for further information.

13. Collision reports

13.1 *When a Traffic Incident System report must be made*

- A TIS report must be created and completed in the following circumstances:
 - the preliminary investigation indicates any of the following has resulted from a collision:
 - apparent injury to any party
 - any party involved is conveyed to hospital for treatment
 - any party involved reports any level of injury

- a person is injured by falling within or from any moving motor vehicle, including a bus or tram
 - a fatality arising from any moving vehicle
 - a person attends a place of treatment as the result of a collision and it is known, or becomes known, that a blood sample has been taken under the provisions of s.55BA or s.56, RSA
 - there is no apparent injury to any party as the result of a collision, but the owner of damaged property cannot be notified before the end of shift
 - where the accused details are available or there is a chance of identification an alleged 'hit and run'
 - an injury is reported following a collision previously identified as 'Non-Injury'. The member notified of the injury must create the TIS report
 - a collision or incident involves a police vehicle or bicycle; refer to **VPMG Police vehicle collisions**.
- A TIS report must be submitted irrespective of where the collision occurs (e.g. private property, off road tracks, car parks, industrial settings or work sites)
 - The severity of injury is not relevant. Any injury requires the submission of a TIS report, including minor injuries (e.g. scratches and bruises).
 - Where a person reports an injury and has already received the Collision Information Pamphlet for that collision, the informant details on the TIS report can only be changed to the member who is noted on the pamphlet with their agreement. The supervisor of the member receiving the report must also be consulted.

13.2 *When a Traffic Incident System report is not required*

- A TIS report is not required:
 - when there is no apparent injury to any party, parties details are exchanged and the owner or representative of any other damaged property can be notified of the collision before the end of the investigating member's shift
 - in an alleged 'hit and run' collision, where there are no apparent injuries to any party and there are no offender details or chance of identification.
- If a TIS report is not required the investigating member must:
 - distribute the Collision Information Pamphlet (containing contact details legibly stated) to all parties involved at the scene or those present reporting the incident.
 - make suitably detailed notes in their daybook, Patrol Duty Return (Form 501/502), ePDR or Official Diary [PB13] in accordance with **VPM Operational duties and responsibilities**, as this information may be relied upon in the future by members or other vested parties. Supervisors must ensure these notes are appropriately comprehensive.

13.3 *Collisions and reporting responsibility*

The first member on duty at a collision scene or who has a collision reported to them (where police do not attend the scene) is responsible for conducting the preliminary investigation to determine what course of action is appropriate. Should this investigation result in the identification of offences; these are to be dealt with in accordance with usual practice, independent of any requirement to complete a TIS report.

13.4 Traffic Incident System reports

Creating a TIS report

- If a TIS report is required, the member who is initially responsible for the investigation is responsible for creating a TIS report before the end of their shift.
- Members creating TIS reports must enter sufficient detail at draft stage to ensure clear understanding of the collision circumstances and causative factors. When the TIS report is created a system-generated notification will be sent to senior managers.
- See section 13.2 in this policy for recording requirements for when a TIS report is not required and the table below for additional requirements before end of shift.
- Supervisors should check TIS reports as soon as practicable to ensure data quality.

Time limit for completion of a TIS report

A TIS report should be completed at the time it is first created, or at a later time as information becomes available, but within 28 days of its creation unless circumstances dictate otherwise.

Completed TIS reports

- A TIS report is considered completed when all required items have been entered, the report has been submitted and one of the following actions has been approved:
 - no further police action
 - infringement notice issued
 - brief to be submitted, including an inquest brief.
- Also see **VPM Police vehicles** regarding police collisions and police vehicle incidents.

Updating TIS reports

A TIS report may be updated at any time. If a previously submitted or approved TIS report is later identified as requiring updating, it is required to be "re-drafted" and reverts back to "draft". After the update has been entered the report must again be submitted for review and approval.

Fatal and life-threatening collision reporting requirements		
Fatal	Life-threatening	Upgrading any incident report to a fatal
• Before the end of shift, complete the following tabs of the TIS report: - Incident - Involved - Notification Sheet. • Then complete the TIS report as soon as possible.	• Before the end of shift, complete the following tabs of the TIS report: - Incident - Involved - Notification Sheet. • Then complete the TIS report as soon as possible.	As soon as possible, update the TIS report and complete following tabs: • Incident • Involved • Notification Sheet
Report of Death [Form 83]	Notify Road Policing Drug and Alcohol Section (RPDAS) of the details of all persons	Notify RPDAS of the new details either directly or (PBEA)

	involved and places of medical treatment, either directly or to (PBEA) RPDAS TU SUPPORT SERVICES-OIC	RPDAS TU SUPPORT SERVICES-OIC
Follow VPM Deceased persons as applicable		Complete the investigation and TIS reports unless MCIU is completing the investigation
Arrange identification of deceased and notification of relatives		Follow VPM Deceased persons as applicable
Notify RPDAS of the details of all persons involved and places of medical treatment, either directly or (PBEA) RPDAS TU SUPPORT SERVICES-OIC		Arrange identification of deceased and notification of relatives

13.5 *Collision scene sketch*

- Minimum requirements for a collision scene sketch are:
 - road structure, names and measurements (including distance from intersection or landmark for reference)
 - north direction
 - all applicable vehicles/objects involved, with labels
 - point of impact
 - pre and post vehicle/object travel.
- Other illustrations may be included at the investigator's discretion but should add value and be applicable.
- A collision scene sketch is required for:
 - level 1 (Fatality)
 - level 2 (Injury).
- An collision scene sketch is not required for other collisions unless required by local instructions or supervisor.

13.6 *Photographs and other documentation*

Electronically attach all relevant and available reports and documents to the TIS report. Retain hardcopies. Only core photographs should be attached, with the remainder retained for reference. A note on the report should state that other photographs exist.

14. Statements

14.1 *Statements from persons involved and witnesses*

Statements from persons involved and witnesses are only required where any of the following apply:

- it is likely that an inquest brief may be required
- any offence not resulting in issue of an infringement notice is disclosed

- a sub-Officer directs that a statement is required.

14.2 *Information or statements from another response zone*

- If information or statements are required from another response zone, create an Out of Station Request through TIS to the appropriate police station's PBEA.
- The receiving work unit manager must assign Out of Station requests to a relevant member for actioning within 14 days.
- Electronically attach all relevant and available reports/documents/photographs to the TIS report.
- Out of Station request must be completed before submission and subsequent approval of the TIS report.

15. Investigation outcomes

15.1 *No further police action*

Provide detailed reasons in the submission narrative on the TIS report.

15.2 *Infringement Notices*

An infringement notice may be issued at investigator discretion; refer to **VPM Dispositions**). Record details on the TIS report.

15.3 *Briefs of evidence*

Submit and authorise a brief of evidence in line with **VPMP Briefs of evidence** or for police employees involved **VPM Complaints**.

15.4 *Defence force vehicles*

Where the driver is at fault, send a report of circumstances to Chief of Staff, Office of the Chief Commissioner, for notification of relevant authorities.

15.5 *Courtesy letters*

The investigating member is responsible for sending courtesy letter/s to parties involved. Indicate on TIS that letters have been generated and sent. Do not make reference to disciplinary or remedial action taken against any police employee involved. Send letters as follows:

- Infringement Notice or court process – parties other than offending driver
- no further police action – all parties.

16. Public requests for collision information

- When requested to supply a collision report or details of other involved parties, search TIS first for any record. If a TIS report already exists, follow **VPMG Release of accident and property records**.
- If there is no TIS report, the member should:
 - inform the member of the public that no TIS report was recorded
 - advise them to contact the attending member whose details are on the collision pamphlet which was originally distributed at the scene or at the time the

collision was reported. If that member is not available they may contact the Officer in Charge of the station.

Towing vehicles

17. Context

Vehicles are towed by Victoria Police on a daily basis, for a range of reasons. There are a number of reporting responsibilities and procedural requirements imposed upon members, depending upon the reason for the tow. These responsibilities and procedures are designed to increase our capability to gather valuable evidence where an offence is disclosed, eliminate or reduce any cost impact to Victoria Police and limit any disruption to members of the public through timely notifications to owners or tow operators.

This policy is not applicable to the towing of:

- police vehicles
- vehicles for the purposes of vehicle impoundment.

Refer to **VPM Police vehicles** and **VPMG Police collisions** for instruction on towing police vehicles and **VPM Road policing – enforcement** for instruction on impounding vehicles.

18. Definitions

Registered operator – the person or business listed against the vehicle on the Vic Roads database. Registered operator includes the owner, the driver or their representative, dependent upon the circumstances.

19. Authorising a tow

- If the registered operator of a vehicle requiring a tow is present and able in the circumstances, it is preferable that they:
 - consent to the tow
 - provide their information
 - sign the 'authority to tow'.
- Where the registered operator of the vehicle is not present, police may sign the 'authority to tow', which is carried by the towing operator. A sub-Officer's approval may be required in some circumstances.
- A member signing for the tow means that Victoria Police is taking responsibility for that vehicle and the costs in certain circumstances. Refer to the table in section 24 of this policy for further details.
- Providing the private information of the registered owner of the vehicle to a third party is permitted in some circumstances, but in others it is unlawful. Refer to the table in section 23 of this policy for further details.

20. Recording and reporting responsibilities

- On most occasions when the towing of a vehicle is authorised or arranged by police, the attending member who signs the 'authority to tow' form must submit a Tow Report [Form 942].

- Vehicles subject to impoundment under s.84C, RSA do not require the submission of a Form 942. Refer to **VPM Road policing – enforcement** for information specific to impoundment.
- The attending member must include the following details on their ePDR, Patrol Duty Return [Form 502] or official diary:
 - details of the vehicle being towed
 - details of the member authorising the towing of the vehicle (if applicable)
 - reason/circumstances for the tow
 - the location where the vehicle has been towed/depot
 - details of notification of the registered operator.
- The attending member must:
 - attach the signed police copy of the 'authority to tow' to the Form 942
 - submit for checking at the completion of the member's shift in line with **VPM Operational duties and responsibilities**.
- The Form 942 and the 'authority to tow' must be:
 - checked and endorsed by the work unit manager
 - forwarded to the responsible Business Services Centre (BSC) to enable payment and/or reimbursement of towing costs.

21. Registered operator notification responsibilities

When contacting the registered operator, the responsible member should advise them that:

- the vehicle was towed and the reason for the tow including any associated infringement
- they may be responsible for the towing and storage costs, see table at section 24
- the registered operator should contact the towing operator, as soon as possible
- the towing operator could sell the vehicle if the vehicle remains uncollected.

The following table outlines which police member remains responsible for notifying the registered operator in different circumstances.

Circumstance	Responsible for notification
• Collision – tow authorised by police. • Recovered stolen vehicle – where the vehicle is being towed for security only.	• Member signing the 'authority to tow' must notify the registered operator. • If notification of the registered operator remains outstanding at the end of shift/completion of duties, it must be handed over to a sub-Officer. • Attempts made to notify the registered operator must be recorded on TIS, LEAP or Form 502/Official Diary (as applicable). • If a delay in notification is expected, the tow company should be contacted to avoid additional costs.
Police initiated move/tow (s.63A, RSA)	• Member signing the 'authority to tow' must notify the registered operator.

	• If the vehicle is moved to the nearest convenient lawful place, the member must update LEAP (in the 'Remarks Tab' attached to the vehicle check). • If the vehicle is towed to a tow depot, the member signing the 'authority to tow' must notify the registered operator. • If notification of the registered operator remains outstanding at the end of shift/completion of duties, it must be handed over to a sub-Officer. • Attempts made to notify the registered operator must be recorded on TIS, LEAP or Form 502/Official Diary (as applicable).
Recovered stolen vehicle – where the vehicle is being towed for fingerprinting or other forensic analysis.	At the time of towing: • the member signing the 'authority to tow' must notify the registered operator • if notification of the registered operator remains outstanding at the end of shift/completion of duties, it must be handed over to a sub-Officer • attempts made to notify the registered operator must be recorded on TIS, LEAP or Form 502/Official Diary (as applicable) • if a delay in notification is expected, the tow company should be contacted to avoid additional costs. After fingerprinting or other forensic analysis: • the member who completes the fingerprinting or forensic analysis (e.g. Crime Scene Services, CIU) must notify the registered operator • successful notification or attempts to notify must be recorded on LEAP Stolen Vehicle Incident case narrative.
Towed for any other purpose – exhibit (warrant or common law), mechanical inspection after collision, suicide, other.	• The member in charge of the investigation must notify the registered operator. • The registered operator and the tow company should be regularly contacted to avoid additional costs. • Successful notification or attempts to notify the registered operator must be recorded on TIS, LEAP or Form 502/Official Diary (as applicable).

22. Types of towing

22.1 *Collision towing*

If police are called to attend a vehicle collision and a vehicle requires towing, the tow must be allocated. Members performing duties in different areas can request a towing allocation in the following ways:

- Metropolitan area – member to contact Police Communications who will contact the Towing Allocation Centre to arrange for the vehicle to be towed
- Geelong area – member to contact Police Communications who will contact the local Geelong Accident Allocation Centre to arrange for the vehicle to be towed
- All other areas – any towing contractor may be used. Towing is to be arranged by the registered operator or driver of the vehicle or via Police Communications if the registered operator or driver is incapable for any reason.

22.2 *Motor vehicle towed for forensic analysis and other criminal investigations*

- The investigating member is to contact the Transport Support Unit to arrange towing.
- Transport Support Unit will tow vehicles:
 - to a police facility
 - between police facilities (i.e. a police station and the Victoria Police Forensic Science Centre).
- Transport Support Unit will not tow vehicles to a private tow operator's yard.
- Regional contract towing may be used where the Transport Support Unit is unable to assist, in accordance with the following:
 - only request towing when the vehicle is in police possession and available for immediate transportation
 - seek authority from a sub-Officer.
- The member should request the vehicle be towed to a location that provides appropriate storage facilities to preserve evidence.
- Unless advised otherwise by relevant investigators, the attending member/s must thoroughly search the vehicle before it is towed for property including evidentiary items, weapons or items of value. Property located is to be managed in accordance with **VPM Seized property and special property types**.
- Where the vehicle is towed to a police facility for forensic analysis or other investigative process, the investigating member must ensure the vehicle is entered into PALM in accordance with **VPM Seized property and special property types**.
- Where the vehicle requires fingerprinting or any other forensic examination, the recovering member/informant is responsible for notifying the relevant Crime Scene Services to attend.

22.3 *Movement of vehicles causing obstruction/danger*

- Police have the power to move or cause to be moved a vehicle under certain circumstances (s.63A, RSA). Those circumstances include where a vehicle is parked or left standing:

- in front of, or so close to a right-of-way, a passage or a private drive that it obstructs vehicles or pedestrians
- contrary to the regulations and the vehicle is a danger to other road users or is causing or likely to cause traffic congestion.
- In those circumstances, police may arrange a tow operator to move the vehicle to the nearest convenient, lawful place.
- Upon approval of a sub-Officer, the member must contact Police Communications, who will arrange for the attendance of a tow operator.
- The member responsible for moving a vehicle must update LEAP (in the "Remarks Tab" attached to the vehicle check) with enough information to allow the owner or police to locate the vehicle after it has been moved. Information may include:
 - the reason for the move
 - the exact location the vehicle has been moved to.
- The member requesting the assistance of a tow operator must submit Form 942 to assist with the recovery of costs from the vehicle's registered operator.
- If a vehicle is moved in one of the above circumstances, an infringement notice should be issued (if applicable).

22.4 Vehicles towed by other agencies – no police involvement

- Local councils, tow operators and other statutory agencies have the authority, in some circumstances, to have vehicles towed without the involvement of Victoria Police.
- Central Data Entry Bureau (CDEB) receives notification of vehicles towed by other agencies and updates LEAP accordingly.
- Members must not enter the details of any vehicles towed independently of Victoria Police on to LEAP.

23. Disclosure of information to towing operator or other third party

Circumstance of tow	Disclosure of owner information
Collision scene (within 2km radius of a collision)	
If the registered operator is present	It is preferable that the registered operator of the vehicle consent to the tow, provide their information and sign the 'authority to tow', if they are able.
If the registered operator is absent or unable to provide consent due to incapacity	Attending members may disclose the details of the registered operator of the vehicle to the towing operator, (s.142(3), <i>Accident Towing Services Act</i>) on the 'authority to tow' form, which must also be signed by the member authorising the tow.

If the registered operator is present but refuses to consent to vehicle being towed	- If the vehicle is damaged as a result of a collision and cannot be driven safely on a road without compromising the safety of other road users, it may be towed from the scene, with authorisation provided by attending members, if the registered operator refuses. - In these circumstances the attending members may disclose the details of the registered operator of the vehicle to the towing operator, s.142(3), <i>Accident Towing Services Act</i>.
Towing for any other reason (including the towing of recovered stolen vehicles)	
If the registered operator is present	It is preferable that the registered operator of the vehicle consent to the tow, provide their information and sign the 'authority to tow', if they are able.
If the registered operator is not present, but has verbally consented to the tow and a notation of such consent is made on LEDR MK2 or has signed the 'authority and undertaking' on the rear of the Vehicle Theft [Form L5]	- Attending members may disclose the details of the registered operator of the vehicle to the towing operator. - In these circumstances, the disclosure must take place on the 'authority to tow' form, which must also be signed by the member authorising the tow.
If the registered operator is not present and consent to tow has not been obtained	- Attempts should be made to obtain the registered operator's consent to provide information. Any verbal consent obtained must be recorded on Form 942. - Disclosure of the registered operator's private information, held on the Vic Roads database, to any party outside Victoria Police for the purpose of towing without consent is unlawful. - If consent is not obtained, the attending members must provide their details on the 'authority to tow' form, which must also be signed by the member authorising the tow.

24. Costs associated with the tow of vehicles

Reason for tow	Responsible for costs
Collision scene: - registered operator signs the 'authority to tow' or - police sign the 'authority to tow' due to registered operator incapacitation.	The registered operator or their representative (Insurer).

Police initiated tow/move (s. 63A, RSA) – vehicle parked or left standing: • blocking driveway/right of way • contrary to regulations and • a danger • causing/likely to cause congestion.	Victoria Police initially with power under s.63A(4), RSA to seek reimbursement from registered operator for reasonable costs.
Recovered stolen vehicle - towed solely for the purpose of securing it: • if the registered operator has verbally consented to the tow and a notation of such consent is made on LEDR Mk2 or has signed the 'authority and undertaking' on the rear of the Vehicle Theft [Form L5] • if the registered operator refuses to sign the 'Authority and undertaking' or they do not provide verbal consent.	• The registered operator or their representative (Insurer) in the first instance. • Where a subsequent forensic or mechanical inspection is undertaken and causes an unreasonable delay (i.e. it incurs additional storage costs or causes undue hardship for the registered operator) Victoria Police becomes liable for towing and storage costs. • Victoria Police initially with option to seek reimbursement from registered operator.
Recovered stolen vehicle - towed solely for the purpose of undertaking any forensic inspection,	Victoria Police
Towed for any other purpose: • Exhibit (warrant or common law) • Mechanical inspection after collision • Suicide/other.	Victoria Police

25. Storage of the vehicle

- Where a vehicle is towed for the purpose of forensic examination, Victoria Police is responsible for the storage costs until such time as:
 - the vehicle is no longer required
 - the registered operator of the vehicle has been contacted, either by letters sent to their last known address, by telephone or both
 - a reasonable amount of time has elapsed since the registered operator has been contacted.
- When considering a reasonable amount of time, any special circumstances of the registered operator should be taken into account e.g. overseas, incapacitated or some other reasonable cause.
- In circumstances where the storage of the vehicle meets these criteria, Victoria Police may seek to recover the costs associated with the storage of the vehicle for the period where it was deemed unreasonable.

In-car technology systems

26. Context

- Victoria Police is committed to reducing road trauma and enhancing community safety on the state's roads. Victoria Police endeavours to provide its members with the technology and tools to achieve that goal, without compromising a safe and secure working environment.
- Two different in-car technology systems are installed in single member station and Highway Patrol vehicles to monitor vehicles of interest and record events. Those systems are:
 - Motorola Mobile Automatic Number Plate Recognition (ANPR)
 - L3 In-Car Video (ICV).
- This policy provides direction to members who use either system and should be read in conjunction with the relevant system's user manual.

27. Definitions

Mobile ANPR – is an integrated system provided by Motorola Solutions Australia that consists of both ANPR and ICV components, which use the same interface.

The ANPR component consists of up to four cameras, mounted to the police vehicle, which rapidly scan the number plates of passing vehicles, comparing them to a vehicle of interest database and alerting members to a vehicle of interest, for appropriate action.

The ICV component consists of two cameras and one in-cabin microphone that captures visual and audio signals.

Activate / Trigger – any process which causes the ICV system to record, transmit or store footage.

Categorise – arranging of ICV footage into pre-programmed incident categories, according to the content recorded, which determines the footage retention period.

Disposition – tagging of ANPR data to identify the outcome of a hit.

Hit – a scan that matches a number plate in the vehicle of interest database.

Human Machine Interface (HMI) – a display tablet mounted to a bracket within a vehicle, which is demountable for use outside of the vehicle.

Hotlist – a database containing the number plates of vehicles of interest, which is automatically updated via the mobile data network.

ICV system – a system provided by L3 installed in a vehicle that captures audio and visual signals, which consists of two video cameras, two body-worn microphones, one cabin microphone, one video recorder and one monitor.

28. Member responsibility

- At the commencement of each shift, the member operating the system must:
 - log on by turning the system on (L3 ICV) or entering their VP log in details on the HMI (Motorola Mobile ANPR)
 - ensure each camera and microphone is free from obstruction and is facing the intended direction.

- During each shift, the member operating the system must:
 - actively monitor the ANPR system for detections and take appropriate enforcement action
 - ensure that the ICV is activated in line with this policy.

29. Supervisor responsibilities

Supervisors are responsible for ensuring:

- members have received appropriate training prior to using in-car technology systems
- members do not attempt to make unauthorised repairs to in-car technology. Any faults or issue must be referred to the relevant area for assistance in line with this policy.

30. System activation

30.1 *ANPR activation*

- The ANPR system automatically scans vehicle number plates and alerts members to vehicles of interest listed on hotlists.
- All scans, including any hits, will be recorded and retained by the system.

30.2 *In-Car Video activation*

- The ICV is activated automatically:
 - when red and blue flashing lights are activated, and/or a siren is sounded
 - as a result of a high rate acceleration (Motorola Mobile ANPR only).
- The ICV is activated manually:
 - through the HMI or button located on the in-vehicle HMI bracket mount (Motorola Mobile ANPR only)
 - from the body-worn microphone (if worn - L3 ICV only)
 - monitor control panel (L3 ICV only).
- If not automatically activated, the member operating the system must manually activate the ICV to record video and audio of events, including but not limited to:
 - traffic stops/intercepts
 - urgent duty driving and priority responses
 - vehicle pursuits/evades
 - arrests
 - vehicle searches
 - physical or verbal confrontations
 - use of force
 - critical incidents
 - any situation or incident that a member, through training and experience, believes should be audibly and visually recorded
 - other situations at member/supervisor discretion.

31. In-Car Video pre-recording

- The ICV has a pre-set 30 second, video only buffer which captures footage, when the system is in standby mode, prior to being activated.

- Those 30 seconds of video are added to the beginning of the ICV footage.

32. Conclusion of event or incident

When appropriate, the member operating the system must:

- manually de-activate the ICV system
- categorise and mark as evidence all ICV footage in line with system requirements and training
- add a disposition for ANPR hit (Motorola Mobile ANPR only).

33. Use of body-worn microphones

33.1 *Motorola ANPR users*

The Mobile ANPR does not come equipped with a body-worn microphone. Audio of events captured outside the vehicle will be captured by the Body Worn Camera (BWC), when used in line with the BWC Activation Framework. See **VPM Body worn cameras** for more information.

33.2 *In-Car Video users*

ICV users must:

- ensure microphones are charged prior to commencing each shift and synced to the vehicle in use
- wear the supplied ICV microphone at all times when using an L3 ICV equipped vehicle unless equipped with a BWC used in accordance with the BWC Activation Framework. See **VPM Body worn cameras** for more information.

34. In-Car Video footage management

Victoria Police employees may only view ICV footage when they have a legitimate business need directly related to their duties. ICV data and footage is considered Law Enforcement Data as defined in **VPMP Information management and information security framework** and requires consistent and secure management throughout its lifecycle (i.e. collection, recording, use, sharing, review, retention and destruction).

35. Issue and faults

- In the event that a member encounters any issues, faults or identifies damage to any of the Mobile ANPR or ICV equipment, the member should contact the relevant area for assistance as soon as practical. Members must not attempt to make any unauthorised repairs to the system. For assistance contact:
 - VP Helpdesk 1300 307 082 for Motorola Mobile ANPR
 - PBEA ICV-OIC for In-Car Video.
- The member operating the system must make a determination as to the safety of the vehicle in conjunction with their supervisor prior to using the vehicle with damaged/faulty equipment.

36. Information Access and Disclosure

- Use of ANPR data and ICV footage must be in accordance with **VPMP Information access** and **VPMP Appropriate use of information**. Disclosure of ANPR data and ICV footage must be in accordance with VPMP Information sharing.
- Copies of recordings may only be used for the following purposes:
 - Investigations, brief preparation and prosecution of offences
 - Requests from Victoria Police Media Unit or Freedom of Information (FOI)
 - Internal reviews and investigations.
- The deliberate failure to observe requirements around the handling of official resources (including Victoria Police information) is considered a security incident. This includes access, modification or removal of information or information system resources without proper authorisation, or using the system for a purpose other than for which it is intended.
- See **VPMP Protective security incident reporting and management** for more information on the categories of security incidents, as well as reporting procedures.

Presentations for road safety conferences

37. Presentations for external road safety conferences

37.1 *Definition*

An external road safety conference is a conference which may be held nationally or internationally and which has a focus on road safety / policing education, enforcement, engineering or technology, and is coordinated by an organisation other than Victoria Police.

37.2 *Approval process*

- To ensure a managed approach to the submission of abstracts or papers for members presenting at external road safety conferences, guidelines to the evaluation process of the submissions have been developed by the Road Policing Strategy Division (RPSD) on behalf of the State Road Policing Forum (SRPF).
- All submissions should have prior approval of the Road Policing Conference Coordination Committee which will assess each presentation to ensure it reflects the strategic direction of Victoria Police. Each presentation should focus on the principles of road safety/policing, education, engineering or technology. This approach will provide consistency across the organisation.
- Funding the attendance and cost of travel and accommodation for presentation at each external road safety conference is the responsibility of the Region or Department of the successful applicant. Consult local procedures if members intend to coincide national or international conference attendance with taking leave.

37.3 *Further information and assistance*

All presentations and papers must be prepared having regard to **VPMP Appropriate use of information** and **VPMP Information sharing**. Also refer to the RPSD webpage which contains:

- the terms of reference, guidelines and the relevant submission form for conference presentations
- a calendar of upcoming external road safety conferences for consideration. This calendar of events is not exhaustive and members are encouraged to provide details of other conferences that will provide additional opportunities
- For further information contact PBEA: RPC-RPSD-MGR.

Related documents

Road Safety Act 1986

Road Safety Road Rules 2017

VPM Road policing – operations

VPM Road policing – enforcement

Further advice and information

For further advice and assistance regarding this policy contact your supervisor or RPSD, Road Policing Command.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
23/05/22	Reviewed as part of VPM Review Project. Consolidation of the following instructions: VPM In-car technology systems, VPM Towing vehicles, VPMG Vehicle collisions, VPMG Traffic Incident System (TIS) reporting – no injury , and relevant sections from VPMP and VPMG Road policing .	FF-190724
16/06/2025	Minor amendments to reflect updated division/work units in line with the OID organisational restructure.	N/A