



Date: 30/06/2025
Our ref: 01/FOI/25/014869/H

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/25/014869/H

I write in connection with your request for information dated 02/06/2025, received by Greater Manchester Police (GMP) for the following information:

Hello, Following the theft and recovery of my car and having paid £192 to collect it from the pound in Gorton, I contacted my MP [REDACTED] considered fair practice by GMP to charge a victim of crime the same as a criminal to recover their car from impound. I understand [REDACTED] that there is a new policy in relation to the GMP Vehicle Recovery procedure and that the only way to view this policy is to make a FOI request to GMP. I also understand that there is a recent update to the policy.

Please could you supply me with the most recent procedure and policy information for the recovery of stolen vehicles including any policy for the return of them to their owners? Also please can you supply any information in regard to any discretion that GMP can give around the fees charged for recovery.

[REDACTED]
the car was stolen from my house on 2nd April 2025 and recovered on 4th April.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate information relevant to your request. I can confirm that the information you have requested is held by GMP. However, I am not obliged to supply you with the information as an exemption applies.

Section 17 of the Freedom of Information Act 2000 requires Greater Manchester Police, when refusing to provide such information (because this information is exempt) to provide you, the

applicant, with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies. Where redactions occur in the attached policy document, it is because that information is exempt from disclosure by virtue of the following exemption: **Section 40(2) – Personal Information.**

Section 40(2) represents information that identifies a living individual, to disclose this information would breach the principles of the Data Protection Act 2018. Personal data is defined by Section 1 of the Data Protection Act 1998 and means data that relates to an individual who can be identified directly or indirectly from that data.

Section 40 is an absolute exemption and there is no requirement to conduct a public interest test for such data.

Please see a redacted copy of the Evidential Management of Vehicle Recovery and Retention Policy and Procedure.

Evidential Management of Vehicle Recovery and Retention

Policy & Procedure

June 2025

DATE THIS VERSION OF THE POLICY & PROCEDURE IMPLEMENTED: 4th
June 2025

DATE NEXT REVIEW IS DUE: 4th June 2027

CHIEF OFFICER SPONSOR: ACO – Director of Finance

POLICY & PROCEDURE OWNER: Head of Business Support Services

POLICY & PROCEDURE AUTHOR: Logistics/Vehicle Recovery Service (VRS)
Manager [REDACTED]

APPROVED BY: SCT 30th April 2025

GOVERNMENT SECURITY CLASSIFICATION: Official-Sensitive

IS THE POLICY & PROCEDURE NEW OR REVISED: Revised

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CCOs
1	2009	Updated Version (earlier versions produced in 2003 and 2007)	Business Support Services – [REDACTED]	
2	Jul 2015	Streamline of procedures and reformatting of document	[REDACTED]	
2.1	Nov 2016	Inclusion of Vehicle Examination Unit Requests (5.4)	[REDACTED] (Vehicle Examination Unit). Agreed by [REDACTED] (Assistant Branch Head, BSS)	
2.2	July 2019	Terminology updated in preparation for the new iOPS system	Strategy, Planning & Policy Section	
3	June 2025	Document name change, in line with the Evidential Management Project. Total re-write of old version and inclusion of vehicle retention.	[REDACTED] (BCM Change Branch) [REDACTED] (Vehicle Recovery Service Manager) [REDACTED] (FCCO) [REDACTED] (Op Wolverine, RPU) [REDACTED] (CSI); [REDACTED] [REDACTED] (FCCO)	2025/23

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1. Policy Statement

This policy and procedure outlines the Force's approach when handling requests in relation to the seizure, recovery, storage and disposal of vehicles using the powers granted under the [Road Traffic Regulation Act 1984](#); [The Removal and Disposal of Vehicles Regulations 1986](#) and DVLA devolved powers [The Vehicle Excise Duty \(Immobilisation, Removal and Disposal of Vehicles\) Regulations 1997](#); The [Road Traffic Act 1988](#); [The Police \(Retention and Disposal of Motor Vehicles\) \(Scotland\) Regulations 2005](#) and RTA [Road Traffic Act 1988 \(legislation.gov.uk\)](#)

This document sets out principles to help guide decision-making whilst acknowledging that it is vital officers and staff have the freedom to innovate, exercise discretion and take risk-based decisions centred on the needs of the victim and the merits of each case.

Greater Manchester Police (GMP) have an obligation to ensure the free passageway of the highways and the physical removal of those vehicles where there is a likelihood of danger or obstruction to other road users.

Legislation empowers the Police to remove or arrange for the removal of vehicles which are abandoned, damaged, causing obstruction or danger as well as those that are suspected stolen. Invariably, Recovery Operators are called upon to assist the Police in the recovery, storage and final disposal of these vehicles.

1.1 Aims

This policy and procedure aims to set out the basic level of service which the public can expect in relation to the recovery and retention of vehicles in the above circumstances. It is designed to assist the public, police officers and staff to understand police powers relating to vehicle recovery and retention and the reasons behind police action.

2. Scope

This policy and procedure applies to all Police Officers, Police Staff, including those persons who work in a voluntarily capacity or under contract to Greater Manchester Police.

Before arranging the removal of any vehicle, all of the above must be certain that they have the legal power to do so and ensure it is a lawful seizure.

3. Roles & Responsibilities

This document is particularly applicable to the following staff:

Force Contact Centre staff (Call Handling): who handle the initial call from members of the public and dispatchers who will contact the owners of stolen and recovered vehicles to advise them of the recovery.

Seizing Officer: who require vehicles to be recovered or seized.

Police Officers (inc. Roads Policing Officers) and PCSOs: This includes all Police Officers regardless of role and rank. Only warranted Police Officers who have completed the relevant training to seize vehicles under Section 165 of the Road Traffic Act are authorised

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to utilise that power. There is no specific training in relation to any other power of seizure and powers should be exercised in line with the legislation authorising the power to be used.

Operation Wolverine: Officers assigned to Operation Wolverine will deal with specific cases referred to them by the Seizing Officer under Section 165 of the Road Traffic Act. When contacted by the vehicle owner / registered keeper / interested party to arrange recovery of the vehicle from the Police Rota Garage, they will decide as to whether the vehicle meets the criteria to be returned to them.

Serious Collision Investigation Unit: Officers from the SCIU are responsible for investigating Fatal and Serious Life Changing Injury Road Traffic Collisions. During their investigations, they may have cause to retain vehicles for mechanical examinations or under other powers such as Section 165 of the Road Traffic Act. They may also be retained as evidence pending court hearings or coroners' hearings.

Vehicle Examiners: Vehicle Examiners are requested by the seizing officer to undertake an examination of vehicle, typically to ascertain its true identity, or to determine if there were any mechanical faults with the vehicle which are likely to have contributed to a collision.

Crime Scene Investigators: Crime Scene Investigators will conduct an examination of vehicle at the request of the seizing officer, typically to obtain forensic evidence to link a particular subject to the vehicle.

Forensic Collision Reconstruction Unit: FCRU officers attend serious life-changing and fatal road traffic collisions. Their role is to investigate the collision to determine how it occurred.

Vehicle Recovery Scheme Operators: VRS are allocated to incidents at the request of the seizing officer to recover vehicles that have been seized. They will attend and transport the vehicle to their secure compound. They will release vehicles to relevant parties at the request of the seizing officer, on completion of the relevant paperwork and payment of fees or dispose of the vehicle as directed by legislation or Operation Wolverine.

4. Terms and Definitions

4.1 Acronyms

AFV	Alternatively Fueled Vehicle
CRO	Contracted Recovery Operator
CSI	Crime Scene Investigator
ELVIS	Easy Link Vehicle Information System
EV	Electric Vehicles
FCCO	Force Contact, Crime and Operations Branch
FCRU	Forensic Collision Reconstruction Unit
GMFRS	Greater Manchester Fire and Rescue Service
GMP	Greater Manchester Police
GMPVRS	Greater Manchester Police Vehicle Recovery Scheme
IO	Investigating Officer
OIC	Officer in Case
PIRM	Code of Practice on Police Information and Records Management
RTC	Road Traffic Collision
SCIU	Serious Collision Investigation Unit
SO	Seizing Officer
SIO	Senior Investigating Officer
SVEU	Stolen Vehicle Examination Unit

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VOSA Vehicle and Operator Services Agency

5. Procedure

5.1 Force Contact Centre FCCO

The Force Contact Centre (FCCO) staff are responsible for:

- recording the call and updating the log on ControlWorks. The log must be generated, the vehicle attached to the log along with the V1 form.
- The V1 needs to record if an CSI, SVEU or VOSA examination is required which will prompt the Duty Officer to record on ELVIS and task the appropriate Recovery Operator.
- Once the V1 form is added, the log needs to be tasked to the GMPVRS control group where Duty Officers will add relevant markers as required for CSI, SVEU or VOSA examination at the time of recovery.
- If PNC updates are required e.g., FOUND/REMOVED/SEIZED/DESTROYED, the log needs to be tasked to the information management Unit Control Group to create the PNC markers.
- FCCO Operator should ensure the relevant crime number is documented on the V1, indicating if the vehicle is linked to a crime.
- When a **report of a stolen** vehicle is taken, please read out the following script and endorse on the PNC Marker whether the owner agrees to the below:

“If your vehicle is found, it is our policy to have it recovered to an approved garage for safe keeping. Vehicle crime and identifying the persons responsible is a high priority for Greater Manchester Police, so we will take the opportunity to forensically examine your vehicle whilst it is at the garage. You should be aware that there will be a statutory fee to pay to the garage to recover your car. This fee may be claimed back from your Insurance Company.”

The statutory recovery and storage charges are included here:

Circular 003/2023: Charges for the removal, storage and disposal of vehicles under road traffic law - www.gov.uk

5.2 Police Officers

Any officer or other authorised person requesting a vehicle for removal must:

- Fully comply with the conditions of the legislation being used.
- Ensure the use of these powers is measured and proportionate to the crime or investigation in question and not being used as a punitive measure.
- The seizing officer will be required to provide as much information as possible to the FCCO Call Operator in order to ensure that the contracted Recovery Operator attends the scene with the correct recovery vehicle(s)/equipment and that the call operator is informed if Forensics, a Vehicle Exam or a referral to Op Wolverine is required.
- Police officers, where appropriate, should carry out a thorough search of the vehicle, for firearms, drugs or large amounts of cash etc, which will be seized by the officer in line with current force policy prior to removal of the vehicle. All reasonable care should be taken to prevent contamination or loss of evidence when searching the vehicle.

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- It is the responsibility of the Seizing Officer to open any vehicle required for a vehicle or CSI examination. The vehicle keys and alarm/immobiliser control unit must remain with the vehicle.
- It is the responsibility of the OIC to inform the victim, where appropriate, that their vehicle has been recovered and whether it will be subject to a forensic examination, including advising
 - the timescales for an examination to be completed
 - of any associated recovery and storage costs (refer to section 2.4 Recovery and Storage Costs).

Where vehicles are locked, every effort must be made to obtain keys, and the Officer should deliver these to the relevant Rota Garage.

- The OIC is responsible for emailing the Recovery Operator if they are satisfied that the owner differs to the registered keeper on PNC; reporting any offences disclosed and emailing updates to the GMPVRS team at [REDACTED] about the enquiry, proposed means of retention, release or disposal and any changes.
- Police Officers and Staff **must not** drive vehicles to a police station or premises of the appointed Recovery Operator unless exceptional circumstances can be fully justified.

5.3 Vehicle Recovery Scheme (GMPVRS)

The Vehicle Recovery team (GMPVRS) within Business Support Services Branch is responsible for:

- Duty Office will create the vehicle recovery on ELVIS using the V1 form and Control Works Log.
- GMPVRS will then manage the vehicles and property from within a vehicle through all stages of their life cycle from initial recovery to collection or disposal.
- GMPVRS will review the photograph of the stamped in VIN against the HPI record, PNC record and then confirm the vehicle identity on ELVIS.
- the day-to-day management of the Vehicle Recovery Scheme (VRS) and the contractual relationship between Greater Manchester Police and third-party contracted Recovery Operators.
- the day to day running of the secure recovery web-based database – ELVIS (Easy Link Vehicle Information System).
- ensuring relevant CSI, SVEU tasks are assigned in ELVIS, so the correct team are aware of their tasks.
- Performance monitoring and contract management of the Recovery Operators.
- maintaining a record of vehicles recovered and monies raised.
- Liaising with authorising officers for release of retained vehicles.
- Authorising the disposal of vehicles – crushing or public auction.
- dealing with complaints from members of the public in relation to vehicle recovery.

5.4 Contracted Recovery Operators

Greater Manchester Police have contracted Recovery Operators covering the Force area. They will provide a 24 hour, 365 days a year vehicle recovery, storage and disposal service.

They are responsible for:

[REDACTED]

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- Updating any movements of vehicles on ELVIS system including date and time back at Depot, Recovery Driver name, recovery truck VRM, depot storage location, whether the vehicle has keys or not and if the vehicle is locked or not.
- If GMP request a vehicle is required for CSI examination they ensure it is placed in a designated CSI bay which is then recorded on ELVIS in the Site Location box, i.e., CSI Bay 1. Controlled Access will be maintained in the CSI designated area.
- Where a vehicle has been requested to be placed in a Vehicle Examination Bay, you may be required to upload a photograph of the stamped in Vehicle Identification Number (VIN) if this is accessible (**NB If the vehicle is marked for CSI do not enter the vehicle to obtain the VIN**). If the stamped in VIN is inaccessible, please upload a photograph of the visible VIN sticker and upload it into ELVIS.
- If the stamped in VIN is inaccessible or you cannot locate, please add a task to ELVIS for SVEU to assist with unlocking the vehicle or locating the stamped in VIN.
- If a vehicle requires the services of a Locksmith, please forward the request to the Stolen Vehicle Examination Unit via ELVIS.
- If an external Locksmith is required, you must ensure that they are accompanied at all times by a GMP vetted member of staff whilst on your premises.
- Recovery Operators must upload the Locksmith invoice to ELVIS in support of your invoice to GMP.
- Recovery Operators will inform GMP Duty Office in the event of any delays outside of contracted attendance times, who will in turn update the OIC/Log.
- Recovery Operators will release vehicles once statutory fees and charges have been paid.
- Recovery Operators must ensure all work is carried out in a professional manner, using reasonable skill and care and wearing PPE for the recovery of forensic vehicles, and ensure that any equipment or materials used are fit for purpose.
- The Recovery Operator will be required to update ELVIS for all property removed and dealt with from vehicles so there is a clear audit trail.
- If there are any difficulties with regards instructions for work given by the Duty Office, the Recovery Operator shall inform the Vehicle Recovery Scheme manager.

5.5 Requesting a Vehicle Recovery

Vehicles should not be seized unless a power to do so has been identified and it is both necessary and proportionate to the incident being dealt with.

- If at time of seizure the owner/registered keeper is present, please advise them of the option to arrange recovery at their own expense. ***NB recovery through VRS will attract statutory charges payable by the owner/registered keeper (refer to section 2.4 Recovery and Storage Costs).***
- Once a vehicle is located the officer at scene will decide whether the vehicle is to be recovered for evidential purposes and will need to inform the FCCO Operator.

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- If you wish to place a vehicle on retention you must ensure this is endorsed on the V1 Form on the log at the time of recovery by informing the FCCO operator or alternatively emailing the relevant Recovery Operator copying in GMPVRS team.
- Failure to mark the vehicle on retention when required and legally correct may result in a vehicle being released by the Recovery Operator.
- If the owners wishes to contract their own Recovery Operator at their own expense, please allow them 60 minutes to arrange so long as the vehicle is not causing an obstruction or a danger. If this is not practicable follow the recovery process.
- Contact the FCCO operator to arrange the recovery service using your radio or contact the Dispatch Supervisors line on [REDACTED] if you do not have a radio. They will facilitate the request for vehicle recovery, complete the V1 form and generate an incident log in ControlWorks.
- All requests for vehicle recovery must be made to Greater Manchester Police via the Operational Communications Room (FCCO) who will require the following information to record on the **V1** form when requesting a recovery:

1.	Officers' full details
2.	Police or Owners Request
3.	PNC Keeper /Owner details
4.	Reason for removal – Drop Down List
5.	Secondary legislation - Drop Down List
6.	Authorising Inspector for Used in Crime seizures
7.	Exact location of vehicle including post code
8.	VRM, Make, Model & Colour
9.	Special Recovery Requirements, ie Hi Ab, Off Road, Heavy Damage
10.	For goods vehicles/plant, approx. weight vehicle loaded?
11.	Can the vehicle be released? * Yes * Yes, After CSI Exam * Not without OIC authorisation
12.	Required for CSI? Y/N
	Vehicle examination advice "If you require a Vehicle Examination, CSI Forensics or referral to Op Wolverine, please complete the M365 Vehicle Examination Seizure form"
13.	Required for Stolen Vehicle Exam Unit? Y/N
14.	Are the keys present with the seized vehicle? Y/N
15.	Is the vehicle locked? Y/N
16.	Any information that would assist GMPVRS with the recovery of the vehicle.

No vehicle recovery will take place without a ControlWorks incident log number.

- If you indicate 'Yes' to requiring a CSI or Vehicle Exam or you wish to refer to Op Wolverine, as the seizing officer you should follow this up by completing the **M365 Vehicle Seizure Examination Form** accessed via the attached link
[REDACTED]

This is vital to ensure requests are progressed correctly for examinations as quickly as possible. Failure to do so could result in delays, increased costs or requests for examinations being rejected due to insufficient detail.

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- A legal reason for removal must be provided to support the seizure (see section 5.5.1 for list of types of recovery).
- Where appropriate, if more than one legislation is applicable, this should be recorded under the Secondary legislation field. It is vital Officers record this correctly at the point of seizure to reduce potential costs to GMP.
- The FCCO operator must attach any enquiries made concerning the driver/vehicle to assist the Vehicle Recovery department such as PNC Keeper details.
- GMPVRS Staff in the Duty Office will review and assign the call to the appropriate Recovery Operator using ELVIS who should attend within 45- minutes for Light vehicle recoveries and 60 minutes for Heavy recoveries.
- Recovery Operators can only accept call outs from the Duty Office. If a referral is received from any other source, it will not be an authorised referral, and the caller should be advised to contact the appropriate Force Contact Crime & Operations who will pass to the GMPVRS Duty Office to action.
- Only in exceptional circumstances will a vehicle be recovered to any other premises. This decision will need to be authorised by a rank of Inspector or above. The force GMPVRS Manager must be informed about any circumstances relating to these criteria by emailing [REDACTED]
- All firearms related vehicle seizures must be recovered to a police premises CSI garage.

All vehicle removals shall be undertaken by the Greater Manchester Police Vehicle Recovery Scheme (GMPVRS). **Please see [Appendix A](#) for list of Operators on Scheme.**

5.5.1 Types of Recovery

The police have the legal power to remove vehicles in the following circumstances:

- 1 Causing an obstruction or hazard;
- 2 Abandoned causing an obstruction;
- 3 Stolen and found abandoned;
- 4 The vehicle is believed to contain evidence relating to an offence (Used in Crime – PACE).
- 5 Involved in a road traffic collision RTC;
- 6 Driven by an uninsured or unlicensed driver under Sections 165A and B, Road Traffic Act 1988; and
- 7 The vehicle is untaxed or is being driven in a manner likely to cause alarm, distress or annoyance under Sections 59 and 60 of the Police Reform Act 2002.

5.5.2 Stolen Vehicles

When a stolen vehicle is found, an officer will be dispatched to the scene. The officer must request access to any keys if the vehicle is to be recovered for exam. If the owner requests to collect the vehicle within 60 minutes where further investigation is not required, then fails to arrive within the stipulated time, the officer should use their powers under the Road Traffic Regulation Act 1984 and Regulation 4 of the Removal and Disposal of Vehicle Regulations 1986 and have the vehicle removed if it appears to a Constable to have been abandoned without lawful authority.

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The Force is not liable to pay any monies in respect of these removals. It is a matter for the owner and/or their insurance company to meet the recovery and storage costs as defined under statute.

Vehicles recovered for forensic examination will be stored at the Recovery Operator's premises. Whenever operationally possible Stolen Vehicle Examination Unit (SVEU) will examine vehicles within 24-48 hours. CSI will examine within 5 working days or sooner wherever possible.

All requests for examinations must be supported by completing the **M365 Vehicle Seizure Examination Form** accessed via the attached link [REDACTED] to provide additional rationale and information vital to help examiners triage and progress your requests.

Officers are encouraged to check the stamped VIN before arranging removal.

SVEU can be contacted during office hours [REDACTED] should the officer not know where to look. **NB if the vehicle is required for forensic examination, do not enter the vehicle to look for the VIN.**

Police officers, where appropriate, should carry out a thorough search of the vehicle, for firearms, drugs or large amounts of cash etc, which will be seized by the officer in line with current force policy prior to removal of the vehicle. All reasonable care should be taken to prevent contamination or loss of evidence when searching the vehicle.

Where it is suspected that vehicles have been stolen, or used in or are the subject of crime, the Recovery Operator shall comply with any special instructions issued by the Officer or Crime Scene Manager in relation to the removal and aftercare of such vehicles, e.g. the vehicle may have to be totally enclosed for protection from the weather to avoid loss of forensic evidence.

5.5.3 Vehicles Causing an Obstruction

Vehicles that have been left on a road or other land and are causing a wilful or unnecessary obstruction can be removed under the Vehicle Recovery Scheme, without statutory charge being incurred by the police.

The driver must be reported by summons or issued with a Traffic Offence Report.

An incident log will be created; detailing the officer in the case, the offence committed and the reason the vehicle has been recovered. ELVIS and PNC will be updated with a REMOVED report.

The Recovery Operator will reclaim the recovery fee and a daily storage charge, (after the first 24 hours) from the owner/driver. The police will not be liable for any charges.

5.5.4 Vehicles Seized under Police & Criminal Evidence Act (PACE)

Vehicles seized under the Police and Criminal Evidence Act (PACE) section 19 and evidentially retained under section 22, believed to have been used in crime must be recovered in accordance with the Officers instructions.

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Where applicable and appropriate, secondary legislation should be recorded and can be invoked in combination with PACE to provide additional powers for vehicle seizures, depending on the circumstances. E.g. If a vehicle is involved in the commission of a crime and is seen as evidence, officers can seize it under Section 19 of PACE while also applying Section 165 of the Road Traffic Act if it meets the criteria for seizure (e.g., no insurance or driver unfit to drive).

These vehicles recovered under PACE are released at GMP expense on a contractual fixed rate.

Consideration should be given to vehicles removed under PACE that are suspected of having been used in crime, which may need to be recovered for forensic examination (refer to section 3 - requesting a vehicle examination).

Vehicles that are held on retention more than 2 months will attract daily storage charges payable by GMP to the Recovery Operators for vehicles retained under PACE legislation.

Police officers should remain with the vehicle until the Recovery Operator arrives and normally, for security, wait until the vehicle is loaded. The Recovery Operator will need to be informed if the vehicle needs to be retained for examination and what type of examination is required.

Vehicles that are recovered under this power require the authorisation of an officer **Inspector rank or above**. The authorising officers collar number and authorisation must be placed on the ControlWorks log number.

5.5.5 Vehicles Recovered following an RTC

If a vehicle involved in a collision is causing danger and/or obstruction and the driver cannot remove within a timescale that satisfies the attending officer, the Vehicle Recovery Scheme should be used, and all statutory charges will be met by the owner/driver.

If a vehicle involved in a collision is required by the police for examination (refer to section 5.5 (above) - requesting a vehicle examination), the initial recovery charges will be met by the owner or their insurance company.

If the RTC involves serious/ Life Changing or Fatal injuries, then the OIC should contact GMPVRS to outline any special requirements that are needed.

In cases of serious/fatal road traffic accidents Recovery Operators may be notified in advance of the collision prior to being required to attend the scene. Any vehicle removed from such incidents will only be released by the Officer in Charge. This information will be provided as a matter of courtesy and no charges will be levied during this notification period. The management fee only becomes payable once Recovery Operators attend the scene.

When Recovery Operators have been made aware of the serious nature of the collision either by the Duty Office, the Officer in charge (OIC) or the Senior Investigating Officer (SIO) and have removed the vehicle to their premises, the circumstances of the vehicle's removal may change whilst at scene. The previous information given will need to be updated to inform the Recovery Operator of the serious nature of the incident at the time of the removal. OIC must inform the Call Operator who must ensure relevant markers are added on Policeworks. The release of the vehicle(s) can only be authorised by the SIO or OIC.

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5.5.6 Vehicles Seized under S165a, RTA 1988 (Uninsured/Unlicenced)

The legislation stipulates that officers can seize immediately a vehicle if they have reasonable cause to believe it is:

- Being driven by uninsured drivers and/or;
- Drivers who do not have a valid driving License and for the vehicle to be removed, released, or disposed of in accordance with regulations made by the Secretary of State.

Greater Manchester Police abide by the legislation which stipulates a registered keeper and owner must provide satisfactory proof they have insurance or a valid driving License within 14 days from date of seizure. If this period is breached the vehicle may be disposed.

Officers should be encouraged to contact the Motor Insurance Bureau [REDACTED] [REDACTED] to verify insurance information.

If it is not possible to seize the vehicle immediately because it has failed to stop, the officer may seize the vehicle at any time within 24 hours of first contact providing certain other conditions apply.

Allowing drivers to insure at the roadside is not good practice and should only be permitted in exceptional circumstances. The legislation states a driver must produce a certificate of insurance when requested. If the driver arranges insurance at the side of the road, online or by phone, an insurance certificate is not available, as the policy must go through an underwriter before a certificate is produced. Furthermore, a driver can cancel the policy when the officer leaves scene.

Once the officer has seized a vehicle, they must contact the control room and establish a ControlWorks incident number. They must also complete the Seizure notice - uninsured vehicle sec 165A-B RTA 1988 (Form 0230N). A copy of the seizure form must then be served to the driver. A copy of the seizure notice must also be served on the Registered Keeper and to the owner (where that appears to be someone different) as soon as able after a vehicle is seized unless the officer is satisfied that the seizure notice has already been given to the registered keeper and to the owner. A further copy must be handed to the Operator.

Officers who seize vehicles must complete the M365 Vehicle Seizure Examination Form via the QR code or by completing the attached link [REDACTED] to provide additional rationale and information vital to help examiners triage and progress your requests. It may be the case that the vehicle needs referring to Operation Wolverine once seized which you can do via the above link.

If Operation Wolverine are dealing with a [Road Traffic Act 1988](#) Recovery Operators must retain this vehicle until Operation Wolverine have given authority via the ELVIS system to release it.

5.5.7 Vehicles Seized under S59 of the Police Reform Act 2002 (Antisocial/Nusance)

This relates to a vehicle being used in a manner causing alarm, distress or annoyance. A warning under Section 59 Police Reform Act should be issued on the first occasion of [REDACTED]

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careless and inconsiderate driving. The control room should be notified of the warning and a controlworks log number created. The driver should be verbally warned about their driving and if an offence is identified under the Road Traffic Act this should be progressed in conjunction with the Section 59 Warning Seizure. Once a warning has been issued the officer must email PNC liason to inform them of this warning.

An information marker will then be placed on both the driver and the vehicle. This warning will remain in place for 12 months.

If that vehicle or driver is seen again driving in an anti-social manner, the vehicle can be seized under this power. If a vehicle is being seized the usual recovery format should be followed. In certain cases if the anti-social driving is so severe the vehicle can be seized under [Police Reform Act 2002](#) without a warning.

5.5.8 Burnt out vehicles

Vehicles that have been burnt out are especially dangerous and pose a health and safety risk. They may be unidentifiable having been burnt-out.

It is essential that a burnt-out vehicle is completely extinguished and cool before any form of recovery process is commenced.

A burnt-out vehicle will be treated as abandoned and will be recovered using the relevant police powers.

Any vehicle recovered having been burnt-out that needs to be identified should be referred to the Stolen Vehicle Examination Unit (SSVEU). The FCCO should update PNC with a FOUND/REMOVED/DESTROYED marker as appropriate.

If required for CSI examination, the vehicle can still be recovered and may be stored outside of the CSI bays.

5.5.9 Proceeds of Crime Act (POCA)

Criminals should not benefit from crime. POCA allows officers to seize vehicles as realisable property if one of seven conditions are met. The primary consideration is that a criminal investigation has been started for an indictable offence.

A vehicle would be considered exempt if it is required by the defendant to do their job, or if it would be required for basic domestic needs of them or their family. These are not barriers to seizure but in certain circumstances a seizure may not be appropriate.

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Criminals should not benefit from crime. POCA allows officers to seize vehicles as realisable property if one of seven conditions are met. The primary consideration is that a criminal investigation has been started for an indictable offence.

A vehicle would be considered exempt if it is required by the defendant to do their job, or if it would be required for basic domestic needs of them or their family. These are not barriers to seizure but in certain circumstances a seizure may not be appropriate.

If seized under POCA please ensure this is recorded on the V1 Form by FCCO and that is is marked for retention as 'Do not release'.

5.5.10 DVLA Powers

Dealing with untaxed vehicles is the responsibility of the DVLA. However, these powers are devolved to some Local Authorities, Greater Manchester Combined Authority (GMCA) is one of these. Primacy for dealing with untaxed vehicles rests with GMCA in the Greater Manchester area.

This document provides information in [Section 8.3 DVLA seizures](#).

5.5.11 Abandoned Vehicles

Vehicles that appear to be abandoned due to an end of life condition must be reported to the local authority (LA). It will be through the assistance of LA recovery to remove the vehicle as per the Refuse Disposal Amenity Act 1978.

If the vehicle appears abandoned on a road or public place and is in such a position, condition or circumstance as to appear to have been abandoned without lawful authority then the vehicle can be removed using police powers under Section 99 Road Traffic Regulation Act 1984.

The officer must make efforts to contact the owner/driver so they have the opportunity to remove the vehicle.

Abandoned vehicles will be retained for 14 days before they are sent for disposal in accordance with regulation 12 of [The Removal and Disposal of Vehicles Regulations 1986](#).

5.6 Dealing with Alternatively Fuelled Vehicles

Recovery Operators will store both damaged and undamaged electric vehicles safely and securely.

The term 'alternatively fuelled vehicle' (AFV) refers to vehicles powered by fuels other than petrol or diesel. It is the responsibility of Police Officers, Staff and Recovery Operators in identifying the presence and type of AFV. If in doubt every vehicle should be treated as an AFV, until confirmed.

Recovery Operators or OICs should not attempt to work on a vehicle that is in an unsafe condition and if the hazards posed go beyond any training received on their role.

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If the AFV is significantly damaged Police Officers and Recovery Operators should make sure they have consulted with GMFRS before the vehicle is recovered, ensuring they have received a sufficient handover from fire crews on scene.

Should the AFV be damaged and pose a risk GMFRS will be the lead agency, and guidance should be taken from them regarding recovery.

Police Officers, Staff and Recovery Operators should consider the following precautionary measures in the event an AFV is considered unsafe:

- Closing the vehicle doors and establishing a minimum 5-meter cordon;
- Avoiding contact with high voltage components;
- If the vehicle is in an enclosed space, it is possible that flammable gases may accumulate, and a gas/vapour cloud explosion may occur. Evacuate the immediate area if necessary and adopt a defensive approach.

AFVs can be identified by:

- Registration plate with a green band (from December 2020 onwards);
- Orange cables – all high voltage cables and connectors on AFVs are orange in colour;
- Warning stickers on components, usually yellow with the ISO electrocution symbol (Triangle with electric bolt in the middle);
- Electrical charging socket;
- Vehicle has a charging cable stored in it;
- Lack of an exhaust pipe, although hybrids will still have an exhaust pipe;
- Rev counter replaced with a power flow indication.

There are several points to consider when recovering an AFV. The lack of engine noise may lead individuals to believe the vehicle has been shut-off. An electric short circuit can lead to the vehicle moving without warning. As such the vehicle should be placed in park and the key removed from the immediate vicinity. Towing AFVs with its drive wheels on the ground should be avoided as this may generate an electrical current.

If in doubt surrounding the safety of recovering an AFV contact GMFRS for direction and consider referring to the manufacturer's emergency response for guidance.

In reference to storing damaged AFVs, do not store the vehicle with a damaged or burning lithium-ion battery within 15 m of a structure or another vehicle until the battery is discharged. If the AFV is not damaged, then normal recovery procedures should be applied.

The linked document in Sect 8.2 provides points for consideration in respect of the recovery, storage and disposal of electric vehicles: [NPCC Electric Vehicles Consideration](#).

5.7 Motorway and A1 Trunk Roads

Recovery from a Motorway may require communication with National Highways. National Highways will take the lead in recovering vehicles that are:

- Abandoned (Left unattended after 2 hours);
- Broken down vehicles;
- Damaged vehicles with no police interest.

The police may recover vehicles that are;

██████████

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1. Police interest in examining the vehicle (stolen or mechanical exam after Road Traffic Collision (RTC)).
2. Involved in criminality (including driver arrested for drink or drug driving – in this instance they are recovered as prisoner property).
3. Seized under section 165 Road Traffic Act (no insurance/licence).

The Highways Agency are responsible for the removal of vehicles from the Strategic Road Network and will invoke their own means of recovering / removing vehicles from the highways in their control. If the incident becomes Police led, then GMP will arrange recovery via the GMPVRS.

5.7.1 Live Lane Recovery

If the vehicle that is to be recovered by the police and is blocking a live lane, then the Recovery Operator and GMPVRS should prioritise this request above all others, to ensure that delays to National Infrastructure are kept to a minimum.

There must be sufficient cover to protect the Recovery Operator from moving traffic whilst the vehicle is being recovered. This cover can be provided by either a Motorway trained officer from the Roads Policing Unit, or a National Highways Traffic Officer.

The officer requesting the recovery must provide the exact location of the vehicle to be recovered. The correct carriageway, junction and Marker Post must be supplied to GMPVRS when requesting recovery from the Motorway Network.

Every effort should be made to move the vehicle that needs recovering to the hardshoulder. This should be done to reduce congestion and blocking a live lane.

If the vehicle is on an All Lanes Running section of the network, then an Emergency Refuge Area may be used so that the Motorway can be re-opened at the earliest opportunity.

If this is a police recovery the officer must wait with the vehicle. Consideration must be given to who can recover the vehicle, if it is not in a live lane. If the vehicle is on the hard shoulder and is not needed for a policing purpose, National Highways may be better suited to recover the vehicle, for example after a damage only collision.

Under no circumstances will the Recovery Operator carry out roadside repairs on the hard shoulder of motorway or "A" class dual carriageway roads nor on any clearway. In these circumstances all vehicles will be removed to a safe location and repairs completed. Where roadside repairs are to be carried out on other roads minor matters only (i.e., punctures etc.) will be undertaken otherwise the vehicle will be removed. On other roads when repairs are carried out appropriate measures will be taken to protect the vehicle by placing cones around it and give warning to other motorists.

If the owner authorises Recovery Operators to carry out a minor roadside repair, please inform GMPVRS and they will cancel the recovery of the system at the owner's request. Any fees incurred are to be recovered from the owner consenting to the repair.

5.8 Recovery and Storage Fees

Under the Road Traffic Regulations Act 1984 and the Removal and Disposal of Vehicles Regulations 1986 and in conjunction with a High Court stated case, Service Motor Policies at Lloyds v City Recovery 1997, the onus of payment of the statutory vehicle recovery and vehicle storage fees rests with the owner of the vehicle and their insurance.

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Greater Manchester Police is not always liable to pay any monies in respect of recoveries (See below table). As outlined in the above cases it is for the owner of the vehicle or their insurance to cover the cost of statutory recovery and storage. **If at time of seizure the owner is present, please give them the option to recover at their own expense.**

However, where a vehicle is seized for evidential purposes using only Section 19 Police and Criminal Evidence Act (PACE), Greater Manchester Police will pay the costs of recovering the vehicle.

The statutory charges for recovery and retention depend on the type, weight and location of the vehicle. These are a set matrix of charges fixed by the Home Office and laid down by statute (The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Amendment Regulations 2023).

Any requests for police payment of recovery must be authorised by an officer **inspector rank or above**. The Inspector authorising details should be added to the log.

The Statutory charging matrix can be found at:

[Circular 003/2023: Charges for the removal, storage and disposal of vehicles under road traffic law - \(www.gov.uk\)](https://www.gov.uk/government/publications/circular-003-2023-charges-for-the-removal-storage-and-disposal-of-vehicles-under-road-traffic-law)

Reason for recovery:	Greater Manchester Police	Owner/ Insurer or representative
Causing an obstruction	No	Yes
Stolen/Abandoned	No	Yes
Forensic Examination (Not PACE)	No	Yes
Forensic Examination (PACE)	Yes	No
Burnt out	No	Yes
Broken Down or Damage only RTC	No	Yes
Road Traffic Collisions- Life Changing/Fatal	No	Yes
Nuisance Vehicles S59/60	No	Yes
Involved in Serious Organised Crime PACE	Yes	No
Court Order of forfeiture POCA	Yes	No
DVLA Untaxed	No	Yes
Unlicensed or Uninsured vehicle S165	No	Yes

5.9 Pre-Planned Operations

If a pre-planned operation is taking place, out of courtesy the Officer in Charge should email GMPVRS to inform them that a spike in recoveries could be expected. If any special provisions are required from the Recovery Operator, then this should be conveyed to GMPVRS in good time to allow measures to be put in place.

5.10 Attendance times

Other than in exceptional circumstances, Recovery Operators will attend within 45 minutes for Light Goods Vehicle recoveries and 60 minutes for Heavy Goods Vehicle recoveries. Any

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significant delays should be brought to the attention of GMPVRS to investigate why the delay has occurred.

Wherever possible an officer should remain with the vehicle until it has been loaded by the Recovery Operator for safety reasons.

Recovered vehicles must be taken to and will be stored at the premises of the appointed Recovery Operator who conducts the removal.

Only in exceptional circumstances and with the authority of an Inspector should seized vehicles be taken to police premises.

If a vehicle has been reported abandoned, and police attendance is more than 24 hours after the report is made, the Recovery Operator can delay attendance to daylight hours.

5.11 Requesting a Vehicle Examination

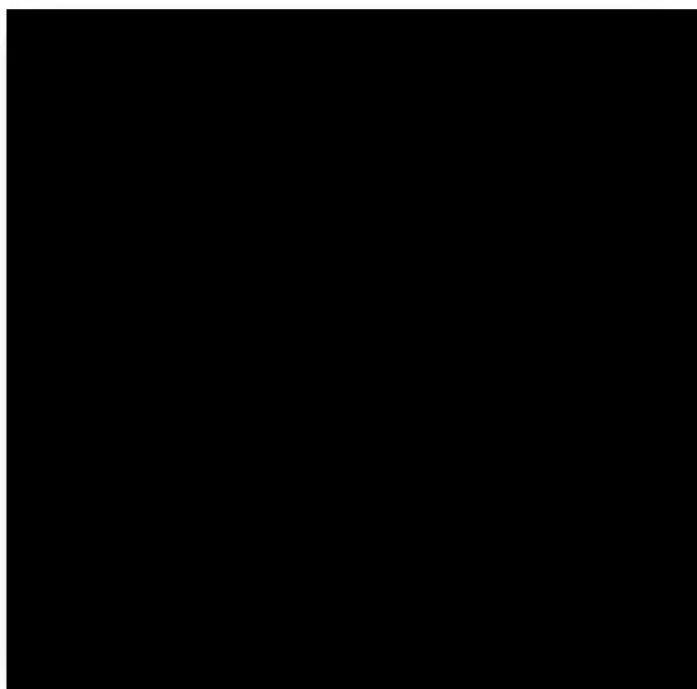
Once a vehicle has been recovered, the Officer in Charge (OIC)/Seizing Officer must identify if the vehicle needs to be examined and assessed by any of the following Units: Forensic Services (CSI); Stolen Vehicle Examination Unit (SVEU); Serious Collision Investigation Unit (SCIU) OR to Operation Wolverine for 'No Insurance' seizures and inform the FCCO operator what type of exam is required.

The FCCO operator will update the V1 form in ControlWorks accordingly and a log number will be created.

Vehicles should not be automatically marked for examination by default and must be in line with legislation and proportionate when considering not only the offence investigated but also the nature of the item retained.

5.11.1 Vehicle Seizure Examinations M365 Form/App

Officers at the scene will be required to complete the M365 Vehicle Seizure Examination Form, either at the scene whilst awaiting recovery operators to turn out or within 24 hours of the vehicle seizure, using the following link  or QR Code:

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Or alternatively on work phones only it can be downloaded from the app store.

The M365 Vehicle Seizure form will help to:

- Identify and provide further details to assist CSI/SVEU carry out that vehicle examinations;
- assist you with progressing your investigations in a timely manner;
- Identify whether the Vehicle in question should be directed to Op Wolverine;
- Ascertain appropriate retention periods and review dates.

5.11.2 Forensic Vehicle Examinations

It is the responsibility of the Officer in Charge (OIC) to inform the victim, where appropriate, that their vehicle has been recovered and will be subject to a forensic examination including advising the timescales for an examination to be completed:

- Routine vehicle examination service operates Monday to Friday between 0800- and 1600-hours;
- Rota garages are closed at weekends and public holidays. Any vehicles recovered at weekends, or public holidays will be examined the next working day;
- Volume crime vehicles - will be examined within 3-5 days from the recovery date;
- Major and serious crime vehicles - requires very specialist and detailed examinations, CSI will consult and agree with the Investigating Officer the appropriate timescales for examination.

There may be occasions when out-of-hours rota garage access is required for an urgent serious or major incident vehicle examination. This will be arranged via the Force Contact - Crime and Operations Branch (FCCO) and requires Detective Inspector authority.

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It is important for the Investigating Officer to name why the vehicle needs recovering and why a forensic examination is necessary for the investigation. This can be done by completing the M365 Vehicle Seizure Examination form.

When a vehicle is recovered, the Investigating Officer (OIC) can request a forensic vehicle examination by a Crime Scene Investigator (CSI). FCCO staff will add a CSI marker on Control Works at the time of recovery.

CSI requires a Control Works log number and a crime reference number to complete the forensic vehicle examination and process any exhibits recovered. The OIC should provide CSI with a clear rationale for requesting a forensic examination to avoid unnecessary delays to the victim.

CSI will aim to examine unlocked volume crime vehicle within 3-5 days from the date of recovery. The Investigating Officer should also request the Stolen Vehicle Examination Unit for all locked vehicles recovered for a forensic examination.

The victim may be contacted by a Crime Scene Investigator (CSI) to:

- Ascertain if any items within the vehicle belong to the victim;
- Update on the forensic examination progress;
- Inform of any exceptional circumstances where their vehicle examination will be delayed.

All forensic activities will be compliant with Forensic Accreditation Standards.

The Investigating Officer must indicate at the time of seizure whether the vehicle can be released after the forensic examination is completed. Officers must justify the retention timescales of a vehicle.

5.11.3 Stolen Vehicle Exam Unit (SVEU)

All requests for a vehicle to be examined must be sent to the Stolen Vehicle Exam Unit. The SVEU can assist with enquiries relating to plant, motor, trailer, caravans, and boat manufactures.

A police officer requesting a vehicle to be examined by the SVEU must complete the M365 Vehicle Examination Seizures form, which will direct the officer to the SVEU section.

All urgent requests, planning of search warrants and on-going scenes should be directed through the SVEU supervisor during office hours [REDACTED]

Before contacting the SVEU the officer must make attempts to identify the vehicle themselves. This can be done by looking for the stamped VIN. The location of this is different on each vehicle, however, the officer is encouraged to contact the SVEU if they need assistance within working hours at scene. If the vehicle is required for forensic examination PPE must be worn and please DO NOT enter the vehicle.

The SVEU should be contacted when:

- The Vehicle Identity Number (VIN) has been altered, amended, or obliterated.
- Vehicle components have been recovered;

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- A stripped vehicle has been recovered (including burnt out vehicles);
- Ongoing scenes where assistance from the SVEU has been/ or may be required;
- The vehicle forms part of an evidential process where a statement will be required.

The Stolen Vehicle Exam Unit are the ONLY Crown Court authorised personnel in GMP to give evidence on the identity of a vehicle.

Officers seizing vehicles are responsible for obtaining a key and the FCCO should prompt this when going through questions on the V1 Form. OICs are responsible for contacting the victim, obtaining any spare keys and delivering them to the correct Recovery Operator premises. There will be occasions when finding a key is not possible, in this case the SVEU may be requested to open the vehicle in order to reduce the financial burden on GMP using external locksmiths.

Recovery Operators should have provision of two designated bays for Forensic Collision Reconstruction Unit (FCRU) and SVEU (not within the CSI area). FCRU or SVEU would need to request a vehicle to be inside (on specific occasions and where necessary) via communication with the Recovery Operator where the vehicle is held.

5.11.4 Operation Wolverine – S.165 No Insurance Referrals

Following a vehicle seizure under Section 165A Road Traffic Act 1988. If the vehicle meets the criteria below, it should be flagged for Operation Wolverine. This is not an exhaustive list and Wolverine referrals can be made for any Section 165A Seizure using the M365 Vehicle Seizure App. Operation Wolverine has been established to disrupt criminal activity surrounding the illegal use of vehicles. It will investigate drivers and their vehicles if they have been seized under [Section 165A Road Traffic Act 1988](#).

Operation Wolverine referrals:

- Vehicle less than 36 months old;
- High value vehicles;
- Traders/Open Policies;
- Foreign registered vehicles;
- Non-EU drivers;
- Hire vehicles;
- Off road vehicles;
- Motability Vehicles;
- Suspected insurance fraud;
- Vehicles where the driver is not the owner/keeper;
- Officer believes the insurance need further investigation.

If a vehicle has been referred to Operation Wolverine the registered keeper/ owner must email: [REDACTED] to book an appointment. They must not attend Eccles Police Station without an appointment.

Further information on Operation Wolverine can be found at [Seized vehicles | Greater Manchester Police \(gmp.police.uk\)](#)

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5.12 Retention and Escalation

5.12.1 Authorisation to Retain a Vehicle

Officers wishing to place a vehicle on retention must ensure this is endorsed on the V1 Form on the log at the time of recovery by informing the FCCO operator or alternatively emailing the relevant Recovery Operator copying in GMPVRS team.

Failure to put the vehicle on retention if required and legally correct may result in a vehicle being released by the Recovery Operator.

The SIO or district management team representative is responsible for:

- deciding to categorise the crime/incident as 'major' or 'serious;' and
- determining if, due to the nature of the crime, the vehicle needs retaining.

If the vehicle is retained for more than 14 days, the IO/SIO must obtain authorisation from an officer of at least **Chief Inspector rank**, who should email their authority to the [REDACTED] reiterating the power under which the vehicle was seized and confirming who the IO/SIO is, along with the expected retention period.

Vehicles that have been recovered by Greater Manchester Police will be retained as per the legislation under which they were recovered. The vehicles will be retained at an approved Recovery Operator yard who will take direction from GMP.

5.12.2 Process to Release a Vehicle

- If the vehicle can be released, then the officer should email the Recovery Operator where the vehicle is being stored (this information will be provided on the reminder email).
- The OIC should instruct the Recovery Operator directly with release instructions including who they are authorising the release to (owners or their representatives), copying in [REDACTED]

5.12.3 Escalation Process

The GMPVRS team will send automated reminder emails to OICs requesting updates on the retention or release of seized vehicles.

The reminders will be sent to the OIC confirming details of the vehicle on retention held and asking for information relating to:

- can the vehicle(s) be released?
- If the vehicle is retained, please advise if retention is for:
 - a) a live investigation / ongoing enquiries and provide an end review date
 - b) Vehicle is being retained for evidential purposes, please provide any notable dates e.g. court dates.
- NB. Reminders will also be sent at Review dates.
- If the vehicle can be released, then the officer should email the Recovery Operator where the vehicle is being stored (this information will be provided on the reminder email).
- The OIC should instruct the Recovery Operator directly with release instructions including who they are authorising the release to (owners or their representatives), copying in [REDACTED]

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- If no response is received to the 1st reminder, a 2nd reminder will be sent at day 14 of the vehicle being retained.
- Failure of the OIC to reply by day 21 will result in escalation to district supervision to take action.
- Finally, if a reply or decision has not been received by the GMPVRS team by day 28, district DRMU will be notified.

5.12.4 Security of the Vehicle and Property

Recovery Operators will be responsible for the safe recovery and storage of any vehicles they recover. They will store the vehicle in a secure compound that has been approved by GMP. GMP will have no responsibility for any damage caused whilst the vehicle is being recovered or stored.

Property inside the vehicle will be retained for a period of 1 month at the Recovery Operator premises. If not collected, after this point it will be sent to GMPVRS who will dispose of the property.

Police Officers and Staff should consider removing any high value objects before the the vehicle is recovered, handing them back to the registered keeper. If the vehicle is needed as evidence, then these items may be left in situ.

5.13 Property and Vehicle Searches

If the vehicle is not marked for examination, Police Officers should remove prohibited or dangerous items ie weapons/drugs from seized vehicles as evidence if you have the powers to do so. These should be booked in to GMP Property and not left in the vehicle.

Where this situation arises and a Recovery Operator attends to affect the removal of the vehicle, the Police Officer dealing with the incident will, wherever possible at the scene, or as soon afterwards as practicable and in the presence of the Recovery Operator, carry out a search of the vehicle. Items found which give rise to suspicion, possible criminal proceedings or require further investigation, or which require adequate protection because of their nature, will be removed and dealt with by GMP.

Upon the authorisation of GMP, vehicles must be searched thoroughly by the Recovery Operator. However, where a Police Officer has required a vehicle to be preserved for forensic examination, no search will be carried out until such examination has been completed and the consent of GMP obtained. All personal belongings must be removed by the Recovery Operator to an approved secure property store as soon as possible. A vehicle search and subsequent removal of items of property into safe custody must be carried out by two persons.

The Recovery Operator will conduct a property search on all vehicles when back at the Recovery Operators yard, **excluding vehicles recovered for any type of examination until the exam has been concluded.**

It is the responsibility of the Recovery Operator to be fully accountable for every item of personal property in vehicles recovered (the only exception to this would be prohibited items removed by the Police).

Recovery Operators will place removed items in a property bag (where applicable) and add a GMP property tag for identification purposes. Large items must also be identified by a

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GMP property tag. All the GMP property tag numbers must be recorded on ELVIS against the item(s).

The Recovery Operator must notify the GMPVRS Manager or Duty Office out of hours of all incidents without delay that involve the security of the property stored under this scheme. This includes all incidents of burglary, arson, criminal damage and theft. A follow up email should also be sent to GMPVRS Manager providing full details of the incident.

All other property from within Vehicles can be returned to owners upon production of proof of ownership and identification regardless of whether the vehicle is collected.

Upon collection of property by the owner, the Recovery Operator must be satisfied that the persons(s) has legal right to the items in question before release. Proof of photographic identification and proof of ownership of the vehicle must be uploaded to ELVIS.

Owners should be asked to check their belongings against the ELVIS Receipt and asked to sign for their belongings. This signed receipt must be uploaded to ELVIS.

Recovery Operators must take all reasonable steps to trace owners of unclaimed property and shall not dispose of such items until the expiry of one month.

If a Recovery Operator identifies property that is perishable or noxious, upload a photograph onto ELVIS. The Recovery Operator can then seek authority to dispose of property from the GMPVRS Admin via a request on ELVIS.

5.14 Disposal of Unclaimed Property

At the conclusion of one month from seizure GMPVRS Admin will authority disposal of unclaimed property. Property will be authorised for GMP to collect and dispose accordingly, or the Recovery Operator will be authorised to dispose accordingly. All property authorised for disposal must be disposed of within 7 days in accordance with relevant disposal procedures.

5.15 Release of vehicles

5.15.1 Release of a Claimed Vehicle (Excluding PACE or S165 No Insurance Seizures)

If a vehicle is not placed on retention, the vehicle will be released to the owner/registered keeper, insurance company or nominated representative upon production of proof of ownership and photographic identification and payment of the statutory recovery and storage fees.

5.15.2 Release of a Claimed Vehicle Seized under PACE

If a vehicle is not placed on retention, the vehicle will be released to the owner/registered keeper, insurance company or nominated representative upon production of proof of ownership and photographic identification free of charge. GMP will be liable to pay the Recovery Operator a contractual fixed rate.

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5.15.3 Release of a Claimed Vehicle seized under S.165 No Insurance

In order to claim the vehicle, the owner or driver must first attend a nominated Police Station and

- (i) Satisfy the officer that at the time of seizure he was the registered keeper or owner;
- (ii) Pay the relevant charge;
- (iii) produce a valid driving License and insurance that covers use of the vehicle when reclaimed.

Then the Officer shall permit him to remove the vehicle from custody by signing and stamping the driver's copy of the seizure form that must be produced to the Recovery Operator and retained with the vehicle audit form. If the stamped form is produced and the appropriate statutory storage and recovery fee paid, the vehicle should be returned. Avoid circumstances whereby garage staff and operatives advise persons how to obtain appropriate insurance cover.

Even after the expiry of statutory time limits, the Recovery Operator may not charge a commercial rate unless you have entered into a specific agreement to do so with the owner or their agent. Such a commercial arrangement does not fall within the GMPVRS scheme and VAT is payable on the storage charges from the commencement of the agreement.

The owner/ registered keeper has 14 days from the date of seizure to provide sufficient proof that the vehicle is insured, or the driver has the correct licence for that type of vehicle. They must also have compound insurance in place before the vehicle can be released. Caution should be taken if the registered keeper or owner appear to be different at the time of seizure as both must be served with a seizure notice before the vehicle can be disposed (irrespective of whether 14 days have elapsed).

Section 165 RTA seizures that have been referred to Operation Wolverine will only be released on the authority of an Op Wolverine officer. Once the relevant checks have been conducted Operation Wolverine officers will stamp the release form and place a marker on the ELVIS system to notify the Recovery Operator that the vehicle can be released.

GMP Front desk officers must:

Step	Task
1	Check the validity of the: • Licence • Insurance Documents • Proof of ownership
2	Ensure that the person collecting the vehicle is authorised to do so
3	Complete the necessary sections for release on the Section 165 RTA seizure form. Form 023N
4	Endorse the release notice with the station stamp, authorising release.

Once a vehicle release form has been endorsed the person allowed to collect the vehicle must attend the allocated Recovery Operator premises. They will need to supply proof that they own the vehicle and/or are authorised to collect it. Provide photographic identification

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along with the completed Section 165 seizure form with release endorsements. They must then pay the charges liable and collect their vehicle.

5.15.4 Disposal of an Unclaimed Vehicle

If a vehicle has not been reclaimed within 14 days of Torts letter expiring the Recovery Operator will apply to GMP for disposal authorisation via the ELVIS system within 48 hours of expiry of the Torts letter.

Section 165 RTA Seizures will remain in Recovery Operator compounds for 14 days from the date of seizure. After this point the vehicle will be disposed. Caution should be taken if the registered keeper or owner appear to be different at the time of seizure as both must be served with a seizure notice before the vehicle can be disposed (irrespective of whether 14 days have elapsed). Operation Wolverine may contact the Recovery Operator requesting that the 14 day limit is extended, whilst investigations are ongoing. It will be at the discretion of the Operation Wolverine officer to decide how long the vehicle is retained after the 14 day period.

There may be instances where GMP ask for immediate disposal of a vehicle and in these circumstances, Recovery Operators would be expected to action on the next working day.

GMP will check, review and approve the disposal and authorise for disposal by Public Auction or destruction on ELVIS.

Once GMP have approved for disposal, a Recovery Operator can then proceed to release the vehicle to the GMP nominated Auctioneer or proceed to send for destruction.

If the vehicle has been authorised for disposal by destruction, the Recovery Operator will be required to upload a copy of the Certificate of Destruction within one month of destruction.

Vehicle owners can make claim to the net proceeds from the sale of the vehicle, this being the sale price of the vehicle minus the recovery charge, storage costs and administration costs. This must be done within 1 year from the date on which the vehicle is sold.

To apply for the proceeds, owners need to send the following documentation:

- proof of ownership e.g. purchase receipt;
- proof of transaction when vehicle was purchased e.g. bank statement;
- original V5 Document;
- proof of address e.g. Utility bill dated within the last 3 months;

- original photographic identification e.g. driving licence or passport;
- bank details, bank name and sort code so we can pay proceeds if the claim is successful.

The above documentation needs to be submitted to Logistics/VRS Manager, Business Support Services Branch, Lawton Street, Manchester M11 2NS.

5.16 Complaints and Appeals

Any complaint must follow the below procedures dependent on the specific type of recovery used:

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5.16.1 Complaints Concerning S165 RTA Seizures and Operation Wolverine

Any appeals/ complaints for Operation Wolverine referrals/ Section 165 Seizures must be made in writing to Operation Wolverine Appeals Officer, Eccles Police Station, Hardy Street, Eccles, M30 7NB.

This appeal must be accompanied with: (Must be a copy. DO NOT SEND ORIGINAL DOCUMENTS)

- Driving Licence;
- Proof of address or residence;
- Proof that they own the vehicle;
- V5 (Log book) for the vehicle;
- Insurance certificate.

5.16.2 General Vehicle Seizure Complaints

If an individual has a complaint, they should be advised to collect the vehicle and pay the fees as the storage fee will continue to increase at the daily rate whilst the complaint is being investigated and reviewed.

They should submit their complaint in writing to Logistics VRS Manager, Business Support Services Branch, Lawton Street, Manchester M11 2NS.

GMPVRS will acknowledge complaints within 7 working days of receipt and investigate accordingly.

If the complaint is successful, the Logistics VRS Manager may authorise a refund to the owner and GMP will then pay the Recovery Operator the fixed contractual rate.

6. Associated Documents

The Road Traffic Regulation Act 1984 - [Road Traffic Regulation Act 1984](#).

The Removal and Disposal of Vehicles (England) (Amendment) Regulations 2002 - [The Removal and Disposal of Vehicles \(England\) \(Amendment\) Regulations 2002](#)

The Road Traffic Act 1998 (Retention and Disposal of Seized Motor Vehicles) (Amendment) Regulations 2008 - [The Road Traffic Act 1988 \(Retention and Disposal of Seized Motor Vehicles\) Regulations 2005](#).

Section 165 of the Road Traffic Act 1988 (Retention and Disposal of Seized Motor Vehicles) Regulations 2005 - [The Road Traffic Act 1988 \(Retention and Disposal of Seized Motor Vehicles\) Regulations 2005](#).

The Removal and Disposal of Vehicle Regulations 1986 as amended - [The Removal and Disposal of Vehicles Regulations 1986](#)

The Removal, Storage and Disposal of Vehicles (Prescribed sums and charges etc.) Regulation 2008 - [The Removal, Storage and Disposal of Vehicles \(Prescribed Sums and Charges\) Regulations 2008](#)

The Refuse Disposal (Amenity) Act 1978 - [Refuse Disposal \(Amenity\) Act 1978](#)

The Clean Neighbourhoods and Environment Act 2005 - [Clean Neighbourhoods and Environment Act 2005](#)

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The Police and Criminal Evidence Act 1984 (PACE) and Common Law seizure - [Police and Criminal Evidence Act 1984](#)

The Transport Act 1968 - [Transport Act 1968](#)

The Police (Property) Regulations 1997 - [The Police \(Property\) Regulations 1997](#)

The Road Traffic Act 1988 - [Road Traffic Act 1988](#)

The Police (Retention and Disposal of Motor Vehicles) Regulations 2005 - [The Police \(Retention and Disposal of Motor Vehicles\) \(Scotland\) Regulations 2005](#)

The Serious Organised Crime and Police Act - [Serious Organised Crime and Police Act 2005](#)

The Police Reform Act 2002 - [Police Reform Act 2002](#)

The Vehicles Excise and Registration Act 1984 - [Vehicle Excise and Registration Act 1994](#)

The Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 - [The Vehicle Excise Duty \(Immobilisation, Removal and Disposal of Vehicles\) Regulations 1997](#)

The Vehicle Recovery Group (VRG) Guide 2021: [Vehicle-recovery-guide-2021.pdf](#)

Proceeds Of Crime Act 2002: [Proceeds of Crime Act 2002 \(legislation.gov.uk\)](#)

Statutory recovery and storage charges: Circular 003/2023: Charges for the removal, storage and disposal of vehicles under road traffic law - GOV.UK ([www.gov.uk](#))

DVLA Seizures: [Vehicle enforcement policy - GOV.UK \(www.gov.uk\)](#)

RTA 1988 - [Road Traffic Act 1988 \(legislation.gov.uk\)](#)

Antisocial/Nuisance S.59 - [Police Reform Act 2002 \(legislation.gov.uk\)](#)

7. Statutory Compliance & Consultation

7.1 Statutory Compliance

7.1.1 Equality Act (2010)

The Equality Impact Assessment can be found [here](#).

Date of SCT meeting where Chief Officers reviewed the EIA	30th April 2025
Summary of Chief Officer discussions/considerations at SCT	Approved SCT

State below whether Chief Officers agreed with the EIA, or selected a different outcome:

Outcome	EIA recommended	Chief Officer Decision
Approve – no changes. The policy is robust, and the evidence shows no potential for discrimination. All appropriate opportunities to advance equality and foster good relations between groups have been taken.	✓	✓
Approve – subject to amends. Changes are required to remove barriers, better advance equality or mitigate potential effects. This should be done before the policy is implemented.		
Approve – continue with policy. Despite any adverse effect or missed opportunities to advance equality, provided that it does not unlawfully discriminate. The objective justification must be recorded.		

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Reject – stop the policy. If there are adverse effects that are not justified and cannot be mitigated, or any unlawful discrimination.		
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7.1.2 The UK General Data Protection Regulation (UK GDPR) and Data Protection Act (2018)

Greater Manchester Police has a duty to ensure, so far as is possible, that all staff comply with the provisions of the GDPR and the Data Protection Act 2018, particularly relating to their access to a wide variety of personal information.

This policy and procedure have been assessed for compliance issues by the Information Compliance and Records Management Unit (ICRMU), there are no Data Protection compliance issues with this policy and procedure, and it should be read in conjunction with GMP's Data Protection Policy and guidance issued on the Data Protection Intranet pages.

For more information on Data Protection please contact the ICRMU on [REDACTED]

7.1.3 Freedom of Information Act (2000)

The Freedom of Information Act 2000 (FOIA) grants a general right of access to all types of recorded information held by public authorities. This policy and procedure has been assessed as disclosable upon request under Freedom of Information. It is intended to be available upon request to members of the public and interested parties.

Requests for data will be assessed carefully by the Information Compliance and Records Management Unit taking into account the harm of disclosure and release into the public domain.

For advice and assistance on FOI, please contact [REDACTED]

7.2 Consultation

Consulted	Date	Feedback
Unions:		
Police Federation	March 2025	[REDACTED], Reviewed, No Comments
GMB	March 2025	Consulted, Nil Response
UNISON	March 2025	Consulted, Nil Response
Staff Associations:		
AWP (Deputy Chair)	March 2025	Consulted, Nil Response
BAPA	March 2025	[REDACTED], Reviewed, No Comments
Catholic Police Guild	March 2025	
Christian Police Network	March 2025	[REDACTED] Reviewed, No Comments
Disability Support Network	March 2025	Consulted, Nil Response
dDeaf and Hard of Hearing Support Network	March 2025	Consulted, Nil Response

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GMP Pride Network	March 2025	Consulted, Nil Response
Jewish Police Association	March 2025	Consulted, Nil Response
Muslim Police Association	March 2025	Consulted, Nil Response
Sikh Police Association	March 2025	Consulted, Nil Response
Superintendents' Association	March 2025	Consulted, Nil Response
Branches:		
Force Crime & Incident Registrar	March 2025	Consulted, Nil Response
Health & Safety	March 2025	Consulted, Nil Response
Human Resources	March 2025	Consulted, Nil Response
Information Compliance	March 2025	Consulted, Nil Response
Organisational Learning Hub	March 2025	Consulted, Nil Response
Legal Services	March 2025	[REDACTED], Comments acknowledged and updated
