

 WARWICKSHIRE POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Roadside Deposits
REFERENCE NUMBER	W172
Version	1.0

POLICY OWNERSHIP	
DIRECTORATE	LOCAL POLICING
BUSINESS AREA	CRIMINAL JUSTICE

DATE FIRST IMPLEMENTED	November 2023
CURRENT VERSION EFFECTIVE FROM	30/09/2026
REVIEW DATE	30/09/2029
RISK RATING	MEDIUM
EQUALITY ANALYSIS	LOW
TIER	2

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.pnn.police.uk

POLICY TEMPLATE

1.0 POLICY OUTLINE

- 1.1 This policy details when and how Warwickshire Police will apply Fixed Penalties to offenders who do not live in the UK or who do not have a satisfactory UK address.
- 1.2 It outlines the current provisions in the Road Safety ACT 2006 (with supporting regulations) which enables police officers to:
Issue a Fixed Penalty for a motoring offence or as a form of surety where the offence is to be prosecuted in court (reported for Postal Requisition) to offenders who do not live in the UK or have an unsatisfactory UK address.

2.0 PURPOSE OF POLICY

- 2.1 The policy is designed to provide a clear and consistent approach to the issuing of Fixed Penalties to those who do not live in the UK or who do not have a satisfactory UK address.
- 2.3 Immediate financial deposits (equivalent to an on-the-spot fine) will be requested from offenders who have committed a motoring offence who do not live in the UK or have an unsatisfactory UK address.
- 2.2 If the driver has a satisfactory UK address, offences should be recorded on the Traffic Offence Report.
- 2.5 Warwickshire Police will not immobilise vehicles although provisions in the Road Safety Act allow the police to immobilise vehicles in any situation where a vehicle has been prohibited from continuing a journey, including cases where the vehicle has been prohibited because payment of a requested financial deposit has not immediately been made.

3.0 IMPLICATIONS of the POLICY

- 3.1 The policy addresses the Human Rights issue which saw drivers from outside UK borders being dealt with differently from resident UK drivers.
- 3.2 There will be savings on working hours through the fact that officers and courts will no longer have to spend time placing foreign drivers before the courts for minor motoring matters.
- 3.3 Police Officers will receive dedicated training in order to issue the tickets.

4.0 PROCEDURE

- 4.1 Once the Police Officer has identified a motoring offence a Roadside Deposit ticket can only be issued at the time of the offence and not at a later date.

- 4.2 There is no facility for part cash / part credit card payment. Cash payments must be made in sterling.
- 4.3 Ticket books can be requested from the Traffic Processing Management Unit, Leamington Spa, Warwickshire who will monitor their usage.
- 4.4 Where an officer receives a cash payment outside the Business Operations Services opening times, the cash will be treated as 'seized cash' and will follow the Seized/Found Property procedure (para 4.6 Cash).
- 4.5 Seized cash and a copy of the notice is taken to business support after the details have been entered on the property management system. The original notice is to be sent to the Traffic Process Unit. Business Support banks the money under a roadside deposit cost code and emails Finance Warwickshire copying in Traffic Tickets detailing the property reference number, notice number, and the amount banked. Finance then transfer the money to the regional fixed penalty office.

4.6 **SUMMONSABLE OFFENCES:**

The officer may, if the offence dictates, report the driver for postal requisition, and again take a cash or credit/debit card deposit. The officer will issue the same Roadside Deposit ticket but endorse it that it is for postal requisition. The officer will inform the driver of this. The Roadside Deposit ticket in this instance will act as a receipt for the deposit.

- 4.7 This procedure will be monitored by the Manager, Traffic Process Unit.
- 4.8 A monthly audit will be carried out by Traffic Processing Unit of tickets issued against outstanding tickets.

5.0 **DOCUMENT HISTORY**

Please state which Head of Department or Chief Officer has been consulted on and approved this procedure:

<i>Head of Dep't/ Chief Officer Consulted</i>	<i>Date Approved</i>
T/Det Supt Katie Reynolds	29/09/2026

The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
July 2014	Dawn Hartland	Creation of harmonised policy for Warwickshire Police and West Mercia Police	JNCC – 19/09/14
Oct 2017	Sara Morris	Reviewed – No Changes	Oct 2017
Oct 2023	Frances Jones	Reviewed – Minor changes	Nov 2023

Sept 2026	Frances Jones	Reviewed – no changes.	Republished 30/09/2026
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6.0 CONSULTATION

- 6.1 Consultation has taken place with the Criminal Justice Manage, the Local Policing Resource Manager, Seized & Found Property Officers, Risk Manager, Health & Safety Manager, Legal Services and Staff Associations.

7.0 ASSESSMENT AND ANALYSIS

- 7.1 The Equality Analysis (EA), Health & Safety Assessment (HAS) and Risk Assessment (RA) associated with this document are available on request.

8.0 REVIEW

As a minimum, this policy should be reviewed in accordance with the timeframes set by the tier level process. The Head of Department/Chief Officer may request a review at any time prior to the standard review date being reached.