



Electric Vehicle Charge Point Policy (Surrey and Sussex) (1229/2026)

Abstract

This policy outlines a comprehensive strategy for integrating electric and plug in hybrid vehicles (EVs and PHEVs) into the operations of Surrey Police and Sussex Police. It recognises both the environmental benefits and the current limitations of the estate's capacity to provide vehicle charging infrastructure. The policy emphasises the deployment and management of low-emission vehicles within the police fleet, addressing the installation, accessibility, and optimisation of charging systems to ensure efficient and reliable operations.

Policy

1. Introduction

1.1 Surrey Police and Sussex Police (hereafter referred to as the Forces) are working to increase our low-emission vehicle fleet. This is in response to the current UK government target for phasing out the sale of new internal combustion engine (ICE) vehicles:

- From 2030, the sale of new pure petrol and diesel cars and vans will be banned.
- From 2035, all new cars and vans sold must be fully zero-emission at the tailpipe, meaning new hybrid electric vehicles (HEVs) and plug-in hybrid vehicles (PHEVs) can still be sold until that date.

1.2 This policy establishes the guiding principles for the introduction and management of electric vehicles (EVs), plug-in hybrid electric vehicles (PHEVs), and associated charging infrastructure within the Forces. It forms part of the wider environmental and sustainability strategy aimed at reducing the organisation's impact on the environment. The policy applies to police officers, special constables, police staff, police support volunteers (PSVs) (hereafter collectively referred to as "staff"), as well as contractors and visitors.

1.3 This policy also sets out the requirements and procedures for recharging electric and plug-in hybrid vehicles while on-site. This includes vehicles that are owned by the organisation, staff, contractors, and visitors.

2. Scope

2.1 This policy and procedure applies to all buildings and facilities owned or leased by Surrey Police and/or Sussex Police. It encompasses all staff, contractors, and visitors who visit our sites.

3. Policy Statement

3.1 This policy aims to:

- provide a consistent approach to recharging EVs, including plug-in hybrid electric vehicles (PHEVs).
- state staff responsibilities for the safe and efficient use of the Charge Points.
- establish a clear internal workplace policy that governs Charge Point access, security, usage, and other issues associated with EV charging.
- place a responsibility on all staff using the Forces owned EVs to maintain the vehicles and charge them correctly.
- communicate the management's aims to staff and other interested parties, including shareholders, customers, and suppliers.
- contribute to efforts to minimise the impact the organisation's activity has on the environment.

Procedure

1. Definitions

1.1 In this policy, '**electric vehicle**' (**EV**) includes both pure electric and plug-in hybrid vehicles.

Pure or Battery Electric Vehicle (PEV or BEV). A vehicle powered only by electricity. The vehicle is charged by an external power source and incorporates regenerative braking to extend the available range.

Plug-In Hybrid Electric Vehicle (PHEV). A vehicle which combines a battery, electric drive motor and an internal combustion engine (ICE) and the ability to charge the battery from an external power source. The vehicle can be driven by the ICE, by the electric drive motor, or both together.

2. Installation and use of Charge Points

2.1 The locations where Charge Points are installed is based upon business need, local electrical energy availability, safety and practicality. It is not dependent on the number of vehicles or the number of staff at the site.

2.2 The installation of Charge Points is entirely at the discretion of the organisation. The organisation is under no obligation to provide Charge Points purely because staff own or lease a car which can be re-charged.

2.3 The number of Charge Points installed at any one location will be determined locally, based on policing demand and other factors e.g., electricity capacity, space and safety. The Charging Point is not a parking bay, and the vehicle should be removed once full charged, the user should move the vehicle as soon as it is sufficiently charged.

2.4 Priority is given to charging operational fleet vehicles reflecting the limited electricity capacity and infrastructure available across police sites. If a member of staff wants to charge their car at a public staff charge point, they should contact the local Estate and Facilities team.

2.5 Dedicated Charge Points for fleet vehicles will be introduced at specified sites. These dedicated bays are not to be used by any private vehicle, EV or non-electric. The bays must not be blocked, and access should be provided 24/7.

2.6 The organisation offers no guarantee of Charge Point availability at any site for private or leased vehicle.

2.7 In relation to private vehicles, the Forces are not responsible for any cost relating to vehicle purchase, repairs or damage that may occur to the vehicle when it is parked at the Charge Point. Use of the Charge Point is at the risk of the driver. Damage allegedly caused by the Charge Point to the vehicle is a matter solely between the device manufacturer and/or the device maintenance company. Damage caused to the Charge Point by any user will be repaired at the expense of that user.

2.8 Staff should not use 13amp socket for charging only designated changepoints with the appropriate safety features and infrastructure. If there is an operational need for additional charging these requests should be made to the relevant facilities team.

2.9 No privately owned or leased electric vehicle (EV) or plug-in hybrid vehicle (PHEV) may be connected to any power supply other than a designated staff EV charge point. This restriction applies equally to vehicles operated by contractors, service providers, or visitors to police premises. Non-compliance may result in disciplinary action and reimbursement for any damage or costs incurred as a result of unauthorised connections. Staff must not use personal charging cables or connect vehicles to standard three-pin sockets, as this can cause electrical load issues due to the limited supply capacity at police sites.

2.10 A private or leased EV owner must recharge using staff Charge Points provided by the Forces whilst on site, under all circumstances. Any other means of recharging is not permitted. Failure to comply may result in disciplinary action and reimbursement for any and all damages caused by an unauthorised connection being made.

2.11 Charge Points are not open to the public or accessible for visitors and contractors.

2.12 Police vehicles will have priority over any private vehicle should the charging point be able to private charging, if necessary.

2.13 If it is found that a Charge Point has been used for a privately owned or leased vehicle, without the authority of the Force, this may be a criminal offence leading to prosecution. Furthermore, it will likely be a breach of the Professional Standards of Behaviour which may lead to disciplinary action being taken.

3. Costs for EV charging

3.1 Private EV users will pay the organisation for the energy consumed when charging. This will include a supplementary payment for equipment costs, maintenance, and

replacement. Cost will be calculated as a percentage of the energy consumed. The rate is at the discretion of the Forces and only at relevant at designated staff Charge Points at Lewes HQ.

3.2 The agreement between the user and the organisation can be terminated if, in the opinion of the organisation, they are misusing the authorisation. This agreement will clearly state that using the Charge Point is a privilege, not a right.

4. Responsibility for Electric Vehicles

4.1 Private and leased EV vehicles are the responsibility of the owners / leases. No responsibility can be taken by the Forces for damage that may occur while recharging.

4.2 The Force's fleet EVs should be treated with respect and recharged when required. Any issues must be brought to the attention of the Fleet Manager.

5. Monitoring and Evaluation

5.1 The policy will be reviewed and updated when required to reflect changing policies and legislation.

In particular, the following will be monitored:

- Use and costs of Charge Points.
- Use of fleet and private EVs.
- Fuel and energy costs and usage across the Forces diesel, petrol, BEV, and PHEV vehicles.

5.2 If areas of non-compliance are identified, an action plan to prevent further non-compliance with the policy will be implemented. Progress against actions will be monitored as part of routine business. If an individual is found using an EV Charge Point inappropriately this may be referred to the Professional Standards Department (PSD).

5.3 This procedure will be monitored by Environmental and Sustainability Manager, in collaboration with the Office of the Police and Crime Commissioner (OPCC) Estates team and Joint Transport Services (JTS).

6. Review

6.1 This procedure will be reviewed as and when legislation or Force requirements change or new or amended model risk assessments are produced.

Team: Estates and Facilities