Dear Mr [Redacted],

RE: Freedom of Information Act 2000 Request

I write in response to your Freedom of Information Act 2000 (or 'FoIA 2000') request dated 06-10-2016. I note from your request that you seek the following information:

“Copies of:-

- College of Policing ACT and REA Reports on PNC, v1.0, issued via L/O Letter 2013/075
- L/O Letter 2008/045”

Decision

When a request for information is made under the FoIA 2000 a public authority must inform you, when permitted, whether the information requested is held. It must then communicate that information to you. If a public authority decides that it cannot comply with all or part of a request, it must cite the appropriate section or exemption of the Act and provide you with an explanation.

It is important to note that a FoIA 2000 request is not a private transaction. Both the request itself and any information disclosed are considered suitable for open publication, that is, once access to information is granted to one person under the FoIA 2000, it is then considered public information and must be communicated to any individual should a request be received. Any information released under the FoIA 2000 will also be published on the College of Policing’s website at a later date.
It is with the above in mind that I can confirm that searches conducted in response to your request to supply all information held in regards to your request. However, due to the sensitivity of the information requested, the College of Policing has decided to partially refuse your request under the following exemptions:

- **Section 40(2)**

Your attention is therefore drawn to the refusal notice provided in Appendix A.

May I take this opportunity to thank you for your interest in the College of Policing. Your attention is drawn to the complaint rights provided in Appendix B.

Yours sincerely,

James Rose | Legal Advisor  
Ethics, Integrity and Public Interest Unit  
College of Policing

Email: FOI@college.pnn.police.uk  
Website: www.college.police.uk
Section 40(2) Personal Information

Under section 40(2) by virtue of section 40(3)(a)(i), personal data of a third party can be withheld if it would breach any of the data protection principles to disclose it. Personal data is defined in section 1(1) of the Data Protection Act (DPA) as:

‘data which relate to a living individual who can be identified –

(i) from those data, or
(ii) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intention of the data controller or any other person in respect of the individual.’

The two main elements of personal data are that the information must ‘relate’ to a living person and that the person must be identifiable. Information will relate to a person if it is about them, linked to them, has some biographical significance for them, is used to inform decisions affecting them, and has them as its main focus or impacts on them in any way.

In this instance, the information ‘relates to’ individuals undertaking work surrounding PNC. It is the College’s view that the information requested would fall within the definition of ‘personal data’ as the requested information relates to living individuals and they are identifiable from that information.

Personal data is exempt if either of the conditions set out in sections 40(3) and 40(4) of FOIA 2000 are met. The relevant condition in this case is at section 40(3)(a)(i) of FOIA 2000, where disclosure would breach any of the data protection principles. In this case the College of Policing has considered whether disclosure of the personal data would breach the first data protection principle, which states that ‘Personal data shall be processed fairly and lawfully.’

In considering the first data protection principle and in particular the fairness of disclosure I have considered the factors below:
Likely expectation of the data subject

The College are of the view that there would be no legitimate expectation on the part of the data subject that the College would disclose this information without the consent of the individuals concerned first being obtained. Exception is given of course to those who hold senior positions within the College of Policing, the UK police service, and the Police and Crime Commissioner, where there is an expectation that such information would be disclosed with or without consent. In this instance, it has not been possible to obtain the consent of the data subjects and it would be unfair to them to disclose their personal data without consent being obtained.

The legitimate public interest

It is our view that the data subject would have a reasonable expectation that this information would not be disclosed and it would not be fair to them to put this information into the public domain without their express consent. The College does however accept that releasing this information would reinforce the College’s commitment to being an open and transparent organisation, serving to maintain public confidence in the College and the wider police service.

On balance however the College of Policing does not consider that the legitimate public interest would outweigh the interests of the data subject in this case and that it would not be fair to put this information in the public domain without their consent, and disclosure could cause unwarranted harm to the interests of the individual.

Based on the above I am of the view that it would not be fair to disclose the requested information and to do so would breach the first Data Protection principle, which requires the College to process personal data fairly and lawfully. As such it is not necessary for me to go on to consider the other elements of the first principle.

It is for this reason that the College of Policing have withheld this information under 40(2) by virtue of section 40(3)(a)(i).
Appendix B

Complaint Rights

If you are dissatisfied with the handling procedures or the decision of the College of Policing made under the Freedom of Information Act 2000 (the Act) regarding access to information you can lodge a complaint with the College of Policing to have the decision reviewed.

Complaints should be made in writing, within **forty (40) working days** from the date of the refusal notice, and addressed to: FOI team, Central House, Beckwith Knowle, Otley Road, Harrogate, North Yorkshire, HG3 1UF or email: FOI@college.pnn.police.uk

In all possible circumstances the College of Policing will aim to respond to your request for internal review within **20 working days**.

**The Information Commissioner**

If, after lodging a complaint with the College of Policing you are still dissatisfied with the decision you may make application to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at [https://ico.org.uk/for-the-public/official-information/](https://ico.org.uk/for-the-public/official-information/).

Alternatively, write to:

**Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: +44 (0)1625 545 700
Police National Computer

ACTion and REAction Police Reports
1 Introduction

The Police National Computer (PNC) Automatic Number Plate Recognition (ANPR) Fast Track is intended to provide significant support to the efficient use of all ANPR systems. The continued expansion of ANPR systems together with a substantial increase in the use of Police Interest Reports (from here on referred to as ‘report’) on the PNC vehicles file has resulted in a large increase in the number of ANPR ‘hits’ that appear on ANPR control ‘alarm stacks’. This significant increase has created difficulties for forces in the prioritisation and initiation of a response to ‘hits’.

In order to improve the management of responses to ANPR hits a new report ACTion (ACT) report has been established, with a related REAction (REA) report to enable vehicles (actually the VRM) to be more easily removed from the ANPR pool when it is apparent that outstanding issues have been dealt with and the vehicle is of no further interest from an ANPR perspective.

The ACT and REA reports will improve the use of ANPR and PNC and allow for realisation of significant business benefits.

The ACT and REA reports will be effective from the 1st June 2008.

From the end of August 2008 the content of the PNC ANPR Fast Track will be changed removing INF reports from the PNC ANPR Fast Track (see section 3).

‘Hazards’ warnings will be linked to ACT reports on completion of current upgrade to link these warnings to INF and LOS reports. Further details will be provided when this work is complete.

2 Detailed Requirements for ACT and REA

The ACT report is to be used where, as a part of an investigation; a vehicle is of sufficient interest to be immediately stopped and further action taken.

If the vehicle comes to notice as a result of a PNC check then the expectation is that it will be dealt with according to the information contained within the report.

The REA report is to enable cancellation of an ACT report following completion of the required action, however, if it is apparent that the ACT report is of ongoing relevance to an investigation or an enquiry a REA report should not be created.
2.1 Rules of Using ACT and REA PIRs

The following rules describe what will be available from the 1st June 2008.

- The ACT report is to be used where, as a part of an investigation; a vehicle is of sufficient interest to be immediately stopped and further action taken (although in exceptional high risk cases, this might also involve monitoring the vehicles movements).

- The ACT report will not require ‘confirmation’

- A new report type called REAction (REA) will be the response to an ACT report. A REA report can only be added to a vehicle if there is an unpaired ACT report

- On completion of the requirements of an ACT report a REA report must be created unless it is apparent that the ACT report is of ongoing relevance. In these circumstances a REA report should not be created

- An ACT report will automatically be weeded by the PNC after 84 days (12 weeks). However, 4 weeks prior to the weeding a reminder print will be sent. The ACT report can be extended for between 28 and 112 days following review and prior to the automatic weed date, and any subsequent weed date, resulting from an extension to enable retention of the report for as long as the ACT report is required. If the weed date is changed then a reminder print will still be sent 4 weeks prior to any new weeding date.

- The addition of a REA report will remove the VRM from the ANPR PNC Fast Track (unless there are other reports which are included on the Fast Track report. e.g. LOS, SEE).

- The addition of a REA report will generate a notification print (weekly job) to the owner of the ACT report. Also an email will be sent to the owner of the ACT report (as long as the ACT report text contains the first part of an email address e.g. ‘vehicle-crime@’)

- There must be an unpaired ACT report in order to add a REA report

- An ‘ACT/ REA pair’ will be weeded on PNC after 14 days from the creation of the REA report, although, the ACT/ REA report paired reports will be immediately removed from the PNC ANPR Fast Track

- When a REA PIR is added to an ACT report the 2 reports are treated as a pair, in the same way as for LOS/FOU reports. This means that the owner of the ACT report will be able to “pair delete” the ACT report and REA report by using the P option in #VU transaction

- There can be multiple ACT/ REA pairs.
**Future Enhancements**

Additional functionality of ACT reports will not be available on the 1\textsuperscript{st} June 2008; in that initially only 1 ACT report will be applied to a vehicle at any time. Currently we are designing new functionality that will allow multiple ACT reports (possibly up to 3) to be created. When this new functionality is in place notification will be circulated.

From June 1\textsuperscript{st} until the new functionality for multiple ACT reports is implemented the following restrictions will apply:

- If a force wishes to place an alternative ACT report on a vehicle then the force ‘owning’ the existing ACT report must be contacted to agree any changes. Where the proposed new report is of higher priority than an existing report then the new ACT report must be approved. The owner of the original ACT would need to delete it as agreed, allowing the other force to create their ACT.

- A REA report must not be created as an administration process to negate an existing ACT report without prior agreement of the originator of that report to enable a new ACT report to be applied or where there is an operational need to create an ACT report of a higher priority.

- Where an ACT report is already in place against a vehicle an INFormation report should be considered as these will be included in the PNC ANPR Fast Track up to the end of August 2008.

- Where there is reliance on an existing ACT report consideration must be given to the extension of any automatic weed dates as necessary.

### 2.2 Description of the ACT Report

All reports consist of the following fields, some of which are mandatory.

- **Report Type** - Mandatory

- **Report Owner** - Mandatory
  
The Force Station Code that is the contact point for any further enquiries about the report. The owner of a report is responsible for the validity and accuracy of its content.

- **Report Creator** - Optional
  
Only present when a report was added to a record by one station on behalf of another. The Force Station Code must be different to the Report Owner field.

- **Reference** - Recommended
  
This reference is intended to assist an enquirer to obtain further details about the report from the Report Owner, such as a crime reference number or incident log number. Force procedures will dictate the content of the reference.
• **Incident Date(s) - Optional**
  The date, or period, during which the incident leading to the report occurred.

• **Text - Mandatory**
  Text **MUST BE** included for all ACT reports. It **MUST** provide unambiguous additional information to assist when a vehicle comes to notice and **MUST** indicate what action is to be taken. The free text field **MUST BE** populated with the following information in the format below for all ACT reports.

  The text field must be completed in the following format using the key words highlighted below as appropriate:

  `<priority> <action> <reason> <circumstances>
  <PNC ID of suspects> <PNC warning signals>
  <additional requirements> <contact details>`

• **Priority**
  o **High**, To be used where life is at risk or in other most serious circumstances, for example child abduction, murder and terrorism. Should be with authority of a Superintendent (Supt) but may be authorised by senior control staff pending the authority of a Supt
  o **Medium**, taking account of the context of the priorities determined within the National Intelligence Model (NIM) May be linked to Major or Serious and Complex Investigations as defined within the force investigation policy
  o **Low**, vehicles linked to Volume and Priority Investigations, and RTA offences where a vehicle and/ or its occupants need to be traced

  **NB** Section 59 of the Police Reform Act 2002 and stolen VRMs **ARE NOT** to be included as ACT reports

  The setting of the priority is the responsibility of the person requesting the report against a vehicle on the PNC

• **Action required**
  o **Stop** and take appropriate action
  o **Monitor** to be used in exceptional circumstances and only for **HIGH** priority cases, where it is necessary to keep vehicle under observation pending further advice or requests from the owner of the ACT report.
- **Reason** (cross reference to the PNC id if applicable)
  - Crime
  - Details
  - Disqualified
  - Drugs
  - Misper
  - ViSOR

- **Circumstances**

- **PNCID of suspects** (if known as on the names file)

- **PNC Warning Signals** (optional - if applicable)
The PNC Warning Signals from the PNC Persons file **MUST BE** used here
  - AG  Alleges
  - AT  Ailment
  - CO  Contagious
  - DR  Drugs
  - ES  Escaper
  - FI  Firearms
  - IF  F/Impersonator
  - IM  M/Impersonator
  - MN  Mental Health
  - SH  Self Harm
  - SU  Suicidal
  - VI  Violent
  - WE  Weapons
  - XP  Explosives

- **Additional requirements**

- **Contact details**

If the owner of an ACT report has placed an email address in the report text (the rule is `<firstpartofemail@>` e.g. `<vehicle-crime@>`) then when a REA report is added to the vehicle an email notification will be sent to that email address, that is to a team and not a named individual.
Example (66 characters per line)

TEXT: HIGH STOP CRIME VEH USED IN CHILD ABDUCTION HOVE 1230 ON 23.03.08 SEIZE VEHICLE AS EVIDENCE IF OCCUPANT IS PNC ID 99/12345H ARREST CONTACT IMMEDIATELY FOR FURTHER GUIDANCE

If the vehicle is linked to a MISPER, WANTED or DISQUAL marker on the PNC names index, then where practicable the free text field must contain the PNCID. If linked to property it must include the PROPID.

Conversely, if a MISPER, WANTED or DISQUAL marker on the PNC names Index is linked to a vehicle, then where practicable the free text field must contain the VRM.

If one part of such as association is amended or removed then the linked marker or report MUST be amended or removed as appropriate.

Note that for Data Protection purposes procedures should be in place to review and monitor linked records.

2.3 Personal information

Personal information held in the text will be limited as follows:

ACT reports, sufficient particulars of the user, crime or criminal activity as are needed to enable officers to act appropriately must be included. Care must be taken that the information is unambiguous; for example, if the occupants are armed then the text MUST specify with what, e.g. firearms, pick axe handles.

Use of the ACT report must be proportionate to the aim and the least intrusive method of operating, ensuring that the reasons for its use are relevant and sufficient for the purpose.

By using the ACT report there is an expectation that action will be taken and there will be an expectation that the owner of the report will offer assistance upon notification that the vehicle has been stopped and the prescribed action has been taken.

2.4 REAction Reports

REA reports are to be used where there has been an ACT report hit and there has been an intervention that has been positively dealt with. Consequently, the ACT report is no longer valid; it is the responsibility of the individual who has dealt with the ACT report to ensure that a REA report is created against the vehicle. This will result in pairing which will remove the ACT report from the PNC ANPR Fast Track. It will leave the information on PNC for subsequent information.
2.5 Auditing

Any type of police report on vehicles may be audited by requesting batch job VE502J (see Volume 1 of the PNC Manual, Chapter 7, section 2.14). Alternatively, all except RES may be audited via VODS.

3. Implication of these changes on the ANPR Use of PNC

From the end of August 2008 the INF report will not act as a trigger on PNC ANPR Fast Track via #RE PNC transactions, however, the INF report will be displayed if another PNC report triggers a hit on PNC.

The INF report will still stay against the vehicle and all vehicle enquiries will display all the information held.

The PNC reports that will act as a trigger are:

- **LOS**: Stolen
- **FOU**: Found
- **SEE**: Seen
- **REM**: Removed
- **COR**: Correction
- **DES**: Destroyed
- **ACT**: Action

Paired LOS and FOU will not trigger on #RE, neither will paired ACT and REA and REstricted reports.

The following table shows the PNC reports that will be included within the PNC ANPR Fast Track, when the ACT and REA reports go live on the 1st June 2008 and three months later on 31st August 2008 when the INF report is removed from the PNC ANPR Fast Track.
<table>
<thead>
<tr>
<th>PNC Reports</th>
<th>June 2008</th>
<th>August 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOS t or stolen</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FOU nd</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>IN Formation</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>SEEn</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>REMoved</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>RES tricted</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>COR rection</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>DES troyed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ACT ion</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LOS/ FOU paring</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ACT/ REA paring</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### 4. Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>#RE</td>
<td>A PNC ANPR vehicle enquiry (reports)</td>
</tr>
<tr>
<td>#VE</td>
<td>A PNC VRM full enquiry</td>
</tr>
<tr>
<td>#VK</td>
<td>A PNC VRM basic enquiry</td>
</tr>
<tr>
<td>Alarm Stack</td>
<td>A list of ANPR hits on a computer monitor</td>
</tr>
<tr>
<td>ANPR</td>
<td>Automatic Number Plate Recognition</td>
</tr>
<tr>
<td>ANPR Fast Track</td>
<td>PNC memory pool of all VRMs that have PNC reports against them</td>
</tr>
<tr>
<td>ANPR pool</td>
<td>A shorthand expression to describe the ANPR Fast Track file</td>
</tr>
<tr>
<td>Disqualified</td>
<td>A driver disqualified by the Courts from holding a drivers licence</td>
</tr>
<tr>
<td>Misper</td>
<td>Missing person</td>
</tr>
<tr>
<td>PNC</td>
<td>Police National Computer</td>
</tr>
<tr>
<td>LOS</td>
<td>Lost or stolen or obtained by deception</td>
</tr>
<tr>
<td>FOU</td>
<td>Found or apparently abandoned or repossessed by a finance company</td>
</tr>
<tr>
<td>INF</td>
<td>Information about the vehicle, which may or may not be related to crime or criminal activity, is recorded or where action is required upon sighting a vehicle.</td>
</tr>
<tr>
<td>SEE</td>
<td>Seen or checked by the police in particular locations at particular times, which may assist in the investigation of a specific crime or crimes.</td>
</tr>
<tr>
<td>REM</td>
<td>Removed into police custody or from one location to another for law enforcement purposes, without the keeper being aware of the new location of the vehicle.</td>
</tr>
<tr>
<td>RES</td>
<td>Restricted report is used on police owned or other emergency service vehicles only. It is used to record information that might prevent inappropriate action by the police, or to initiate specific action as detailed in the text.</td>
</tr>
<tr>
<td>COR</td>
<td>Correction report should be used to input vehicle or keeper details, where they differ from that held on the vehicle record.</td>
</tr>
<tr>
<td>DES</td>
<td>Destroyed report should be used to indicate that the vehicle to which it refers has totally burned out and cannot ever be repaired and returned to use</td>
</tr>
<tr>
<td>ACT</td>
<td>Action report where the course of action detailed within the free text is expected to be taken.</td>
</tr>
<tr>
<td>REA</td>
<td>A reaction report where the course of action detailed within the free text has been taken.</td>
</tr>
<tr>
<td>ON-LINE SCREENS</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>RFC030425</td>
<td></td>
</tr>
<tr>
<td>JH009X03</td>
<td></td>
</tr>
<tr>
<td>Amended EA help map</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>+---------------------------------------------------------------+</td>
</tr>
<tr>
<td>4</td>
<td>! ETHNIC APPEARANCE</td>
</tr>
<tr>
<td>5</td>
<td>!</td>
</tr>
<tr>
<td>6</td>
<td>!</td>
</tr>
<tr>
<td>7</td>
<td>! DESCRIPTION: This field is used to give an indication of the ethnic appearance of the subject.</td>
</tr>
<tr>
<td>8</td>
<td>!</td>
</tr>
<tr>
<td>9</td>
<td>!</td>
</tr>
<tr>
<td>10</td>
<td>! INPUT: One numeric character (in the range 0-6) as follows: -</td>
</tr>
<tr>
<td>11</td>
<td>! CODE CLASSIFICATION PNC DISPLAY !</td>
</tr>
<tr>
<td>12</td>
<td>! 1 - WHITE NORTH EUROPEAN WHITENORTHEURO !</td>
</tr>
<tr>
<td>13</td>
<td>! 2 - WHITE SOUTH EUROPEAN WHITESOUTHEURO !</td>
</tr>
<tr>
<td>14</td>
<td>! 3 - BLACK BLACK !</td>
</tr>
<tr>
<td>15</td>
<td>! 4 - ASIAN ASIAN !</td>
</tr>
<tr>
<td>16</td>
<td>! 5 - CHINESE, JAPANESE OR SOUTH EAST ASIAN CHINESESEASIAN !</td>
</tr>
<tr>
<td>17</td>
<td>! 6 - MIDDLE EASTERN MIDDLE EASTERN !</td>
</tr>
<tr>
<td>18</td>
<td>! 0 - UNKNOWN BLANK !</td>
</tr>
<tr>
<td>19</td>
<td>+---------------------------------------------------------------+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX FOR RFC070672

**RFC070672 : With Supervisor Entitlement**

For Screen Scraping #VH

Main Map VE123M02

<table>
<thead>
<tr>
<th>T</th>
<th>Search Id.</th>
<th>Status</th>
<th>Time submitted</th>
<th>User id</th>
<th>Update</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>VE606J</td>
<td>COMPLETED</td>
<td>06:22:08 18:02:54</td>
<td>HENDON</td>
<td>18:02:54</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>P429998-99K</td>
<td>COMPLETED</td>
<td>06:22:08 18:06:04</td>
<td>DEVAJW</td>
<td>18:06:09</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>P429999-00J</td>
<td>COMPLETED</td>
<td>06:22:08 18:03:12</td>
<td>DEVAJW</td>
<td>18:03:19</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>P429999-05D</td>
<td>COMPLETED</td>
<td>01:32:20 10:35:20</td>
<td>25DEVIC</td>
<td>10:35:22</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>P429999-06C</td>
<td>COMPLETED</td>
<td>01:32:20 10:34:55</td>
<td>25DEVIC</td>
<td>10:34:55</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>P429999-07B</td>
<td>COMPLETED</td>
<td>01:32:20 10:34:31</td>
<td>25DEVIC</td>
<td>10:34:31</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>P429999-10Y</td>
<td>COMPLETED</td>
<td>01:32:20 10:09:05</td>
<td>27SSGIC</td>
<td>10:09:05</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>P429999-11X</td>
<td>COMPLETED</td>
<td>01:32:20 10:08:35</td>
<td>27SSGIC</td>
<td>10:08:35</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>P429999-12W</td>
<td>COMPLETED</td>
<td>01:32:20 10:08:09</td>
<td>27SSGIC</td>
<td>10:08:11</td>
<td></td>
</tr>
</tbody>
</table>

---

21 X - display/print search  F - display by force  D - display search details
22 M - display monitor  U - display by user  I - display by search-id
23 H - hold 'PENDING' search  R - restart 'ON HOLD'  S - search by status
24 View earlier responses: N  E - erase search  ABANDON TRANSACTION? N.
RFC070672 : With Supervisor Entitlement
For Screen Scraping #VH
Main Map VE123M02 With Search-ID Entry Window

<table>
<thead>
<tr>
<th>Search id.</th>
<th>Status</th>
<th>Time submitted</th>
<th>User id</th>
<th>Update</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H - hold 'PENDING' search  R - restart 'ON HOLD'  S - search by status
M - display monitor  U - display by user  I - display by search-id
X - display/print search  F - display by force  D - display search details
N - display earlier responses

QUIT Y/N N
### VODS HDC MONITOR AND UTILITIES

<table>
<thead>
<tr>
<th>Search ID</th>
<th>Status</th>
<th>Time Submitted</th>
<th>User ID</th>
<th>Update Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>429999-12W</td>
<td>Completed</td>
<td>01/02/2008 10:08:09</td>
<td>27SSGIC1</td>
<td>10:08:11 281</td>
</tr>
</tbody>
</table>

#### Key:
- X - display/print search
- F - display by force
- D - display search details
- M - display monitor
- U - display by user
- S - search by status
- H - hold 'PENDING' search
- R - restart 'ON HOLD'
- A - display ALL
- E - erase search
- ABANDON TRANSACTION? N.
RFC070672 : With Supervisor Entitlement
For Screen Scraping #VH
Main Map VE123M02 With Select Status Window

<table>
<thead>
<tr>
<th>07/02/08 11:37</th>
<th>DEVICI</th>
<th>VH99/0001</th>
<th>SYSTEST</th>
<th>VE123M02</th>
</tr>
</thead>
<tbody>
<tr>
<td>VODS HDC MONITOR AND UTILITIES</td>
<td>PAGE 1 of 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUR ! OPTIONAL</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIM !</td>
<td>Last No of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please Select One Status With 'X' Or Quit With 'Y'. ! update Responses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Press &lt;Enter&gt;</td>
<td>18:02:54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SELECT STATUS</td>
<td>18:03:19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10:39:21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10:35:22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10:34:31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10:09:05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>QUIT Y/N: N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10:08:35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>10:08:11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10:00:00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

X - display/print search  F - display by force  D - display search details
M - display monitor  U - display by user  I - display by search-id
H - hold 'PENDING' search  R - restart 'ON HOLD'  S - search by status
View earlier responses: N  E - erase search  ABANDON TRANSACTION? N.
### Attachment for Liaison Officers Letter 2008/045 and Software Release 269

**RFC070672 : With Supervisor Entitlement**

**For Screen Scraping #VH**

**Display By Status Map VE123M23**

<table>
<thead>
<tr>
<th>Search ID</th>
<th>Status</th>
<th>Time Submitted</th>
<th>User</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FAILED</td>
<td>18012008 15:45:27</td>
<td>DEVAJW</td>
<td>15:45:27</td>
</tr>
<tr>
<td>2</td>
<td>FAILED</td>
<td>18012008 15:40:35</td>
<td>DEVAJW</td>
<td>15:40:37</td>
</tr>
<tr>
<td>3</td>
<td>FAILED</td>
<td>18012008 15:37:19</td>
<td>DEVAJW</td>
<td>15:37:21</td>
</tr>
<tr>
<td>4</td>
<td>FAILED</td>
<td>18012008 14:50:56</td>
<td>DEVS C</td>
<td>14:51:03</td>
</tr>
<tr>
<td>5</td>
<td>FAILED</td>
<td>18012008 14:50:56</td>
<td>DEVA C</td>
<td>14:51:00</td>
</tr>
<tr>
<td>6</td>
<td>FAILED</td>
<td>18012008 14:50:56</td>
<td>DEVVA</td>
<td>14:51:01</td>
</tr>
<tr>
<td>7</td>
<td>FAILED</td>
<td>18012008 14:50:56</td>
<td>DEVAFC</td>
<td>14:50:58</td>
</tr>
<tr>
<td>8</td>
<td>FAILED</td>
<td>18012008 14:50:56</td>
<td>DEVAJW</td>
<td>14:50:58</td>
</tr>
</tbody>
</table>

**Search Options:**

- X - display/print search
- F - display by force
- D - display search details
- M - display monitor
- U - display by user
- A - display ALL
- H - hold 'PENDING' search
- R - restart 'ON HOLD'
- I - display by search-id
- PAGE | 1... E - erase search
- ABANDON TRANSACTION? N.
**RFC070672 : With Supervisor Entitlement**

For Screen Scraping #VH

**Main Map VE123M01 With Erase Search-ID Window**

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Status</th>
<th>Time Submitted</th>
<th>User id</th>
<th>Update</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>!</td>
<td>OPTIONAL</td>
<td>7 366</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>!</td>
<td></td>
<td>0 42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>!</td>
<td>Please Type 'Y' To Delete 429999-510. Press &lt;Enter&gt; 3 5679</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>!</td>
<td>DELETE Y/N N</td>
<td>9 366</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>+</td>
<td></td>
<td>8 42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>E</td>
<td>429999-51D FAILED 18012008 15:45:27 DEVAJW 15:45:27 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>P</td>
<td>429999-52C COMPLETED 18012008 15:44:02 DEVAJW 15:44:04 21640</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>display/print search</td>
<td>display by force</td>
<td>display search details</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>display monitor</td>
<td>display by user</td>
<td>display by search-id</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>hold 'PENDING' search</td>
<td>restart 'ON HOLD'</td>
<td>search by status</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>NEXT PAGE 6</td>
<td>erase search</td>
<td>ABANDON TRANSACTION? N.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RFC070672 : Normal Force Entitlement
For Screen Scraping #VH
Main Map VE123M04

<table>
<thead>
<tr>
<th>Search id.</th>
<th>Status</th>
<th>Time submitted</th>
<th>User id</th>
<th>update Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>P 429999 -17 Q</td>
<td>COMPLETED 01 2008 10:01:10</td>
<td>26SSGIC</td>
<td>10:01:12 7501</td>
<td></td>
</tr>
<tr>
<td>P 429999 -18 P</td>
<td>COMPLETED 01 2008 10:00:39</td>
<td>26SSGIC</td>
<td>10:00:39 4</td>
<td></td>
</tr>
<tr>
<td>P 429999 -19 N</td>
<td>COMPLETED 01 2008 09:59:30</td>
<td>26SSGIC</td>
<td>09:59:32 192</td>
<td></td>
</tr>
<tr>
<td>P 429999 -20 M</td>
<td>COMPLETED 01 2008 09:58:35</td>
<td>26SSGIC</td>
<td>09:59:31 1</td>
<td></td>
</tr>
<tr>
<td>P 429999 -21 L</td>
<td>COMPLETED 01 2008 09:57:29</td>
<td>26SSGIC</td>
<td>09:57:30 965</td>
<td></td>
</tr>
<tr>
<td>P 429999 -22 K</td>
<td>COMPLETED 01 2008 09:56:46</td>
<td>26SSGIC</td>
<td>09:56:48 262</td>
<td></td>
</tr>
<tr>
<td>P 429999 -25 G</td>
<td>COMPLETED 01 2008 09:54:51</td>
<td>26SSGOLC</td>
<td>09:54:51 8</td>
<td></td>
</tr>
<tr>
<td>P 429999 -26 F</td>
<td>COMPLETED 01 2008 09:54:34</td>
<td>26SSGOLC</td>
<td>09:54:36 2384</td>
<td></td>
</tr>
</tbody>
</table>

X - display/print search  I - display by search-id  D - display search details
M - display monitor  U - display by user-id

View earlier responses: N  ABANDON TRANSACTION? N.
**RFC070672 : Normal Force Entitlement**

For Screen Scraping #VH

**Main Map VE123M04 With Search-ID Entry Window**

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Time</th>
<th>Transaction ID</th>
<th>Status</th>
<th>Search ID</th>
<th>Time Submitted</th>
<th>User ID</th>
<th>Update Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/02/08</td>
<td>11:54</td>
<td>26SSGICI</td>
<td>sytest</td>
<td>VE123M04</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CURRENT VODS STATUS**: NORMAL  
**TOTAL SEARCHES IN SYSTEM**: 16  
**LIMIT NO OF RECORDS**: 300000  
**FOR FORCE**: 26  
**Last No of**

<table>
<thead>
<tr>
<th>No</th>
<th>Search ID</th>
<th>Status</th>
<th>Time Submitted</th>
<th>User ID</th>
<th>Update Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>OPTIONAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>!</td>
<td></td>
<td>!</td>
<td>192</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>!</td>
<td>Please Enter Search-ID OR Quit With 'Y'. Press &lt;Enter&gt;!</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>!</td>
<td></td>
<td>!</td>
<td>965</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>!</td>
<td>QUIT Y/N N</td>
<td>!</td>
<td>262</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>!</td>
<td></td>
<td>!</td>
<td>900</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>P</td>
<td>429999 -25G</td>
<td>COMPLETED</td>
<td>09:54:51</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>P</td>
<td>429999 -26F</td>
<td>COMPLETED</td>
<td>09:54:34</td>
</tr>
</tbody>
</table>

X - display/print search
I - display by search-id
D - display search details
M - display monitor
U - display by user-id

View earlier responses: N

ABANDON TRANSACTION? N.
RFC070672 : Normal Force Entitlement  
For Screen Scraping #VH  
Display By Search-ID Map VE123M21

<table>
<thead>
<tr>
<th>VODS HDC MONITOR AND UTILITIES</th>
<th>PAGE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT VODS STATUS : NORMAL</td>
<td></td>
</tr>
<tr>
<td>TOTAL SEARCHES IN SYSTEM :</td>
<td></td>
</tr>
<tr>
<td>LIMIT NO OF RECORDS : 300000</td>
<td></td>
</tr>
<tr>
<td>FOR SEARCH-ID: 429999-32Z</td>
<td></td>
</tr>
<tr>
<td>Last No of Search ID Status</td>
<td></td>
</tr>
<tr>
<td>Time submitted User id update Responses</td>
<td></td>
</tr>
<tr>
<td>X - display/print search F - display by force D - display search details</td>
<td></td>
</tr>
<tr>
<td>M - display monitor U - display by user</td>
<td></td>
</tr>
<tr>
<td>PAGE 1 ABANDON TRANSACTION? N.</td>
<td></td>
</tr>
</tbody>
</table>
RFC080011 ACT/REA New Reports – Insert an ACT report

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Registration</th>
<th>Color</th>
<th>Model</th>
<th>Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>06/05/06</td>
<td>10:30</td>
<td>DEV</td>
<td>VU09/0005</td>
<td>DEV</td>
<td>VE201M06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>06/05/06</td>
<td>10:30</td>
<td>REG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>06/05/06</td>
<td>10:30</td>
<td>CC</td>
<td>1990</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>06/05/06</td>
<td>10:30</td>
<td>BLUE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>06/05/06</td>
<td>10:30</td>
<td>VEL</td>
<td>NOT HELD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>06/05/06</td>
<td>10:30</td>
<td>C/F</td>
<td>W123456789A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>06/05/06</td>
<td>10:30</td>
<td>E</td>
<td>123456789</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEEPER SINCE 01/09/03**

**NO REPORTS PRESENT**

**UPDATE OPTIONS**: (REPORT - I RECORD - N/B/E)

**ABANDON TRANSACTION? N.**
RFC080011 ACT/REA New Reports – Insert an ACT report

Attachment for Liaison Officers Letter 2008/045 and Software Release 269

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Vehicle Details</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/05/08</td>
<td>10:41</td>
<td>DEVAJH</td>
<td>VU09/0005</td>
<td>DEV</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E202M01</td>
</tr>
</tbody>
</table>

AR51XYZ

HONDA (CARS)

REG: [redacted]

CIVIC COUPE

CC: 1998

BLUE

SALOON

VEL: HOT HELD

C/F: W123456789A

E: 123456789

KEEPER SINCE 01/09/03

REP TYPE: ACT

OWNER: 25UC CREATOR: ... REF: 25/AD4E4.......

INC. DATE: 16/04/2008

TEXT: HIGH STOP CRIME VEH USED IN CHILD ABDUCTION HOVE 1230 ON 23.03.08:

SEIZE VEHICLE AS EVIDENCE IF OCCUPANT IS PHC ID 99/12345H ARREST...

CONTACT [redacted]

FOR FURTHER GUIDANCE <veh-crime@>

HELP...

ABANDON TRANSACTION? N.
# RFC080011 ACT/REA New Reports – ACT report created

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08/05/08 18:45</td>
<td>DEVAJW</td>
<td>VU10/0001</td>
<td>DEV</td>
<td>VE202M02</td>
</tr>
<tr>
<td>2</td>
<td>REPORT CREATED</td>
<td>TRANSACTION</td>
<td>COMPLETED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A351XYZ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HONDA CARS</td>
<td>REG:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CIVIC COUPE</td>
<td>CC: 1990</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>BLUE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SALOON</td>
<td>VEL: NOT HELD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>C/F: W123456789A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>E: 123456789</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>KEEPER SINCE 01/09/03</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>*** REPORT 1 OF 1 ***</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>REP TYPE: ACT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>INC. DATE: 15/04/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>TEXT: HIGH STOP CRIME VEH USED IN CHILD ABDUCTION MOVE 1230 ON 23.03.08</td>
<td>PORT:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>decisions: VEHICLE AS EVIDENCE IF OCCUPANT IS PHC ID 99/12345H ARREST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>CONTACT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>T CODE #VU ORIG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>DATA A351XYZ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RFC080011 ACT/REA New Reports – Creating a REACTION report to pair the ACT

** REPORT 1 OF 1 **

ACTION: VHEED 31/07/00  OWNER: 25UC  REF: 25/AD4E4

INC. DATE: 10/01/00  CREATED 08/05/06 AT 16:45

TEXT: HIGH STOP CRIME VEH USED IN CHILD ABDUCTION HOVE 1230 ON 23.03.08

SEIZE VEHICLE AS EVIDENCE IF OCCUPANT IS POLICE ID 99/12345 ARREST

CONTACT  FOR FURTHER GUIDANCE <VEH-CRIME>

UPDATE OPTIONS: i ( REPORT - I/A/D/H  RECORD - N/B/E )

HELP . . .  ABANDON TRANSACTION? N.
<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Time</th>
<th>Employee</th>
<th>VU</th>
<th>SUB</th>
<th>REF</th>
<th>Owner</th>
<th>Creator</th>
<th>Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/05/06</td>
<td>10:49</td>
<td>DEVAJW</td>
<td>VU10</td>
<td>0002</td>
<td>VE202M02</td>
<td>25UC</td>
<td>25/22</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REPORT CREATED, EMAIL ALERT SEND ATTEMPTED - TRANSACTION COMPLETED**

**AR51XYZ**

**HONDA (CARS)**

**CIVIC COUPE**

**BLUE**

**SALOON**

**C/F: W123456789A**

**E: 123456789**

**KEEPER SINCE 01/09/03**

**TEXT:**

SUSPECT MATCHING THE PN CID CAUGHT AND ARRESTED

**TCODE**

#VU ORIG

**DATA**

AB51XYZ

**REF:**

25/22
Attachment for Liaison Officers Letter 2008/045 and Software Release 269

**RFC080011 ACT/REA New Reports – Viewing ACT/REA reports #VE**
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>DOC</th>
<th>Code</th>
<th>Code</th>
<th>Code</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/05/08</td>
<td>10:53</td>
<td>DFMJ</td>
<td>VE10</td>
<td>0003</td>
<td>DEV</td>
<td>VE10</td>
</tr>
</tbody>
</table>

**Attachment for Liaison Officers Letter 2008/045 and Software Release 269**

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Registration</th>
<th>Color</th>
<th>Value</th>
<th>Keeper Since</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honda</td>
<td>Civic</td>
<td>W123456789A</td>
<td>Blue</td>
<td></td>
<td>01/09/03</td>
</tr>
</tbody>
</table>

**C/F:** W123456789A  
**E:** 123456789  
**Ins:** Not held  
**MOT Expiry:** 26/03/2008

**Action:** Weed 22/05/00  
**Owner:** 25UC  
**Ref:** 25/AD4E4

**Inc. Date:** 10/04/00  
**Created:** 06/05/08 at 16:43

**Text:** High stop crime veh used in child abduction move 1230 on 23.03.08  
**Seize vehicle as evidence if occupant is PHC ID 99/123456 arrest.

**Contact:** For further guidance <veh-crime@>

---

**RFC080011 ACT/REA New Reports – Viewing ACT/REA reports #VK**
Attachment for Liaison Officers Letter 2008/045 and Software Release 269

RFC080011 ACT/REA New Reports – Viewing ACT/REA reports #VK
Attachment for Liaison Officers Letter 2008/045 and Software Release 269

** *** REPORT 2 OF 2 *** **

ACTION
VEED 22/05/00
OWNER: 25 UC
REF: 25/AD4E4

INC. DATE: 10/04/00
CREATED 06/05/06 AT 16:43

TEXT: HIGH STOP CRIME VEH USED IN CHILD ABDUCTION MOVE 1230 ON 23.03.08
SEIZE VEHICLE AS EVIDENCE IF OCCUPANT IS PNC ID 99/12345H ARREST .

CONTACT FOR FURTHER GUIDANCE <VEH-CRIME @>

PAGE 1 .... HELP ....
ABANDON TRANSACTION? N.

RPR2015 : Amended Address Help
Map VE000X50
Attachment for Liaison Officers Letter 2008/045 and Software Release 269

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12:09:24</td>
</tr>
<tr>
<td>2</td>
<td>14/04/08 12:09 DEVAFC VU11/0001 DEV VE208M01</td>
</tr>
<tr>
<td>4</td>
<td>OWNER'S ADDRESS OPTIONAL</td>
</tr>
<tr>
<td>5</td>
<td>VRM: AFAC9988...</td>
</tr>
<tr>
<td>6</td>
<td>MAKE: ............... These fields should contain the full ADDRESS of...</td>
</tr>
<tr>
<td>7</td>
<td>TYP: .... the vehicles owner or keeper.</td>
</tr>
<tr>
<td>8</td>
<td>C/F: ...............</td>
</tr>
<tr>
<td>9</td>
<td>E: ............... UK Addresses</td>
</tr>
<tr>
<td>10</td>
<td>This should be without the Post Code which should be in the separate field provided.</td>
</tr>
<tr>
<td>11</td>
<td>Foreign Addresses</td>
</tr>
<tr>
<td>12</td>
<td>The Post Code should be included in the Address text.</td>
</tr>
<tr>
<td>13</td>
<td>For addresses with 5 or more digit numbers in the text.</td>
</tr>
<tr>
<td>14</td>
<td>FOREIGN REG: N (Y/N) address, this number cannot be at the start of a line, e.g. VENICE 987893 (is allowed)</td>
</tr>
<tr>
<td>15</td>
<td>REP TYPE: ...</td>
</tr>
<tr>
<td>16</td>
<td>INC DATE: ........... - ...........</td>
</tr>
<tr>
<td>17</td>
<td>TEXT: ............................................................... ..............................................................;</td>
</tr>
<tr>
<td>18</td>
<td>............................................................... ..............................................................;</td>
</tr>
<tr>
<td>19</td>
<td>............................................................... ..............................................................;</td>
</tr>
<tr>
<td>20</td>
<td>............................................................... ..............................................................;</td>
</tr>
<tr>
<td>21</td>
<td>............................................................... ..............................................................;</td>
</tr>
<tr>
<td>22</td>
<td>............................................................... ..............................................................;</td>
</tr>
<tr>
<td>23</td>
<td>............................................................... ..............................................................;</td>
</tr>
<tr>
<td>24</td>
<td>HELP ... ABANDON TRANSACTION? N.</td>
</tr>
</tbody>
</table>
Attachment for Liaison Officers Letter 2008/045 and Software Release 269

Map VE000X51

<table>
<thead>
<tr>
<th>1</th>
<th>12:09:24</th>
<th>*** NATURAL ***</th>
<th>14/04/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>14/04/08 12:15 DEV AFC VU11/0001 DEV VE208M01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>POSTCODE</td>
<td>MANDATORY</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION:** The full or partial postcode of the UK address in question. Foreign Post Codes must be placed in the Address text.

**INPUT:** The postcode field is split into an outcode of 4 characters and an incode of 3 characters.

- The outcode can contain spaces and leading zeros.
- E.g., M 03 5BB is the same as M3 5BB.
- M3 5B will be accepted and a choice given to the user.
- Either of the above can be entered with identical results.

The incode if fully populated must have a number followed by 2 letters e.g. 5BB.

**ERRORS:**

1. Only alpha/numeric and space characters are permitted.

HELP... ABANDON TRANSACTION? N.
**RFC080011 : ACT/REA Report Changes**

**Training – Report Type Help**

**Map VE000X11**

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RFC 080011 : ACT/REA Report Changes</td>
<td>NATURAL *****</td>
</tr>
<tr>
<td>2</td>
<td>Post Code Help</td>
<td>003 DEV VE246M11</td>
</tr>
<tr>
<td>3</td>
<td>Map VE000X51</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>REPORT TYPE</td>
<td>MANDATORY</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>This 3 character field specifies the type of report. The output is the full heading.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>LOS - LOST/STOLEN (or obtained by deception)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>FOU - FOUND (apparently abandoned or repossessed by finance company)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>INF - INFORMATION (about the use of the vehicle whether criminal or not)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>COR - CORRECTION (to the vehicle's description or ownership)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>REM - REMOVED (by or on behalf of the police)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>RES - RESTRICTED (report is of a sensitive nature and must not be disclosed over insecure channels)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>SEE - SEEN OR CHECKED (at particular locations or times, which may assist in investigation of a specific crime or crimes)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>DES - DESTROYED (vehicle should no longer exist)</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>ACT - ACTION (a course of action when a vehicle is seen)</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>OPT REA - REACT (result of responding to an ACTION request)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>N N</td>
</tr>
</tbody>
</table>
RFC080011 : ACT/REA Report Changes
VODS Search – Report Type Help
Map VE121X11

<table>
<thead>
<tr>
<th>1</th>
<th>12:24:16</th>
<th>14/04/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>14/04/08 12:24</td>
<td>REPORT TYPE</td>
</tr>
<tr>
<td>3</td>
<td>VODS DATABASE LA</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A maximum of six report types may be entered (see below).</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>RECORDS WITH REP type</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>REPORT TYPE:</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>REPORT OWNER:</td>
<td>If the field is left blank, then all report types are returned.</td>
</tr>
<tr>
<td>8</td>
<td>REPORT CREATION</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>REPORT INCIDENT</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>CHERISHED TRANSFER</td>
<td>lost/stolen</td>
</tr>
<tr>
<td>11</td>
<td>_ found</td>
<td>FOU</td>
</tr>
<tr>
<td>12</td>
<td>NO LONGER KEEPER</td>
<td>removed</td>
</tr>
<tr>
<td>13</td>
<td>PERMANENT EXPORT</td>
<td>information</td>
</tr>
<tr>
<td>14</td>
<td>SCRAPPED</td>
<td>seen</td>
</tr>
<tr>
<td>15</td>
<td>VEL EXPIRED</td>
<td>correction</td>
</tr>
<tr>
<td>16</td>
<td>_ destroyed</td>
<td>DES</td>
</tr>
<tr>
<td>17</td>
<td>MATCH UNKNOWN CO</td>
<td>action</td>
</tr>
<tr>
<td>18</td>
<td>MATCH UNKNOWN NO</td>
<td>react</td>
</tr>
<tr>
<td>19</td>
<td>MATCH UNKNOWN MA</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>MATCH UNKNOWN BO</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>MATCH UNKNOWN PO</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>QUIT (Y/N)</td>
<td>N</td>
</tr>
<tr>
<td>23</td>
<td>INITIATE SEARCH</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Return to last input page</td>
<td>ABANDON TRANSACTION? N.</td>
</tr>
</tbody>
</table>
ACTION and REACTION Police Reports

Guidance for PNC Trainers
Disclaimer

This document has been produced by NPIA ICTLP following commissioning from the ANPR team in consultation with the Vehicle Working Party, and reflects current thinking.

Any queries or concerns need to be raised through [redacted] who can be contacted on either [redacted] or via e-mail.

Should any trainer require a full copy of the full functional specification for the ACT and REA reports, this can be obtained from your force PNC liaison officer.
1  Introduction

A new report type of ACT (action) has been created for use on the vehicle file. This report type is to be used when, as part of an investigation, a vehicle is of sufficient interest to be immediately stopped and further action taken.

A further new report type of REA (reaction) has also been created, which is to be added to the vehicle record once the outstanding issues have been dealt with, in order to ‘cancel out’ the ACT report and so remove this vehicle from the ANPR ‘pool’.

2  Creating the ACT report

The new ACT report is created in the same way as any other police report.

The report type and report owner fields are mandatory. The report creator is optional, and should only be included when the report is being added to the vehicle record on behalf of another station.

Although the reference field is optional, it is recommended that a reference is included. This will assist any officers when stopping a vehicle to obtain further information in relation to the content of the report.

The incident date field is optional. This should reflect the date or period of time during which the incident leading to the report occurred.

The text field is mandatory, and the ANPR team have specified the requirements for this field.

NB The ACT report is NOT to be used for warning issued under section 59 Police Reform Act 2002 or for recording stolen VRMs.

2.1  Requirements for the text field

Text MUST be included for all ACT reports, which must provide unambiguous information to assist officers when a vehicle comes to notice, and MUST indicate what course of action is to be taken when the vehicle is stopped.

The format for the content of the text field has been specified by the ANPR team, and the following format must be used:

- Priority action
- reason
- circumstances
- PNC ID of suspects
- PNC warning signals
- additional requirements
- <contact details>
Keywords specified for each text item must also be used. These keywords are indicated in the section descriptions in **bold**.

**Priority**

There are three priorities – **high, medium, low**. The priority is set by the person requesting the report. This is recorded in the text field by the inclusion of the keyword. It should be noted that high priority can only be used with the authorisation of a person with the rank of Superintendent or above, or an authorised senior member of control staff.

**Action**

There are two actions – **stop** and **monitor**. The decision for the action is to be taken by the person requesting the report. This is recorded in the text field by the inclusion of the keyword. It should be noted that the action of monitor may only be used when the priority has been set to high.

**Reason**

The reason for the addition of the report should be one of the following: **crime, details, disqualified, drugs, misper, ViSOR**, and is recorded by the inclusion of the keyword.

**Circumstances**

A brief description of the circumstances surrounding the report should be included. Should any abbreviation be required, it should be noted that only ACPO approved abbreviations should be used.

**PNCID of suspects**

If the report relates to one or more persons with a PNC record, then the PNCID of the person MUST also be included. If the record is linked to a report on the property file, then the PROPID MUST be included.

**PNC warning signals**

If the report relates to any persons who have a PNC record which includes Warning Signals, where practicable these warning signals should be included in the report. Current warning signals are: **Alleges, Ailment, Contagious**, 
Drugs, Escaper, Firearms. F/Impersonator, M/Impersonator, Mental health, Self harm, Suicidal, Violent, Weapons, Explosives. Sufficient supporting text for warning signals should also be included in order to protect the safety of any officers and suspects involved should the vehicle be stopped. If there is insufficient space within the text field to include warning signals, the text "refer to (PNCID) for details" should be used instead. Also, the creation of a hazard may be appropriate in this instance.

Additional requirements

Any additional requirements specified by the person requesting the report. Again, should any abbreviation be required, it should be noted that only ACPO approved abbreviations should be used.

Contact details

The contact details of the officer in the case. An e-mail address can also be included here if an automatic e-mail response is required when a REA report is added to the vehicle record.

3 Cross Referencing Records

It is important that, when an ACT report is linked to either a PNC person record, or to a record on the property file, then the records are fully cross referenced in both ways.

If the report on the vehicle file relates to a person record, the free text on the report within the person record should include the VRM of the vehicle against which the ACT report is added.

If the report on the vehicle file relates to a property record, the free text on the report within the property record should include the VRM of the vehicle against which the ACT report is added.

It is also important that when the ACT report is amended or removed, or a REA report added to the record, that the changes are reflected in the linked report.
4  Hazards

Hazards can be linked to the ACT report. When the report has been created, the hazards screen will be displayed to enable selection of any appropriate hazards.

5  Creating the REA report

The new REA report is created in the same way as any other police report.

The report type and report owner fields are mandatory. The report creator is optional, and should only be included when the report is being added to the vehicle record on behalf of another station.

Although the reference field is optional, it is recommended that a reference is included. The reference number should consist of the force/station code, the warrant number of the officer in the case and the year.

The incident date field is optional. This should reflect the date on which the action leading to the inclusion of the report occurred.

The text field is mandatory, and should include details of the action that was taken and the details of the officer in the case. If abbreviations are required, only ACPO approved abbreviations should be used.

5  Pairing

Once a REA report has been added to the vehicle record, the ACT and REA report should be paired. This is carried out in exactly the same way as pairing a LOS and FOU report.

6  Examples on the training file

There are some examples of these reports on the PNC vehicle training file.

BN06JZH includes an active ACT report.

AE53ZRO includes an ACT and a REA report which have been paired.

DF02FYC includes an ACT report.
7 Weeding from PNC

The weed life of the ACT report is initially 12 weeks.

An active ACT report can be reviewed at any time, and the weed life can amended to between 4 and 16 weeks from the date of review.

The weed life of a paired ACT and REA reports is 14 days.
Dear Liaison Officer,

College of Policing ACT Report Guidance Document v1.0

Please see the attached ACT Report Guidance Document, for circulation to appropriate colleagues in your organisation. This has been provided by the College of Policing.

Regards,

[Redacted]

PNC Business Development Partner
South East and Non Police Bodies
Scotland
Midlands
North East
South West and North West

Customer Support Team
Home Office IT

Telephone: [Redacted]
Email: [Redacted]
Police National Computer

ACTion Report Data Quality Audit Process

October 2009

Version 1.0
1 Introduction

PNC Act reports were introduced to ensure the more efficient monitoring of alarm stacks and aid the process of operational response options from hits from ANPR systems.

Since the introduction of the ACT report it has been recognised that there is an identified need for PNC users to be made aware of the obligations placed upon them by legislation, guidance documents and briefing notes.

The requirements and obligations set out in this ACTion Report Audit Process document are to ensure that the use of the PNC and the PNC reports on the vehicle and property application are fit for purpose.

2 Legislation, NPIA Guidance and Advice

When using the ACT report users have obligations to work in accordance with legislation, namely the Data Protection Act 1998 and the Human Rights Act 1998 and the NPIA PNC User Manual.

It is the responsibility of all staff using the PNC to ensure the accuracy and compliance of the data is right.

3 PNC - ACTion and REAction Police Reports

3.1 Format of ACT reports

Information held in the text of an ACT will be limited as follows:

The names of subjects will not be included, however, in exceptional circumstances where there is no PNCID number in the case of a vulnerable missing person, for instance, name, date of birth and gender will be permissible. Entries will include the PNCID of subjects and details of any crime or criminal activity and the action requested to enable officers to respond appropriately. Care must be taken that the information is unambiguous. If there is information to indicate that the occupants may be armed then the text must indicate the type of weapon or a Hazard Marker”.

Use of the ACT report must be proportionate to the aim and the least intrusive method of operating, ensuring that the reasons for its use are relevant and sufficient for the purpose.

On creating an ACT report there is an expectation that action will be taken and that the force originating the report will offer assistance upon notification that the vehicle has been stopped and the prescribed action has been taken.

The free text field information must adhere to the agreed format, namely;

<priority> <action> <reason> <circumstances><PNC ID of suspects> <PNC warning signals> <additional requirements> <contact details>

There must be a reference to source documents to aid the investigation.
3.2 Exclusions from ACT reports

- for speed enforcement purposes unless at least 3 outstanding cases and all other enquiries have been completed without success.
- for the enforcement of minor traffic offences
- linked to a disqualified driver - unless there is credible information to indicate that they are continuing to drive the vehicle subject of the circulation.
- relating to level 1 policing activity - unless the force originating the report are prepared to respond and offer assistance upon notification that the vehicle has been stopped and the prescribed action has been taken anywhere in the country. These will always be low priority reports.
- relating to Vehicles subject to provisions of Section 59 of the Police Reform Act 2002

4 Recommended Force Actions

4.1 Review Access levels of staff authorised to create ACT reports

Ensure that only staff that can be shown have an operation need to create ACT reports are granted access and authority to do so. It is recommended that the number of authorised staff is limited. Audit of their access and use is required.

PNC supervisors should check and validate all PNC ACT reports created by authorised users to ensure compliance.

(Forces that limit access to create ACT reports to staff in PNC bureaux or if bureaux not available force control rooms are well placed to improve compliance).

4.2 Regular review of ACT reports

An initial review of all ACT reports created must be carried out within 28 days of creation by a designated supervisor to ensure that the report meets the criteria for an ACT report and that it meets the standard for format, content and accuracy.

All forces must conduct regular reviews of their ACT reports, on a monthly basis although more frequent reviews are recommended to show that;

- The reports are in the nationally agreed format
- The report is still required and should not be weeded
- No weed date should be extended without a review of the requirement for and the quality of that report

4.3 ACT and REA report pairings

Systems are in place to ensure that when the action outlined in an ACT report has been successfully completed, that a REA is created to remove the ACT report from the ANPR pool
Dear PNC Liaison Officer,

**ACT Report Audit Guidance**

Please find attached (to the e-mail) the final version of the ACTion Report Data Quality Audit Process document, supplied on behalf of the Vehicles Working Party by [name] of the NPIA ANPR Assisted Implementation team.

Regards,

PNC Business Development Partner
South East and Non Police Bodies
Scotland and North East
South West and North West
Midlands
Dear PNC Liaison Officer,

**ACT Report Audit Guidance**

Please find attached (to the e-mail) the final version of the ACTion Report Data Quality Audit Process document, supplied on behalf of the Vehicles Working Party by [Redacted] of the NPIA ANPR Assisted Implementation team.

Regards,

PNC Business Development Partner
South East and Non Police Bodies
Scotland and North East
South West and North West
Midlands
ACT and REACT Reports on PNC

(Version 1.0)

ICT Learning programmes

© - College of Policing 2013

All rights reserved. No part of this publication may be reproduced, modified, amended, stored in any retrieval system or transmitted, in any form or by any means, without the prior written permission of College of Policing or its representative.

The above restrictions do not apply to police service authorities, which are authorised to use this material for official, non-profit-making purposes only.

For additional copies, or to enquire about the content of this document please contact ICT Learning Programmes on [Redacted].

For copyright specific enquiries, please telephone the National Police Library on [Redacted].
ACTION and REACTION Police Reports

Guidance for PNC Trainers
Disclaimer

This document has been produced by NPIA ICTLP following commissioning from the ANPR team in consultation with the Vehicle Working Party, and reflects current thinking.

Any queries or concerns need to be raised through [Redacted] who can be contacted on either [Redacted], [Redacted], or via e-mail.

Should any trainer require a full copy of the full functional specification for the ACT and REA reports, this can be obtained from your force PNC liaison officer.
1 Introduction

A new report type of ACT (action) has been created for use on the vehicle file. This report type is to be used when, as part of an investigation, a vehicle is of sufficient interest to be immediately stopped and further action taken.

A further new report type of REA (reaction) has also been created, which is to be added to the vehicle record once the outstanding issues have been dealt with, in order to ‘cancel out’ the ACT report and so remove this vehicle from the ANPR ‘pool’.

2 Creating the ACT report

The new ACT report is created in the same way as any other police report.

The report type and report owner fields are mandatory. The report creator is optional, and should only be included when the report is being added to the vehicle record on behalf of another station.

Although the reference field is optional, it is recommended that a reference is included. This will assist any officers when stopping a vehicle to obtain further information in relation to the content of the report.

The incident date field is optional. This should reflect the date or period of time during which the incident leading to the report occurred.

The text field is mandatory, and the ANPR team have specified the requirements for this field.

**NB The ACT report is NOT to be used for warning issued under section 59 Police Reform Act 2002 or for recording stolen VRMs.**

2.1 Requirements for the text field

Text MUST be included for all ACT reports, which must provide unambiguous information to assist officers when a vehicle comes to notice, and MUST indicate what course of action is to be taken when the vehicle is stopped.

The format for the content of the text field has been specified by the ANPR team, and the following format must be used:

- Priority action reason circumstances
- PNC ID of suspects
- PNC warning signals
- additional requirements
- <contact details>
Keywords specified for each text item must also be used. These keywords are indicated in the section descriptions in **bold**.

**Priority**

There are three priorities – **high, medium, low**. The priority is set by the person requesting the report. This is recorded in the text field by the inclusion of the keyword. It should be noted that high priority can only be used with the authorisation of a person with the rank of Superintendent or above, or an authorised senior member of control staff.

**Action**

There are two actions – **stop** and **monitor**. The decision for the action is to be taken by the person requesting the report. This is recorded in the text field by the inclusion of the keyword. It should be noted that the action of monitor may only be used when the priority has been set to high.

**Reason**

The reason for the addition of the report should be one of the following: **crime, details, disqualified, drugs, misper, ViSOR**, and is recorded by the inclusion of the keyword.

**Circumstances**

A brief description of the circumstances surrounding the report should be included. Should any abbreviation be required, it should be noted that only ACPO approved abbreviations should be used.

**PNCID of suspects**

If the report relates to one or more persons with a PNC record, then the PNCID of the person MUST also be included. If the record is linked to a report on the property file, then the PROPID MUST be included.

**PNC warning signals**

If the report relates to any persons who have a PNC record which includes Warning Signals, where practicable these warning signals should be included in the report. Current warning signals are: **Alleges, Ailment, Contagious,**
Drugs, Escaper, Firearms. F/Impersonator, M/Impersonator, Mental health, Self harm, Suicidal, Violent, Weapons, Explosives. Sufficient supporting text for warning signals should also be included in order to protect the safety of any officers and suspects involved should the vehicle be stopped. If there is insufficient space within the text field to include warning signals, the text “refer to (PNCID) for details” should be used instead. Also, the creation of a hazard may be appropriate in this instance.

Additional requirements

Any additional requirements specified by the person requesting the report. Again, should any abbreviation be required, it should be noted that only ACPO approved abbreviations should be used.

Contact details

The contact details of the officer in the case. An e-mail address can also be included here if an automatic e-mail response is required when a REA report is added to the vehicle record.

3 Cross Referencing Records

It is important that, when an ACT report is linked to either a PNC person record, or to a record on the property file, then the records are fully cross referenced in both ways.

If the report on the vehicle file relates to a person record, the free text on the report within the person record should include the VRM of the vehicle against which the ACT report is added.

If the report on the vehicle file relates to a property record, the free text on the report within the property record should include the VRM of the vehicle against which the ACT report is added.

It is also important that when the ACT report is amended or removed, or a REA report added to the record, that the changes are reflected in the linked report.
4     Hazards

Hazards can be linked to the ACT report. When the report has been created, the hazards screen will be displayed to enable selection of any appropriate hazards.

5     Creating the REA report

The new REA report is created in the same way as any other police report.

The report type and report owner fields are mandatory. The report creator is optional, and should only be included when the report is being added to the vehicle record on behalf of another station.

Although the reference field is optional, it is recommended that a reference is included. The reference number should consist of the force/station code, the warrant number of the officer in the case and the year.

The incident date field is optional. This should reflect the date on which the action leading to the inclusion of the report occurred.

The text field is mandatory, and should include details of the action that was taken and the details of the officer in the case. If abbreviations are required, only ACPO approved abbreviations should be used.

5     Pairing

Once a REA report has been added to the vehicle record, the ACT and REA report should be paired. This is carried out in exactly the same way as pairing a LOS and FOU report.

6     Examples on the training file

There are some examples of these reports on the PNC vehicle training file.

BN06JZH includes an active ACT report.

AE53ZRO includes an ACT and a REA report which have been paired.

DF02FYC includes an ACT report.
7 Weeding from PNC

The weed life of the ACT report is initially 12 weeks.

An active ACT report can be reviewed at any time, and the weed life can amended to between 4 and 16 weeks from the date of review.

The weed life of a paired ACT and REA reports is 14 days.
Contents

Introduction ................................................................................................................. 3
When to use an ACT report ....................................................................................... 3
Multiple ACT Reports ............................................................................................... 4
ACT Report Contents ................................................................................................. 4
When not to use an ACT report .................................................................................. 10
Checklist for persons requesting ACT reports ...................................................... 11
Checklist for PNC Operators ...................................................................................... 12
ACT report type on PNC .............................................................................................. 14
REACT report ........................................................................................................... 16
Introduction

The action report (ACT) was developed by PNC Services to enable forces to identify those vehicles for which the force requires some form of action to be taken should they come to notice.

Adding an ACT report to a vehicle record will trigger the inclusion of that vehicle into the Automated Number Plate Recognition (ANPR) fast track pool.

Once the required action has been taken, a reaction report (REA) report should be added to the vehicle record unless there is a continuing requirement for the ACT to be in place.

An ACT report can be deleted by the owning force if it no longer required; deletion of the report will trigger the removal of the vehicle from the ANPR pool (unless there are other reasons for the vehicle to remain in the ANPR pool).

There are a number of examples of ACT reports on the PNC Training file. Details of these records can be found on the training bulletin board.

When to use an ACT report

An ACT report should be used where it is reasonable and proportionate for that vehicle to be subject of national circulation for the purpose of appropriate action being taken should the vehicle come to notice.

There is an expectation when adding an ACT report that some form of action will be taken should the vehicle be sighted. This action may be to STOP the vehicle, MONITOR the movements of the vehicle pending advice or specialist support, or ASSESS the situation at the time of the sighting and make an informed decision whether to stop the vehicle, or for an alternative response to be taken.

The force originating the circulation must be prepared to provide assistance should the vehicle be stopped and the requested action taken in another force area. This could potentially be anywhere within England, Wales, Scotland, Northern Ireland, Guernsey, Jersey or the Isle of Man.
Multiple ACT Reports

Currently, there can only be one unpaired ACT report on a vehicle record at any one time. The following conditions apply:

If a force wishes to place an alternative ACT report on a vehicle, the force owning the existing ACT report must be contacted to agree any changes. Where the proposed new report is of higher priority than an existing report then the new ACT report must be approved. The owner of the original ACT would need to delete their report as agreed, allowing the other force to create their ACT.

If a force contacts the owner of an ACT report to request that it is removed so that they can create an ACT report against that vehicle, it would be good practice for that force to place an INF report against that vehicle whilst negotiations are under way. The ACT report will be seen as a result of the ANPR PNC check, and the details of the INF report will also be seen.

A REA report must not be created as an administration process to negate an existing ACT report without prior agreement of the originator of that report, to enable a new ACT report to be applied, unless in support of an urgent operational need. In this case it must be to allow an ACT report of a higher priority than the existing one to be created, and the owner of the original report must be contacted as soon as practicable.

Where there is reliance on an existing ACT report to act as a trigger to bring forward other PNC vehicle reports, consideration must be given to the extension of weed dates as necessary.

ACT Report Contents

The first three words of the ACT report are clearly defined and are mandatory. These define the PRIORITY, ACTION and REASON for the report. The remainder of the report gives further explanation and clarification. These three words must be separated by a space and no other character.
Priority

The first word defines the priority of the report. This can be used as a filter within the ANPR system, and can also help officers with their decision should more than one vehicle trigger an in-car ANPR camera at the same time.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW</td>
<td>For volume crime, priority investigations and RTC offences where a vehicle and/or occupants need to be traced (taking account of the circumstances where ACT is not to be used).</td>
</tr>
<tr>
<td>MEDIUM</td>
<td>For major, serious or complex investigations</td>
</tr>
<tr>
<td>HIGH</td>
<td>Where life is at risk, e.g.: terrorism, abduction etc. This needs the authorisation of a Superintendent (or equivalent)</td>
</tr>
</tbody>
</table>

Offences which are classed as major are:

- Murder
- Attempted murder
- Threat to murder
- Manslaughter
- Infanticide
- Child destruction
- Kidnapping
- Terrorist related crimes

Offences which are classed as serious are:

- Arson
- Abduction
- Aggravated Burglary dwelling/non dwelling
- Arson High Value or life endangered
- Blackmail
- Drug Trafficking
- Death by Dangerous Driving
- Fraud and Associated Offences (80hrs+ investigation time)
- Gross Indecency, Child
- Perverting Justice
- Public order (racially motivated)
- Rape
- Robbery (F/Arms or ABH or more serious injury caused)
- Sexual Assault (children under 13)
- Vulnerable Missing Person
- Wounding (S18/20)
**Action**

The second word defines the action required by the circulating force.

<table>
<thead>
<tr>
<th>STOP</th>
<th>Stop and take action as described in the body of the report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONITOR</td>
<td>Only to be used:</td>
</tr>
<tr>
<td></td>
<td>• With HIGH priority, AND</td>
</tr>
<tr>
<td></td>
<td>• With Superintendent authority, AND</td>
</tr>
<tr>
<td></td>
<td>• In exceptional circumstances where a vehicle must</td>
</tr>
<tr>
<td></td>
<td>be kept under observation</td>
</tr>
<tr>
<td></td>
<td>A RIPA / RIP(S)A Directed Surveillance Authority (DSA)</td>
</tr>
<tr>
<td></td>
<td>may need to be in place</td>
</tr>
<tr>
<td>ASSESS</td>
<td>Where a decision is required in respect of stopping the</td>
</tr>
<tr>
<td></td>
<td>vehicle at the time of the sighting</td>
</tr>
<tr>
<td></td>
<td>Officer to assess context and content of report and decide</td>
</tr>
<tr>
<td></td>
<td>whether to stop</td>
</tr>
</tbody>
</table>

**STOP**

This should be used when the circulating force require officers to stop the vehicle and take action as described in the body of the report.

**MONITOR**

This should only be used in exceptional circumstances where it is necessary to keep the vehicle under observation pending further advice, specialist assistance (e.g. to bring in firearms units), or requests from the owner of the ACT report. For example to observe the movements of a vehicle until the vehicle can be brought to a stop in a safe and controlled and safe manner.

In some circumstances a RIPA / RIP(S)A DSA may need to be in place to support continued monitoring of vehicles. It is not necessary to include the DSA reference in the body of the ACT report; however forces should manage these locally to ensure compliance.

The force DSA RIPA (RIP(S)A) senior officer should be consulted as to whether a DSA is required where MONITOR is to be used and there are no immediate plans to stop the vehicle.
**ASSESS**

This should only be used where there is credible information to indicate that the vehicle is being used to support criminal activity and that it is determined as reasonable and proportionate for the vehicle to be the subject of a national circulation. The NIM grading of the intelligence should be included in the text of the report.

Consideration of the reliability of information is important in determining whether it is reasonable and proportionate for a vehicle to be circulated as ASSESS. Circulations must not be based on information that is from a D (unreliable source) or grade 5 (believed to be false) within the 5x5x5 intelligence grading system.

**Reason**

The third word is the reason for circulation.

<table>
<thead>
<tr>
<th>CRIME</th>
<th>If the vehicle is involved in crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>DETAILS</td>
<td>If the investigating officer requires details of driver and/or occupants of the vehicle at a particular point in time</td>
</tr>
<tr>
<td>DISQUALIFIED</td>
<td>If the driver is suspected of driving whilst disqualified – but only if there is credible information to support the fact that the person is continuing to drive the vehicle subject of the circulation. The use of a local ‘hotlist’ may be more appropriate.</td>
</tr>
<tr>
<td>DRUGS</td>
<td>If the vehicle may contain drugs</td>
</tr>
<tr>
<td>MISPER</td>
<td>If the vehicle may be being driven by a missing person</td>
</tr>
<tr>
<td>ViSOR</td>
<td>If the registered keeper or driver is a ViSOR subject either: to make specific information available through the use of an ASSESS report or Where the movements of the person are being monitored and that person has been informed that the monitoring is taking place.</td>
</tr>
</tbody>
</table>
Main text

The remainder of the report is free text. Any action required should be clearly stated and should be unambiguous.

Any warnings should be entered at the start of the main text and should be highlighted by using * at either side of the warning, e.g. * firearms used *.

Also consider the need to include any appropriate hazard markers within the vehicle record on completion of the report.

Where a person is the subject of the ACT report, and that person has a PNC record, then the name should never be included, only the PNCID, date of birth, gender and ethnicity code to aid identification. This then directs anyone checking the vehicle to look at the nominal record on the names file to obtain the latest information on that person, e.g. warning signals etc.

If the ACT report is linked to other records within PNC, e.g. missing or wanted person, ViSOR subject or disqualified driver, then the nominal record should also include the VRM of the vehicle which contains the ACT report.

For missing persons, wanted persons, or ViSOR subjects, the record should already contain an appropriate report where the VRM can be include to link back to the ACT report.

For disqualified drivers where no report exists, a LOCATE INFO report can be created to link back to the ACT report. A LOCATE INFO report can also be used if there is insufficient space in the existing report to link back to the ACT report.

If information suggests that the occupants of a vehicle may be armed, then the text must include a warning to this effect together with details of the type of weapon.
The body of the report should include one or more of the following as appropriate:

<table>
<thead>
<tr>
<th>Warnings</th>
<th>If the occupants of a vehicle may be armed include the type of weapon. These should be entered at the start of the main text, and must be highlighted by including * at either side.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of the reason for circulation</td>
<td>To explain clearly why the ACT report has been added.</td>
</tr>
<tr>
<td>Cross reference to other PNC records</td>
<td>PNCID number and description of any persons. PROPID if linked to property</td>
</tr>
<tr>
<td>The specific action required if the vehicle is stopped</td>
<td>To explain exactly what an officer should do when they have stopped the vehicle.</td>
</tr>
</tbody>
</table>
| Contact details | This could be either:  
  - Team/Department of requesting officer for 24/7 contact  
  - Individual Officer dealing if appropriate  

Bear in mind that a vehicle may be stopped at any time of day or night. The team or department should be aware of the existence of the ACT report and any actions that may need to be taken, particularly for an ASSESS report. |
| References to other systems | To provide links to detailed/enhanced information, e.g. Command and Control, Intelligence, PND. |
| Force e-mail alert | To trigger an e-mail when a REA report is added to the record. |
When not to use an ACT report

An ACT report should not normally be used in the following circumstances:

- For speed enforcement purposes
- For the enforcement of minor traffic offences – a list of minor road traffic offences can be found on PNC by using #QO under the ACPO code 12.15
- Linked to a disqualified driver
- For making off without payment for fuel
- Relating to level 1 policing activity
- Relating to Vehicles subject to provisions of Section 59 of the Police Reform Act 2002, and equivalent Scottish legislation.

However there may be exceptional circumstances to the above list where it is felt that the national circulation of a vehicle on PNC by the use of an ACT report is reasonable and proportionate. These are very limited, and should be restricted to those outlined below:

<table>
<thead>
<tr>
<th>For speed enforcement purposes</th>
<th>Unless there are at least three outstanding cases and ALL OTHER ENQUIRIES have been completed without success.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linked to a disqualified driver</td>
<td>Unless there is CREDIBLE INFORMATION to indicate that they are continuing to drive the vehicle subject of the circulation.</td>
</tr>
<tr>
<td>For making off without payment for fuel</td>
<td>Unless there is CONFIRMED EVIDENCE OF AN OFFENCE (e.g. multiple instances for the same vehicle or the quantity of fuel exceeds the normal capacity for the vehicle involved). The allocation of a crime reference does not in itself justify circulation.</td>
</tr>
<tr>
<td>Relating to level 1 policing activity</td>
<td>Unless the force originating the report are prepared to RESPOND AND OFFER ASSISTANCE upon notification that the vehicle has been stopped and the prescribed action has been taken ANYWHERE IN THE COUNTRY. These will always be low priority reports.</td>
</tr>
</tbody>
</table>
Checklist for persons requesting ACT reports

When making a decision to request an ACT report on a vehicle, consider the following points:

**ALL**

Is the force prepared to offer assistance **anywhere** where the vehicle may be sighted if required when the vehicle is stopped?

Bear in mind PNC is used in England, Wales, Scotland, Northern Ireland, Guernsey, Jersey and the Isle of Man.

**A**ppropriate

Is it appropriate, reasonable and proportionate to circulate this vehicle nationally?

**P**riority

What priority have I set?
   If HIGH have I got the required authority?

**A**ction

What action have I set?
   If MONITOR do I need a DSA?

**R**eason

Have I included a valid reason?

**T**ext

Does the text include all the required information?
   Is any action CLEAR and UNAMBIGUOUS?

If the answer to any of these questions is NO then consider circulating the vehicle using a local or regional hotlist within ANPR instead of using an ACT report on PNC. Also consider the use of an INF report on the vehicle record.
Checklist for PNC Operators

When receiving a request to add an ACT report to a vehicle, consider the following points:

**A**ppropriate  Is it appropriate, reasonable and proportionate to circulate this vehicle nationally?

**P**riority  Does the report include a valid priority?
   If HIGH does it have the required authority?

**A**ction  Does the report include a valid action?
   If MONITOR does it need a DSA?

**R**eason  Does the report include a valid reason?

**T**ext  Does the text include all the required information?
   Is any action CLEAR and UNAMBIGUOUS?

If there is any doubt about any of these points, refer the report back to the requestor for further clarification or guidance, or consider the use of an INF report if appropriate.
Flowchart for PNC Operators

When receiving a request to add an ACT report to a vehicle, consider the following points:

- Is it reasonable and proportionate to circulate this vehicle nationally?
  - YES
  - NO

- Does this have the authority of a SUPERINTENDENT?
  - YES
  - NO

- Does the report include a valid REASON?
  - YES
  - NO

- Does the report have a clear and unambiguous action included?
  - YES
  - NO

- What is the PRIORITY for this report?
  - MEDIUM or LOW
  - HIGH

- Is the ACTION either STOP or ASSESS?
  - YES
  - NO

- If you are in any doubt about the report go back to the person requesting the report for further clarification. Also consider the use of INF report if appropriate.
When to use ACT reports on PNC

Vehicle of interest

Is it reasonable and proportionate for NATIONAL CIRCULATION on PNC?

Yes

Use an ACT report - refer to diagram on previous page

No

DO not use an ACT report - circulate on ANPR ONLY

Vehicle of interest to an investigation or development of intelligence required

Include on ANPR ‘hotlist’ for research or analysis purposes

May be circulated to NADC to support Intel development

Only circulate to other forces if specifically requested

May need DSA authority

Requirement to monitor vehicle movements for counter terrorism or major or serious investigations

Include on ANPR ‘hotlist’ and circulate to NADC

Include on ANPR ‘hotlist’ for research or analysis purposes

May need DSA authority
REACT report

Once the required action has been taken, a reaction report (REA) report should be added to the vehicle record unless there is a continuing requirement for the ACT to be in place.

The addition of a REA report will trigger the removal of the vehicle from the ANPR pool, unless there are other reasons for the vehicle to remain in the ANPR pool. An ACT/Rea pair will automatically weed from PNC 14 days after the creation of the REA report.

The addition of a REA report will generate a notification print (weekly job) to the owner of the ACT report. If a valid e-mail address was included in the ACT report then the addition of a REA report will also trigger the generation of an e-mail to this address.

If the ACT report is no longer required, then the ACT report may be deleted by the owning force without the need to add a REA report. Deletion of the ACT report will also trigger the removal of the vehicle from the ANPR pool, unless there are other reasons for the vehicle to remain in the ANPR pool.

STOP ACT report

When a vehicle that is subject to a STOP ACT report has been stopped and the required action has been taken, a REACT report should be added to the record.

PNC will automatically create a record pair, and remove the vehicle from the ANPR fast track pool, unless there are other reasons which negates this.

It is the responsibility of the individual dealing with the vehicle at the time of the stop to request that a REA report is added to the record.

The REA report should state clearly the action that was taken at the time by the officer dealing.

MONITOR ACT report

In circumstances where a MONITOR ACT report is used to monitor a vehicle until such time that it can be brought safely to a stop, then a REACT report should be added once the appropriate action has been taken.
ASSESS ACT report

In circumstances where an ASSESS ACT report is used, a REACT report should be added ONLY if positive action has been taken as a result of the content of the ACT report.

Dependent on the reason for the use of the ACT report, and the content of the report, it may not be necessary or appropriate to add a REACT report.
Dear PNC Liaison Officer,

**ACT Report Audit Guidance**

Please find attached (to the e-mail) the final version of the ACTion Report Data Quality Audit Process document, supplied on behalf of the Vehicles Working Party by Ian Bond of the NPIA ANPR Assisted Implementation team.

Regards,

PNC Business Development Partner
South East and Non Police Bodies
Scotland and North East
South West and North West
Midlands
ACT and REACT Reports on PNC

(Version 1.0)

ICT Learning programmes
Contents

Introduction ................................................................................................. 3
When to use an ACT report........................................................................... 3
Multiple ACT Reports ................................................................................. 4
ACT Report Contents .................................................................................. 4
When not to use an ACT report................................................................. 10
Checklist for persons requesting ACT reports ....................................... 11
Checklist for PNC Operators ..................................................................... 12
ACT report type on PNC ............................................................................ 14
REACT report............................................................................................. 16
Introduction

The action report (ACT) was developed by PNC Services to enable forces to identify those vehicles for which the force requires some form of action to be taken should they come to notice.

Adding an ACT report to a vehicle record will trigger the inclusion of that vehicle into the Automated Number Plate Recognition (ANPR) fast track pool.

Once the required action has been taken, a reaction report (REA) report should be added to the vehicle record unless there is a continuing requirement for the ACT to be in place.

An ACT report can be deleted by the owning force if it no longer required; deletion of the report will trigger the removal of the vehicle from the ANPR pool (unless there are other reasons for the vehicle to remain in the ANPR pool).

There are a number of examples of ACT reports on the PNC Training file. Details of these records can be found on the training bulletin board.

When to use an ACT report

An ACT report should be used where it is reasonable and proportionate for that vehicle to be subject of national circulation for the purpose of appropriate action being taken should the vehicle come to notice.

There is an expectation when adding an ACT report that some form of action will be taken should the vehicle be sighted. This action may be to STOP the vehicle, MONITOR the movements of the vehicle pending advice or specialist support, or ASSESS the situation at the time of the sighting and make an informed decision whether to stop the vehicle, or for an alternative response to be taken.

The force originating the circulation must be prepared to provide assistance should the vehicle be stopped and the requested action taken in another force area. This could potentially be anywhere within England, Wales, Scotland, Northern Ireland, Guernsey, Jersey or the Isle of Man.
Multiple ACT Reports

Currently, there can only be one unpaired ACT report on a vehicle record at any one time. The following conditions apply:

If a force wishes to place an alternative ACT report on a vehicle, the force owning the existing ACT report must be contacted to agree any changes. Where the proposed new report is of higher priority than an existing report then the new ACT report must be approved. The owner of the original ACT would need to delete their report as agreed, allowing the other force to create their ACT.

If a force contacts the owner of an ACT report to request that it is removed so that they can create an ACT report against that vehicle, it would be good practice for that force to place an INF report against that vehicle whilst negotiations are under way. The ACT report will be seen as a result of the ANPR PNC check, and the details of the INF report will also be seen.

A REA report must not be created as an administration process to negate an existing ACT report without prior agreement of the originator of that report, to enable a new ACT report to be applied, unless in support of an urgent operational need. In this case it must be to allow an ACT report of a higher priority than the existing one to be created, and the owner of the original report must be contacted as soon as practicable.

Where there is reliance on an existing ACT report to act as a trigger to bring forward other PNC vehicle reports, consideration must be given to the extension of weed dates as necessary.

ACT Report Contents

The first three words of the ACT report are clearly defined and are mandatory. These define the PRIORITY, ACTION and REASON for the report. The remainder of the report gives further explanation and clarification. These three words must be separated by a space and no other character.
Priority

The first word defines the priority of the report. This can be used as a filter within the ANPR system, and can also help officers with their decision should more than one vehicle trigger an in-car ANPR camera at the same time.

| LOW  | For volume crime, priority investigations and RTC offences where a vehicle and/or occupants need to be traced (taking account of the circumstances where ACT is not to be used). |
| MEDIUM | For major, serious or complex investigations |
| HIGH | Where life is at risk, e.g.: terrorism, abduction etc. This needs the authorisation of a Superintendent (or equivalent) |

Offences which are classed as major are:

- Murder
- Attempted murder
- Threat to murder
- Manslaughter
- Infanticide
- Child destruction
- Kidnapping
- Terrorist related crimes

Offences which are classed as serious are:

- Arson
- Abduction
- Aggravated Burglary dwelling/non dwelling
- Arson High Value or life endangered
- Blackmail
- Drug Trafficking
- Death by Dangerous Driving
- Fraud and Associated Offences (80hrs+ investigation time)
- Gross Indecency, Child
- Perverting Justice
- Public order (racially motivated)
- Rape
- Robbery (F/Arms or ABH or more serious injury caused)
- Sexual Assault (children under 13)
- Vulnerable Missing Person
- Wounding (S18/20)
## Action

The second word defines the action required by the circulating force.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STOP</strong></td>
<td>Stop and take action as described in the body of the report.</td>
</tr>
</tbody>
</table>
| **MONITOR** | Only to be used:  
  - With HIGH priority, AND  
  - With Superintendent authority, AND  
  - In exceptional circumstances where a vehicle must be kept under observation  
  A RIPA / RIP(S)A Directed Surveillance Authority (DSA) may need to be in place |
| **ASSESS** | Where a decision is required in respect of stopping the vehicle at the time of the sighting  
  Officer to assess context and content of report and decide whether to stop |

### STOP

This should be used when the circulating force require officers to stop the vehicle and take action as described in the body of the report.

### MONITOR

This should only be used in exceptional circumstances where it is necessary to keep the vehicle under observation pending further advice, specialist assistance (e.g. to bring in firearms units), or requests from the owner of the ACT report. For example to observe the movements of a vehicle until the vehicle can be brought to a stop in a safe and controlled and safe manner.

In some circumstances a RIPA / RIP(S)A DSA may need to be in place to support continued monitoring of vehicles. It is not necessary to include the DSA reference in the body of the ACT report; however forces should manage these locally to ensure compliance.

The force DSA RIPA (RIP(S)A) senior officer should be consulted as to whether a DSA is required where MONITOR is to be used and there are no immediate plans to stop the vehicle.
ASSESS

This should only be used where there is credible information to indicate that the vehicle is being used to support criminal activity and that it is determined as reasonable and proportionate for the vehicle to be the subject of a national circulation. The NIM grading of the intelligence should be included in the text of the report.

Consideration of the reliability of information is important in determining whether it is reasonable and proportionate for a vehicle to be circulated as ASSESS. Circulations must not be based on information that is from a D (unreliable source) or grade 5 (believed to be false) within the 5x5x5 intelligence grading system.

Reason

The third word is the reason for circulation.

<table>
<thead>
<tr>
<th>CRIME</th>
<th>If the vehicle is involved in crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>DETAILS</td>
<td>If the investigating officer requires details of driver and/or occupants of the vehicle at a particular point in time</td>
</tr>
<tr>
<td>DISQUALIFIED</td>
<td>If the driver is suspected of driving whilst disqualified – but only if there is credible information to support the fact that the person is continuing to drive the vehicle subject of the circulation. The use of a local ‘hotlist’ may be more appropriate.</td>
</tr>
<tr>
<td>DRUGS</td>
<td>If the vehicle may contain drugs</td>
</tr>
<tr>
<td>MISPER</td>
<td>If the vehicle may be being driven by a missing person</td>
</tr>
<tr>
<td>ViSOR</td>
<td>If the registered keeper or driver is a ViSOR subject either: to make specific information available through the use of an ASSESS report or Where the movements of the person are being monitored and that person has been informed that the monitoring is taking place.</td>
</tr>
</tbody>
</table>
**Main text**

The remainder of the report is free text. Any action required should be clearly stated and should be unambiguous.

Any warnings should be entered at the start of the main text and should be highlighted by using * at either side of the warning, e.g. * firearms used *. Also consider the need to include any appropriate hazard markers within the vehicle record on completion of the report.

Where a person is the subject of the ACT report, and that person has a PNC record, then the name should never be included, only the PNCID, date of birth, gender and ethnicity code to aid identification. This then directs anyone checking the vehicle to look at the nominal record on the names file to obtain the latest information on that person, e.g. warning signals etc.

If the ACT report is linked to other records within PNC, e.g. missing or wanted person, ViSOR subject or disqualified driver, then the nominal record should also include the VRM of the vehicle which contains the ACT report.

For missing persons, wanted persons, or ViSOR subjects, the record should already contain an appropriate report where the VRM can be include to link back to the ACT report.

For disqualified drivers where no report exists, a LOCATE INFO report can be created to link back to the ACT report. A LOCATE INFO report can also be used if there is insufficient space in the existing report to link back to the ACT report.

If information suggests that the occupants of a vehicle may be armed, then the text must include a warning to this effect together with details of the type of weapon.
The body of the report should include one or more of the following as appropriate:

<table>
<thead>
<tr>
<th>Warnings</th>
<th>If the occupants of a vehicle may be armed include the type of weapon. These should be entered at the start of the main text, and must be highlighted by including * at either side.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of the reason for circulation</td>
<td>To explain clearly why the ACT report has been added.</td>
</tr>
<tr>
<td>Cross reference to other PNC records</td>
<td>PNCID number and description of any persons. PROPID if linked to property</td>
</tr>
<tr>
<td>The specific action required if the vehicle is stopped</td>
<td>To explain exactly what an officer should do when they have stopped the vehicle.</td>
</tr>
</tbody>
</table>
| Contact details | This could be either:  
  - Team/Department of requesting officer for 24/7 contact  
  - Individual Officer dealing if appropriate  
Bear in mind that a vehicle may stopped at any time of day or night.  
The team or department should be aware of the existence of the ACT report and any actions that may need to be taken, particularly for as ASSESS report. |
| References to other systems | To provide links to detailed/enhanced information, e.g. Command and Control, Intelligence, PND. |
| Force e-mail alert | To trigger an e-mail when a REA report is added to the record. |
When not to use an ACT report

An ACT report should not normally be used in the following circumstances:

- **For speed enforcement purposes**
- **For the enforcement of minor traffic offences** – a list of minor road traffic offences can be found on PNC by using #QO under the ACPO code 12.15
- **Linked to a disqualified driver**
- **For making off without payment for fuel**
- **Relating to level 1 policing activity**
- **Relating to Vehicles subject to provisions of Section 59 of the Police Reform Act 2002**, and equivalent Scottish legislation.

However there may be exceptional circumstances to the above list where it is felt that the national circulation of a vehicle on PNC by the use of an ACT report is reasonable and proportionate. These are very limited, and should be restricted to those outlined below:

<table>
<thead>
<tr>
<th>For speed enforcement purposes</th>
<th>Unless there are at least three outstanding cases and ALL OTHER ENQUIRIES have been completed without success.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linked to a disqualified driver</td>
<td>Unless there is CREDIBLE INFORMATION to indicate that they are continuing to drive the vehicle subject of the circulation.</td>
</tr>
<tr>
<td>For making off without payment for fuel</td>
<td>Unless there is CONFIRMED EVIDENCE OF AN OFFENCE (e.g. multiple instances for the same vehicle or the quantity of fuel exceeds the normal capacity for the vehicle involved). The allocation of a crime reference does not in itself justify circulation.</td>
</tr>
<tr>
<td>Relating to level 1 policing activity</td>
<td>Unless the force originating the report are prepared to RESPOND AND OFFER ASSISTANCE upon notification that the vehicle has been stopped and the prescribed action has been taken ANYWHERE IN THE COUNTRY. These will always be low priority reports.</td>
</tr>
</tbody>
</table>
Checklist for persons requesting ACT reports

When making a decision to request an ACT report on a vehicle, consider the following points:

**ALL**
Is the force prepared to offer assistance *anywhere* where the vehicle may be sighted if required when the vehicle is stopped?

Bear in mind PNC is used in England, Wales, Scotland, Northern Ireland, Guernsey, Jersey and the Isle of Man.

**A**ppropriate
Is it appropriate, reasonable and proportionate to circulate this vehicle nationally?

**P**riority
What priority have I set?
   If HIGH have I got the required authority?

**A**ction
What action have I set?
   If MONITOR do I need a DSA?

**R**eason
Have I included a valid reason?

**T**ext
Does the text include all the required information?
   Is any action CLEAR and UNAMBIGUOUS?

If the answer to any of these questions is NO then consider circulating the vehicle using a local or regional hotlist within ANPR instead of using an ACT report on PNC. Also consider the use of an INF report on the vehicle record.
Checklist for PNC Operators

When receiving a request to add an ACT report to a vehicle, consider the following points:

**A**ppropriate

Is it appropriate, reasonable and proportionate to circulate this vehicle nationally?

**P**riority

Does the report include a valid priority?  
If HIGH does it have the required authority?

**A**ction

Does the report include a valid action?  
If MONITOR does it need a DSA?

**R**eason

Does the report include a valid reason?

**T**ext

Does the text include all the required information?  
Is any action CLEAR and UNAMBIGUOUS?

If there is any doubt about any of these points, refer the report back to the requestor for further clarification or guidance, or consider the use of an INF report if appropriate.
Flowchart for PNC Operators

When receiving a request to add an ACT report to a vehicle, consider the following points:

1. **Is it reasonable and proportionate to circulate this vehicle nationally?**
   - **YES**
   - **NO**

2. **Does the report include a valid REASON?**
   - **YES**
   - **NO**

3. **Does the report have a clear and unambiguous action included?**
   - **YES**
   - **NO**

4. **What is the PRIORITY for this report?**
   - **HIGH**
   - **MEDIUM or LOW**

5. **Does this have the authority of a SUPERINTENDENT?**
   - **YES**
   - **NO**

6. **Is the ACTION either STOP or ASSESS**
   - **YES**
   - **NO**

If you are in any doubt about the report go back to the person requesting the report for further clarification. Also consider the use of INF report if appropriate.
ACT report type on PNC

Vehicle of interest

Is it reasonable and proportionate for NATIONAL CIRCULATION on PNC?

Yes

No

Requires immediate STOP and specific action taken

Requires officers to decide whether to stop or take other action at time of sighting given context of report

Overt monitoring of vehicle movements, e.g. ViSOR subjects

Monitoring of vehicle until further advice or assistance sought HIGH priority only

STOP ACT report on PNC

ASSESS ACT report on PNC

ASSESS ACT report on PNC

MONITOR ACT report on PNC

Circulate on ANPR only – refer to diagram on next page
When to use ACT reports on PNC

Vehicle of interest

Is it reasonable and proportionate for NATIONAL CIRCULATION on PNC?

Yes

Use an ACT report - refer to diagram on previous page

No

DO not use an ACT report - circulate on ANPR ONLY

Vehicle of interest to an investigation or development of intelligence required

Include on ANPR ‘hotlist’ for research or analysis purposes

May be circulated to NADC to support Intel development

Only circulate to other forces if specifically requested

May need DSA authority

Requirement to monitor vehicle movements for counter terrorism or major or serious investigations

Include on ANPR ‘hotlist’ and circulate to NADC

Include on ANPR ‘hotlist’ for research or analysis purposes

May need DSA authority
REACT report

Once the required action has been taken, a reaction report (REA) report should be added to the vehicle record unless there is a continuing requirement for the ACT to be in place.

The addition of a REA report will trigger the removal of the vehicle from the ANPR pool, unless there are other reasons for the vehicle to remain in the ANPR pool. An ACT/Rea pair will automatically weed from PNC 14 days after the creation of the REA report.

The addition of a REA report will generate a notification print (weekly job) to the owner of the ACT report. If a valid e-mail address was included in the ACT report then the addition of a REA report will also trigger the generation of an e-mail to this address.

If the ACT report is no longer required, then the ACT report may be deleted by the owning force without the need to add a REA report. Deletion of the ACT report will also trigger the removal of the vehicle from the ANPR pool, unless there are other reasons for the vehicle to remain in the ANPR pool.

STOP ACT report

When a vehicle that is subject to a STOP ACT report has been stopped and the required action has been taken, a REACT report should be added to the record.

PNC will automatically create a record pair, and remove the vehicle from the ANPR fast track pool, unless there are other reasons which negates this.

It is the responsibility of the individual dealing with the vehicle at the time of the stop to request that a REA report is added to the record.

The REA report should state clearly the action that was taken at the time by the officer dealing.

MONITOR ACT report

In circumstances where a MONITOR ACT report is used to monitor a vehicle until such time that it can be brought safely to a stop, then a REACT report should be added once the appropriate action has been taken.
**ASSESS ACT report**

In circumstances where an ASSESS ACT report is used, a REACT report should be added ONLY if positive action has been taken as a result of the content of the ACT report.

Dependent on the reason for the use of the ACT report, and the content of the report, it may not be necessary or appropriate to add a REACT report.