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An Introduction to the Police Visual Handbook

The **Police Visual Handbook** is a fully indexed and cross referenced HTML on-line document to which any police force may subscribe. It provides a 'one shop' solution for:

- uniformed constables and sergeants,
- custody officers,
- duty inspectors,
- superintendents,
- all members of the CID, and

is invaluable in providing clear and concise advice and guidance when confronted with the 'what do I do now' situation.

It covers the IPLDP and ICIDP, the Sergeants and Inspectors Promotion Examinations, and has a separate PIP menu, based on the National Occupational Standards.

It contains probably the most comprehensive guides to custody and investigation in the country.

28 Police Forces across England and Wales are now using the **Police Visual Handbook** across their Force desktops, in-car mobile data terminals and personal mobile devices.

A 2008 Home Office report on police mobile data stated that the Police Visual Handbook was one of the 10 key applications each officer should have easy access to whilst out on the beat.

It includes comprehensive guides to:

- diversity, lifestyle and workplace issues, e.g. first aid, stress, health and safety,
- dealing with a range of operational incidents,
- carrying out investigations,
- preparing and submitting prosecution files,
- disclosure, and
- Superintendents and Inspectors Guides.

Issued on CD or over the internet via YouSendIt (a file transfer facility), the **Police Visual Handbook** can be installed on a server and incorporated into a force intranet to serve desktops and both handheld and mobile data terminals.

Updates are distributed to corporate subscribers every four to six weeks.

Key Benefits and Features

The **Police Visual Handbook** includes the following features:

- all major legislation, written in plain English,
- the provisions of Police and Criminal Evidence Act 1984 and its Codes of Practice,
- the CPS charging standards,
- the adult and youth gravity factors for the applicable offences,
- ACPO, NPIA, and Home Office guidance,
- case law,
- procedural information,
- counter-civil litigation guidance,
- recognised good practice,
- question and answers section,
- glossary section,
- a comprehensive guide to police powers and procedures, and
- over 500 offences in an easy to understand points to prove format, over 500 offences in an easy to understand points to prove format, including:
 - i. the applicable police and court powers for each offence,
 - ii. the adult and youth gravity factors for the applicable offences,
 - iii. whether a conditional caution can be issued for that the offence,
 - iv. who the changing decision for that offence must be made by,
 - v. the CCCJS Codes,
 - vi. the sentence, including any endorsements and whether a road traffic or crime and disorder penalty notice applies,
- all combined and re-written in an easy to understand step by step' format which loses none of the legal interpretation, and
- fully integrated for easy reference.





Subscribing Forces may extract information from the **Police Visual Handbook** for inclusion in 'in-house' training material, force orders and other guidance at no extra cost, provided a suitable written acknowledgement is given.

Forces may request the inclusion of additional material at no cost charge, provided it can be shown to be of general benefit to a large section of our subscribing Forces.

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What's in the Police Visual Handbook

The Handbook contains the entire syllabus of the Inspectors and Sergeants promotion exams as well as the Initial Crime Investigators Development Program, with each page being marked by thus:

-  In the Inspectors and Sergeants syllabus,
-  Only in the Sergeants syllabus,
-  Not in either the Inspectors or Sergeants syllabus,
-  In the Initial Crime Investigators Development Program (ICIDP) syllabus.

The Promotion Exam syllabus is accessed from the four menus in the blue bar on the left hand side of the Handbook: Crime, Evidence & Procedure, Roads Policing and General Police Duties. The ICIDP menu is accessed from the Investigators menu.

Further menus in the left hand blue bar cater for particular roles or areas of interest:

- operational officers and staff,
- investigators and other criminal justice workers,
- custody officers and assistants,
- inspectors,
- superintendents
- an A to Z Index,
- Points to Prove for over 400 offences,
- Toolkits and Advice Sheets,
- a comprehensive Glossary of Terms,
- police powers and procedures,
- Frequently Asked Questions; and
- a monthly updated 'What's New' page. Check this for the latest in operational practices or legislative updates.

The Handbook:

- also has a full breakdown of the powers of various designated staff:
 - PCSOs,
 - investigating officers,
 - detention officers; and
 - escorting officers,
- together with a considerable range of pages about general police related issues,

Mobile Data and Handhelds

The Handbook can also be used in a mobile environment, such as in cars and on a Blackberry or PDA, etc. It may have a small 4 item menu across the top of the screen rather than the blue bar on the left. This is to save space on the small screen. Each item on this menu leads to other menu options similar to the desktop version. Which menu appears on an in-car data terminal will depend very much on the screen size being used.

General Interest

The **Police Visual Handbook** contains a range of general interest information covering such diverse topics as:

- world faiths,
- lesbian, gay and bisexual issues,
- transgender issues,
- nationality issues,
- a diary of major religious and other national festivals,
- a guide to dealing with people with disabilities,
- a guide to mental illness and learning disabilities and difficulties, including:
 - genetic disorders,
 - dyslexia,
 - dyscalculia,
 - attention deficit disorder and attention deficit hyperactivity disorder,
 - autism, and
 - Asperger's syndrome,
- dealing with the suicidal,
- discrimination and equality,
- managing stress,
- health and safety issues,
- dealing with illness and injury including choking, bleeding, unconsciousness, electrocution, shock, diabetes and asthma, and
- how to apply resuscitation.

Operational Officers

Much of the Handbook will be of interest to operational officers, but in particular:

- dealing with enquiries in the enquiry office,
- PACE powers of stop and search,
- PACE powers of entry, search and seizure,
- arrests,
- the use of handcuffs,
- the police use of force,
- the transportation and transfer of prisoners by the police,
- the preparation and submission of prosecution files,
- the disclosure of unused material,
- a guide to drink, drugs and driving,
- the identification of persons and ID procedures,
- interviews including recording interviews with suspects,
- dealing with incidents including:
 - bomb calls,
 - attending at fires,,
 - malicious or nuisance telephone calls,
 - sudden deaths,
 - unlawful encampments,
 - landlords/tenants disputes,
 - harassment and stalking,
 - firearms incidents,
 - domestic violence,

- premises and trespass,
- public order,
- weapons,
- missing persons,
- licensed premises,
- reporting lost and stolen bank cards, and
- mobile phone barring contact details,
- dealing with the media, and
- incidents involving animals.

Investigators

The Handbook contains one of the most comprehensive guides to investigation available in the country, combining both National Guidance and other best practice contributed by practitioners:

- undertaking the initial investigation, including:
 - the initial investigation,
 - interviewing victims and witnesses,
 - identifying and assessing the scene,
 - securing the scene,
 - determining and preserving the evidence,
 - taking and making statements,
 - house to house enquires,
 - CCTV Systems,
 - updating the crime report,
 - planning the arrest of a suspect,
 - evidence, and
 - exhibits,
- screening and review of investigation,
- solvability factors, lines of enquiry and actions,
- other lines of enquiry,
- secondary investigation,
- crime specific guides:
 - sexual offences,
 - vehicle crime,
 - hate crime and incidents,
 - domestic violence,
 - forced marriages,
 - stalking and harassment
 - vulnerable adult abuse,
- the protection of children,
- sudden deaths,
- sudden and unexplained infant death,
- gathering electronic evidence,
- bomb explosions and bomb scenes
- recording the progress of the investigation,
- managing and undertaking major investigations,
- managing a major crime scene,
- the Code for Prosecutors,
- the Public Interest Test,
- the Police National Computer,
- the interception of communications, and

- surveillance and sources.

The Handbook also includes comprehensive guidance regard the recording and managing of crime:

- introduction,
- crime screening,
- solvability factors,
- verifying the HO classification,
- multiple victims and multiple crimes,
- prisoner screening,
- procedure for bail to return to the police station,
- crimes committed in another police force,
- CMU finalisation procedures,
- the Home Office Counting Rules in full with links to points to prove,
- credit card responsibility calculator,
- recording cheque and credit card crime
- determining responsibility for credit card crime
- recording and managing internet and mail order fraud,
- maximising sanction detections,
- maximising end of month detections,
- dealing with requests for information from ABI insurers, and
- recording crime committed on school premises.

Custody

Described by users as being, "... invaluable when covering custody duties ...", the Handbook contains a comprehensive guide to all matters concerning custody. Our guidance is a subject related mix of legislation, e.g. the Police and Criminal Evidence Act 1984, combined with the Codes of Practice, its notes, National Guidance and other best practice contributed by practitioners.

Find out more about:

- the latest standards in detainee risk assessment,
- understanding the issues:
 - involved in assessing a detainee's medical health and well being, including those with diabetes, epilepsy, claustrophobia, asthma, infectious or communicable diseases, heart disease and who are verminous,
 - surrounding detainee's detainees who appear to be suffering the effects of alcohol or drugs and the mentally vulnerable and disordered in custody,
 - concerning religious considerations and
 - surrounding multiple cell occupancy,
- relevant time and how to calculate it,
- why bail can be refused and what must be consider before doing so,
- when conditional detention after charge might be appropriate,
- the conditions that can be applied to bail,
- conditional cautions,
- charging and the charging decision, and
- bail before charge to enable further enquiries to be made.

For many more topics why not browse through the Custody Guide A to Z Index.

Roads Policing

- Roads Policing Toolkit,
- offences involving standards of driving,
- NIPs,
- accident and collisions,
- drink, drugs and driving,
- insurance,
- construction and use,
- driving licences and driver licensing,
- the fixed penalty system,
- forgery and the falsification of documents,
- traffic management,
- excise and registration,
- goods and passenger vehicles,
- conducting a roadside vehicle check,
- road checks,
- organising a vehicle checkpoint,
- large vehicle maintenance checks,
- dealing with off road vehicles and vehicles off road,
- rights of way,
- prosecuting youth motoring offences,
- the HAZCHEM scheme,
- the carriage of dangerous goods,
- investigating vehicle crime,
- the registration of vehicle registration plate suppliers,
- the operational use of police vehicles,
- the Motability Scheme.

Inspectors

This section contains items specifically of interest to Inspectors including:

- authorising powers of stop and search in anticipation of violence,
- closure orders - licensed premises,
- the protection of children,
- authorising searches under section 18 of PACE,
- the identification of persons and ID parades,
- authorising directed surveillance in urgent cases,
- authorising the use of a CHIS in urgent cases,
- dealing with incidents,
- custody matters:
 - review of detention (PACE),
 - review of detention (Terrorism),
 - unsuitable legal representatives,
 - conflicting directives,
 - authorising an interview without legal advice,
 - authorising the taking of fingerprints,
 - authorising the taking of non-intimate samples,

- authorising the taking of intimate samples,
- authorising intimate searches by police officer,
- access to a telephone and making calls, writing materials and sending letters,
- power to search, examine and photograph to ascertain identity
- authorising testing for the presence of class A drugs,
- inspector's grounds for delaying notification of arrest,
- wordings for authorities, certificates and notices

Superintendents




The section contains items specifically of interest to Superintendents including:


- trespass for the purpose of residence,
- raves,
- aggravated trespass,
- trespassory assemblies,
- authority to disperse groups and return children home,
- closure notices and orders (premises used for drug taking),
- dealing with incidents,
- truancy,
- authorising road checks,
- authorising stop checks in anticipation of violence,
- warrants and Production Orders - special procedures,
- authorising directed surveillance,
- authorising the use of a CHIS,
- authorising the use of a CHIS aged under 18 years,
- requesting home detention curfew compliance information,
- re-trials:
 - giving authorisation for urgent action,
 - reviewing the evidence before charge,
- custody matters:
 - delaying access to legal advice,
 - delaying notification of named persons,
 - authorising interviews without legal advice,
 - detention beyond 24 hours,
 - detention beyond 36 hours,
 - conflicting directives,
 - unsuitable legal representatives,
 - reviewing detention (Terrorism),
 - authorising the taking of fingerprints, non-intimate and intimate samples (Terrorism),
 - the right to have named person informed and consult a solicitor (Terrorism),
- terrorism matters:
 - search warrants for material of value to investigation,
 - cordons,
 - authority to search premises within cordoned areas,
 - search warrants for excluded and special procedure material,
 - explanation orders for excluded and special procedure material,
 - superintendent's authority in urgent cases,
 - superintendent's authority to enter and search for explosives,
- wordings for authorities, certificates and notices.

Using the Police Visual Handbook

Police Visual Handbook is a self contained internet site. Anyone who can use Internet Explorer can use this product.

Symbols are used to indicate which pages (or parts of pages) are in the sergeants and inspectors examinations for promotion.

These pages are in both of the syllabuses:  These pages are in the sergeants exam only:  The pages do not form part of the examination syllabus: 

Pages marked:  are in the Initial Crime Investigators Development Programme course.



You can also use the **Police Visual Handbook** away from work by logging on at www.ncalt.com provided you have a username and password. To use this facility you must be a member of a subscribing police force.

Please note

When using the Handbook on *n.calt* it will appear in a pop-up window without a toolbar across the top of the page, and therefore without a Back button. Therefore to go back to the previous page you must use the Backspace key (marked ← on your keyboard). However, you will find that if you press [Ctrl] + [N] together, a new window will open which has all the normal Internet Explorer features.

Searching the Police Visual Handbook

To search for a word or phrase, click on search on the menu bar:

This will display the Search panel below.

Search the Police Visual Handbook

Enter one or more keywords to search on.

Results per page: 10 ▼

Match: any search words all search words

To make a search:

1. Enter the word or phrase you wish to search for in the first text box (where the example 'Homicide' is shown).
2. Select the number of results per page.
3. Select the type of search you wish to undertake.
4. The search results are displayed.

Search the Police Visual Handbook

Enter one or more keywords to search on.

FLO toolkit Results per page: 10 ▼

Match: any search words all search words

Search results for: FLO toolkit

2 results found containing all search terms.

1. [Senior Investigating Officer](#)

Senior Investigating Officer

Terms matched: 2 - Score: 150 - 29 Oct 2008 - URL: D14002.htm

2. [Family Liaison Toolkit \(Contents\)](#)

Family Liaison Toolkit (Contents)

Terms matched: 2 - Score: 128 - 13 Sep 2008 - URL: C17010.htm

Evaluation of the Police Visual Handbook

A number of Police Forces have conducted evaluations of the Police Visual Handbook. The following are some of the officers' comments from their evaluation.

'Wow, and that is not normally said about our technology'.

'As a Tier 5 advisor and an experienced detective may I say that the PVH is fantastic and I hope it will be available full time'.

'Useful tool. I can see using this tool daily to good effect in custody'.

'I am currently preparing to undertake my ICIDP as an investigator. I have only spent half an hour or so looking at this on visual handbook and find it to be very useful as all I need to know has been put under one heading, fantastic. Also for revision purposes it gives great examples to help explain the terminology'.

'Much better than PNLD and a lot easier to move around. Excellent facility'.

'A valuable aid for general policing and study. Would like to see this implemented'.

'Should be added permanently to the Force Library'.

'Having just sat my Sgt's exam and I am pleased to say I passed. I find that this tool is amazing, it is easy to navigate, points to prove are listed, etc. I feel that it will be an invaluable tool for all officers both in study and their every day operational duties. Let's just make sure people know about it and use it!'

'Liked the product, useful and hope we keep it, preferred PVH tool to PNLD'.

'Wow, if available to load on PDA's etc it would be a godsend and would improve the professionalism of staff. Thumbs up from me!'

'Found what I was looking for immediately and it's in Police Jargon. Go for it whatever it costs!'

'Easy to access, quick to use and hope the Force can find cash to invest in. PNLD is a tiresome tool with an appalling search engine in comparison. Please make someone subscribe!'

'I have used the PVH in my studies for the Ospre Inspectors exam. I will also use it in my day to day job. The external website itself has some excellent courses and if we can possibly keep this facility I am certain it will become more and more widely used. It is easier and simpler to use than PNLD and is just as comprehensive. I will definitely use this facility regularly and will encourage my officers to do the same. Please fight to retain it!'

'It's quite handy for looking up the CCCJS codes, probably easier than PNLD'.

'Impressed with its layout and presentation, hope we will retain after free period'.

Contact and Support

If you have any concerns about the content of the Handbook, please email the development team direct at pvh@fits.uk.com who will be pleased to address them.

We also welcome contributions of material for inclusion in the Handbook and there is no charge made for adding additional material that the Editor believes will be of interest and relevance to the subscribing forces.

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