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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 in England or Wales may subscribe. It provides a *one shop* solution for:

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

It 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.

It is updated in advance of all changes to legislation and procedure.

29 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 phones, etc.

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.

Members of subscribing Forces can also access the **Police Visual Handbook** at any time on any device by registering for our service at <https://pvhonline.org>.

Users may keep up-to-date with developments in new or amended guidance and relevant case law by following our [Twitter feed](#).

There are no additional charges for deploying any of our Apps.

## Desktop/Laptop and Windows Based Tablet Devices

Access can be either via our internet site at <https://pvhonline.org> or our Personal or Enterprise Windows 10 Desktop and Laptop App.

## Mobile Devices

Access from mobile devices can be via any browser or any of our Personal Apps for Android, iOS and Windows Phone, or our Enterprise Android App.

## Key Benefits and Features

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

- all major legislation, written in plain English, including all the provisions of Police and Criminal Evidence Act 1984 and its Codes of Practice,
- ACPO, NPIA, Home Office and Ministry of Justice guidance,
- case law,
- procedural information and recognised best practice,
- counter-civil litigation guidance,
- glossary section,
- a comprehensive guide to police powers and procedures, and
- over 500 offences in an easy to understand, but comprehensive, 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. links to the relevant Counting Rule (when applicable),
  - vii. the CPS charging standards and other CPS guidance,
  - viii. the Sentencing Council guidelines (when applicable) concerning any aggravating or mitigating factors,
  - ix. the adult and youth gravity factors (when applicable),
  - x. whether an offence is a trigger offence or criminal lifestyle offence,
  - xi. 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 and hyperlinked 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 our subscribing Forces.

Some material which is based on ACPO, Home Office and Foreign Office guidance is Crown Copyright and is reproduced under HMSO Core Licence C02W0006421 with the permission of the Controller of HMSO and the Queen's Printer for Scotland.





## Tasking Staff

Staff may be easily tasked to read pertinent material by simply copying the URL from the top of the web browser into the text of an e-mail which can be sent to the member of staff for their attention, or using the *Share* facility in any of our Apps.

Full instructions are given on the menu page **Using PVH**.

## 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 cater for particular roles or areas of interest:

- student officers,
- operational officers and staff,
- investigators and other criminal justice workers,
- custody officers and assistants,
- roads policing,
- inspectors,
- superintendents
- various A to Z Indexes,
  - including custody, roads policing, legislation by Act and Section,
- Points to Prove for over 500 offences,
- an index to all case law referred to in the PVH,
- Toolkits,
- Advice Sheets,
  - including information leaflets for the public, and forms for the police,
- a comprehensive Glossary of Terms and Acronyms,
- police powers and procedures, including for PCSOs, investigating officers,
- detention officers and escorting officers,
- Frequently Asked Questions, and
- a regularly updated *What's New* page - check this for the latest in operational practices or legislative updates.

## General Interest

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

- world faiths,
- lesbian, gay, bisexual and 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, including crisis intervention,
- 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,
- a searching toolkit, covering the searching of buildings, land, vehicles, aircraft, etc.
- 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, including a comprehensive guide to the video recording of interviews (ABE) and questioning techniques,
  - identifying and assessing the scene,
  - securing the scene, including cordons and crime scene logs,
  - 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,
  - interviewing suspects,
  - interviewing witnesses, including a comprehensive guide to undertaking video interviews
  - questioning techniques,
  - 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,
  - honour violence,
  - forced marriages,
  - stalking and harassment,
  - modern slavery and trafficking,
  - 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, including guides to all key investigative and MIR roles,
- 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

Our guide to custody matters is the most comprehensive in the country.

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 (SDHP) and other best practice contributed by practitioners.

It includes:

- 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 considered 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.

It has a comprehensive Custody A to Z Index.

### **Roads Policing**

Probably the most comprehensive guide to Roads Policing matters in the country, it includes:

- a 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.

It has a comprehensive Roads Policing A to Z Index.

## 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,
- authorising the acquisition of communications data when applicable 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,
- authorising the acquisition of communications data when applicable,
- 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.

## Toolkits




The PVH includes over 80 Toolkits with subjects including:


- Animals,
- Anti-Social Behaviour,
- Arrests,
- Body Worn Video,
- Case Preparation,
- Child Protect and Exploitation,
- Crime Scenes, Evidence and Exhibits,
- Cybercrime,
- Digital Evidence,
- Disclosure of Unused Material,
- Diversity, Workplace and Lifestyle Issues,
- Domestic Violence and Abuse,
- Entry, Search and Seizure,
- Exhibits,
- Family Liaison,
- Financial Investigation,
- Interviewing suspect, Victims and Witnesses,
- Modern Slavery and Human Trafficking,
- Performance, Conduct and Complaints,
- Questioning Techniques,
- Social Media Issues,
- Soft Skills
- Sudden Deaths,
- Terrorism,
- Vulnerable Adult Abuse.

## Using the Police Visual Handbook

The **Police Visual Handbook** is a self contained internet site, together with a suite of Apps. Anyone can easily 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.

It also contains a guide to the Professionalising Investigation Programme (PIP).

## PVH Online

The PVH can be accessed via our secure online web server, which can be found at <https://pvhonline.org> and by using any of our Apps. As soon as the website is updated our Apps also update when they are reloaded. You can also request the App updates by going to the Profile menu page.

Officers and staff from subscribing Forces can use this service free of charge as part of the Force's annual subscription.

This allows them to use it on their smartphones, tablets and other mobile devices (it will use some of their personal data allowance), as well as at home on their personal computer or laptop or when working away from their usual workplace.

Users must sign up from a police computer, using their police email address.

2 options are available:

If an Enterprise App is being used, users may simply enter their Force Email Address and use the App. Enterprise Apps are only made available for use in Force. If this option alone has been used, the user will not be able to access the PVH on our website or their own device(s) unless they subsequently sign up as explained below.

If a user also wishes to use our Personal Apps, they must sign up at the above web address, using the Force Subscription option. At the end of this simple process an email will be sent to their Force email address. Clicking the link in the email enables them to create a password. They can then log into the website or any of our Apps using their Force email address and their newly created passwords.

Users who experience difficulties may contact us between 0800 and 2200 hours daily by telephone or email to [support@pvhonline.org](mailto:support@pvhonline.org).

## 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

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Enter one or more keywords to search on.

To search on a phrase, enclose it in "speech marks, i.e. double quotes", e.g. "independent custody visitor".

The wildcards '\*' and '?' are supported.

Search for:

[Back to top](#)

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To make a search:

1. Enter the word or phrase you wish to search for in the text box (where the example 'Homicide' is shown).
2. Click Submit.
3. The search results are displayed, 10 to the page on the website, but in 1 continuous page in our Apps.

### Search the Police Visual Handbook

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Enter one or more keywords to search on.

To search on a phrase, enclose it in "speech marks, i.e. double quotes", e.g. "independent custody visitor".

The wildcards '\*' and '?' are supported.

Search for:

#### Search results for: homicide

*84 results found.*

9 pages of results.

**1. [Domestic Violence and Abuse - Obtaining Information for a Risk Assessment](#)**

Terms matched: 1 - URL: <https://pvhonline.org/pvh.aspx?p=D41121>

**2. [Homicide](#)**

Terms matched: 1 - URL: <https://pvhonline.org/pvh.aspx?p=D10501>

**3. [Suspicious Death or Homicide - Pathology Strategy](#)**

Terms matched: 1 - URL: <https://pvhonline.org/pvh.aspx?p=D12211>

**4. [The Counting Rules - Violence \(2013/4\)](#)**

Terms matched: 1 - URL: <https://pvhonline.org/pvh.aspx?p=D11911>

## 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 comments officers made when evaluating the product:

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

*'As a Tier 5 advisor and an experienced senior detective may I say that the PVH is fantastic'.*

*'I have this running on my computer throughout my shift as a custody sergeant - invaluable'.*

*'I am currently preparing to undertake my ICIDP as an investigator. I ... 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'.*

*'Everything I need to know at my fingertips. Excellent facility'.*

*'A valuable aid for general policing and study'.*

*"An excellent source of information for everything from Custody Procedures to offence descriptions and codes, to 'Toolkits' for officers on ASB, Roads Policing, Drugs, FPN and PND guides, the list goes on and on...!"*

*'Having just sat my Sgt's exam and I am pleased to say I passed. I find PVH 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 everyday operational duties. Let's just make sure people know about it and use it!'*

*'Great product, very useful.'*

*'What a godsend – can only improve the professionalism of staff.'*

*'I can always find the answer to what I am looking for immediately and it's all written in easy to understand Police Jargon.'*

*'Easy to access and quick to use when compared to anything else out there.'*

*'I have used the PVH to pass the Inspectors exam. I also use extensively it in my day to day job.'*

*'Impressed with its layout and presentation, and the detail of the guidance.'*

*'One thing I have been using it for is to check whether an offence is indictable before I put any door in – will save thousands in claims for new doors later!'*

*'Makes developing student officers a doddle'.*

*'Probably the best reference tool I have used for law and procedure'.*

## Content Assurance

A great deal of the material used in the Police Visual Handbook has been extensively assured as part of its development process, e.g. material derived from ACPO/College of Policing guidance, the CPS, the Home Office, the Ministry of Justice, and the Sentencing Council, etc. Some material is submitted direct by ACPO portfolio holders, or is developed in consultation with them.

Our legal guidance is derived from a number of recognised legal sources. We only include case law which we feel positively adds to the guidance, and then only after we are satisfied that there is a consensus of opinion as to its meaning and significance. We generally do not include case law which merely confirms that the original legislation has been correctly applied.

When there are gaps in procedural guidance, we seek other sources of guidance, generally provided by individual police forces. Whenever possible, we source as many versions of a procedure as possible, and when there are critical variances we consult acknowledged subject matter experts for an opinion.

Other material is obtained from organisations or bodies with expert knowledge, e.g. Autism Anglia, who worked with us to provide guidance about various learning disabilities.

## 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](mailto: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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