

PUBLIC ORDER ACTIONS BOOK



**METROPOLITAN
POLICE**

TOTAL POLICING

Event

Date

Notes Commenced (Date / Time)

Notes Completed (Date / Time)

OFFICER FULL NAME

Warrant N° Rank N°

Station/OCU

Book of

Serial Call Sign

- | | | | |
|----------------------------|--------------------------|---------|--------------------------|
| LEVEL 3 | <input type="checkbox"/> | MEDIC | <input type="checkbox"/> |
| LEVEL 2 | <input type="checkbox"/> | DOGS | <input type="checkbox"/> |
| LEVEL 1 | <input type="checkbox"/> | TRAFFIC | <input type="checkbox"/> |
| F.I.T. OFFICER | <input type="checkbox"/> | MOUNTED | <input type="checkbox"/> |
| EVIDENCE GATHERER | <input type="checkbox"/> | P.L.T. | <input type="checkbox"/> |
| OTHER (Please State) | | | <input type="checkbox"/> |

NOTES OF GUIDANCE

All officers deployed on Public Order Aid are required to complete comprehensive notes. All Ground Assigned, subsequent Deployments and Actions taken must be recorded in sufficient detail.

This book is not a witness statement. This book should commence at the start of your tour of duty or briefing whichever is the earlier. All entries should be completed as soon as practical.

Support your Actions by recording;

- Choices available
- Factors affecting those choices
- Option implemented and
- The rationale for it
- Any engagement and dialogue with third parties
- Responses to your actions

Officers providing First Aid should record the following;

- Location person treated
- Name/Description of person
- Nature of injury, how person states it was sustained and officers personal observations relating to the injury

Except when given an order by a supervisor, for a 'show of strength', an individual officer must complete **Use of Force** notes to record their rationale for doing so.

The contents of this book are discloseable.

BRIEFING NOTES

Date / Time

Location

Officer giving briefing

Officers Notes of Briefing

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BRIEFING NOTES

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Section 60/60AA. Include: Auth. Officer(s), Time(s), Location(s):

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DIARY EVENTS

Time	Action / Decision - Supporting Rationale

Deposited					
Found By					
Place Found					

Date / Time	Exhibit No	Exhibit Description

VICTIM/SUSPECT/PERSON CONCERNED 1
DESCRIPTIVE FORM

Ethnic Appearance as described by witness

IC Code Haight

Apparent Age Sex

Build: * Fat / Proportional / Thin / Stocky / Athletic / Heavy /

Other

Hair Colour: * Dark Brown / Light Brown / Fair / Blonde / Grey / White / Black / Ginger / Auburn /

Other

Hair Type: * Bald / Thinning / Receding / Straight / Curly / Wavy / Dyed / Short / Collar Length / Shoulder Length / Very Long / Wig /

Other

Eyes: * Blue / Brown / Green / Grey / Cast / Staring /

Other

Complexion: * Fresh Faced / Pale / Ruddy / Tanned / Freckled / Dark Tone / Mid Tone / Light Tone /

Other

Facial Hair: * Beard / Moustache / Bushy Eyebrows / Sideburns /

Other

g where appropriate

Glasses Worn: Yes / No Description

Accent

Words Used

Notes Commenced

* Marks / Scars / Peculiarities: (Describe Below)

Clothing:

Hat: Top Coat:

Jacket: Jumper:

Shirt: Trousers:

Dress: Skirt:

Belt: Socks:

Shoes: Jewellery:

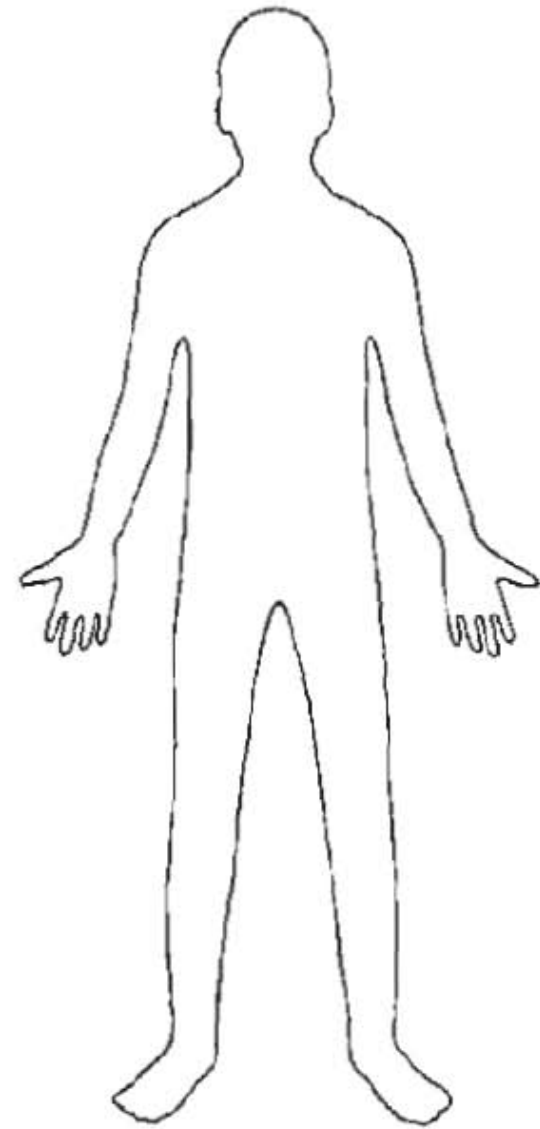
Vehicle Used:

Reg N°: Make / Model:

Colour: Type:

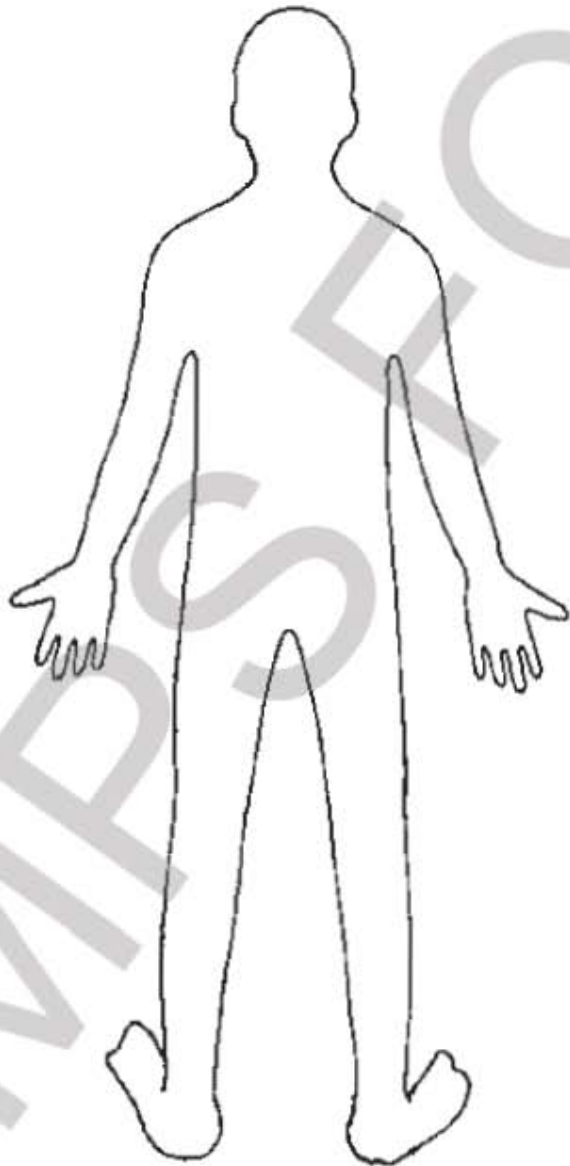
* Ring where appropriate

VICTIM/SUSPECT/PERSON CONCERNED 1
FRONT



VICTIM/SUSPECT/PERSON CONCERNED 1
BACK

21



VICTIM/SUSPECT/PERSON CONCERNED 2
DESCRIPTIVE FORM

22

Ethnic Appearance as described by witness

IC Code Height

Apparent Age Sex

Build: * Fat / Proportional / Thin / Stocky / Athletic / Heavy /

Other

Hair Colour: * Dark Brown / Light Brown / Fair / Blonde / Grey /
White / Black / Ginger / Auburn /

Other

Hair Type: * Bald / Thinning / Receding / Straight / Curly / Wavy /
Dyed / Short / Collar Length / Shoulder Length / Very Long / Wig /

Other

Eyes: * Blue / Brown / Green / Grey / Cast / Staring /

Other

Complexion: * Fresh Faced / Pale / Ruddy / Tanned / Freckled /
Dark Tone / Mid Tone / Light Tone /

Other

Facial Hair: * Beard / Moustache / Bushy Eyebrows / Sideburns /

Other

ing where appropriate

Glasses Worn: Yes / No Description

Accent

Words Used

Notes Commenced

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* Marks / Scars / Peculiarities: (Describe Below)

.....

Clothing:

Hat: Top Coat:

Jacket: Jumper:

Shirt: Trousers:

Dress: Skirt:

Belt: Socks:

Shoes: Jewellery:

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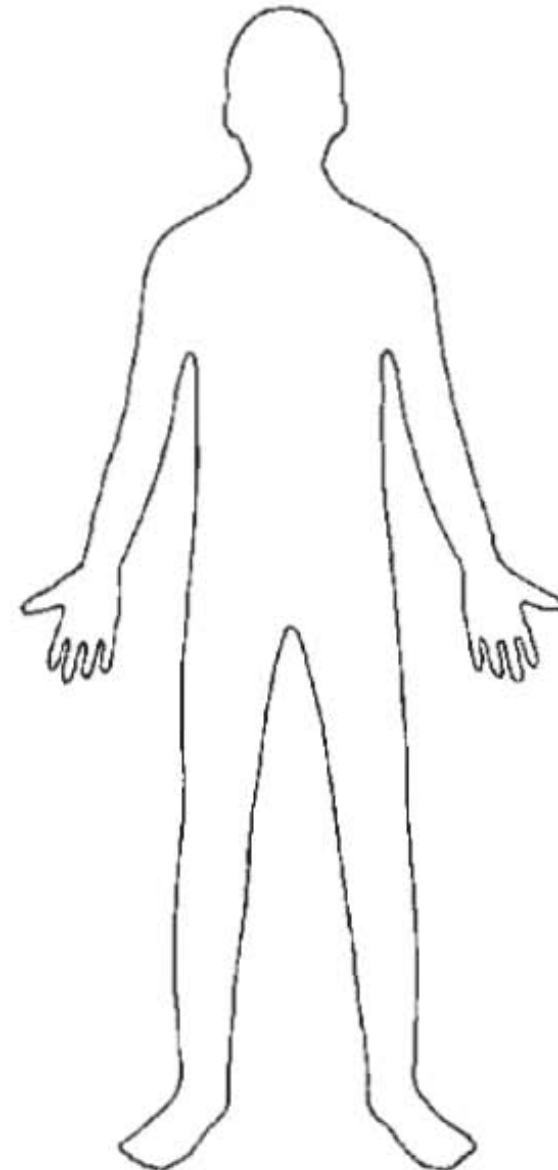
Vehicle Used:

Reg N°: Make / Model:

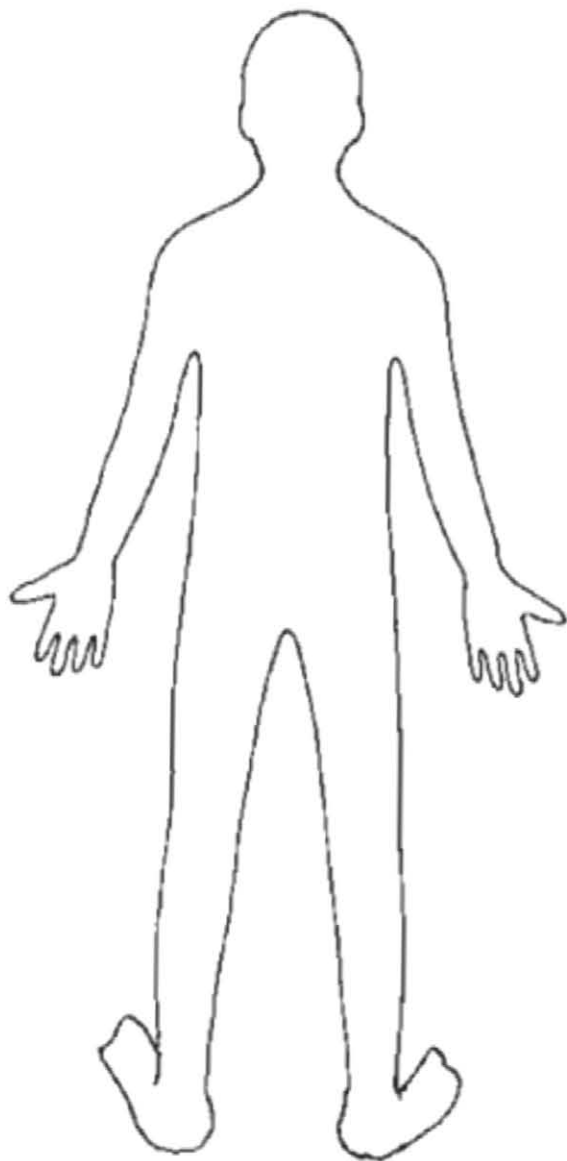
Colour: Type:

* Ring where appropriate

VICTIM/SUSPECT/PERSON CONCERNED 2
FRONT



VICTIM/SUSPECT/PERSON CONCERNED 2
BACK



THIS PAGE IS NOT TO BE PHOTOCOPIED
(as it may lead to the revealing of witnesses' details)

WITNESSES

Private witnesses who can provide evidence.

Witness 1

NAME (Mr, Mrs, Miss, Ms)

ADDRESS (Business or Private)

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..... Post Code

Email

Contact N°

Notes

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Witness 2

NAME (Mr, Mrs, Miss, Ms)

ADDRESS (Business or Private)

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..... Post Code

Email

Contact N°

Notes

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PLAN for Human Rights

Proportionality: Police actions must be fair and achieve a balance between the needs of society and the rights of the individual. You should consider different options capable of achieving the objective and select the least intrusive.

Legality: Police actions must be supported by legislation or stated cases. You must know your basic police powers well.

Accountability: Police actions will be open to scrutiny. You should fully record your actions and the options considered. Show what factors influenced your decision, include reasons for *not* taking action.

Necessity: Police actions must be 'necessary in a democratic society'. You must be able to justify any infringement of rights.

Breach of the Peace

ALL 'Breach of the Peace' arrests require comprehensive notes.

Any person (including a police officer) can arrest:

a) where a breach of the peace is committed by the person arrested in the presence of the person making the arrest

OR

b) where the person making the arrest reasonably believes that such a breach will be committed in the **immediate** future by the person whom he has arrested although no breach has occurred at that stage

OR

c) where a breach of the peace has been committed by the person arrested and the person making the arrest reasonably believes that a renewal of it is threatened

To justify an arrest using (b) or (c) the threat must be **REAL and IMMIDENT** and fully evidenced

Summary of Powers to use Force

1) Common Law

Permits reasonable and proportionate force where necessary in self-defence or defence of another or to stop or prevent a breach of the peace.

2) Section 3(1) Criminal Law Act 1957

States: "A person may use such force as is reasonable in the circumstances in the prevention of crime, or in effecting or assisting in the lawful arrest of offenders or suspected offenders or of persons unlawfully at large"

3) Section 117 PACE: "Power of a Constable to Use Reasonable Force."

Where any provision of this Act:

a) confers a power upon a constable;

and

b) does not provide that the power may only be exercised with the consent of some person other than a police officer, the officer may use reasonable force, if necessary, in the exercise of the power.

Sec 24 P.A.C.E. 1984 Power of Arrest

The power to arrest is exercisable only if the constable has reasonable grounds for believing that for any of the reasons mentioned it is necessary to arrest the person in question. To satisfy the 'necessity' requirement, it is for the arresting officer to believe that the arrest of the person was necessary for one of the section 24(5) reasons; and that he had reasonable grounds for this belief.

Investigation - the investigation of the offence (or conduct of the person) needs to be prompt and effective.

Disappearance - the disappearance of the person (if not arrested) will hinder the prosecution.

Child - to protect a child or other vulnerable person from the person in question.

Obstruction - to prevent the person causing an unlawful obstruction of the highway.

Physical harm - to prevent physical harm being caused to any person

Public decency - to prevent the person committing an offence against public decency (but only if members of the public cannot be reasonably expected to avoid that person).

Loss or damage - to prevent the person from causing loss or damage to property.

Address - the address of the person cannot be ascertained or there are reasonable grounds to doubt the address given.

Name - the name of the person cannot be ascertained or there are reasonable grounds to doubt the name given.

Officer's signature

Supervisor's signature

Print name & number

Date and time

Retention period: 7 years

MP Ref. 41/12