



Home Office

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The redacted version of the PNC Manual must be used when providing the document to IT Suppliers or when using it in response to questions submitted under the Freedom of Information Act 2000.

FOREWORD

The PNC Manual describes the functionality of the Police National Computer and sets the national standards by which the system must be used. It is intended to be a valuable source of reference for those who have been trained in the use of the system. The principles of using the PNC effectively and legally are enshrined in the statutory document The Police National Computer Code of Practice and other legislation.

An important development this year has been the 'go live' and launch of the Law Enforcement Data Service (LEDS), the system that will replace the PNC by early 2026. Five LEDS products have thus far been launched and a number of these key products are being actively used by 47 forces'.

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August 2024

VOL. 1 VERSION	DATE ISSUED	CURRENT VERSION OF VEHICLES DATA DEFINITIONS	CURRENT VERSION OF NAMES DATA DEFINITIONS
04.01	March 2004	1.0	3.28
05.01	February 2005	1.2	3.32
05.02	October 2005	1.3	3.35
06.01	June 2006	1.7	3.37
06.02	December 2006	1.9	3.39
07.01	August 2007	1.9	3.42
07.02	December 2007	1.9	3.43
10.01	April 2010	2.0	3.53
10.02	December 2010	2.4	3.56
11.01	August 2011	2.5	3.58

VOL. 2 VERSION	DATE ISSUED	CURRENT VERSION OF NAMES DATA DEFINITIONS	CURRENT VERSION OF NAMES FUNCTIONAL SPEC
03.01	December 2003	3.28	9.1
04.01	August 2004	3.31	9.1
05.01	May 2005	3.34	9.2
06.01	February 2006	3.36	10.1
06.02	October 2006	3.39	10.2
07.01	March 2007	3.41	10.3
07.02	October 2007	3.43	10.4
09.01	November 2009	3.51	10.5
10.01	September 2010	3.55	10.7
11.01	March 2011	3.57	10.9
11.02	December 2011	3.59	10.9

OVERALL VERSION	DATE ISSUED	CURRENT VERSION OF VEHICLES DATA DEFS	CURRENT VERSION OF NAMES DATA DEFS (see Chapter 9, section 4)	CURRENT VERSION OF NAMES FUNCTIONAL SPEC
12.01	September 2012	2.5	4.0	10.11
14.01	November 2014	2.5	12.0	12.0
15.01	June 2015	2.7	15.0	13.0
15.02	December 2015	2.8	17.0	13.0
16.01	October 2016	2.9	22.0	13.0
17.01	August 2017	3.0	25.0	14.0
18.01	July 2018	4.0	27.0	14.0
19.01	August 2019	7.0	30.0	14.0
20.01	June 2020	7.0	31.0	14.0
21.01	September 2021	7.0	31.0	14.0

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 04.01)
Cover		Corporate PITO cover
Version Control		New feature
List of Changes		New feature
Amendment Request Form		New feature
1	1.2	Manuals circulated by email
1	1.3	New mechanism for proposing amendments
1	2	Updated statistics, categories of user, links to other systems
1	2.6.2	Additional uses of and advice on Vehicles application
1	2.6.4	Arrested added to categories for which fingerprints are taken
1	2.6.5	Rewritten due to advent of CRB
1	3.3	Inclusion of references to Drivers Licences and Firearms data
1	4.3	Renaming of Data Control to BMS; new scheduled batch jobs
1	5	Renaming of NPT to Centrex; course details updated
1	5.3	Rewritten section on Training File
1	5.6	New contact details for Centrex
1	6.5	New procedures for resetting passwords and unbarring User-IDs
1	6.7	New section on access control transactions
1	7.1	New types of entry in TCODE field found in Transaction Log
1	7.2	New types of terminal name
1	9.1	Procedure for MLOG searches beyond 12 months in the past
1	14.2	Updated description of the communications network
1	14.3	Updated description of operational computer systems
1	15	Updated information on DCT, LFC and interface access to PNC
1	Appendix 1	Amended entries for CCA, DfT and VED
1	Appendix 1	New entries for CJX, CRB, OIC, PH, PICTTS, PSNI, SIRENE, SIS
1	Appendix 2	Additional information on Ethnic Appearance codes
1	Appendix 4	Expanded list of contact details, including email and web addresses
1	Appendix 5	New list of transaction codes
2	1	Addition of Motor Insurance
2	1.2	Updates to Direct Export, New V5 Issued, Personal Export
2	1.3	Update to As Notified by Police/Local Authority
2	3.6	Advice on monitoring cross-referenced records and on LOS reports
2	5	Policy on pairing LOS/FOU reports before deletion
2	6.1.4	New section on Motor Insurance
2	6.1.5	New paging in #VE and #VM
2	6.2	New code #VK
2	6.4	New guidance on use of #VC
2	6.9	New code #VL
2	6.11	Additional information on #VF
2	7	New description of VODS indexing process
2	7.5	Fuller description of the Match Unknown facility
2	8.1	Clearer policy on unknown VRMs in Police Records
2	8.2	Additional policy information on LOS/FOU pair deletion
2	9.8	Additional advice on start of incident date range
2	9.18.4	New section on handling cloned vehicles
2	9.20	New section on MO Keywords in Vehicle reports
2	Appendix 1	Inclusion of TWO-TONE
2	Appendix 2	Addition of Curtain-sided, Mobile Pump, Tel Material Handler
2	Appendix 6	Procedure for requesting insurance checks from MIIC

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Additions / Amendments (cont'd)

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 04.01)
3	3	Clarification of data content, with mandatory fields highlighted
4	1.3	New advice for avoiding ambiguity with names in Broadcasts
4	5.1	Definition of blanket enquiries
4	5.4	Additional information about port warnings
4	5.5	Email facility for notification of unexpected service interruptions
5	2.1	Additional information about historical postcodes
5	2.4	Hays DX number replaces Telex number in #QF
5	2.8	Email address replaces Telex number in #QS
5	2.8	New reference to PNC Liaison Officer contact details
6	1	Clarification of search parameter options
6	3.2	Clarification of permissible search parameter combinations
6	3.6	References to lists of terminal name and transaction code formats
7	2.5	NPDNAR - DNA audit print
7	2.6	NPIMPJ - Impending Prosecutions data extract
7	3.1	DL600J - Drivers batch update
7	3.9	NP410J - FP destruction print
7	3.11	NPADDR - Address statistics and data extract
7	3.17	NPPAFB - Postcode Address file batch update
7	3.19	NPPOF1 - Persistent Offenders report
7	3.20	NPPRST - Prosecution statistics
7	3.21	NPPYOM - outstanding PYO report
7	3.29	PR605J - Firearms download
7	3.30	PR750J - Property descriptive search weed

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 04.01)
1	5.4	Additional Training Records
1	5.7	Refresher Training
1	7.2	Terminal Identifier
1	14.3	SAP Connections
1	Appendix 1	DPP deleted
1	Appendix 3	DCT Fault Finding Procedure
2	Appendix 3	World Manufacturer Identifier table deleted

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.01)
1	2.1	HM Customs & Excise moved from section 2.2
1	2.3	NAFIS added to the list of applications that interface with PNC
1	3.1	Crimelink added to the list of current applications
1	4.1	Batch and media services now undertaken by Operations staff
1	4.3	Operations replaces references to Batch and Media Services team
1	6.3, 6.5, 6.7	#SZ for unlocking Directly Connected Terminals
1	6.6	Email addresses of authorised persons may be registered
1	7.2	Additional terminal naming conventions
1	12.4	Security Classification of PNC online and batch output
1	Appendix 1	CCA amended; new entry for NFLMS
1	Appendix 4	National Method Index inserted
1	Appendix 5	#SL amended; #SZ, #Z1-#Z5, @NE, @NP inserted
2	1.5.1, 9.17	Advice about auditing of Blocked markers
2	1.5.4	New section on the RETENTION VRM marker
2	3.1	Recording Police Reform Act 2002 Warnings in INF report
2	3.6.3	Recording Model details in report text of Motorcycle records
2	8.2, 9.1.1	Addition of LOS to an existing FOU report
2	9.10	Specific reference to Quad Bikes
2	9.18.4	Additional sentence about the confirmation of INF reports
2	Appendix 4	Updated entries on Government departments
3	3.6	Amended definition of Calibre
3	Appendix 1	Additional information about stolen unregistered Quad Bikes
6	3.2	Postcode added to list of Primary Input data items
7	1.1	Email addresses of authorised persons may be registered
7	1.3	New section on Security Classification of batch output
7	3.27, 3.34	PR602J and VE602J now run on Mondays
7	3.35	VDS now receiving vehicle theft/recovery notifications
7	Appendix 1	Computer Operations replaces reference to Batch & Media Services

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.01)
7	3.35	ABI no longer receiving vehicle theft/recovery notifications

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.02)
1	4.5	Internal PITO reorganisation
1	12.2	Additional details on responsibility for PNC data
1	12.6	Reference to force Information Security Officer included
1	13.7	New section on requests for no disruption to PNC services
1	Appendix 4	New details for MOT Certificate Database, TER and VOSA
1	Appendix 5	Implementation of #SC for User-ID creation
1	Appendix 6	Form for requesting no disruption to PNC services
2	1.5.2	Amended reference to Appendix containing useful contact details
2	1.5.3	Void marker on vehicles with Certificate of Destruction
2	3.1	S59 Warnings in INF report cross-referenced to LOCATE TRACE
2	6.1.5	New section on MOT EXPIRY field
2	6.1.6	Paging options added to #VC, #VL, #VP and #VR
2	6.11.3, 7.5	#VH no longer restricted to PNC and Centrex staff
2	7	VODS index file now updated four times per day
2	7.5	Extra text in definition of Match Unknown Models
2	8.1	VRMs in Police Records can no longer comprise letters only
2	9.13.2	New section on Vehicles removed by Local Authority
2	9.18.4	Updated and renamed section on Cloned Vehicles
2	9.18.5	New section on INF reports relating to Firearms
2	Appendix 4	New entry for HM Revenue & Customs; list made alphabetical
3	1.4	Revised paragraph on Hybrid Property
3	Appendix 1	Corrected entry for Jack Hammer
7	2 & 3	Electronic CSV output now available for several batch jobs
7	2.1, 2.2, 2.8	3 or 4 digit Fce/Stn input allowed in ND200J, ND240J, NW200J
7	2.8	Inclusion of SISID in output headers of NW200J
7	2.9	Sample Size and Confidence Level added to NW210J parameters
7	2.13	REASON parameter had been erroneously omitted
7	3.10	NP701 now produces printout sent to forces (from November 2005)
7	3.34	VIC now receiving vehicle theft/recovery notifications
7	Appendix 2	New version of Security Administration Form

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.02)
1	4.3.4	Batch job NPPYOM is no longer run
1	6.3, 6.5	Service Desk no longer unlock directly connected terminals (DCTs)
2	Appendix 5	Deletion of "at Swansea" in reference to DVLA computer
7	3.21	NPPYOM deleted; subsequent sections have been renumbered

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.01)
1	5	Update on training standards and accredited trainers
1	6.6	New reference to Security Administration Update Form
1	6.7	Indirect reference to #SC for creation of User-IDs
1	Appendix 4	New details for Buckley Scott, Datatag ID and Thiefbeaters
1	Appendix 5	Inclusion of #DQ, #DU, #D1 and new Firearms transaction codes
2	1	Royal Military Police renamed Service Police Crime Bureau
2	1.2	DVLA markers Scrapped, VEL Void, V23 Submitted amended
2	3.1, 9.16.1	Use of RES report for emergency service vehicles
2	7.6.1	Electronic VODS output available via Force printer
2	7.6.2	New section on extended facilities within #VH
2	8.1	Definition of unregistered vehicle when creating Police Record
2	8.2	Emphasis that addition of LOS or FOU to create pair is essential
2	9.1.2	Vehicle reported stolen in different force area to the theft
2	9.18.3	Content of text field when number plates are stolen
2	9.18.6	Use of INF report for recently sold police vehicles
2	9.18.7	Vehicle stolen abroad and reported to a UK force
3	3.8	Property item reported stolen in different force area to the theft
7	2.3, 2.4	GR and PP added to IM parameters; DP and MN renamed
7	3.10	Additional text in description about NP701 now producing printout
7	3.21	Additional text in NPWARM due to retention of some acquittals
7	3.30	PR820J – Plant Download
7	3.35	Cartridges replaced by email for most recipients
7	3.36	VE604J produces print when vehicles with LOS report are scrapped

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.01)
1	Appendix 4	Contact details for National Method Index
2	1.2	NEW V5 marker no longer to be displayed
2	1.4	Reference to records with SA99 1LB postcodes (none now exist)
2	1.5.3	Redundant text under VOID CHER TRAN deleted
3	3.1	Message suggesting contact with TER no longer to be displayed
7	3.22	NPWSIM no longer deletes records due for weeding
7	3.35	Car Watch UK not receiving vehicle theft/recovery notifications

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Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.02)
1	Appendix 1	New entries for BIC, FIND and ViSOR
1	Appendix 4	Contacts for ACRO, NIS Weeding Team and SIS
1	Appendix 5	Inclusion of #DE and various NSPIS and FIND codes
1	4.3.4	Title of NPWSIM batch job amended as it no longer weeds
1	5	Various updates relating to Training
1	7.2	SRG terminal type added; LFC no longer in use
1	14, 15	Inclusion of STIF Replacement Gateways
2	7.6	#VR shows the most recent search at the top of the list
2	9.4	Three new recipients of vehicle theft/recovery notifications
2	9.18	Suggestion to include generic ".pnn" email address in INF reports
3	3.3	Container Number should be the BIC Number where known
3	8.1.2	#PM shows the most recent search at the top of the list
6	2	Expanded description of Transaction Code field in TLOG
7	2, 3.15, 3.19, 3.31	References to floppy disk changed to CD
7	2.2	Amended Output Types for ND240J
7	2.12	UT500J can search transaction types beginning @ or +
7	2.12	UT500J can search on truncated strings of Primary Input Data
7	2.13	PFI replaces X400 in UT700J search parameters
7	2.13	Changed functionality in ORIGINATOR/COLLAR NUMBER field
7	3.4	Run frequency of ND020J now specifies January and July
7	3.35	Three new recipients of vehicle theft/recovery notifications

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.02)
1	6.6	Service Desk processing emails 0800-1700 Mon-Fri (now 24 hours)
1	14, 15	References to STIF, IMDN and X.25
2	6.1.4.3	Insurance state NO is no longer a valid entry
2	8.2, 9.8	Matching LOS/FOU pairs no longer generate ANPR hits
7	3.22	WEED deleted from title of batch job
7	3.35	VDS no longer receiving vehicle theft/recovery notifications

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 07.01)
Cover		Corporate NPJA cover
All		PITO & Centrex references changed to NPJA
1	1.1, 12.3	References to MoPI and Code of Connection inserted
1	2	Updated information about PNC terminal connections
1	2.1	S.31(1)
1	2.3	NFLMS added
1	2.6.4	Reference to NAFIS changed to IDENT1
1	3.3.	CJ Arrestees added to list of categories held on Names database
1	4.3	Increasing use of electronic batch output and updated statistics
1	4.5	Buildings security and facilities management added
1	6.2.2, 6.2.4	Additional information about validation and renewal of passwords
1	7.2	Terminal naming conventions for IDENT1 and FIND added
1	13.3	More specific information about descriptive searches
1	14, 15	Minor updates, O ₂ changed to Macquarie and S-170 to S-190
1	Appendix 1	New entries for NPJA and SPSA
1	Appendix 4	Updated contacts for NPJA and SPSA; new entry for NCALT
1	Appendix 5	New entries for #DN, #D4, #LE, #NR and #P5
1	Appendix 6	New list of Force Codes
2	1	Addition of MOT and Vehicle Excise Licence fields
2	3.1, 9.13.3	Use of REM report to record removals made by private contractors
2	5, 8.2, 9.16.1.1, 9.18	Lifespan of INF and RES reports may be extended manually
2	6.1.6	New section on VEL Serial Number and Expiry Date
2	6.7.1	Extra valid combinations of missing characters allowed in #VP
2	6.8.4	Abbreviations used in #VF and #VR Summary Screens
2	7.5	Clarification of multiple DVLA marker searching in VODS
2	9.20	Some ANPR systems can search on vehicle keywords
2	Appendix 5	Additional information about new style V79 form
2	Appendix 6	Revised MIIC forms for DPA 1998 s.29(3) exemption requests
6	2, 3	References to LFCs changed to SRGs
6	3.6	PFI messages now generate entry in Transaction Log
7	2.3	NP230J output now available in CSV format
7	2.5	New DNA ISSUES REQUIRED parameter option in NPDNAR
7	2.6	NPIMPJ has capability to produce output in CSV format
7	2.9	NW210J can search on LOCATE/INFO and various new ORDERS
7	3.14	URN printed for Scottish records
7	3.21	SCRO changed to SPSA
7	3.23	Specification of when NW001J weeds LOCATE/INFO and ORDER
7	Appendix 1	New version of Batch Services Authorised Signatories Form
7	Appendix 2	New version of Security Administration Form

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 07.01)
1	2.1	S.31(1) deleted
1	4.5	Finance, project support, product management, IMPACT deleted
1	7.2	LFC terminal type
1	Appendix 1	PICTTS and PITO deleted
2	6.1.5	Wording made redundant by completion of MOT rollout
2	6.4	#VC no longer excludes Blocked and Police in Confidence records
7	3.23	NW001J doesn't weed records with expiry date same as run date

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Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 07.02)
1	Appendix 4	New contact details for SPSA
1	Appendix 5	New entries for +DC, +DN, +DP, +DS and +ND
2	6.7.1	Minor improvements made to wording of #VP search criteria
2	6.7.5	Separated and revised section on choice of #VP output
2	7.5	Use of FOREIGN police marker in VODS
2	7.6.2	Limit on number of records VODS may return now shown in #VH
2	8.2	New warning screen when report deletion will delete whole record
6	3.2	Forces 01 and 02 treated as one force in Originator search
7	2.6	NPFCHR added; subsequent sections have been renumbered
7	2.7, 2.10	New body parts included in NPPHSR and NW240J
7	Appendix 2	New version of Security Administration Form

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 07.02)
None		

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 10.01)
1	1.2	PNC Manuals are available via POLKA
1	2	Revised wording for section on outline of the system
1	2.2, 2.6.5	Access Northern Ireland added
1	2.3	Data now transferred electronically
1	2.4	Updated section on mobile access to PNC
1	2.7	New section on PNC system capacity and force responsibilities
1	3.1	Section on current applications rewritten
1	3.2	Action replaces Information as an example of a police report
1	3.3	PNDs and NFLMS added; tape changed to electronic file transfer
1	3.4	Addition of link to National Mobile Phone Register
1	4.2.2	Updated description of Service Desk procedures
1	4.3	Changes to Batch and Media Services despatch processes
1	5, 5.4	National Trainers register maintained by NPJA(ICTLP) not IITT
1	5.1.1, 5.1.2	Updates to Police Training Roles and Managers courses
1	5.1.3, 5.1.7	Duration of courses updated
1	5.2	Amendments to section on training materials
1	6.2.2	Additional information about SRG password standards
1	7.2	Visibility of Terminal name
1	9.1	Electronic and printed Message Log output
1	11	List of PNC Liaison Officer Letters added to Bulletin Board
1	11.1	TRNG enquiry records, course and Open Week dates added
1	12.4	PNC data held electronically to be deleted when no longer needed
1	13.2	Printout changed to electronic or paper output
1	14.2	Revised wording for section on communications network
1	14.3	S-190 mainframe changed to S-200
1	15.2	Central Services Gateway to replace STIF Replacement Gateway
1	15.3	Various updates to section on other PNC application interfaces
1	Appendix 1	New entries for HBV, NMPR, PDA, POLKA, S.31(1)
1	Appendix 2	New literals for Ethnic Appearance codes
1	Appendix 4	Contact details updated: ACRO, DVLA, FSS, MIB, NIS, NPJA
1	Appendix 4	Added: CESAR, Impact, NDNAD, NMPB, PANIU, POLKA, S.31(1)
1	Appendix 5	S.31(1) #V8, #V9, +EI, +HD added; +SM amended
1	Appendix 6	Updates to force codes 18, 29, 79, 86, 88, 2G, 2K, 2P
1	Appendix 6	New force codes 68, 3N, 3U, 3V, 3W, 3Y, 3Z
1	Appendix 7	New version of form to request no disruption to PNC services
2	1.6	Deletion of age-related VRM linked with CHER TRAN plate
2	3.1	Auto-email facility when FOU added to LOS with email address
2	3.1, 3.6.1, 5, 7.5, 8.2	New vehicle reports ACTion and REAction
2	3.1	SEE and REM may not be added when unpaired LOS report present
2	3.1	If DES report present only INF or COR reports may be added
2	4, 8.2	New facility to associate Hazard marker with certain report types
2	6.1, 6.2	#VK should be the default for ANPR systems, not #VE
2	6.1.4.1	MIIC changed to MIB
2	6.1.4.3	Clarification of INS: UNAVAILABLE
2	6.7.5	#VP provides Abbreviated print option (one-line summary)
2	7.2.9 - 7.2.12	New #VQ lists relating to Hazards, Autoemails, ACT Reports
2	7.4.2	New section on Model searching within VODS
2	7.6.1	Updated information about VODS downloads done at HDC
2	7.6.2	New display options and functionality within #VH
2	8.1	Postcodes added to police records now included in #VF and #VS
2	8.1, Appendix 5	Tape changed to electronic file transfer
2	9.1.3	New section on stolen trade plates
2	9.13.4	Vehicles removed by Highways Agency
2	9.18	Updated section on ANPR, ACT and INF reports
2	10.2	Prints changed to checklists
2	Appendix 4	Various name changes
2	Appendix 6	Revised MIB forms for DPA 1998 s.29(3) exemption requests

Additions / Amendments (cont'd)

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 10.01)
3	3.1, 4.1.1	Additional CESAR Number field
3	3.4	Updated list of Animal Marker Companies
3	8.1.1	More detailed explanation of modifying previous #PS search
3	9	Role of PANIU in assisting with improved data quality
3	Appendix 1	Use of BOBCAT, RAMMER, WACKER is not recommended
4	5.2	Revised guidance about Broadcast content transmitted via radio
5	2.5	DQ and WM added to #QN options
6	2	Confirmed PR page requests show in TLOG for #VE and others
6	3.2	Searching of fast-track ANPR automatic heartbeat VRMs via #TE
7	1.2, 1.3, 2, 3	Updates to reflect change from printed to electronic batch output
7	1.4	New section on despatch of batch output
7	2.5	L (Lost or Damaged) option added to NPDNAR
7	2.6	NPIMPJ may be requested for Division or Station
7	2.12	NPSRCH renamed QUSRCH; DNA search parameters added
7	2.14	Addition of Head of Branch or equivalent for 12-15 month searches
7	3.3	FCH added to list of scenarios when ND010J will weed
7	3.4	FCH added to list of scenarios when ND020J will weed
7	3.8	NP270J may be requested by forces on an ad hoc basis
7	3.11	Amended Frequency information for NPADDR
7	3.12	Additional information about DNA Report Acquittals in NPDAFR
7	3.17	New section on NPPMSC, Persons-Master deletions for SPSA
7	3.20	NPWARM output suppressed for Scottish forces
7	3.33	VE602J now generates annual reminders for confirmed LOS reports
7	3.34	Changes to VE603J recipients and despatch methods

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 10.01)
1	7.7	Section on Printed Output no longer applicable
1	15.3	Forensic Science Service DNA database link no longer in place
1	Appendix 1	CCA, LFC, NAFIS, ~~S.31(1)~~ , PYO, VDU (no longer relevant)
1	Appendix 1	ViSOR (no longer an abbreviation)
1	Appendix 4	NIS Duty Office and Weeding Team
1	Appendix 6	Assets Recovery Agency and Pensions Regulator
3	3.5	Reference to Metropolitan Police Marine database
4	1, 1.1, 2, 3.3, 3.6.2, 4	References to VDU replaced with terminal
7	1.1	Email requests limited to 0800-1700 Mondays to Fridays
7	3.10	NP701J deleted; subsequent sections have been renumbered
7	3.19	NPPOF1 deleted; subsequent sections have been renumbered
7	3.35	Penney Holdings, SMMT and Trader Media Group deleted

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Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 10.02)
Glossary		Whole section copied from Volume 2 of Manual; new entry for DIF
1	4.1	Use of DIF lists by Computer Operations staff
1	4.6	Service Level Agreements for PNC and other NPIA services
1	5.1.1	Police Training Roles course is delivered at NPIA Harrogate
1	13.4	Corrupt TRNG records should be reported to the Service Desk
1	Appendix 4	e-Borders National Border Targeting Centre added
1	Appendix 5	+PH added
1	Appendix 6	Updates to force codes 58, 83, 89, 3J, 3Z
2	1.2, 1.3, App 5	References to V5 changed to V5C
2	1.5.3	Additional detail on Void vehicles with Certificate of Destruction
2	1.7	New section on vehicles with Q prefix number plates
2	3.1	Auto-email facility when REA added to INF or COR report
2	3.1, 7.2.12	Reason element of ACT report will be validated
2	3.6.4	New section on report combinations for auto-email facility
2	6.1.4.1	Updated section on police use of Motor Insurance Database
2	6.1.4.3	Effect of motor insurance policy renewals on PNC enquiries
2	6.4, Appendix 3	Asterisk (*) may be input to search for non-standard Makes
2	7.6	Disclosure purposes added to reason for retaining VODS details
2	7.9	New section for Legal Requirements in Scotland
2	8.1.1	#VU Entitlements for Record Creation/Maintenance
2	8.2	Amend Hazards option (H) added
2	8.2.1	#VU Entitlements for Report Creation/Maintenance
2	9.8	Footnote about partial recovery of vehicles
2	9.20	Use of keywords in text of Vehicle reports
2	Appendix 3	New examples of Vehicle Identification Number construction; TVIS
2	Appendix 7	Frequently Asked Questions on use of Motor Insurance Database
3	3	Temporary use of Crime/Reference Number in Property records
3	3.1	List of Plant manufacturers is available
3	3.8	Auto-email facility when FOU added to LOS with email address
4	3.2	Broadcasts must be acknowledged within 10 minutes
4	5.4	Amended phone number for National Ports Office
5	3.1	Revised wording for use of #QU transaction
6	3.6	Example of different transaction code format included
7	1.1	Reworded sentence to reflect most batch requests made by email
7	1.4	Modified statement about use of Home Office File Transfer Hub
7	2, 3	Updates to reflect change from printed to electronic batch output
7	3.8	NIS changed to NPIA Reconciliations
7	3.21	Updated list of reviewable Information Markers in NPWSIM

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 10.02)
1	15.3	Reference to NM & CP removed

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 11.01)
Glossary		New entries for IMEI, MIAFTR, NMPR
1	Appendix 1	New entries for CCU, FNP
1	Appendix 5	New entry for #VI; former #VI renamed #VB
1	Appendix 6	Force code 2J amended; 4B added
2	1.2	Scrapped marker can mean vehicle is legitimately on the road
2	1.6, 2.1	Void vehicle records weeded more promptly than previously
2	3.1	ACT Report - ASSESS introduced as new Action keyword
2	3.1	ACT Report - Reason keyword is now validated
2	3.1	Use of INF reports to hold overflow text for ACT Report
2	6.1.4	Additional information displayed relating to motor insurance
2	6.9	New #VI transaction, including historical insurance check
2	9.18	New version of ACT/REA Report Briefing Notes
2	9.18.4	Updated policy for recording cloned vehicles
2	9.18.7	INF changed to ACT for vehicle stolen abroad and reported in UK
2	Appendix 6	Introduction of #VI removes need for s.29(3) DPA process
2	Appendix 7	Amended Motor Insurance Database Frequently Asked Questions
3	1, 2.7, 4, 4.1.7, 5.3	New property type 11 - PHONES (NMPR)
4	5.15	Use of PNC Broadcasts for Operation Whittle
4	5.16	Use of PNC Broadcasts for Child Rescue Alerts
7	2.14	Expansion of RECORDS REQUIRED parameter in UT700J
7	2.14	Revised explanation of ORIG/COLLAR NO parameter in UT700J
7	3.12	Additional explanation of DATE OF RUN parameter in NPIPRM
7	3.34	Carweb UK added to VE603J recipients

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 11.01)
4	1.1	Option to allow broadcast to fewer than two destinations
7	3.34	PVDTP and HPITP parameter options deleted from VE603J

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 03.01)
Cover		Corporate PITO cover
Version Control		New feature
List of Changes		New feature
Amendment Request Form		New feature
Glossary		Amended entry for Recordable Offence
Glossary		New entries for Schengen, SIRENE, VISOR
4	7.3	KA maximum changed
4	8.4.2	PYO definition from Home Office web site
4	9.1	Made alphabetical, with priority order stated underneath
4	10.1	Various Information Markers updated; also made alphabetical
4	10.5	New paragraph on Local Persistent Offenders
4	19.2	New reference to LPOs in LX (Interest) markers
5	6.6	DNA status
5	6.6.2	DNA sample barcodes
5	7.4	Crime Reference Number
5	23.1	Resulting of court cases
5	27.5	Failure to comply with Rehabilitation Programme
5	28.1	Custody date
6	4	ORDER/SEXREG and LOCATE TRACE (ASBOs) updated
6	11.3	Power of Arrest
6	11.7	New paragraph on Sex Offenders Orders
7	1	Source of DD data
7	3.7	New paragraph on Drink/Driver Rehabilitation
8	1	Reference to legislation in Drivers Licence introduction
Appendix 9	27	Reduction in DD following Drink/Drive Rehabilitation
Appendix 9	31	Failure to comply with Rehabilitation Programme
Appendix 9	32	Entering and Resulting Breaches of Court Orders

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 03.01)
Glossary		Deleted entry for Reportable Offences
4	10.1	GR, Gender Reassigned, deleted
6	8.7	"for the original offence" deleted
6	9.1	Last paragraph deleted

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Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 04.01)
4	10.6	Intensive Supervision and Surveillance Programme (ISSP)
4	19.2	Addition of ISSP to Interest Local Cross-Reference
4	32.7.3	Field Rules for entering Company Names
5	6.1	New description of Arrested and Reported process stages
5	6.5	NAFIS forces must not use F (Force held) option
5	17	Addition of police bail to Bail Address
8	2	Rules for surnames with MAC, apostrophe, hyphen or space in #DL
Appendix 9	33	Procedures for recording CJ Arrestees with NFA
Appendix 10	All sections	Enhanced appendix on MO Keywording

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 04.01)
None		

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Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 05.01)
Glossary		New entry for IDENT1; amended entries for Livescan, NAFIS
1	1	<i>Code of Practice for PNC</i> included on list of compliance documents
1	2.2	National Fingerprint Office subsumed into PITO
1	3	Updated section on IDENT1 (formerly NAFIS)
4	9.1	Fuller description of use of Warning Signals
4	10.1	New entry for VS Information Marker
4	10.5, 19.2	Persistent Offenders changed to Prolific and Priority Offenders
4	32.10	New section on Gender Recognition Act 2004
4	34.5	Additional text saying Home Force field must be completed
5	3.1	Responsibility for creation of Arrest/Summons
5	23.15	Information about contested Penalty Notices
6	4	New LOCATE/TRACE entry for Police Reform Act 2002
6	8.5	Clarified definition of CONДАРREST
6	11.4, 11.6-11.8	Updated Field Rules for Registered Sex Offenders Orders
8	3.6, 4.4	Additional information on Cross-Referenced Driver details
12	2.1.6, 2.1.7	New transaction codes #SL and #SZ for unlocking DCTs
12	2.5.2	Use of **NP Fce/Stn codes to exclude NPPA work in #NS
Appendix 4	MHA	Weed dates to be entered under Mental Health Act
Appendix 9	1	Amended procedure for Remand in Care
Appendix 9	16	Adjudication changed from Non Conviction to Not Guilty
Appendix 9	34	New procedure for recording Police to Police Remands, Sec 47(3)
Appendix 9	35	New procedure for recording Conditional Cautions
Appendix 9	36	New procedure for recording Conditional Police Bail pre-charge
Appendix 9	37	New procedure for recording Fixed Penalties
General		References to NAFIS altered to IDENT1

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 05.01)
4	10.1	PERSISTENT OFFENDER pseudo Information Marker
10	3.13	Reference to PERSISTENT OFFENDER in DD printout

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 06.01)
Glossary		New entry for EAW
1	2.9.1	Early Release Scheme added to DEPORTEE Information Marker
4	4.7	Nothing except INFORMATION to be used for unknown surname
4	9.1	Expanded introduction to Warning Signals
4	9.1	Corrected title for XP Warning Signal
4	9.2	Mandatory Drugs Test added to description of DR warning signal
4	9.2	Mental warning signal renamed MENTL HLTH
4	9.4	New section on Retention Period of Warning Signals
4	10.1	Corrected titles for AS and OV Information Markers
4	10.1	Early Release Scheme added to DEPORTEE Information Marker
4	10.1	New GR and PP Information Markers
4	10.5	Amended section on Prolific and Priority offenders
4	32.10.1	GR used instead of OD for Gender Reassignment
4	40.2	PCSO added to list of valid ranks
5	2.4	New section on method data used as evidence of bad character
5	2.8, 6.6.4	Blood valid as DNA sample type
5	2.9	Reference to bail appearance at court "or police station" added
5	3.3	Rewritten section on Prevention of Terrorism
5	6.1	Additional paragraph about process stage
5	9.1	Children changed to vulnerable victims
5	23	Timeliness target for disposal entry reflects <i>Code of Practice</i>
6	4	New ORDER/HARASS entry for injunctions with power of arrest
12	2.1	Deletion of User-IDs dormant for at least 6 months
12	2.1.1	#SC transaction for creation of new User-IDs
Appendix 5		Amended hyperlink to Home Office Circulars
Appendix 6		FC added to #QV matrix
Appendix 7		FC added to list of Codes
Appendix 10	5	New phone number for NMI

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 06.01)
4	10.1	Possible Impendings Information Marker no longer used
5	2.12, 4.9.3	References to weeding after 42 days
6	4	Reference to reportable offence in LOCATE/NPF
6	8.2	References to committal and extract warrants
6	8.2	Reference to recordable offence in NPF Warrants
Appendix 9	34	Amendment of Process Stage from A to C
Appendix 9	36	Procedure for recording Conditional Police Bail pre-charge

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 06.02)
Glossary		New entries for ACRO, PIAP (replacing PSSC), PND (penalty notices)
1	1, 2.9.2	Reportable changed to recordable (also Chapter 12, section 1.4)
1	2.14	Closure of National Method Index
1	2.18	Updated information about manual weeding of records by NIS
1	3	Update on Scotland's implementation of IDENT1
2	4	New section on Data Definitions
3	2.11	Closure of National Method Index
3	2.12	All A/S entries must be BRC'd, not just the most recent one
4	4.9.6	Update on DNA Barcode Number format
4	9.3	Warning Signal text mandatory, limit increased to 60 characters
4	10.1	New statement about no power of arrest in DR Information Marker
4	10.1	Impact of closure of NMI on MO Information Marker
4	10.2	Information Marker text now mandatory
5	1	"Offences can .." changed to "Offences must be recorded on PNC"
5	1	Additional information about PNC Code of Practice, with hyperlink
5	2.1	Addition of PND to list of processes for which A/S is created
5	6.6.2	Update on DNA Barcode Number format
5	28.4, 28.5	References to NIS replaced by IDENT1
5	29	New section on Retention Guidelines
6	2.1	Updated list of organisations that may add WM reports
6	2.1, 3.4, 8.1	WM DESERT now entered by Force 15 instead of NIS
6	3.3, 4, 5	New qualifier LOCATE/INFO
6	9.1	Impact of SOCP Act 2005 on PNC procedures for WM text
8	5	#DQ Drivers Table Enquiry
10	2, 9	Witness Print
Appendix 7	E3	Notifiable Occupations print not generated only upon conviction
Appendix 8		Column added for Witness Print
Appendix 9	10	All A/S entries must be BRC'd, not just the most recent one
Appendix 9	34	New subheading for procedure upon return after Police Bail

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 06.02)
4	10.3	Records no longer weeded 12 months after entry of CD marker
6	2.3	Details about Deserters (now incorporated into section 2.1)
12	2.4.2	Reference to PSSC
Appendix 7	E4	DAF Print for National Method Index no longer produced
Appendix 10	1, 2.8, 5	References to National Method Index

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 07.01)
Glossary		Amended entry for Bail; new entry for NFLMS
1	3	IDENT1 now fully implemented in Scotland
4	8.2	Procedure for recording extensions of over 6 digits in DF requests
4	10.1	Amended entries for CD, FL, OV and VS
4	10.2	Additional information regarding Date and FS/Ref
5	2.8, 6.1	Erroneous word 'summoned' changed to 'summonsed'
5	4.10.3	New section about makeovers involving FCH
5	6.5	FP Status of F should not be used by IDENT1 forces
5	13.1, 13.7	Section 37(7) of PACE added to entry for P (Police Bail)
5	24.3	New reference to CJ Arrestees in section about No Further Action
6	4	WM Classes and Qualifiers listed in alphabetical sections
6	4.4	WM ORDER class updated with several new Qualifiers
6	5	Specific report types cause suppression of existing Detained (D)
6	11.7	References to new sexual types of ORDER added
6	13	Section on Football Exclusion Orders updated
8		New Firearms chapter; subsequent chapters renumbered
11	13	Signature box added to Source Input Document
Appendix 9	36	Policy about recording of Fixed Penalty Notices

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 07.01)
1	3	Paragraph re Scotland's progress towards IDENT1 implementation
6	4	Erroneous sentence about Detained weeding with Locate/Info
Appendix 9	33	Procedure for recording CJ Arrestees reverted to original method
Appendix 10	2.8	Use of Trademark when offender hasn't used this MO previously

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Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 07.02)
Cover		Corporate NPIA cover
All		PITO & Centrex references changed to NPIA
Glossary		Amended entries for CRO Number, DTTP; new entry for NPIA
Glossary		New entries for DfT (replacing DETR) and SPSA (replacing SCRO)
1	1	Firearms Certificate Holder added
4	6.6.8, 7.3	F (Firearms) in summary screen and FC page now active
4	7.3	Each A/S may have Bail Conditions, so maximum is 999
4	8.4.2	FC (Firearms Certificate Holder) added
4	8.4.2	"treated as a PYO" changed to "considered as a PYO"
4	10.1	New system generated SUPERVISION Information Marker
4	13.11, 32.9.19	New body parts Ankle, Elbow, Eyebrow, Knee, Nipple, Penis, Wrist
4	19.2	Insertion of the word "former" in LX Interest marker
5	2.9.1	New section on Bail Conditions
5	3	National policy on record-keeping
5	6.6.8	New section on DNA ISSUES
5	7	Consent needed to take DNA/FP for non-recordable offences
5	23.10	Victim Surcharge details must not be added as part of the disposal
6	3.1	DETAINED report may be deleted by owner of any WM report
6	4.1	Use of Abscond/Prison for early release on Governor's licence
6	4.3.1	Inclusion of Scottish legislation in relation to Vehicle warnings
6	4.3.1	Use of Locate/Info for Control Orders
6	4.3.2	Use of Locate/Info for high risk Domestic Violence offenders
6	4.4.1	Dog Control Order added to list of Orders
6	11	Additional guidance about sex offender registration periods
13	2.5.2	#NS no longer restricted to statistics for home Force/Stations
13	2.5.3	New #NR transaction to list records in specific timeliness category
Appendix 1		New Scar keyword TATTOO REMOVED
Appendix 1		New Mark keyword FRECKLES
Appendix 1		New Pecu keywords ATTACHED LOBES, BULGING, TWISTED
Appendix 1		New Tattoo keyword TRIBAL
Appendix 9	32	New instruction added to Appendix C

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 07.02)
Glossary	PITO	Deleted entry
2	4	Firearms no longer an example of a future development
5	24.3	NFA Text is not a mandatory field
6	4.3.1	Use of Locate/Info for ASBOs and other order

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 09.01)
Glossary		Amended entries for CCRIO, Diazo, First Case, Recidivist, ViSOR
Glossary		New entries for CESAR, CHS, NABIS, NMPB, SCD26, SRG
1	1, 2	Overviews of PNC Names and record keeping functions rewritten
3	1, 2.9-2.10, 2.12, 3	Various changes within NIS, including microfiche sent by email
4	4.6, 32.7.3	DOTCOM/COMPANY as forenames in company names
4	4.9.6	3-series DNA barcodes for PACE samples
4	6.6.5, 32.9.4	Revised Ethnic Appearance descriptions
4	8.2	Microfiche details now sent by email
4	9.1	Input of SH and SU warning signals on behalf of Prison Service
4	9.2	HIV/AIDS may not be recorded under Ailment Warning Signal
4	9.2	Additional text for Drugs Warning Signal
4	10.1	Amendments to LL, MO, RF and SO Information Markers
4	32.4.4, 32.5.4	Spaces not allowed in F/S Reference (also in Chapters 5,6,7)
4	32.5.1	NFLMS can generate CD marker without UD marker present
4	32.9	Amended reference as to when NIS must update NASC factors
5	1.1	Non-police agency source input document (NPA1)
5	1.6	New section on European Arrest Warrants
5	2.8, 2.10, 6.6.7	New DNA status LOST/DAMAGED and new Test Method field
5	2.8, 6.1, 6.2, 13.1	Postal Requisitions
5	2.8, 6.6.5	New DNA laboratories Eurofins, Forensic DNA Services and FER
5	2.8, 6.7; App 8,9	NAME CHARGED changed to A/S NAME
5	2.8, 6.8; App 8	ARREST DOB changed to A/S DOB
5	2.12, 4.9, 23.16	Inclusion of Penalty Notices for Disorder
5	4.9.2	New paragraph about Libra & cases remitted from other areas
5	6.6	Updated section on DNA Status
5	6.6.9	Removal of DNA ISSUES marker can only be done by DQIT
5	7	Revised warning message when adding non-recordable offence
5	13.6	Next Appearing On date corrected from 6 months to 1 year
5	23.7	Disposal codes for suspended sentence
5	23.8, 23.14	More specific titles for Duration fields
5	26	Cautions for NPPAs not to be entered on PNC
5	28	New section on creating Penalty Notices for Disorder
5	App 2	New phone number and address for ACRO
6	3.1	HM Courts Service do not add DETAINED reports
6	4.2, 4.5, 4.6	More details on who can enter certain classes of WM report
6	4.3	LOCATE may not be used to circulate NPPA defendants
6	4.3.1; App 9	Names Working Party changed to Names Group
6	4.3.2	LOCATE/INFO for honour based violence or forced marriage
6	4.4.1	Breaches of exclusion requirements
6	4.4.1	New Orders DISANIMAL, MATHOMES, SCPO and VOO
6	4.5	Changes to who may create RECALL entries
6	4.7	Additional advice about Missing Persons
6	11.6	Number of bullet points corrected from three to five
8	5	List of data items in Firearms Certificate reports
8	8.2	Weeding of records with FCH reports
9	1	Hyperlink to legislation relating to use of #DL added
9	5	S.31(1)
10	2.1.5	Revised Ethnic Appearance descriptions
10	2.1.7	Amended description of QUEST eye colour search
10	2.5	New printing and paging options in QUEST
11	3.3, 3.6, 3.14	Police Print includes Penalty Notice and Firearms Certificate data
11	5, 6, 7, 8	S.31(1) changed to S.31(1) ; CPS changed to Prosecutors
12	5	New section on Names Matching Decade of Birth searching
12	9, 10, 12	Additions to list of Names Matching forename alternatives

Additions / Amendments (cont'd)

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 09.01)
13	2.1.1	#SC available via STIF Replacement Gateway terminals (SRG)
13	2.5.3	New text in #NR when A/S or Disposal has been deleted
Appendix 5		Updated website links for Home Office Circulars
Appendix 7	CA	Inclusion of Warnings, Reprimands and Penalty Notices
Appendix 7	E2	DVLA report no longer produced
Appendix 8		WM, DD and FC added
Appendix 9	32	Breaches of Court Order where offence was non-recordable
Appendix 10	1	New phone number for Ian Pickard
Appendix 11		Additions to Firearms Certificate Holders data items matrix

N.B. Other than in Chapters 1 and 3, references to NIS have been changed to NPJA Reconciliations in:

- Chapter 4, sections 4.7, 11.1.1, 30.2.1, 32.6.1, 32.9
- Chapter 5, sections 3.5, 3.6, 4.8, 4.10, 4.10.3, 11, 20
- Chapter 6, sections 3.4, 4.2, 4.5
- Chapter 8, section 3.1
- Appendix 7

References to NIS have been changed to SCD26 in:

- Chapter 4, sections 10.1, 32.5.1
- Chapter 5, sections 1.3, 2.15, 21, 21.6
- Chapter 6, sections 8.1, 8.8

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 09.01)
1	2.8	Former NIS function HM Forces - now covered by SPCB
1	2.15	Former NIS function National Vetting Office
4	8.4.2	PYO flag removed from #NE Status Line
5	2.8	DNA status Rejected Resampling Permitted and No Resampling
5	23.10	Victim Surcharge details may be added if desired
6	11.7	Reference to NIS
9	2	Additional rules for #DL Surname and postcode searches
11	7, 8, 10-12	References to Rehabilitation of Offenders Act
11	16	Automatic conversion of fingerprint status after 12 months
Appendix 8		References to S.31(1)

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 10.01)
Glossary		New entry for S.31(1)
Glossary		New entries for Bichard 7, CRASH, DVS, DYO, Libra, PentiP, YRJ
1	1, 2.3	Library move and new procedures for requesting microfiche
1	2.5	Functions of NPJA Reconciliations Team
1	2.6	Impact of Coroners and Justice Act 2009
1	2.10	Clarification of joint responsibility for adding prison release details
3	1, 2.12	Microfiche Library moved to NPJA
4	6.4, 6.5	Amended responses to #NE transaction
4	7.3, 8.4.2	New entry for CC in Default Order of Display and Status Line
4	8.2	DF facility no longer available to request microfiche
4	10.4	SO marker used where owning force does not have ViSOR access
4	34.6	Advice to record mobile phone numbers in Identity Numbers field
5	4.8	Expanded section on #CI, including BRC of pre-Phoenix disposals
5	6.1	Postal Requisitions in use by DVLA and DWP
5	23.13	Use of Concurrent and Consecutive qualifiers
5	24.3	Recording Youth Restorative Justice disposals in NFA text
5	26, 26.5	Recording Conditional Cautions as an arrest disposal
5	Appendix 1	NPA1, NPA2, NPA3 forms
6	4.3.1	LOCATE/INFO for Curfew Orders and DYOs
6	4.3.2	LOCATE/INFO for foreign national prisoners
6	4.4.1	New orders CTTRAVEL and DRUGTRAV
6	4.4.1	Free text to be used for Drinking Banning Order
6	4.4.1	Inclusion of Restraining Orders within HARASS order category
6	5	Requirement to add multiple DETAINED reports
6	6	NPPHSR changed to QUSRCH
6	11.6	Requirement for SO to register if returning to UK from abroad
7	1	Updated description of sources of DD information
7	1.3	Amended definition of Interim disqualification
7	5.6	New section on DD Text field
8	7.1	Reference to mandatory DAF Reports in Phoenix Functional Spec
8	10	Amendment to FCH combinations searchable by QUEST
9	1	Driving with Expired licence during medical investigation
9	1	DVLA validation service for foreign driving licences
9	2	Extra rules for #DL surname and postcode searches reinstated
10	2.1.13	Additional advice about searching on contact lenses and glasses
10	2.3.2	Effect of new legislation on QUEST offence code searching
12	8.8	Fuller explanation of Year of Birth searching in #NE and #NU
13	2.1	Retraining of lapsed PNC operators
13	2.1.5	Additional information about #SP and SRG users
13	2.1.6	Additional information about #SU and SRG users
Appendix 3		Offence category renamed IMMIGRATION/ALIENS
Appendix 6		New reference to Phoenix Functional Specification
Appendix 7		Update to section on Special DAF Reports for forces
Appendix 9	27	Additional disposal information for DD rehabilitation
Appendix 9	35	Revised introduction to Conditional Cautions procedure
Appendix 10	1	Updated contact for Keywords on the PNC (KOP)

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 10.01)
Glossary		NAFIS deleted
3	3	NIS no longer responsible for Microfiche Library
5	30	<i>Retention Guidelines</i> document largely deleted, pending review

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Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 11.01)
1	2.6	Additional wording on entry of foreign convictions
1	2.10	Amended wording on entry of Prison Release information
1	2.16	SCD26 changed to NPIA Reconciliations Team
1	Appendix 1	Whole section copied from Volume 1 of Manual
4	7.1	DF added to paging options within #NE
4	30	New section on #DN transaction
4	33.7.3	More detail about use of DOTCOM for internet company names
4	33.9.17	Minor amendments to information about Nationality
5	1.4	Revised section on non-police prosecuting agencies
5	3.3	S.31(1) added to list of national forces doing their own updates
5	20.5	Prisoner Number format annnnn may now start X, Y or Z
5	26	Conditional Cautions workaround should not normally be used
5	26.5	Conditional Caution End Date may not be before Date of Caution
6	4.4.1	Amended description for DISANIMAL, SEXPO and VOO
6	4.4.1	New order GANGINJ
6	4.5	Amended reference to Supervised Community Treatment
9	1	Reference to #DN transaction
9	4	Additions to paging options within #DL
10	2.1.1	QUEST searching on initials not advisable
Appendix 8		Conditional Cautions added
Appendix 9	2	Additional detail regarding Fail To Appear procedure
Appendix 9	35	Revised introduction to Conditional Cautions workaround

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 11.01)
8	3.1	Place of Birth update in record with FCH reports is now allowed

Additions / Amendments

CHAPTER	SECTION	<u>DESCRIPTION OF CHANGE (Volume 2, Version 11.02)</u>
Glossary		New entry for Interpol
1	2.3	Microfiche charge no longer applies
4	9.2	CONCEALS Warning Signal added
4	10.1	RELEASED SUPERVISED/UNSUPERVISED Info Marker added
4	10.1	Extra detail about system generated (dummy) Information Markers
4	35, 35.4	New postcode lookup function within #NA and #NU
5	1.4	Extra information about summons process for NPPAs
5	25	New process for Prevention of Terrorism/Deportation Orders
5	26.5	Additional guidance on the recording of Conditional Cautions
6	4.3.1	Harbourer's Warning changed to Child Abduction Warning
6	4.3.1	Use of Locate/Info for Threats to Life Warnings or Referrals
6	4.3.2	Use of Locate/Info for Scottish Supervision Orders
6	4.4.1	New Youth Rehabilitation Order added
6	8.10	Correction to example of weed date
6	9	Brand names must not be used in Wanted/Missing text
6	11.7	New text on Sexual Offences Prevention Order and Notification
6	12	New section on Violent Offender Order and Notification

Deletions

CHAPTER	SECTION	<u>DESCRIPTION OF CHANGE (Version 11.02)</u>
1	1.5	Role of NIS no longer applicable
4	10.1	NO LICENCE Information Marker is no longer displayed
5	3.3	~~S.31(1)~~ removed from list of national forces doing their own updates
5	3.6, 25	Historical process for PoT/Deportation Order offences

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 12.01)
Glossary		Amended entry for PentiP; new entry for P4G
1	7.2	Reference to 2-digit force identifiers
1	Appendix 4	New details: National Ports Office, NPJA, SPSA, UKCA-ECR, VOSA
1	Appendix 5	Transaction codes @DE, @DS, @VK, +PR added
1	Appendix 6	Force codes 69 and 4C added; 2-digit force codes added
1	Appendix 7	New version of form to request no disruption to PNC services
2	1.2	Amended wording for DVLA SCRAPPED marker
2	1.3	DVLA Microfilm numbers can be 12 digits
2	3.1, 9.18	Changes to report types that generate fast-track ANPR hits
2	5	DESTROYED report weeds after 6 years
2	6.1.5.2	Additional information about NOT HELD status for MOT Expiry
2	6.7.2	Updated example of MAKE GROUP field search
2	9.18	New version of ACT/REA Report Briefing Notes (v4.2)
2	Appendix 7	Minor changes to clarify permitted use of #VE and #VM
3	4.1.7	Check digit must be correct if entered in NMPPR search via PNC
6	3.6	#PE on category 11, Phones (NMPPR), also logged as +PR
7	2.14	UT700J requests must be submitted via proforma
7	3.3	Additional information about ND010J, weekly DD weed job
7	3.33	VE602J issues reminders before weeding DESTROYED reports
7	3.34	VE603J excludes Police Records
7	Appendix 1	New version of Batch Services Authorised Signatories Form
7	Appendix 2	New version of Security Administration Form
7	Appendix 3	New proforma for submitting MLOG Search Requests (UT700J)
11	9.1	Guidance on review of Warning Signals
11	10.1	Use of Asset Information Sought for Confiscation Orders
11	10.1	UKBA now allowed to create DP Information Markers
11	10.1	Added text for VS marker about Archived ViSOR Records
11	30.1	Latest version of #DN guidance document
12	6.1	Postal Requisitions now used by police forces
13	4.3.2, 4.4.1	Additional guidance on Non Molestation Orders
14	1	National policy on updating of Disqualified Drivers element
16	1	Additional document referencing Expired Driving Licences
Appendix 3		Updates to WM Retention Periods
Appendix 9	4	Disposal codes amended for Destruction Orders

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 12.01)
1	3.1, 7.2, 15.3	References to Crimelink
1	Appendix 5	Crimelink transactions (#Z1, #Z2, #Z3, #Z4, #Z5)
1	Appendix 5	FIND transactions (+IA, +IC)
1	Appendix 6	Force codes 2A, 2G, 2W, 3M, 3Z
2	9.20	MO Keywords in Vehicle reports
7	2.3, 2.4, 2.12	References to No Licence Information Marker
11	33.5.1	Reference to No Licence Information Marker

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 14.01)
Cover		Corporate Home Office cover
Glossary		Causeway, PNCS added; CHS, IDENT1, NPJA and PFI amended
Glossary		CRB changed to DBS; DVLNI changed to DVA (NI)
Glossary		Statutory Instruments added to Recordable Offences
Glossary		S.31(1) changed to S.23(1) SPSA changed to SPA/Police Scotland
1	5.3	Two TRNG open weeks per year instead of four
1	6.2.3	System test purposes added to description of DEMO
1	6.6	Authorised persons and out-of-hours password resets
1	6.8	Cross-force Update and Enquiry Facility
1	12.4	Revisions to section on PNC security and GPMS classification
1	14.2	Replacement solution for SecureDial available from NDI
1	14.5	New section on PNC Test Database
1	Appendix 4	CRB, NPJA, S.31(1) SPSA and VOSA replaced; Thatcham added
1	Appendix 4	Updates to IDENT1, NMPB, NMPR, PND, POLKA, SISII
1	Appendix 5	Transaction codes #LC,#LD,#LF,#LG,#LH,#OI,#SF,#SI,+IV added
1	Appendix 6	Force codes 2E, 2F, 2H, 4D, 4E, 4F added
1	Appendix 6	Force codes 66, 67, 69, 79, 91, 95, 96, 2J, 2L, 2N, 2P, 3H amended
1	Appendix 6	Police Scotland prefixed to codes 70, 74, 76, 78, 80, 82, 84, 87, 90
1	Appendix 7	New version of form to request no disruption to PNC services
2	1	Northern Irish vehicles registered at DVLA from July 2014
2	1	Use of VEL field is under review
2	1.2	Updates to Diplomatic Privilege and SORN
2	2.2	VRO Records following closure of Vehicle Registration Offices
2	3.1	Help screen for keywords when creating or amending ACT report
2	5	DES report weeded after 6 years instead of held indefinitely
2	5	ACT report default reduced to 6 weeks, minimum to 2 days
2	6.1.6	Revised section on Vehicle Excise Licence field
2	6.7.2	FOREIGN=N means all vehicles are included in #VP search
2	6.9	Possible explanation for apparently inconsistent #VI results
2	7.2	Reference to <i>Guide to Similar Makes & Models of Motor Vehicles</i>
2	7.2.5	VRO Table now redundant
2	7.5	FOREIGN=N means only domestic vehicles included in #VS search
2	9.18	Description of MIDAS files; clarification on use of ACT/INF reports
2	9.18	New College of Policing version of ACT/REA Report Guidance, v1.0
2	Appendix 5	Northern Ireland added; VROs removed
3	1.4	Reference to QUADBIKE category
3	3.5	Engine Power, Model and Length fields for Property type Marine
3	4	Option to print record in #PE and #PI
3	8.1.2	Introduction of #PM print menu
3	Appendix 1	Addition of OTHERNRV and QUADBIKE to list of Plant types
4	1.2	Officer dealing changed to officer or department dealing
5	3.1	Use of telephone number 101 must be avoided wherever possible
6	3.6	Insurance screen viewed via #VE, #VM or #VI also logged as +IV
7	1.3	GPMS classification changed to OFFICIAL
7	2.7	Type W (Explosives Precursors and Poisons) added to NPFCHR
7	2.9	Order options DOGCON, MATHOMES, SCPO, VOO added to NW210J
7	2.13	INCLUDE FRIENDLY FORCES option added to UT500J
7	2.14	Batch job UT501J added; subsequent sections renumbered
7	2.15	New record types CRASHPEN and DNA in UT700J
7	2.17	Batch job VE510J added
7	2.18	Batch job VE807J added
7	3.8	Updated information on NP270J, Possible Duplicate Persons Report
7	3.10	Batch job NP873J added; subsequent sections renumbered
7	3.13	Batch job NPDNAW added
7	3.14	Batch job NPFFP1/2/3 added
7	3.15	Batch job NPFFPCW added
7	3.16	Batch job NPIDOM added
7	3.25	Batch job NPREMJ added

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Additions / Amendments (cont'd)

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 14.01)
7	3.26	Batch job NPSSC1/2/3 added
7	3.27	Updated information on NPWARM, Weed Acquittals Reminder
7	3.29	LOCATE/INFO and ORDER ignored by NW001J
7	3.34	PR605J has additional recipient
7	3.39	Batch job VE511J added
7	3.40	Batch job VE512J added
7	3.41	Batch job VE560J added
7	3.43	Extra information about ACT reports in VE602J
7	3.46	Batch job VE615J added
7	Appendix 1	New version of Batch Services Authorised Signatories Form
7	Appendix 2	New version of Security Administration Form
8	1	PNC updates close to real-time following PFI modernisation
8	1, 3	PSNI now fully connected to PNC Names database and IDENT1
8	2.6	Foreign Conviction Information
8	2.8	Westminster changed to Central London
8	4	PSNI Link Project
11	7.3	New entry for BM in Default Order of Display
11	10.1	Additional LOL reference for Confiscation Orders
11	10.1	Additional text for OV Information Marker
11	10.1	New dummy Information Markers TS, SR, NS
11	23	Additional text about recording Passport details for sex offenders
11	29	DNA and Fingerprint Retention Dates added to AM page
11	33.10	PNC Reconciliations carry out Gender Reassignment changes
12	1.1, App 1	Reference to L/O Letter containing new version of NPA1 form
12	1.3	Reference to L/O Letter containing prison release licence guidance
12	1.5, 1.5.3	Updated section on European Arrest Warrants
12	2.1.1	PoFA Biometric Match summary screen
12	2.8, 6.6.5	New DNA laboratories FYA, KFS, MLA
12	3.3	Royal Mail added to list of agencies doing their own updates
12	3.6	New section on management of duplicate person records
12	5.1.1	Updating PoFA Match Investigation Information
12	6.5	PSNI now fully connected to IDENT1
12	6.5	New Fingerprint Status E for records destroyed under PoFA
12	6.6	New DNA Status E for records destroyed under PoFA
12	26	Cautions for Royal Mail Group may be added by police forces
12	26.5	Cautions recorded under LASPO Act 2012
12	30	Revised section on data retention
12	30.2	New section on Protection of Freedoms Act 2012
13	3.3	DETAINED reports weed between 8 and 38 days after being added
13	4.3.1	Use of LOCATE/INFO for potential metal thieves
13	4.3.1	Additional wording for LOCATE/TRACE when offence committed
13	4.3.2	Use of LOCATE/INFO for Integrated Offender Management subjects
13	4.3.2, 4.4.1	LOL2014/035 supersedes LOL2012/017 for Non-Molestation Orders
13	4.4.1	New Criminal Behaviour Order (CBO) added
13	4.4.1	New Domestic Violence Prevention Notice/Order (DVPNO) added
13	4.5	Prison Recalls in Scotland
13	5.7, 9.1, 13.1	Officer dealing changed to officer or department dealing
13	6	Updated text relating to batch job QUSRCH
13	11.8	Sex offenders with No Fixed Abode
16	1, 6.1	EU 3 rd Directive on Driving Licences (EU3D)
16	4.3, 4.11.11	Indication of DTTP, DTETP, RTTP on NS and ED pages
16	4.3.2, 4.11.13	Disqualified Pending Sentence displayed on NS and ED pages
17	2.1.2	QUEST search on Age parameter is based on year of birth only
17	2.1.6	QUEST search on Height parameter excludes blank records
20	2.1.5	#SP may be used to reset password for operator in friendly force
Appendix 9	22	Revised section on Appeals

N.B. Other than in Chapter 1, references to NPIA Reconciliations have been changed to PNC Reconciliations in:

- Chapter 7, section 3.8
- Chapter 8, sections 2.5, 2.15
- Chapter 11, sections 4.7, 11.1.1, 31.2.1, 33.6.1, 33.9
- Chapter 12, sections 3.5, 4.8, 4.10, 4.10.3, 11, 20
- Chapter 13, sections 3.4, 4.2, 4.5
- Chapter 15, section 3.1
- Appendix 7

Other previous references to NPIA have been adjusted to reflect the closure of NPIA in:

- Glossary - NPIA, PentiP, UK Missing Persons Bureau
- Chapter 1, sections 2.2, 2.3, 4.2, 4.5, 4.6, 5, 5.1-5.6, 6.2.4, 6.5, 7.5, 11.1, 12.3, 13.7, 14.2, 14.3, 15.1, Appendix 1, Appendix 4, Appendix 6
- Chapter 2, sections 2.1, 6.1.4, 6.1.5, 7, 7.2, 7.4.2, 7.6.2, 7.7, 9.5, Appendix 7
- Chapter 4, sections 5.5, 5.14
- Chapter 5, sections 3.1, 4.1, 4.2, 4.3
- Chapter 7, sections 1.1, 3.6, 3.7, 3.11, 3.19, 3.23, 3.24, 3.30, 3.31, 3.37, 3.38
- Chapter 8, sections 1, 2.2, 2.12
- Chapter 9, section 4
- Chapter 10, section 2.12
- Chapter 11, section 19.2
- Chapter 12, sections 3.2, 5.3
- Chapter 13, sections 3.2, 3.3, 3.4, 3.5, 4.7
- Chapter 14, sections 1.2, 3.1, 3.3, 3.8
- Chapter 18, section 3.5
- Chapter 20, sections 2.1, 2.1.5, 2.2.3, 2.3.3, 2.4.1, 2.5.1, 2.5.2, 2.6
- Appendix 9, section 10
- Appendix 10, section 3.2

References to CRB have been changed to DBS in:

- Chapter 1, sections 2.2, 2.3, 2.6.5, 15.3, Appendix 1, Appendix 4, Appendix 5
- Chapter 7, section 2.15
- Chapter 8, section 2.3
- Chapter 10, section 2.12
- Chapter 12, section 26
- Appendix 5
- Appendix 9, section 10

References to NIS have been changed in:

- Chapter 11, sections 33.10.1, 33.10.2
- Chapter 12, section 21
- Chapter 13, section 2.1
- Appendix 7, Special Reports

References to **S.31(1)** have been changed to **S.23(1)** in:

- Chapter 1, sections 2.1, Appendix 1, Appendix 4, Appendix 5
- Chapter 12, section 1.5.1
- Chapter 13, sections 2.1, 4.7, 11.7
- Chapter 18, sections 5, 6

References to SPSA have been changed to Police Scotland in:

- Chapter 1, Appendix 1, Appendix 4, Appendix 6
- Chapter 7, sections 3.22, 3.27
- Chapter 8, section 2.10
- Chapter 11, section 10.1
- Chapter 12, section 21.6
- Chapter 13, sections 2.1, 4.5, 8.1, 8.8

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 14.01)
Glossary		X400 deleted
1	2.1	National Identification Service deleted
1	7.2	Reference to SecureDial terminal
1	Appendix 1	References to NPIA, VRO
1	Appendix 4	References to Forensic Science Service, NPIA
1	Appendix 5	Transaction codes +SN, +SO, +SS deleted
1	Appendix 6	Force codes 75, 2X
2	1.2	SORN no longer expires after 12 months
2	1.5.3, 2.3	References to VRO records
2	6.4.5, 6.7.2	FORD NEW HOLLAND removed from examples
2	9.18.4	References to VEL Serial Number
2	Appendix 6	Police Request Forms for MID search under DPA s.29(3)
4	15	Reference to London Olympic Games
7	3.4.2	Reference to VRO records
8	2.7	Section on Police Service of Northern Ireland
11	8.2	Reference to cost being involved for microfiche requests
11	10.1	DNA CONFIRMED Information Marker no longer generated
11	10.1	VS information marker no longer includes risk of reoffending
12	2.10, 6.6	DNA CONFIRMED Information Marker no longer generated
12	13.4, 13.8	Reference to Court code 9998 (Miscellaneous Unlisted Court)
12	Appendix 1	Sample copy of NPA1 form
16	4.10	Penalty points valid for 10 years and viewable for 11 years

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 15.01)
Glossary		New entries for C.SIS, CCT, CTZ, ICAO, LEA, N.SIS, PNC.SIS
Glossary		New entry for NPCC; Keywords and PIAP updated
Glossary		Internal Cross-References updated to include link to foreign SISII alert
1	1.1, 12.3	References to ACPOS replaced
1	3.5	Introduction to Schengen Information System (SISII)
1	3.5.1	SISII Member States
1	3.5.2	UK Law Enforcement Agencies with Access to SISII
1	3.5.3	Legal Obligations of SISII
1	3.5.4	SISII Alerts
1	3.5.5	SIRENE Bureau Forms
1	3.5.6	Flagging
1	3.5.7	Transformation
1	3.5.8	S.31(1)
1	3.5.9	SISID Number format
1	3.5.10	Linking Alerts
1	3.5.11	SISII Alert Status
1	5	SISII content is mandatory in PNC training courses
1	9.1	MLOG search output for evidential purposes may be sent electronically
1	Appendix 5	Transaction codes #C1, #HS, #IE, #IM, #IU, #VO added
1	Appendix 6	Force codes 75, 4G added; force codes 68, 77 amended
1	Appendix 8	Transformation of international characters used in SISII alerts
2	3.1	LOS report updated; additional report types SIS and LOC
2	3.1	SEEn report may be used when vehicle has not been checked by police
2	3.6	Text field must be left blank for SIS report
2	4	Weapons mapped to Occupants Potentially Dangerous on SISII
2	5	Report Life of SIS and LOC Reports
2	6, 6.3, 6.8	Enquiry transactions on VRMs with SISII alerts
2	6.1.4.2	Multiple motor insurance policies
2	6.1.5	MOT expiry date for Northern Ireland vehicles
2	6.1.7	SA is page option once reports associated with SISII Alert have been viewed
2	6.3	Limitations of #VO display for VRMs with SISII alert
2	7.2.2	Example of using #VQ table and Model spreadsheet prior to VODS search
2	7.2.9	Updates to Hazard Table in #VQ
2	7.4	Rearrangement of sections relating to PNC VODS search
2	7.5	New sections relating to SISII VODS search
2	7.6.2	New section about VODS Search Results Summary
2	9.1.1	LOS updated, SIS added
2	9.8	Action to be taken when vehicle stolen abroad is recovered
2	9.13.1	SIS report added
2	9.18	SIS and LOC added to list of reports which do not trigger fast-track ANPR
2	9.18.7	Update due to UK entry into SISII operation
2	Appendix 1	Extra information about Vehicle and Property colours
3	1.2	Additional Property categories introduced with SISII
3	2.7	New Property category Banknotes
3	2.8	New Property category Identity Documents
3	2.9, 3.7	New Property category Aircraft
3	2.10	New Property category Securities
3	3.8	Addition of Hazards to certain Property categories
3	3.10	LOS report updated; additional report types SIS and LOC
3	4	Methods of enquiry for new Property categories
3	5.2	Types of Response for Property categories 07, 08, 10
3	6.7	New option in #PU to create or amend Hazards
3	7.2	Report Life of SIS and LOC Reports
3	8.1.1	Changes to #PS search options
3	8.1.2	Changes to output displayed by #PM
6	4	Reference to Historical Transaction Log search (UT501J) added
7	2.3	NP230J Names Audit, Checklist or Stats Report updated to cater for SISII
7	2.8	NW200J Wanted/Missing Checklist updated to cater for SISII

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Additions / Amendments (cont'd)

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 15.01)
7	2.9	NW210J Wanted/Missing Miscellaneous Extract updated to cater for SISII
7	2.10	NW240J Wanted/Missing Search updated to cater for SISII
7	2.11	PR502J Property Checklist updated to cater for SISII
7	2.15	MLOG search output for evidential purposes may be sent electronically
7	2.16	VE502J Vehicles Checklist updated to cater for SISII
7	3.12	NPDAFR Daily Activity File Report updated to cater for SISII
7	3.29	NW001J Wanted/Missing Weed updated to cater for SISII
7	3.30	NW220J Wanted/Missing Statistics updated to cater for SISII
7	3.32	PR602J Property Reports Weed/Reminder updated to cater for SISII
7	3.33	PR604J Property Found Reports Print updated to cater for SISII
7	3.43	VE602J Vehicle Reports Weed/Reminder updated to cater for SISII
7	3.45	VE604J Vehicle Found/Located Reports Print updated to cater for SISII
11	1	UK SISII alert data is held on the PNC Names database
11	2.2	New section describing Names Enquiry transactions other than #NE
11	4.9.1	Use of SISID in Names Enquiry
11	7.3, 33.7	Maximum number of SISII Name and Date of Birth combinations = 100
11	11.1, 33.6	New Schengen Alert (SA) Internal Cross-Reference
12	1.5.4	Creation of EAW in connection with UK Wanted Report and SISII Alert
12	3.3.1	Handshake Transaction (#HS)
12	4.10.3	Records which may not be merged via Makeover transaction (#ND)
12	30.2	Additional PoFA L/O Letters
13	1	Updated Overview of Wanted/Missing to include SISII
13	3.3, 5.1, 5.6, 7.10	Changes to Report Life, WM Date, Weed by, #WR for LOCATED report
13	4.1	Addition of SISII Articles to ABSCOND
13	4.3.1	New LOCATE/SIS qualifier added
13	4.3.1	Addition of SISII Article to LOCATE/SUMMONS and LOCATE/TRACE
13	4.3.2	Use of LOCATE/INFO for recording reports of interest
13	4.5	Addition of SISII Article to RECALL
13	4.6	Addition of SISII Article to WANTED
13	4.7	New WM class LOCATED added; DETAINED updated
13	4.7	Addition of SISII Article to MISSING
13	5	LOCATED and LOCATE/SIS added to order of display for WM reports
13	5.3	Text displayed in POWER field for European Arrest Warrant
13	5.8	Additional data required for input of SISII Alerts
13	7.7	Restrictions on amendments to WM class using #WA
13	7.9	#WT does not allow transfer of LOCATED report from one record to another
15	2.3	NASCH enquiry via NFLMS returns SISII matches
17	1, 2, 4	Updates to and rearrangement of sections relating to PNC QUEST search
17	3	New section relating to SISII QUEST search
18	3, 3.12	Certain sections of Police Print include SISII alert data
20	2.2.1	Reference to Historical Transaction Log search (UT501J) added
Appendix 3	2	WM Retention Periods for reports with SISII alerts

References to ACPO have been changed, mainly to NPCC, in:

Chapter 1, sections 1.1, 5, 5.1.7, 5.4, 9.1, Appendix 1, Appendix 6
Chapter 2, section 3.6.2
Chapter 4, sections 1.5, 5.15
Chapter 5, section 2.6
Chapter 7, sections 2.12, 3.19
Chapter 11, sections 10.6, 44
Chapter 12, sections 1.4, 2.12, 7.4, 7.6, 7.7, 7.8, 23, 30
Chapter 13, sections 4.3.1, 4.3.2, 4.6, 4.7, 9
Chapter 17, sections 1.1, 2.3.2
Chapter 18, sections 7, 8, 10
Chapter 20, section 2.4.1
Appendix 8
Appendix 9, sections 12, 15, 16, 32, 36
Appendix 10, sections 1, 1.1

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Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 15.01)
1	Appendix 1	References to ACPO, ACPOS
2	1.2	SORN expiry date no longer appears
3	1.2, 3.3, 4.1, 7.2	Reference to Sidecars in title of Property type 03
3	3.10	Auto-email facility now available for all Property types
7	1.4	MLOG search output for evidential purposes no longer printout only
11	41	Reference to S.31(1) deleted
12	6.1	Reference to S.31(1) deleted
13	7	DETAINED report no longer added for ABSCOND and RECALL

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 15.02)
1	2, 4.2.2, 14.2, 15	References to CJX replaced with Public Services Network or PSNP
1	2.7	New version of Change/Increase in PNC Usage Form
1	3.5.4	Offence category may be added to Article 36 SISII alert
1	3.5.9	New section on International Circulations for ViSOR Nominals
1	6.5, 6.8	Cross-force Facility now includes #SC and #SZ
1	14.3	Fujitsu mainframe changed from S-200 to SE700-30
1	Appendix 1	New entries for PSN, PSNP
1	Appendix 5	Transaction code #LJ added; #L1 and #L2 amended
1	Appendix 6	Force codes 72 and 2Z added; force code 3E amended; 79 deleted
1	Appendix 9	New Change of Usage/Increase in Usage/SRG Application Form
2	1.2	Updated information about SCRAPPED marker and salvage categories
2	6.1.4, 7.3	Further information about VODS search for uninsured vehicles
3	3.10	SISII alert not created for stolen plant item if only Fleet Number is used
6	3.2	#TE search on User-ID, Terminal or ORIG for different force
6	3.6	RESEND OF EBORDERS/N.SIS MESSAGE in TLOG may be ignored
7	2.5	Batch job NP730J added
7	2.9	New Order options added to NW210J
7	3.19	Batch job NPNFAR added
8	2.6	HO Serious Offence List and use of non-EU convictions
11	4.9.7	SISID and A/S No. added to list that may not be searched as ID Numbers
11	33.9.1	Validation rules for DoB creation abort transaction if subject's age over 100
11	33.10.1	Gender Reassignment Field Rules (Self Notification)
11	33.10.2	Gender Reassignment Field Rules (Police Notification)
12	1.6	Forensics may not be recorded for Voluntary Attendees if there is no arrest
12	3.3, 4.1	MHRA added to list of agencies permitted to create A/S reports
12	3.3.1	List of forces using Handshake Transaction (#HS) is available on POLKA
12	6.6.5	New DNA laboratories FNI, KCA, KNB, KNC, KWC, KWD
12	26.5, 27	Youth Cautions introduced for persons under age of 18
12	30.2	Additional PoFA L/O Letters
13	3.1	Addition of LOCATED report not required for domestic (UK) WM classes
13	4.3.1	Offence category may be added to Article 36 SISII alert
13	4.3.2	Use of LOCATE/INFO for recording Community Protection Notices
13	4.4.1	ASBCI added to Orders, Civil Injunction (ASBCP Act)
13	4.4.1	New SEXHARM and SEXRO Orders for sexual offenders added
13	4.4.1	New FGMPO, FMPO, STPO, STRO Orders added
13	5.8	Article 32 Juvenile at Risk age changed from 16 to 18
20	2.1.1	#SC may be used to create User-ID for operator in friendly force
20	2.1.2	#SG may be used for user group maintenance in friendly force
20	2.1.8	#SZ may be used to unlock terminal in different friendly force

References to AVCIS have been changed to NaVCIS in:

- Chapter 1, sections 3.5.2 and Appendix 6
- Chapter 2, section 9.4
- Chapter 7, section 3.45

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 15.02)
2	7.3	VODS search for uninsured vehicles now available on LIVE
12	26.5	Use of simple Caution for persons under age of 18

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 16.01)
1	Appendix 4	CRIS, NaVCIS added
1	Appendix 5a	Transaction code #PQ added
1	Appendix 5b	New section on transaction subcodes and entitlements
1	Appendix 5c	Introduction added to section on interface transaction codes
1	Appendix 6	Force codes 4H, 4J, 4K added; force code 2V amended
2	1, 1.8	Inclusion of Trade Plate records on Vehicles database
2	5	LOS/FOU pair should not be deleted if vehicle is recovered in SISII state
2	6.1.6	Sentence added to state that the VEL field is not currently in use
2	7.2.13	New #VQ table for Article 36 SISII Offences
2	9.1.3	Stolen Trade Plates
2	9.18	Only LOS reports within last 3 months included in ANPR memory pool
3	2.8, 4.1.8	Laissez-passer ID document added
3	3, 3.1 - 3.7, 8.1	New #PQ Property table transaction
3	4.1.10	Security Number may now be up to 70 characters
3	7.2	LOS/FOU pair should not be deleted if property is recovered in SISII state
4	5.15	Use of PNC Broadcasts for Operation Whittle
6	3.6	Amended wording for TLOG messages that may be ignored
7	2.3	Batch job NO200J added
7	2.7	E (Destroyed PoFA) and I (Destroyed PSNI) options added to NPDNAR
7	2.8	Batch job NPDNEX added
7	2.11	Batch job NU002J added
7	2.12	Order option PO-PSA added to NW210J
7	3.33, 3.34	Changes to PR602J and PR604J when item recovered in SISII state
7	3.44, 3.46	Changes to VE602J and VE604J when item recovered in SISII state
7	Appendix 3	Updated version of MLOG request form
8	1, 3	Fingerprint records associated with foreign SISII alerts added to IDENT1
11	2.2	Sections of Names records displayed by #LF, #LG and #LH
12	1.6	Additional wording about recording Voluntary Attendees
13	3.3	Automatic extension of expired Article 36 SISII alerts
13	4.3.1	Four new offence categories may be added to Article 36 SISII alert
13	4.3.2	Use of LOCATE/INFO to record conditionally discharged restricted patients
13	4.3.2	Use of LOCATE/INFO to record PSA 2016 Prohibition Notices
13	4.4.1	New Order PO-PSA, Prohibition Order - Psychoactive Substance Act 2016
13	4.6	Four new offence categories may be added to Article 26 SISII alert
17	3.2.4	Four new offence categories may be searched in SISII QUEST search
20	2.1, 2.1.4, 2.1.6	Adjusted wording about temporary and permanent removal of User-IDs
Appendix 3	2	Automatic extension of expired Article 36 SISII alerts

References to PNC Services have been changed to PNC Operations in:

- Glossary of Terms
- Chapter 1, sections 2.3, 6.5, 12.3, 13.7, 14.3 and 15.1
- Chapter 2, sections 7.6.3 and Appendix 6
- Chapter 7, sections 3.1, 3.25, 3.37 and Appendix 3
- Chapter 9, section 4
- Chapter 10, section 2.12
- Chapter 11, section 19.2
- Chapter 14, section 1.2
- Chapter 18, section 3.5
- Chapter 20, sections 2.1, 2.1.5, 2.4.1, 2.5.1 and 2.6
- Appendix 10, section 3.2

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 16.01)
1	3.5.4	Offence category may now be added to Article 36 Vehicle alerts
3	2.8, 4.1.8	Travel documents for asylum seeker and stateless person
13	4.3.2	Use of LOCATE/INFO for recording foreign national prisoners
Appendix 9	35	Conditional Cautions procedure – workaround no longer in use

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 17.01)
1	3.5.1	Croatia added to SISII Member States
1	3.5.2	N.SIS Office maintains list of agencies with access to SISII
1	Appendix 1	New entry for OI
1	Appendix 4	SIRENE Bureau UK added
1	Appendix 5c	@NS inserted; +SM and +SW amended
1	Appendix 6	Force code 4L added; force code 2V amended
1	Appendix 7	New version of form to request no disruption to PNC services
2	5	Default expiry date of SIS report and Article 36 alert increased to 5 years
2	8.2	Expiry date of vehicles SIS report and Article 36 alert may be amended
3	6.7	Expiry date of conveyances SIS report and Article 36 alert may be amended
3	7.2	Default expiry date of SIS report and Article 36 alert increased to 5 years
7	2.9	Minor amendment to wording for NPIMPJ
7	2.12, 2.13	SIS Alert Expiry Date included in NW200J and NW210J output
7	2.13	List of ORDERS omitted from NW201J as they are now held under OI
7	3.7	Batch job NO100J added
7	3.46	Additions to VE603J recipients; output includes DES report notifications
8	1	Operational Information added
8	2.14	SCD26 changed to OSCT
8	3	Additional LOL about SISII Fingerprint records on IDENT1
11	7.3, 8.4.2	New entry for OI in Default Order of Display and Status Line
11	41.2	New Special ranks added (available from October 2017)
11	44	Notifiable Occupation Scheme replaced by Common Law Police Disclosure
12	13.1, 13.11	New remand status Under Investigation
13	3.3, 5.8	Amendment of Article 36 SIS Alert Expiry Date
13	3.6	OI and FCH added to list of Names record elements
13	4.3.2	Use of LOCATE/INFO to record PoFA biometric retention applications
13	4.6	Adjusted wording about use of LOCATED report
13	6	Erroneous reference to QUSRCH replaced by NW240J
13	8.1	Adjustments to section on Wanted/Missing classes
14	All	New Operational Information chapter
14	9.7	New Sexual Offender Orders SEXHARM and SEXRO included
21	2.3.3	Operational Information updates may not be verified via the #NV transaction
Appendix 3	1	Retention period for Operational Information reports
Appendix 6		Operational Information updates share the Wanted/Missing column of #QV

References to SCD26 have been changed to MPS SSS in:

Glossary of Terms
 Chapter 8, sections 1, 2.1, 2.9, 2.10, 2.13
 Chapter 10, section 2.9
 Chapter 11, sections 10.1 (LL), 33.5.1
 Chapter 12, sections 1.3, 2.15, 21, 21.6
 Chapter 13, sections 8.1, 8.8
 Appendix 7, section E1

References to SCD26 have been changed to UKVI (UK Visas & Immigration) in:

Chapter 8, sections 2.7.1, 2.7.2
 Chapter 11, section 10.1 (DP)

References to PNCS have been changed to PNC Operations in:

Chapter 1, sections 4.2, 4.5, 4.6, 6.2.4, 6.5, 7.5, 9.1, 13.7, Appendix 7, Appendix 9
 Chapter 2, sections 2.1, 6.1.4.3, 7, 7.2, 7.4.1.2, 7.7, 9.5
 Chapter 4, sections 5.5, 5.14
 Chapter 5, sections 3.1, 4, 4.1, 4.2, 4.3
 Chapter 7, sections 1.1, 3.6, 3.7, 3.11, 3.20, 3.24, 3.25, 3.31, 3.32, 3.38, 3.39, 3.40, 3.41
 Chapter 12, sections 3.2, 5.3
 Chapter 13, sections 3.2, 3.3, 3.4, 3.5
 Chapter 15, sections 3.1, 3.3, 3.8
 Chapter 21, sections 15.2.3, 15.3.3, 15.5.1, 15.5s

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 17.01)
1	Appendix 4	Contact details for Buckley Scott
2	6.7.4, 7.4.1	References to GOALI Guide
7	1.4	Reference to Home Office Data Hub
11	9.2	Text on Custody searching omitted from IF and IM warning signals guidance
Appendix 3	2	Footnote 3 (extension of expired Article 36 SISII alerts) no longer applicable

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 18.01)
1	5	PNC training standards and new section on refresher training
1	8.2	SRG timeout added
1	Appendix 4	Updates to Missing Persons Unit and MIB
1	Appendix 5a	Transaction code #D0 added
1	Appendix 6	Force codes 2X, 2Y and 4M added; force codes 77, 81 and 3J amended
1	Appendix 9	Update to postal address for Hendon Data Centre
2	1.8	Use Trade Plate data carefully as PNC may not hold the latest information
2	3	Authority level for creation of Police Reports
2	3.1	Authority level for creation of HIGH priority ACT report
2	6, 6.3	Amended wording describing #VO
3	1.2	AIRSOFT and COMBINATION FIREARM categories (SISII only)
3	1.4	SIS alerts should be linked for hybrid property items
3	2.9	Drones with ICAO number added to list of conveyances that may be recorded
5	2.6	Offence code ranges added for each jurisdiction
11	1	OI added to list of elements of a Names record
11	1	Authority level for management of nominal records
11	2.2	OI added to #NX, #NQ, #NZ and table for #LF/#LG/#LH
11	2.2	Change of values for #LF (IP, NK) and #LG (DH)
11	8.1	OI added to and CC removed from list of ME options
12	1.1, 1.4	New version of NPA01 form
12	1.2.1	Ownership of Court Warrants
12	3.6	Changes to NP270J, the Possible Duplicate Persons Report
12	5.1	Use of #AU for deletion of A/S with confirmed Fingerprint status
12	13.11	Reference to OBC document about ramifications of UI for biometrics
12	30.2	Additional PoFA L/O Letters
12	26.5	Completion of Youth Cautions BRC exercise
12	30.2.1	Victims' Right to Review Scheme
13	3.3, 5.8	Amendment of Article 26, 32 and 34 SIS Alert Expiry Dates
14	4.1.1	Breach of Domestic Violence Protection Order
14	4.2.1	ASB-DR may be created even if the vehicle is unidentifiable
17	4.11.1	Court Codes for E & W Fixed Penalty Offices (9970, 9972, 9974, 9976)
Appendix 9	36	New section for Breach of Post Sentence Supervision s.256AC CJA 2003

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 18.01)
1	9.1	MLOG searches over 1 year in the past do not need NPCC authorisation
21	2.2.3	MLOG searches over 1 year in the past do not need NPCC authorisation

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 19.01)
Glossary		New entries for Filename, NBTC, Police National Database, WICU, XHIBIT
Glossary		Amended entry for ACRO
1	7.2	Standard number range for SRG and Airwave terminals added
1	7.2	Terminal naming convention for PentiP added
1	10.3	New ACT/REA help field
1	Appendix 4	National Border Targeting Centre, PSNI Gazette Office and PVI added
1	Appendix 5c	Amendment to description of +EI transaction; @CS added
1	Appendix 6	Force codes 3R, 4N, 4P and 4Q added
2	1.2	Salvage categories C and D renamed S and N, and definitions reworded
2	3.1, 6.1.7	Multiple ACT Reports
2	3.6.4, 5	Tailored email sent when FOU report owner is 67SI (SIRENE Bureau)
2	6.1.5.2	Vehicles declared VHI (over 40 years old) are exempt from MOT test
2	6.8.2	Maximum number of hits for #VF searches increased from 170 to 680
2	8.2	Options O (Offences), J (Join ACT/REA), S (Show ACT/REA) added to #VU
2	9.18	Functional Specification for Multiple ACT Reports added to document list
2	9.18.4	Footnote about dealing with alleged victims of cloned vehicles
3	3.1, 8.1	Plant Manufacturer table may be accessed within #PU and #PS
3	3.10	Property types specified for which auto-email facility is available
3	7.2	Tailored email sent when FOU report owner is 67SI (SIRENE Bureau)
3	9	Work of PANIU is currently suspended, pending relocation
4	5.4	Circulation of Port Warnings now via NBTC
4	5.6	Avoid All Force broadcasts when other means are available
6	1, 3.2	Full level #TE search period extended to maximum of 7 years
7	2.18	Update to UT501J START-DATE parameter
7	2.19	New record type PRUM in UT700J
7	2.20	Updates to VE502J in connection with multiple ACT reports
7	3.20	List of fields included in NPNFAR output
7	3.24	PSNI now receives NPPMSC output
11	8.4.2	Other Details (OD) count added to Status Line in most Names transactions
11	10.1	Full list of text values for VS Information Marker
11	33.10.2	Gender Reassignment for Firearms Certificate holder
12	1.2	Automated update of court results
12	1.6	Additional wording about recording Voluntary Attendee data
12	2.1.2	Biometrics for PSNI A/S Reports
12	3.6	Addition of section about arrests under Immigration administrative powers
12	3.7	Updated information about the number of potential duplicates in NP270J
13	8.3	Local reference element of F/S REF in WM report must be unique
14	4.1.1, 4.2.1	OI entries circulated in Border Force travel watchlist are marked (W)
14	4.2.1	Wider definition of domestic abuse for OI reports DV-PERP and DV-V
18	4.1	QUEST Tally for individual field displays maximum of 9999999
21	2.2.1	Maximum search period of full level #TE is 7 years
21	2.2.3	Maximum search period of MLOG is 15 months

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 19.01)
1	Appendix 4	National Ports Office and PANIU deleted
2	7.2.12	Last sentence not applicable as Reason keyword in ACT report is validated
2	9.18.1	Paragraph about vehicles only having one ACT report not applicable
6	4	Sentence about maximum time range no longer applicable
11	47	Content for Record Other Details merged with section earlier in the chapter
12	1.2	Outdated sentence about updating court results
15	3.8	Last sentence about weeding not applicable

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 20.01)
Glossary		New entries for CCE, CSE, OCG, RSO
1	Appendix 6	Force codes 3D, 3Z added; 18, 73, 81, 86, 2C updated; 2X, 4E deleted
1	Appendix 8	Special characters with more than one ICAO 2015 transliteration value
2	6.1.5.2	L/O Letter reference added to MOT status for Vehicles of Historical Interest
2	6.8.2	Maximum number of hits for #VF searches increased from 680 to 5,000
2	9.19	Highways England given ability to create/amend/delete SEEn reports
3	8.1.1	Omit punctuation from #PS search on Craft Name
3	9	Additional advice for recording stolen property
7	2.3	Stalking Protection Order (SPO) and County Lines (CL) added to NO200J
7	3.31	NW001J report classes with 2-3 month reminders specified
7	3.38	Frequency of PR820J changed from monthly to five days per week
11	9.2	Contagious Warning Signal short-term for Covid-19/Coronavirus cases
11	9.2	Violent Warning Signal when Covid-19/Coronavirus used threateningly
11	10.1	Reference to MANOFF OI report added to PP Information Marker
11	10.1	STALKING added to list of text values for VS Information Marker
11	38	Minor change to wording describing Photo Location fields
12	1.3	Updating End of Custody Temporary Releases and Special Purpose Licences
12	1.4	Non-police organisations that receive services from ACRO
12	2.9.1	Ordering of remand records in BC page
12	13.6	Next Appearance Date for remands changed from 1 year to 3 years
14	4.1.1, 4.2.1	Revised wording about OI Report Types marked (W)
14	4.1.1	L/O Letter reference added to SEXHARM and SEXRO
14	4.1.1	Counter Terrorism Notification and Stalking Protection Order added to OI
14	4.2.1	County Lines added to OI
14	4.2.1	OI MISC Police Report may be used in Covid-19/Coronavirus cases
18	1	QUEST searching on pre-Phoenix data
19	9	Penalty Notices added to Witness Print
21	2.5.2	Updates to description of #NS transaction

References to POLKA have been changed to Knowledge Hub in:

- Chapter 1, sections 1.2, 5, 5.3, 5.4, Appendix 4
- Chapter 2, section 7, 2
- Chapter 3, section 3.1
- Chapter 12, section 3.3.1

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 20.01)
Glossary		CRASH deleted
1	Appendix 1	Reference to POLKA
7	2.19	Reference to CRASH
13	8.3	Paragraph about F/S REF in WM report being unique no longer applicable
21	2.5.2	Use of **NP to exclude NPPA A/S Reports from stats (England & Wales)

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 21.01)
Glossary		New entries for LECN, NAS, NPIRMT, Stub Record
1	2, 4.2.2, 14, 15	PSNP replaced by PSNfP
1	7.1	Airwave replaced by web services
1	Appendix 4	Updates to BRM, NDNAD and Police Scotland
1	Appendix 5c	Additions to the title of each section
1	Appendix 5c	Transaction code @SE added
1	Appendix 6	Force codes 69, 2K, 3Z and 4L updated
2	3.1, 9.18.5	Impact of Regulation 109 of 2020 Vehicle Special Order on ACT reports
2	9.18	Updated section about ANPR, including replacement of NADC with NAS
2	9.18	College of Policing version of ACT/REA Report Guidance, v1.7
3	1	AIRCRAFT is the only category introduced with SISII still in use
7	1.4	Amendment to section on despatch of batch output
7	2.3	Order options DISANI(S) and DOGCON(S) added to NO200J
7	2.6	Batch job NP710J added
7	2.4, 2.5, 2.17	Omission of CL Warning Signal corrected
7	2.4, 2.5, 2.17	IS Warning Signal added
7	2.19	Updates to Application names in UT700J
8	1	SISII access withdrawn following the end of the Brexit transition period
11	31.2.1	Criteria under which PNC Reconciliations will change PNC Filename
11	8.4.2	Reference to stub record guidance added
11	9.2	IMPRSNATES Warning Signal added; IF and IM made historical
11	9.4	Reference to Warning Signal Review Process v2.0 added
11	10.1, 33.10	Amended wording relating to GR information marker
12	1.4	ACRO updates PNC on behalf of Train Operating Companies
12	7	Private prosecutions may be added to PNC
12	13.10	Additional options when updating Remands
12	20.5	New Prisoner Number format nnnnna
12	23.7	Revised wording about suspended sentence Disposal Code 1115
12	23.7	Disposal Code 3308 for hate crime element
13	2.1	UKVI granted authorisation to create Wanted/Missing reports
14	4.1.1	DISANI(S) and DOGCON(S) added to OI
14	4.2.1	MISC Police Report for request to restrict use of personal data added to OI

References to PNC Customer Support have been changed to Business Relationship Management in:

- Chapter 1, sections 4.5, Appendix 4, Appendix 8
- Chapter 7, sections 3.12, 3.25, 3.26, 3.33, 3.40
- Chapter 21, section 2.5.1

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 21.01)
1	Appendix 6	(PND only) deleted from Force code 3Z
1	Appendix 6	Force code 4F (Thurrock Council) deleted

References to the Schengen Information System (SISII) and related functionality have been deleted in:

Glossary	C.SIS, CCT, CTZ, Internal Cross-References, N.SIS, PNC.SIS, SIRENE
Chapter 1	4, 5, Appendix 1, Appendix 4, Appendix 7
Chapter 2	1.8, 3.1, 3.6, 4, 5, 5.1, 6, 6.1.7, 6.3, 6.8, 7, 7.2.9, 7.2.13, 7.5, 8.2, 9.1.1, 9.1.3, 9.8, 9.13.1, 9.18, 9.18.7
Chapter 3	1, 1.2, 2.7, 2.8, 2.10, 3.6, 3.8, 3.10, 4.1.7, 4.1.8, 4.1.10, 5.2, 6.7, 7.2, 7.3, 8.1
Chapter 7	2.4, 2.13, 2.14, 2.15, 2.16, 2.21, 3.13, 3.31, 3.32, 3.34, 3.35, 3.45, 3.47
Chapter 11	1, 1.2, 4.9.1, 4.9.7, 7.3, 11.1.1, 11.1.2, 33.6.1, 33.6.2, 33.6.3, 33.7, 33.7.2
Chapter 12	1.5.4, 4.10.3
Chapter 13	1, 3.1, 4.1, 4.3.1, 4.4, 4.5, 5.8, 7.7, 7.9, 7.10, 8.1
Chapter 14	3.3
Chapter 16	2.3
Chapter 18	1, 1.1, 3, 3.1
Chapter 19	3, 3.12
Appendix 3	2

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 22.01)
1	Appendix 5c	Transaction code @NC added
1	Appendix 8	New template for Increase/Change of Usage Form
2	9.18	College of Policing version of ACT/REA Report Guidance, v1.9
2	9.18	National ANPR Regulation 109 Supplier Specification, v2.2
6	1	Amended wording from 'not yet available' to 'not retained'
7	3.46	Amendments to VE603 recipients

References to Highways England have been changed to National Highways in:

Chapter 1 Appendix 6
Chapter 2 9.13.4, 9.19

References to Data Protection Act 1998 has been changed to Data Protection Act 2018 in :

Chapter 1 12.3
Chapter 2 6.1.4.1, 6.9, 10
Chapter 11 26, 27, 27.1, 31.1, 46
Chapter 13 9.1
Chapter 21 2.2

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 22.01)
Chapter 14	4.1.2	ASBO Explanation adjusted due to becoming Scotland only

N.B. Highlighted parts of this document denote wording that has changed since the previous version.

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 23.01)
1	Appendix 8	New Increase/Change of Usage Form
1	2	PNC Vetting Levels requirement
1	3.7	Reference to new LOL for New Increase/Change of Usage
1	4.2	The Service Desk facility is delivered 24 hours a day all year round.
1	4.3.5	ITNow Service Desk number provided
4	5.8	Update to Ownership of Missing Report
7	Appendix 1	New Batch Form
7	Appendix 2	New Security Administration Form
7	3.36	BCS File Transfer clarification added
7	3.46	Additions to VE603 recipients
11	10.1	Added category of offender – TACT OFFENDER in VISOR Subject
11	43.1	Updated instruction on Passport Number field
12	30.1	Email address for ACRO updated
14	4.1.1	New Operational Information Report Serious Violence Reduction Order
21	2.1.6	Reference to PNC Operation function updated

References to Her Majesty have been changed His Majesty in:

1	Glossary, Appendix
21	2.4

References to PNC Service Desk have been changed ITNow Service Desk in:

1	Appendix 7. 2.7, 4.1, 6.6
7	Appendix 3
15	1.2
21	2.1.6

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 23.01)
1	4	Removed previous functions of the PNC Service Desk
1	6.6	Change of password reset responsibilities from PNC Service Desk to PNC Operations
3	5	Access to NMPR VIA PNC is no longer available
7	3.46	Deletions to VE603 recipients
11	10.1	Removed category of offender – TERRORIST in VISOR Subject
21	2.1.6	Reference to PNC Service Desk function removed

N.B. Highlighted parts of this document denote wording that has changed since the previous version.

Additions / Amendments

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 24.01)
1	Appendix 4	ACRO – Contact Number / Email Address Update
1	Appendix 4	UKCA Exchange of Criminal Records – Email Address Update
1	3.2	Changed Defence Vetting Agency to Cabinet Office (UK Security Vetting)
2	7	Updated record figure
3	3	Recording of GPS Dome equipment on PNC Property
7	2.3	N0200J: Operational Information – New Data Items
7	3.46	Additions to VE603 recipients
8	2.3	BRC Email Address Update
8	2.4	Subject Access Email Address Update
11	6.6.7	Updated information to Place of birth PNC Description
11	9.2	Additional wording to the Warning Signal definition for Weapons
12	1	Updated link to Code of Practice for PNC and LEDS
12	15	Update to Breach Of Bail Details
12	30.1	ACRO Contact Number / Email Address Update
13	3.2	Missing Person with an Unknown Date of Birth
13	9	Updated information on Brand Names use
14	4.2	Added CPW to Police Report Type

References to PNC Reconciliations have been changed to Data Assurance and Reconciliations Team in:

1	Useful Contacts, Appendix 5a, Appendix 6
7	3.9
8	2.5, 2.15
11	4.7, 10.1, 11.1.1, 31.2.1, 33.3., 33.10.2, 33.10.2
12	3.5, 4.8, 4.10, 4.10.3, 11, 20
13	3.4, 4.2, 4.4
16	3.1

Deletions

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Version 24.01)
1	3.3	Reference to PNC via the Phoenix Force Interface
7	3.46	Deletions to VE603 recipients
8	1	Reference to future development removed

References to NMPPR have been removed in:

1	Glossary of Terms, 1.4, Useful Contacts, Appendix 5C
2	1.2, 3.2, 4, 4.1
6	3.6

N.B. Highlighted parts of this document denote wording that has changed since the previous version.

Part 1 – Suggestion for Amendment to PNC Manual

Person requesting amendment

Name..... Force/Station Code.....

Telephone Number..... Email.....

Position..... Date.....

Please outline the exact sections that you consider require amendment, using a different form for each request that covers a different subject

Chapter.....Section(s).....

Please give exact details of the text that is to be corrected altered or added. Continue on a plain piece of paper if necessary. Please also email text of full amendment to your PNC Liaison Officer for forwarding to PNC Operations once the amendment has been approved.

Where the request is supported by a reference to another document please state below the relevant document. Attach a copy if available.

To be completed by the relevant force PNC Liaison Officer

Name (block capitals)..... Forwarded to the relevant Working Group for consideration

Signed..... Force.....

Telephone Number..... Email..... Date.....

Part 2 – Decision by Vehicles or Names Group

To be completed by the relevant Working Group Chair - please tick one box only

1. The amendment to the Manual is approved ☐
2. The amendment to the Manual is approved but with the changes below: ☐
.....
3. The amendment to the manual outlined above is rejected (for the reason shown below) ☐
.....
4. Approval of the Police PNC Policy and Prioritisation Group (P4G) is needed ☐

Signed..... On behalf of the PNC Vehicles & Property Group/Names Group
Date.....

Action to be taken next, depending on box ticked above

- 1,2 Submit to Business Relationship Management Team, Hendon Data Centre for the attached amendment to be made to the PNC Manual
3. Return to the originating force PNC Liaison Officer
4. Forward to the P4G for further consideration

Part 3 – Approval of P4G *(applicable only if box 4 above is ticked)*

To: PNC Business Relationship Management Team, Hendon Data Centre

Please arrange for the attached amendment to be made to the PNC Manual

Signed.....

On behalf of the P4G..... Date.....

Part 4 – Publication of Amendment *(PNC Operations use only)*

To: (Chair of Vehicles & Property Group or Names Group).....

The amendment outlined above has been incorporated within the updated version of the PNC Manual.
This will be available in version..... on

Signed.....

On behalf of Business Relationship Management Team Date.....



Home Office

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GLOSSARY OF TERMS

Absolute Disqualification	A specified period of disqualification from driving (e.g. 6 months).
ACPO	Association of Chief Police Officers, a policy generating body of senior police officers that was replaced by the NPCC in 2015.
ACRO	ACRO Criminal Records Office, a national police unit that provides a range of services using criminal records and biometric information, in order to safeguard communities in the UK and abroad.
ADI	Approved Driving Instructor. This can be seen on the Drivers application.
Alias	A name other than the recorded Filename by which the subject is known.
Antecedents	A subject's background circumstances, e.g. schools attended, family circumstances, financial situation etc.
Appeal	An application to a Court for either the conviction or the sentence to be reconsidered.
At Risk	This marker identifies the potential for the subject to offend and/or not comply with the terms of an early release. The At Risk Date represents the last possible day of imprisonment had the subject not been given this early release.
Back Record Conversion (BRC)	The means by which data from previously held records (including paper records, e.g. NIB74 series of forms) are updated to full Phoenix records.
Bail	Release of a person from custody to enable investigations to be made into an alleged offence, or for that person to attend court at a future date, without the need for them to remain in custody. This may include bail imposed by a court post-appearance, which can be referred to as a remand. Persons can be bailed by the police to a court or police station, or by a court to reappear at court. Alternatively courts may impose bail conditions requiring defendants to present themselves to a police officer attending their address during curfew hours. This is known as 'doorstep bail'.
Bichard 7	Automated court resulting system in England and Wales designed to improve both the quality and the timeliness of court data held on the PNC, as required by Recommendation 7 of the Bichard Inquiry Report issued in June 2004.
By-pass Transaction Code	A means of accessing a particular part of a record in order to have immediate access to update it.
Causeway	Integrated Criminal Justice data sharing mechanism for Northern Ireland used by PSNI and the Department of Justice, including the NI Courts & Tribunals Service and the NI Prison Service.
CCCJS	Co-ordination of Computerisation in the Criminal Justice System. Usually refers to the Committee consisting of representatives from the Home Office, Crown Prosecution Service and the Lord Chancellor's Department.
CCE	Child Criminal Exploitation.
CCRIO	Central Criminal Records Intelligence Office. Part of the Service Police Crime Bureau.
CESAR	Construction Equipment Security and Registration, a national registration scheme and multi-level security system for recording and identifying plant and construction equipment.

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Chapter 1

Checkname	This is the surname/family name of the PNC subject, which must be the filename, used to verify when using a PNCID for accessing the Names application.
CHS	Criminal History System, the national Criminal Names database for Scotland, administered by Police Scotland.
CIS	Crime Information System. Some forces have a local computer system called CIS. This system has the ability to record, search and retrieve all recorded matters relating to an offence, an offender and associated crime matters.
CJS	Criminal Justice System.
Combination Disqualification	A penalty of an absolute disqualification followed by a disqualification until test passed (see Absolute Disqualification and DTTP).
Committal Warrant	A document issued by the Court for the apprehension of an offender with a directive to the police to take the offender directly to prison.
Compensation Order	A directive from the Court for a payment to be made by the offender to a loser. The offender may be given time to pay the full amount.
Concatenated	The joining together of data (e.g. where nominal/descriptive information is joined onto one page, as are Warning Signals, Information Markers and Internal Cross-References).
Concurrent	When used in terms of disposals means the combining of two sentences to be served simultaneously (e.g. 6 months imprisonment concurrent with 12 months imprisonment is a total of 12 months imprisonment).
Consecutive	When used in terms of disposals means adding to another sentence (e.g. 6 months imprisonment consecutive to an activated suspended 6 month sentence is a total of 12 months imprisonment).
Court Disposal	The sentence imposed upon an individual by a Court.
CPS	The Crown Prosecution Service. A prosecuting body in England & Wales dealing with matters relating to the offender being processed through the Courts on behalf of the police.
CRO Number	Criminal Record Office Number. A unique reference identifying a record supported by fingerprints, held on IDENT1. (The Criminal Record Office no longer exists.)
CSE	Child Sexual Exploitation.
DAF	Daily Activity File.
DBS	Disclosure and Barring Service (merger of the former CRB and ISA). A DBS vetting check may be required for certain types of employment or voluntary sector roles.
DCT	Directly Connected Terminal.
Deport	To remove a person to another country. The order for deportation is made by the Home Office on recommendation from the Court.
DfT	The Department for Transport.
Diazos	Non-updateable microfiche records. When a copy of a microfiche is requested a diazo was formerly sent (so called because of the ultraviolet sensitive chemical compound used to produce the microfiche). Now the information is sent by email.
DIF	Downtime Information Facility, a mechanism that enables PNC Operations to send emails to pre-nominated email addresses. The DIF advises recipients of unplanned losses to PNC and other related services, as the PNC Broadcast facility is generally unavailable at these times. DIF messages are also sent to report news of progress and restoration of service.
DQ1	A form used to obtain a driver's full history from the Driver & Vehicle Licensing Agency.
Driver Number	A unique reference allocated by the DVLA to a person who may or may not be in possession of a driving licence.

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DTETP	Disqualified until extended test passed. Similar to DTTP but the test lasts twice as long with the same criteria (i.e. more amount of time to make the same amount of mistakes as a normal test).
DTTP	Disqualified until test passed. A penalty imposed by a Court of being disqualified from driving until they have passed a Department for Transport (DfT) driving test, which may or may not follow a fixed period of disqualification. After any fixed period of disqualification a person may drive a vehicle provided they have been granted a provisional licence by DVLA and adhere to the conditions of a provisional licence holder.
DVA (NI)	Driver and Vehicle Agency (Northern Ireland), responsible for licensing and testing drivers in Northern Ireland.
DVLA Confirmed/Unconfirmed	Clarifies whether or not the disqualification report content has been confirmed by the Driver & Vehicle Licensing Agency. This happens by means of the weekly file transfer of information from DVLA (Swansea) to the PNC Names application (see batch job ND007J for further details).
DVLA	The Driver and Vehicle Licensing Agency (Swansea).
DVS	Driver Validation Service, a browser based link provided by DVLA to their Driving Licence data.
DYO	Deter Young Offenders. Multi-agency CJS scheme to tackle those young offenders assessed as posing the highest risk of causing serious harm to others and likelihood of re-offending.
EAW	European Arrest Warrant. An arrest warrant issued by member states of the European Union pursuant to surrender procedures (extradition).
Fails to Appear (FTA)	The subject's failure to answer to bail at the specified time (see Bail).
Filename	The name in which a subject was first recorded on PNC. This is not necessarily the subject's real name. The Filename, once entered, is generally never changed except for spelling correction.
First Case	A person who has no previous convictions recorded against them who comes to notice.
FS Code	The force and station reference identifying the police force area and the individual police station within the force area. It is made up of two numbers (identifying the force) followed by two characters (identifying the station).
GRC	Gender Recognition Certificate.
HDC	The Hendon Data Centre, the building in which the PNC is located.
Hostile Witness	A person who appears in Court to give evidence being either unwilling to do so or biased to either the side of the defence or prosecution and being called to give that evidence by the other party.
ICAO	International Civil Aviation Organisation.
ICPO Affiliated	Having membership to the International Criminal Police Organisation, thus facilitating the exchange of information regarding criminals between member countries.
IDENT1	IDENT1 has evolved from NAFIS and provides the ability to store finger and palm print information for searching at individual police force bureaux via a dedicated WAN. There is close integration with PNC and the Criminal History systems in Scotland and Northern Ireland. This end-to-end service is provided by a stringent Service Level Requirements document with regard to accuracy, response times, throughput, availability and support metrics. IDENT1 provides the platform for the addition of further identification systems.
Intelligence	Confidential information about a person (subject) that can be collected, collated and disseminated within the police service to assist with an ongoing criminal investigation into the activities of that person.
Interface System	A method by which a local force system can interact with the PNC.
Interim Disqualification	A penalty imposed by the Court of disqualification from driving until the offender is sentenced at a later date at a higher court.
Internal Cross-References	Links between the subject and another PNC Names record.
Interpol	Abbreviated name for ICPO (International Criminal Police Organisation).

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Keywords	An NPCC approved list of standard recognised terms used within records to facilitate online searching.
LEA	Law Enforcement Agency.
LECN	Law Enforcement Community Network, planned replacement for PSNfP.
Libra	His Majesty's Courts & Tribunals Service Magistrates' Courts system in England and Wales.
Livescan	The equipment used to check fingerprints on IDENT1.
Makeover	The transfer of data from one record to another.
MAPPA	Multi Agency Public Protection Arrangement, a group consisting of multi agency 'professionals' (police, health workers, local authorities etc) that manage 'dangerous' offenders.
MIAFTR	Motor Insurance Anti-Fraud Theft Register, which is run by HPI. It provides the insurance industry and related parties with data for the management of motor vehicle fraud and theft claims.
MIDAS	Motor Insurance Data for ANPR Systems, comprising VRMs of uninsured vehicles supplied by the Motor Insurers' Bureau.
Modus Operandi (MO)	The manner in which an offence was carried out, including description of the offender's actions at or near the scene of the offence.
MPS SSS	The Metropolitan Police Shared Support Services (formerly SCD26). Due to a merger with NIS this department has responsibility for some national record-keeping functions.
NABIS	National Ballistics Intelligence Service.
NAS	National ANPR Service, replacement for the National ANPR Data Centre and local ANPR systems.
NASCH	The search factors - Name, Age (Date of Birth), Sex, Colour and Height.
NBTC	National Border Targeting Centre (part of the Border Force)
S.23(1)	
NFA	No fixed abode. Is used in relation to addresses within the nominal element.
NFA	No further action in relation to the disposal of an offence. It is qualified with a reason for discontinuance.
NFLMS	National Firearms Licensing Management System.
NFO	National Fingerprint Office.
Nickname	A familiar, pet or derisory name given to a person.
NIS	The National Identification Service.
NMPR	National Mobile Property Register, the national police database of registered property ownership and stolen property records.
Nominal	The descriptive details including NASCH factors of a named person (subject) to which an individual record refers.
Not Proven	An adjudication of a Scottish Court where the offence has not been proven beyond reasonable doubt.
NPCC	National Police Chiefs' Council, a body of chief police officers across the service in England, Wales and Northern Ireland that provides oversight to national policing units, agencies and projects.
NPF Warrant	A non-payment of fine warrant.
S.31(1)	S.31(1)
NPIRMT	National Policing Information Risk Management Team.
OCG	Organised Crime Group.
Offence Processing	One of three prime elements, without one of which a record cannot exist. Relates to the criminal element for which the subject has come to notice of the police.
Online Searching	The means by which records are retrieved using permitted search criteria (see QUEST).
P4G	Police PNC Policy and Prioritisation Group.
PACE	The Police & Criminal Evidence Act 1984.

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Parole	Refers to the conditional release of an offender, on the promise of good behaviour, prior to the completion of the term of imprisonment originally imposed by the Court.
PentiP	Home Office system used in England & Wales to process fixed penalties for vehicle offences and disorder, and to be used to record other information such as Driver Offender Retraining Schemes, Home Office Road Traffic forms, Vehicle Defects and Cannabis Warnings.
Phoenix/Force Interface	A mechanism that allows the electronic transfer of data from a local force computer system (e.g. Custody or Command & Control) to the PNC Names database, in order to remove the need for it to be keyed into two systems.
PIAP	PNC Information Access Panel. NPCC committee responsible for dealing with applications for non-police agency access to PNC.
PNC Operations	PNC Operations, the Home Office department that manages the Police National Computer and some related IT services.
PNCID Number	Police National Computer Identification number. A unique system generated reference number issued to each record in the PNC Names database.
PND (disposal)	Penalty Notice for Disorder. Introduced in 2001 specifically to tackle low-level antisocial behaviour and to reduce police bureaucracy in dealing with these types of crimes. A PND does not count as a conviction.
PND (system)	Police National Database, the national intelligence system
Police Disposal	The police decision on suitable proceedings in relation to an offender.
Police Service of Scotland	Generally known as Police Scotland. Formed in April 2013 through the merger of the eight former geographical police forces in Scotland, the Scottish Crime and Drug Enforcement Agency and the Association of Chief Police Officers in Scotland. Includes National Systems Support, which oversees recordkeeping on behalf of the service via the Scottish Criminal History System, Scottish Intelligence Database, PNC and other national systems.
POT	Prevention of Terrorism Act 1996.
Probation Order	An instruction (order) from a Court for the accused to be supervised by a representative of the Probation Service and to abide by certain rules appertaining to the order.
Procurator Fiscal	Prosecuting agent for Scotland.
QUEST	Query Using Enhanced Search Techniques, the online descriptive search of the Names database.
RCC	"Refer to Court Case" result.
RCIO	Regional Crime Intelligence Office.
Recidivist	A subject who has at least one previous conviction recorded against them who then reoffends.
Recordable Offence	An offence in law that may be punishable by a term of imprisonment or is declared a recordable offence by statute. The definitive list of offences may be found in National Police Records (Recordable Offences Regulations 2000 SI 1139) as amended by the National Police Records (Recordable Offences) (Amendment) Regulations SI 2003/2823, 2005/3106, 2007/2121, 2012/1713.
RSO	Registered Sex Offender.
Released on Licence	The premature release of an offender imprisoned for a serious offence, with strict conditions applied to the release. The licence takes the form of a document, a copy of which is sent to the force in whose area the offender is to live.
Replicated	The making of an exact copy.
ROSHO	Risk of Sexual Harm Order, a civil preventative order against a person thought to pose a sexual risk to children under 16.
RTTP	Revoked until Test Passed. This is part of the Road Traffic (New Drivers) Act 1995 which affects drivers with less than 2 years experience who accrue 6 points on their driving licence.

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Schengen	The Schengen Information System, a European wide database containing persons, vehicles and stolen property items of police interest. It provides European countries (outside the UK) with increasing border control and law enforcement opportunities.
SF Number	Search Form number. A CRO reference identifying a record held by the National Identification Service which was not supported by fingerprints.
Sine Die	Used in disposals to indicate an indefinite period (e.g. adjourned sine die is an indefinite adjournment).
SOPD	Sexual Offences Prevention Order, an order to place restrictions on the behaviour of a sex offender thought to pose a risk to the public.
Soundex	The first stage in Names Matching. The surname is numerically coded to enable the computer to retrieve possible matches.
SPA	The Scottish Police Authority. SPA is responsible for maintaining policing in Scotland, promoting policing principles, continuous improvement of policing and holding the Chief Constable of Police Scotland to account. SPA also oversees Scottish Forensic Services.
SRG	STIF Replacement Gateway, device developed as a replacement for the Standard Interface (STIF) X25 protocol link. SRG provides a standardised mechanism for online access to PNC application services. It differs from the DCT gateway, in providing local control over the operation of PNC users, terminals and sessions.
STIF	Standard Interface. Interface between a Local Force Computer and the PNC, enabling terminals on the Local Force Computer to access the PNC facilities (see SRG).
Stub record	A PNC Names record for which conviction information exists on microfiche which has not yet been transferred onto PNC. This will be apparent from the BRC STATUS on the AM page, and the lack of any conviction details in the Status Line.
Subsequent Appearance	Following the original specified resulted court appearance the subject makes a further attendance at court.
UK Missing Persons Unit	Formerly known as the National Missing Persons Bureau housed within the Metropolitan Police, it is now under the responsibility of S.23(1)
Validated Field	The system's ability to check that the input of data into a field must conform to certain rules or contain certain values.
Varied on Appeal	Following the original court case a successful appeal has been made and the sentence was altered by the court to reflect a more acceptable result (see Appeal).
ViSOR	Dangerous Persons Database.
Ward of Court	A juvenile under the care and control of a guardian appointed by the Court.
Warrant of Commitment	A document issued by the Court for the apprehension of an offender with a directive to the police to have that person put before a Court. Endorsements for bail may be present (see Bail). The offender may also be required by the Court to comply with certain conditions (e.g. payment of monies, sureties).
Weed Review	The period of time a record is to be held on the system before the reason for its further retention is reconsidered.
WICU	Watchlist and Information Control Unit
XHIBIT	His Majesty's Courts & Tribunals Service Crown Courts system in England and Wales.
Youth Restorative Justice	Process whereby young offenders are withheld from the criminal justice system and are instead given the opportunity to make amends for an incident via practical reparation to the victim or community.

CHAPTER 1 - INTRODUCTION

1. INTRODUCTION TO THE PNC MANUAL AND ASSOCIATED TOPICS

1.1. Purposes of this Manual

The PNC Manual serves the following main purposes:

- **It is the operating rules for PNC applications as agreed by the National Police Chiefs' Council and it defines the national operating standards, which must be adhered to.**
- It provides an outline description of the overall system.
- It provides a more detailed description of individual applications as a basis on which forces can plan their local procedures. Force procedures should be in accordance with any directives issued by the NPCC and the Chief Constable of Police Scotland. Relevant documents include the Code of Practice on the Management of Police Information (MoPI), Code of Connection for PNC (including the associated PNC Operating Rules) and the Agreement between the Home Office/Scottish Executive and Chief Officers for the use of PNC.
- It is a reference for local training and information.
- It is a guide for operators in the use of the PNC.

1.2. Availability

New versions of the manual are made available to each customer organisation, and are circulated by email to their PNC Liaison Officer. They are also available via the PNC site on Knowledge Hub.

1.3. Amendments

Any comments about format, content or presentation relating to either volume should be channelled through the relevant PNC Liaison Officer (see Amendment Request Form at the front of this document).

1.4. Content Queries

Any enquiries relating to the PNC Manual should be made to the ITNow Service Desk.

2. PNC Vetting Levels

All PNC users are required to hold at least Recruitment Vetting (RV) level security vetting to access PNC. All PNC users are required to hold the necessary vetting in order to be permitted access to PNC data. All vetting authorities will be monitored as part of the HMICFRS/HO audit process. Please refer to PNC L/O 2023/001

3. NATURE AND OUTLINE OF THE SYSTEM

The Police National Computer provides a fast and reliable service that allows users to access and update a central database of information on a round-the-clock basis. The system can be accessed online by Directly Connected Terminals (DCTs) and their associated printers. In addition there are a growing number of local force computer systems and terminals connected to PNC via STIF Replacement Gateways (SRGs).

In both cases, the access is achieved via the Public Services Network (PSN) bearer that forces procured from one of the Telecoms providers (Vodafone, BT, Virgin Media etc). For Policing, there is an encrypted overlay on this bearer referred to as PSNfP (PSN for Policing), which handles the IL3 and IL4 network traffic formerly referred to as CJX/xCJX. The PSNfP overlay consists of encryption and firewall devices that are in most cases managed by Vodafone (one or two forces have chosen to procure and manage their own devices). Further information about the transition from CJX to PSN is contained in PNC L/O Letter 2015/061.

3.1. Organisations with Full Access

Each customer organisation is issued with a two-character identifying code. For a full list use the #QF transaction (see [Chapter 5, section 2.4](#)). Organisations with full online access to the system include:

- All mainland police forces of Great Britain
- Police Service of Northern Ireland

- Isle of Man and Channel Islands Police
- British Transport Police
- S.23(1)
- Ministry of Defence Police
- HM Revenue & Customs

3.2. Restricted Access

Restricted facilities are provided for a variety of purposes to several customers, including those within the criminal justice system, government departments, vetting agencies and training establishments:

- Courts Service, Probation Service, Prison Service, forensic service providers
- Departments dealing with Finance, Immigration, Social Security, Trade & Industry, Transport
- Driver and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service, Disclosure Scotland and Access Northern Ireland
- Cabinet Office (UK Security Vetting)
- College of Policing

3.3. Other Approved Access

Data is transferred electronically by file transfer or encrypted email to the DVLA, Home Office Statistics Branch, Experian, HPI and other commercial companies.

As technology has developed, increasingly links between the PNC and other data sources have been built. In 2001 the Motor Insurance Database was the first external source of data to be accessible via PNC and the NMPR (National Mobile Phone Register) became the next in 2011. PNC Operations supports application interfaces with the National DNA Database, Disclosure and Barring Service and the equivalent bodies in Scotland and Northern Ireland, Courts Service, IDENT1, ViSOR, NSPIS Case Preparation and Custody, and NFLMS. Many forces use systems, such as Niche or Athena, to capture updates to Names records locally and then transfer them electronically.

3.4. End User Access and Mobile Data Terminals

Originally most end users did not have direct access to PNC, with requests for and responses to enquiries being communicated via radio or telephone links to terminal operators. There are now a significant number of Mobile Data Terminals in use that provide direct access to PNC. The roll out of Airwave and PDAs has increased mobile access to PNC substantially. This is subject to the relevant training being undertaken.

3.5. Access to the System

An access control system allows different sets of capabilities to be allocated to different terminal operators. For example, some operators are restricted to enquiry only transactions, while others may only have access to specific applications. Web browser technology also provides control over individual data fields that may be viewed. Levels of access are determined locally within forces. If you require a different level of access contact your PNC Liaison Officer.

3.6. Main uses of the system

Since beginning life in 1974 with solely a Stolen Vehicles database the PNC has evolved in line with the needs of modern policing. Major changes were implemented in 1991 and the Phoenix project provided a significant enhancement to the Names application in 1995. The strategic aim of PNC has been and will remain unchanged, namely to provide the best possible information for operational policing purposes. Within the police service some examples of the main uses of the system are:

3.6.1. Patrol checks

Police officers use PNC enquiries in carrying out checks on vehicles, property and persons observed in suspicious circumstances.

3.6.2. Vehicles

In addition to stolen, owner and motor insurance enquiries based on the full VRM, the PNC has four other facilities to identify vehicles when the full VRM is not known. VODS (Vehicle Online Descriptive Search) allows an enquiry to be made using descriptive or geographical information about a vehicle. A frequently

required subset of this functionality is the full postcode search. **It is recommended that all operators with Vehicle Enquiry access are permitted to use the postcode search, provided they are aware of the issues relating to disclosure for evidential purposes.** PNC also supports searching using partial VRMs, optionally in conjunction with Make, Model or Colour, and a VIN search, optionally in conjunction with Make. These facilities provide details of all vehicles matching the search criteria (see [Chapter 2](#)).

3.6.3.Names

Changes to the Names database have allowed comprehensive information about persons to be recorded on the system since May 1995. Earlier records that have been back record converted may contain conviction material and the most recent nominal information only. The enhanced functionality of the Names application provides extensive capabilities for recording criminal intelligence, such as:

- Modus Operandi (MO)
- Known Associates
- Alias Names and Dates of Birth
- Current and historical Address information
- All persons jointly charged
- Places Frequented

QUEST (Queries Using Enhanced Search Techniques) was introduced in July 1998 to provide the police service with the ability to use the information held in nominal records as an aid to investigation. It provides the capability to search records using descriptive, conviction, geographical and MO information, thus producing details of potential suspects.

3.6.4.Checks at the time of Arrest

When a person has been arrested, a nominal check will reveal amongst other things:

- Whether that person is wanted for a crime
- Whether disqualified from driving
- Details of any outstanding prosecutions
- Details of any previous convictions for recordable offences
- Details of Sex Offender Status

If a person is arrested, charged, reported or summonsed for any recordable or certain other offences, that person's fingerprints should be obtained. Comparisons carried out using IDENT1 will assist in confirming identity for offenders with a previous criminal history.

3.6.5.Employment checks

Organisations requiring employment vetting checks, for certain occupations, and those employing people having substantial access to children and vulnerable persons, should carry these out via the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland. Police and other authorised PNC users should not use the PNC for this purpose, unless part of an agreed process (e.g. pre-employment checks on prospective alarm company employees). Checks for the purpose of security vetting should still be carried out on PNC.

3.7. PNC System Capacity

The PNC system has been upgraded regularly during its history to ensure that a satisfactory service is provided, both in terms of online response times and ability to deliver off-line services within acceptable timescales. Each mainframe has a finite capacity, which is carefully monitored and managed to ensure it caters for anticipated increases in demand during the lifetime of the hardware.

Under the PNC Service Level Agreement, which allows for a 10% annual increase in transactions, forces are required to notify the Service Level Management Team of plans to change their usage of PNC or to increase it by any significant level (see PNC L/O Letters 2007/065, 2007/083, 2009/070 and 2015/037). Failure to do so could jeopardise the PNC service and cause the disconnection of any unauthorised source of major increase, e.g. an ANPR system. The latest version of the Change of Usage / Increase in Transactions Form was issued via PNC L/O Letter 2023/026. This form should also be used to notify the ITNow Service Desk of any Change in Usage or SRG implementation.

4. CURRENT APPLICATIONS

4.1. General

There are currently five major PNC applications, each associated with a specific database: vehicles, stolen and found property, persons of police interest, drivers' licences and the transaction log. Other PNC system facilities include tables of reference information (known as the Combined Directory), a means of broadcasting messages between police forces, operator training, and a demonstration environment.

The PNC was formerly linked to the second generation Schengen Information System (SISII), which is a European-wide database passing real-time information from law enforcement agencies in one participating country to the others, via alerts relating to people, vehicles and property. The UK had operational access to SISII PNC between 1427 on 13 April 2015 and 2300 on 31 December 2020. Access was withdrawn for political reasons. See PNC L/O Letter 2020/041 for further details.

Although no data is transferred in either direction between PNC and SISII, some of the software functionality that existed during the above period is still in place and some mandatory fields may still need to be updated (see PNC L/O Letter 2022/012). For example, VODS and QUEST permit the option to select SISII records (S), but these searches will fail if the option is taken. Some records on the Training file (TRNG) contain SISII related data items. As SISII content has been removed from this document, please refer to PNC Manual v20.01 for information about SISII that was previously included.

4.2. Vehicles Application

The Vehicles application holds information on all UK registered vehicles, foreign vehicles that have been reported stolen in the UK and other vehicles that are of particular interest to the police. In all, over 66 million vehicles are recorded on the system. Updates to vehicle identification, description and registered keeper details are provided daily by the DVLA, and these are processed in batch mode. Police information can be added to vehicle records using online transactions in the form of reports of various types, for example Stolen, Found, and Action. While the normal means of enquiry uses a vehicle registration mark (VRM) as a key, enquiries can also be made using part registration numbers and vehicle identification number (VIN). There is also an on line facility (VODS) for retrieving all records that match a particular vehicle description, e.g. make, model, colour, partial VRM.

4.3. Names Application

This application holds data on persons who:

- are the subject of judicial process for recordable offences, including information about their current status
- have previous convictions for recordable offences (including Reprimands, Warnings, Cautions)
- have been issued with penalty notices for disorder
- are currently disqualified from driving
- are wanted by the police
- are missing in certain circumstances or have otherwise come to notice
- are on the Firearms Certificate Holders database (NFLMS)
- have a DVLA Driving Licence record (held as a separate database to Names on PNC)
- have been acquitted of, or arrested and released without charge for, a recordable offence (under the Criminal Justice Act 2003, England & Wales only)

Information relating to the judicial process is keyed in at a local level by forces. Disqualified Driver and Wanted/Missing information is entered directly by forces using online transactions, with Disqualified Driver data being subsequently confirmed by electronic file transfer from the DVLA. Persons, with record details, will have a PNCID number issued that is unique and is retained for the duration of their record life on the system. This number is never reissued. A CRO number is generated by IDENT1 once a person is identified using fingerprints. Only one such number is issued per person regardless of aliases they may use.

Enquiries on records can be made using either a combination of name, date of birth, sex, colour, and height or a reference number such as a PNCID Number, Driver Number or CRO Number. The Names index can also be searched via QUEST, based on descriptive and conviction information. A more detailed explanation of the search facilities is included in Volume 2 of the Manual covering the Names, Drivers and QUEST applications.

4.4. Property Application

This allows a restricted range of stolen or found property types to be recorded on the system and enquired upon. Stolen engines are cross-matched with the Vehicles application. The property classes recordable are specific items of contractors' plant; vehicle "attachments" such as trailers, engines, containers, sidecars; marine craft; animals; firearms.

4. HENDON DATA CENTRE

Hendon Data Centre is the computer complex where the Police National Computer and various other national police IT systems are housed. It is a purpose built and self-contained building. A second machine, the Disaster Recovery System, is housed at a separate location and acts as a hot standby machine.

4.1. Computer Operations

Five shift teams are responsible for operating the computer. This includes managing the workload of the computer from the control consoles and manipulation of media. The teams deal with problems affecting the system being operated on the computer and manage the available resources to provide the best possible service to the users, being a first line of defence against system stoppages. They are reinforced by technical support staff, who are on call 24 hours a day.

Operations staff may also provide cover for specialist transactions, such as VODS and QUEST, and advise whether an off-line search would be more appropriate. Additionally, since July 2004 the Operations staff have taken on responsibility for batch and media services (see [section 4.3](#)).

When PNC or other related services, such as SRG, ViSOR, NFLMS, NABIS etc, suffer unexpected loss of service, Operations staff use the Downtime Information Facility (DIF) to inform customers. This prevents an excessive amount of calls to the ITNow Service Desk about the same issue. The DIF is also used to provide progress reports and details about the restoration of the affected service. There is a separate DIF distribution list for each service, as a PNC user is not necessarily a ViSOR user, and vice versa. Any changes to DIF lists should be sent to Operations staff via the ITNow Service Desk.

4.2. ITNow Service Desk

ITNow Service Desk provides a 24 hours point of contact for all enquiries and issues concerning the services provided by PNC. See [Appendix 4](#) of this chapter for contact details.

4.3. Batch and Media Services

4.3.1. Objectives

The objectives of this role are to provide batch services via the Batch Control System (BCS), and to produce and despatch the associated output to customers without delay. Until September 2008 the majority of this output was in the form of paper printout, and it peaked at almost a million pages per month. Latterly, due to a significant reduction in redundant output (particularly from NPDAFR) coupled with the strategic requirement to transfer it electronically, the total volume of pages produced by batch jobs is now under half a million per month, with only about 5% of this printed at Hendon.

4.3.2. Functions

The duties include:

- dealing with customer queries regarding the batch service
- scheduling regular batch jobs
- running ad hoc batch jobs requested by customers
- ensuring electronic output is despatched to customers
- collating any paper printout still produced, and arranging collection by external customers
- managing the media library

Copies of all databases are maintained on the Disaster Recovery System by applying updates there within an hour of them occurring at Hendon. Additionally all databases are backed up twice per week at both sites.

4.3.3. Batch Control System

The Batch Control System comprises a wide variety of batch jobs that supplement the online services. These off-line jobs include database updates where data from other sources is processed, e.g. DVLA, Phoenix Force Interface, IDENT1, Royal Mail, and database enquiries for which an online transaction is not available or would be inappropriate, e.g. a complex search which could take several hours to complete. In addition the BCS handles regular weeding of redundant records, provides audit reports, checklists, statistical reports and reviews.

4.3.4. Scheduled Batch Jobs

One of the most important tasks is to produce and despatch the Names Daily Activity File every morning (batch job NPDAFR), providing a report of online Names update transactions as per each force's #QV settings. Other regular jobs include:

- Vehicles update suite, data received from DVLA, run Tuesday to Saturday (VE601J)
- Drivers update suite, data received from DVLA, run Tuesday to Saturday (DL600J)
- Disqualified Drivers update suite, data received from DVLA, run weekly (ND007J)
- Vehicle Theft/Recovery notifications, run weekdays (VE603J)
- Vehicles weed, run every Monday (VE602J)
- Property weed, run every Monday (PR602J)
- Disqualified Drivers weed, run every Tuesday (ND010J)
- Impending Prosecution weed, run 26th of each month (NPIPRM)
- Wanted/Missing weed, run 18th of each month (NW001J)
- Warning Signals and Information Markers reminder, run 5th of each month (NPWSIM)
- Disqualified 'Til Test Passed, run January and July (ND020J)

4.3.5. Ad Hoc Batch Jobs

Ad hoc batch requests must be made by an authorised officer, whose details have previously been registered with Operations. An example of the authorisation form is shown in [Chapter 7, Appendix 1](#). Requests may be submitted by email or fax to the ITNow Service Desk, marked for the attention of Operations. These include:

- Message Log search (UT700J)
- Off-line Transaction Log search (UT500J or UT501J)
- Checklists and Audit Reports for Names, Vehicles and Property applications

If you are unsure of your precise requirements, please refer to [Chapter 7](#) of this manual or contact Computer Operations via the ITNow Service Desk on [S.31\(1\)](#)

4.4. Security

A comprehensive round-the-clock physical security system is in operation.

Environmental engineering support is provided on-site round the clock. Computer hardware engineering is covered by on-site and off-site facilities round-the-clock.

4.5. Other Functions

The internal structure of PNC Operations is subject to periodic change, but in general terms the functions carried out relating to PNC services can be categorised as follows:

- **Software Engineering** - development and testing of online, batch and interface software
- **Service Delivery** - operations, batch & media services, availability management, capacity management, service level management, systems security, business relationship management
- **Service Support** - change and problem management, service desk, configuration management, software release management, service improvement
- **Technical Support** - operating systems support, datacomms network and software support, system integration, database support, applications integration management
- **Miscellaneous** - business strategy, buildings security, facilities management

4.6. Service Level Agreements

There is a Service Level Agreement (SLA) between PNC Operations and the police service for the PNC. It includes a description of the services provided, the hours during which they are available, targets for availability and response times, and the structure for reporting performance and reviewing the SLA, which is

via the SLA Management Group (SLAMG). The SLA sets out the maximum number of transactions of certain types the police service are expected to perform in certain time periods. If these thresholds are exceeded PNC Operations cannot guarantee to deliver the service within the agreed response time targets. In order to plan adequately for future capacity, it is imperative that forces inform PNC Operations when planning local changes that may cause significant increases in the PNC workload, for authorisation by the SLAMG (see [section 2.7](#)).

Service Level Agreements are also in place for other related services, such as ViSOR, NFLMS and NABIS.

5. TRAINING

Any individual accessing, supporting and/or managing the use of PNC, either directly or indirectly via any other system or platform (including mobile data terminals), must be trained to the national standard set by the College of Policing. This training must be delivered by an accredited PNC Trainer, who must currently be on the Professional PNC Trainer Register, held by the College of Policing. This requires them to meet the annual continuous professional development requirements for the areas of PNC they are accredited to deliver (see PNC L/O Letter 2013/030).

The training delivered may use a variety of delivery methods to meet the requirements of the learners. All learners, regardless of the delivery method that is used to train them, must successfully complete the appropriate national PNC assessment, achieving the minimum 80% pass mark. Assessment scenarios can be localised with different names and locations etc., but the learning outcome to be achieved by the assessment questions must firmly remain to ensure standardisation of assessment across all organisations.

For locally designed learning programmes for PNC training via mobile data and/or third party systems, trainers must utilise all appropriate national assessment questions that enable them to assess that all relevant learning outcomes have been achieved. PNC trainers delivering such PNC training must be accredited to the complete national standard for enquiry and/or update as appropriate.

Further information regarding the PNC Trainer accreditation process can be obtained from the PNC Trainer Accreditation Policy, which can be obtained from the College of Policing and is available on the PNC Trainer site on Knowledge Hub.

5.1. Refresher Training

Any PNC operator wishing to resume using the system after a break in usage of at least 6 months must undergo refresher training as shown below, depending on the length of the gap. **In all cases the individual must achieve the pass mark for any assessments taken during their refresher training, before being allowed to access PNC again.**

- **6 to 12 months**
Must successfully refresh their knowledge by completing the nationally agreed assessment (locally or centrally) for the areas of PNC they need to access. This process must be administered and managed by an accredited PNC trainer who is currently on the College of Policing Professional PNC Trainer Register. This trainer will determine whether there are any additional support requirements and confirm when they have been completed, before the individual is allowed access to the live PNC system.
- **12 to 24 months**
Must complete refresher training for the areas of PNC they need to access. The refresher training may take any form that is deemed appropriate by an accredited PNC trainer who is currently on the PNC Trainer Professional Register held by the College of Policing. It must include training on any changes to PNC that will impact on the individual's role. This process must be administered and managed by the accredited PNC trainer, who will determine whether there are any additional support requirements and confirm when they have been completed, before the individual is allowed access to the live PNC system.
- **More than 24 months**
Must attend a full PNC course appropriate to each area of PNC that they need to access.

5.1.1. PNC Operators Transferring to a Different Organisation

For individuals who have been trained to use PNC in another organisation, the same process adopted for refresher training must be applied. In order to determine the appropriate stage of refresher training they must undertake, the transferee should provide evidence of their skills and previous access to PNC. If they have used PNC within the last 6 months, they must still successfully complete the national assessments for the appropriate areas of PNC to which they require access.

5.2. Courses Available

The following standard courses are available through the College of Policing to all organisations authorised to use the PNC. The shorter courses can be localised but must still meet the National Standards which can be obtained from the College of Policing.

5.2.1. Police Training Roles Learning and Development Programme

This course is aligned to the learning and development needs of the Skills for Justice role profiles known as the Learning and Development Skills Framework. It is intended for staff who will deliver training in force, and is also part of the accreditation process for those wishing to deliver PNC training in the future at a local level. The course is of a generic nature and equips delegates with the knowledge, understanding, skills, attitudes and behaviours to enable them fully to take on the role of Police Trainer, Tutor, Instructor or Presenter. It is a modular course delivered through the College of Policing. No previous teaching experience is required, although a thorough working knowledge of the PNC will be required if seeking PNC Trainer Accreditation. The National PNC Trainer Accreditation Process Document is available from the College of Policing ICTLP (see [section 5.7](#) for contact details).

5.2.2. Managers' Course

This three-day course is designed for managers and supervisors of PNC operators and for those with a responsibility for data standards. The course aim is to enable delegates to explore relevant aspects of legislation and current practice relating to the core functionality of the Police National Computer as a management, operational support and investigative tool. Particular emphasis is placed on the security and management of PNC data with their organisation.

5.2.3. Vehicle and Property Enquiry Course

This is a three-day foundation course for operators of the PNC. No prior knowledge is required, although pre-read material and tasks are a pre-requisite of attendance. The course covers introductory elements of the system relating to Security and Legislation; Functionality of the Bulletin Board; relevant Directory Tables; enquiries on the Vehicle File; enquiries on the Property File; and an introduction to Transaction Log facilities. Competency based assessments are conducted throughout the course.

5.2.4. Names Enquiry Course

This is a four-day foundation course for operators of the PNC. No prior knowledge is required, although pre-read material and tasks are a pre-requisite of attendance. The course covers introductory elements of the system relating to Security and Legislation; Functionality of the Bulletin Board; relevant Directory Tables; enquiries on the Names File; and an introduction to Transaction Log facilities. Competency based assessments are conducted throughout the course.

Please note that courses at 5.2.3 and 5.2.4 are often completed as one course with the same participants throughout. If this is the case the course is concluded within a five-day period.

5.2.5. Vehicle and Property Update Course

This is a two-day course for operators who have successfully completed the Vehicle and Property Enquiry Course. It is designed to increase the skills level by teaching participants to add, amend or delete data on existing records; to create new records and to use all the facilities of the PNC Broadcast System. A competency based assessment is completed.

5.2.6. Names Update Course

This is a two-day course for operators who have successfully completed the Names Enquiry Course. It is designed to increase the skills level by teaching participants to add, amend or delete data on existing

records in respect of Wanted Missing, Operational Information and Disqualified Driver reports. It also includes the creation of new records for a similar purpose. A competency based assessment is completed.

Please note that courses at 5.2.5 and 5.2.6 are often completed as one course with the same participants throughout. If this is the case the course is concluded within a four day period.

5.2.7.Names - Offence Processing

This is a five-day course for operators who have successfully completed the Names Enquiry Course and it is desirable that they have received some additional local induction on the process of the criminal justice system within their organisation. It is designed to equip participants with the ability to apply their skills, fully, within the Arrest Summons Reports, Impending Prosecutions, Disposal History and Custody History requirements of the system. Competency based assessments are completed throughout the course.

Information is also provided for the processes of Makeovers, Keywording and Back Record Conversion.

For the update courses described at 5.2.5, 5.2.6 and 5.2.7 strict emphasis is placed on the timeliness and accuracy of data, and reference is made to the NPCC Compliance Strategy for IT (PNC).

5.2.8.Vehicle Online Descriptive Search (VODS) Course

This is a two-day course designed to enable students to utilise the VODS application in searching the Vehicle file by description and other factors. Successful completion of a Vehicle and Property Enquiry Course is pre-requisite for attendance. The course provides an in depth view of the vehicle file with emphasis being placed on analytical techniques and accuracy of data. VODS is considered an important tool in crime investigation and intelligence, and is essential in most major enquiries. A competency based assessment is completed e.

5.2.9.Queries Using Enhanced Search Techniques (QUEST) Course

This is a two-day course designed to enable students to utilise the QUEST application in searching the Names file by description or other factors. Successful completion of a Names Enquiry Course is a pre-requisite for attendance. The course provides an in depth view of the Names file with emphasis being placed on analytical techniques, together with the accuracy and timeliness of data. Knowledge of update procedures on the Names file is a desirable factor within the course. A competency based assessment is completed.

5.3. Training Materials

The College of Policing (ICTLP) PNC documentation has been prepared and distributed for the national standard of aims and objectives to be used by all PNC trainers. In line with recommendations from the HMICFRS, this is to ensure that the same standards are met wherever a student is trained. New advice on procedures is circulated to forces when necessary, and all PNC trainers must check the Training File Bulletin Board and PNC Trainer site on Knowledge Hub regularly for the updates to training materials. All PNC national training standards are stored there under PNC Training Documentation. Access is provided to all PNC Accredited Trainers who have registered with the College of Policing (ICTLP).

5.4. The Training File

The Police National Computer provides a training file that seeks to mirror all the main functionality of the LIVE file environment. The maintenance and quality of data on the PNC Training File is the responsibility of the National PNC and PND Learning and Development Advisory Group, who have an SLA with the College of Policing (ICTLP) to maintain national records. The Training File, which comprises fictitious records, is designed to refresh itself at the end of each week, ensuring that all records are returned to their base state for the following week's training. Should trainers require any further additional national training examples they should make a request to the National PNC and PND Learning and Development Advisory Group. Details of this process can be found on the PNC Trainers site on Knowledge Hub.

5.5. Operator Training in Force

Training for PNC operators is largely carried out in force and must only be undertaken by PNC Trainers on the Professional PNC Trainer Register for the area of PNC requiring delivery. This will ensure that all operators are trained to the same high standard of proficiency nation-wide.

With effect from 1st April 2007 all PNC Trainers must be on the PNC Trainer Professional Register that is managed and maintained by the College of Policing.

The NPCC PNC Compliance Strategy requires that local force training departments follow all national standards that are set for PNC training.

5.6. Training Conditions

Training should normally be:

- carried out away from the operational environment
- based on documentation supplied by the College of Policing (ICTLP)
- formally structured to meet the National Learning Standards for PNC which can be obtained from the College of Policing

Training should be carried out solely on the Training File; use of live data for training purposes is not permitted.

5.7. Further Training Advice

Further advice about any PNC related training matter may be obtained by contacting:

deliveryadmin@college.pnn.police.uk

6. GETTING STARTED ON THE PNC

This section deals with getting started on the PNC. It is appropriate to all applications.

6.1. Connecting & Logging On/Off to/from PNC

Access to PNC is restricted and is only possible using approved terminals appropriately connected via approved networks.

6.1.1. Connecting to PNC

Access to PNC services is normally provided via terminal emulation software, typically displayed as an icon on a desktop PC. Alternately, the access may be provided through a desktop browser, or from within a local application. A terminal has to establish a connection to PNC before it can be “logged on”. This may require action from the terminal operator. The procedure for establishing a connection and the terminal status information displayed on the screen will vary, depending on the type of PNC interface solution installed, and the version of supplier software.

6.2. Log On Screen

Once a connection has been successfully made with the PNC the operator will be presented with a “Log On” screen. For Directly Connected Terminals (DCTs) this screen contains four fields for completion:

6.2.1. User-ID

The User-ID is a unique identity number that is allocated by a force to an individual operator. It comprises up to 8 characters alpha/numeric ONLY (no spaces or punctuation) - the first two characters of which **MUST** be the force code number. The User-ID controls the mode (Live, Training, Demo) which the user can access, the transaction codes available to that user, and the limitations of use within those transactions. The #MM (menu) transaction will give an authorised user a list of transactions which they are entitled to use.

6.2.2. Password

S.31(1)

Ideally it should contain a mixture of letters and numbers, and not include a standard English word of 3 or more letters. SRG access enforces this, as well as mandatory 8-character passwords, in order to provide stronger protection against attacks on force networks. **S.31(1)**

Passwords must be changed regularly (see [section 6.2.4](#)).

6.2.3. Mode

This field is to indicate the PNC Mode required. A 4-character input is required as follows:

- LIVE - Live files only
- TRNG - Training files only
- DEMO - Files for demonstration and system test purposes

S.31(1)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

S.31(1)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7. SUCCESSFUL LOG ON

Following a successful log on to the PNC, the user is presented with a screen that has the words:

‘ONLY AUTHORISED USERS MAY PROCEED’

and the time and date that the user last logged off at the top of the screen. If log off data is not available the last log on time will be displayed instead.

7.1. Other Fields On Screen

In addition the following can be found in fields at the bottom of the screen:

TCODE

A 3-character field, the first of which must always be the hash (#) character, followed by a 2-character code (almost always alpha characters) to indicate the type of enquiry (e.g. #VE, which indicates a vehicle enquiry). Note that in the Transaction Log characters other than '#' can appear in the first position of this field to indicate that they originate from other applications or devices (e.g. NFLMS and ViSOR transactions are preceded by '+' and those using web services, often via mobile devices, by '@'). For a full list of codes see [Appendix 5a](#) of this chapter.

ORIG

A 53-character field to indicate the originator of the enquiry. A minimum of four characters is required, but it is essential that the identity of the person requesting the check, the reason for it and their location are all included. This will make it easier for the user to remember the transaction during follow-up enquiries.

REASON

A 2-character field, the first of which is used to indicate a National Reason Code. The codes will assist auditors to ascertain the reason a transaction was carried out. The full list of codes, with an explanation of each, is given at [Appendix 3](#). Organisations may use the second character to break down the national coding further. Only when a transaction is carried out for audit purposes should the first character be '0', followed by the national reason code in the second character if desired.

DATA

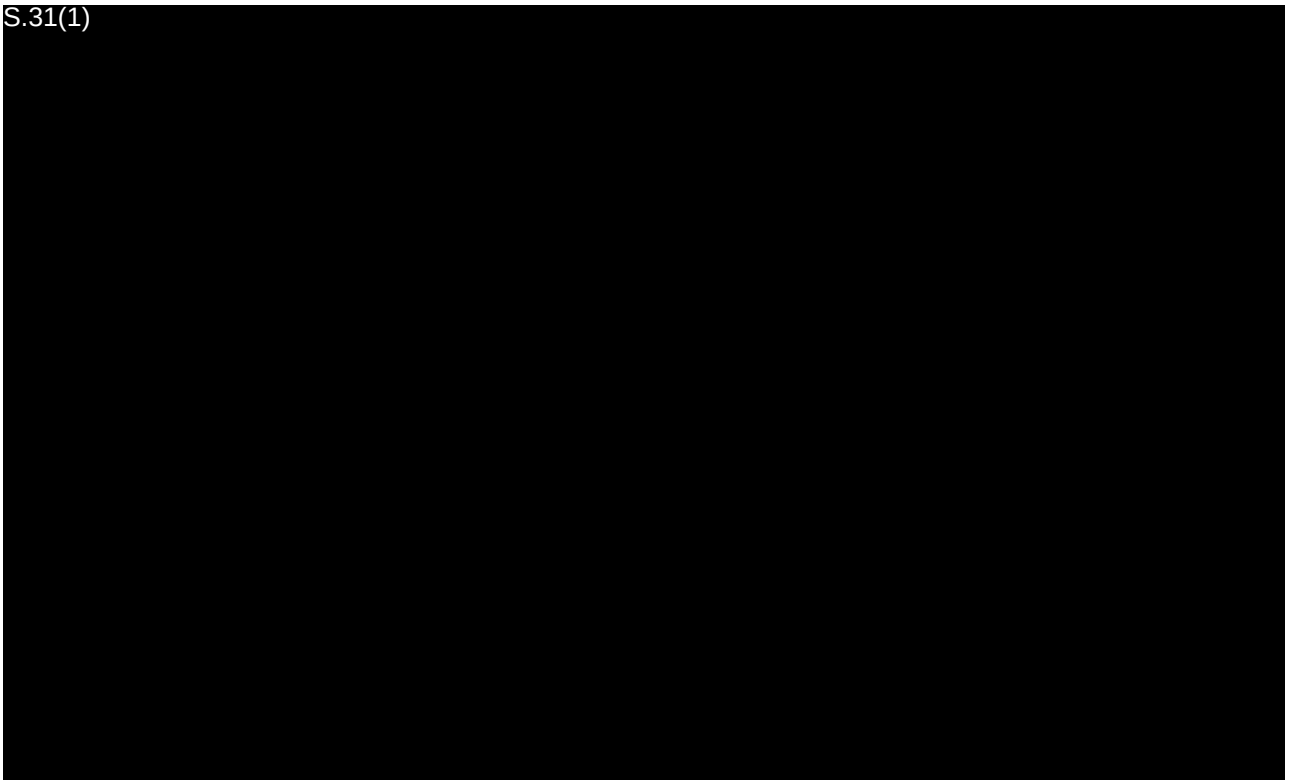
A 67-character field to indicate the content of the enquiry or update (e.g. a vehicle registration number or a name). If this field is left blank, and the 'SEND' key is depressed, a formatted screen appropriate to the transaction code used will be presented for completion.

PTR

A 1-character printer field which defaults to N for No. By entering Y in this field, the enquiry output will be directed to the associated printer and not the screen. Only certain transaction codes permit the use of the PTR field. For a full list of the permissible transactions, operators should use the #MM (menu) transaction.

7.2. S.31(1)

S.31(1)



7.3. Force/Station Codes

A Force/Station Code consists of four alphanumeric characters, the first two indicating the force and the last two the division/station. Normally the Force/Station Code used should be that of the station which took the complaint or compiled the relevant incident report. Its function is:

- to identify the originator of a report or record
- to provide a reference to case papers
- to identify the ultimate destination of computer reports
- to provide an address from which further details of computer records can be obtained
- to provide a degree of system security

7.4. List of Force Station Codes

The PNC can provide users with a complete list of Force/Station Codes. These are available in the Combined Directory application that includes Force/Station Codes, Broadcast Destinations and Court Codes. Appropriate enquiry points are also shown. The accuracy of the correspondence addresses and telephone numbers held in this application is the responsibility of individual forces.

7.5. Changes of Force Station Codes

Additions to and deletions of Force/Station Codes must be notified to the Service Desk. The following information is required:

- date of change
- list of affected units showing both the old and the new code
- when a unit ceases to exist its code and the code of any unit assuming responsibility for the other's records. (It is not possible to assign records in this way to more than one unit.)

A special program will be run by PNC Operations at a mutually agreed time to amend codes needing change. Thereafter only the new code is quoted. Any amendments to the details held under an existing Force/Station Code can be made online by specified users within each force via #QU.

7.6. Enquiry Points

Indicates where enquiries relating to a specific entry on PNC should be made. This must be a station that has 24-hour cover. Where all records for a Division/Area are held at Divisional/Area Headquarters then the enquiry point quoted should be for the Divisional/Area Headquarters.

8. TRANSACTION NUMBERS

The computer allocates a unique number to each transaction carried out by a particular user. This number takes the form of a two-letter transaction code followed by a six-digit number. The first two of the six digits indicate the session log-on number and the last four the sequence number of the transaction for the particular log-on session (see also [Chapter 6](#), Transaction Logging). The log-on number increases by one every time that user logs onto the system, to a maximum of 99 when it resets. Operators should note their log-on sequence number as they log off. It should only have increased by one when they next log on. If it has increased by more than one then their User-ID/password has been compromised. The password must be changed immediately and the facts reported to a supervisor.

8.1. Purpose of Transaction Numbers

Transaction Numbers serve two main purposes: they identify each transaction and, as they are sequential, assist in detecting unauthorised access to the computer.

8.2. Transaction Time Limit

If there is no screen activity for a set time (currently 45 minutes for DCTs and 20 minutes for SRG terminals) the system will disconnect the terminal, resulting in a fresh log-on being required in order to proceed further. This avoids wasting computer resources if something goes wrong during a transaction or an operator leaves the terminal for whatever reason. Similarly the computer automatically terminates any transaction that exceeds a certain fixed duration without database activity, for whatever reason (currently 40 minutes for the Names database and 20 minutes for the Vehicles database).

8.3. Date/Time Stamp

Each transaction (enquiry or update) is recorded against a date/time reference by the computer. Enquiry time is the time the enquiry was answered and the update time is the time the update was completed. Where an update has been carried out the date/time are incorporated into the record in conjunction with the Force/Station Code, and can provide a reference back to a particular incident.

9. S.31(1)

S.31(1)

9.1. Message Log Availability

Provided that sufficient information is given to identify the relevant section of the log, full details of specific transactions (i.e. all input and output screens) can be extracted and sent to forces electronically. A request must indicate whether or not it is for evidential purposes. All MLOG requests, including those for evidential purposes, can be provided electronically. As an alternative a paper copy, which must be collected in person from Hendon, is available on request. Forces should note that PNC Operations will provide a statement for electronic MLOG requests, however the content will be limited to the availability of PNC at the time the MLOG was run. Forces therefore must be aware that they will be responsible if a statement is required by court about the handling of an electronic MLOG for evidential purposes.

Information supplied with these requests should comprise:

- the User-ID concerned
- the originator details
- the identity (Terminal Name) of the terminal concerned
- the date and approximate time of the transaction(s)
- the transaction number(s)
- the application and particular records concerned
- the date by which the information is required
- the reason for the request (e.g. internal police enquiry or criminal investigation)

The response to the enquiry is an extract of the Message Log in accordance with the agreed Code of Practice. Requests for this service by an authorised officer should be made by email to the PNC Service Desk.

A secondary file containing a one-line summary of each transaction is maintained simultaneously and is available for online searching by specified users within a force (see Transaction Log Search, [Chapter 6](#)).

10. HELP FACILITIES

PNC has in-built help facilities.

10.1. Help Screens

All fields on all screens are supported by a help facility. To access help enter '?' in the field about which you require information and press the SEND key. A help screen will be displayed which will assist operators in completing that field. Some help screens refer the operator to the appropriate chapter in the Manual. Pressing the SEND key clears the help screen.

10.2. Force/Station Code Help

Enquiries on force and force/station codes can be carried out from within a transaction. The facility is available from an extra field at the bottom of the screen marked 'HELP'. By entering a full force/station code (e.g. 01HQ) at this point and pressing SEND the name and address of the appropriate station will be displayed. For force codes enter the force number prefixed by 'F' or just the force code (e.g. 01).

10.3. ACT/REA Report Help

In all Vehicle enquiry transactions except #VO, if multiple reports are present and at least one of them is an ACT report, the status of the ACT and REA reports (i.e. which ones are joined and which ACT reports are active) may be displayed by entering Y into the ACT/REA help field.

11. BULLETIN BOARD (#BB)

This facility is available to every user and contains information that is of importance to all, such as:

- PNC availability
- System enhancements
- Current problems
- List of recent PNC Liaison Officer Letters, including date of issue and subject

All operators should consult the Bulletin Board regularly, commensurate with their role. In view of its importance the code #BB is automatically inserted in the TCODE field when an operator logs on via a DCT.

11.1. Training Bulletin Board (#BB)

The Training file Bulletin Board is available to all PNC operators by using transaction code #BB whilst logged on in the Training mode. This facility, which is maintained and updated by the College of Policing (ICTLP), contains PNC training related matters and is intended to complement the Bulletin Board on the Live file.

Topics covered include the following:

- Extracts from or references to PNC Liaison Officer letters
- TRNG records to be used for enquiry purposes
- Dates of ICTLP courses
- Hints on training methods/system usage
- Training related problems
- New legislation affecting use of the PNC
- Software changes
- Details of TRNG Open Weeks

12. SECURITY AND DATA PROTECTION

This section outlines the security safeguards built into the PNC system and the responsibilities forces have for security and Data Protection.

12.1. System Security

The system incorporates the following security features:

- dedicated central computer
- dedicated communications lines
- logging on/off
- terminal identifiers
- User-IDs
- transaction numbering

12.2. User Responsibilities

The Chief Officer, or equivalent, is responsible for data obtained in the force/organisation from the PNC. **The data is for policing purposes only**, as defined in the organisation's Data Protection registration (full details can be obtained from <https://www.ico.org.uk>, the web site of the Information Commissioner). It is for the Chief Officer to authorise the release of data to other persons or organisations when it is necessary for the proper discharge of their duties, **and for ensuring this is not in breach of Data Protection legislation**.

12.3. Data Protection

Users should be aware of the need to protect and handle personal data in accordance with the provisions of the Data Protection Act 2018. To help achieve this, Chief Officers have signed up to the Code of Connection for PNC, issued by PNC Operations, and a manual for Data Protection Management in Police Computer Systems. The Home Secretary has introduced the Code of Practice on the Management of Police Information (MoPI) under the Police Act 1996. As well as providing a uniform response to the legislation, these documents include recommended security procedures and sections on monitoring, enforcement and auditing.

12.4. Security for the PNC

The following measures, some of which are governed by legislation, are of particular importance and should be enforced at local level.

- Only authorised and properly trained personnel will operate a terminal.
- Information about the system must be restricted to those who need it in the execution of their duties.
- All terminals must be kept secure.
- User-IDs/passwords must be kept secure and made available only to those who need to have them. Every effort should be made to avoid accidental disclosure. Passwords must be changed regularly (see [section 6.2.4](#)).
- Data must be kept from public view.
- All faults, especially discontinuity of transaction numbers and corrupted records, should immediately be reported to the Service Desk.

- All PNC data, whether produced online or as batch output, is classified as **OFFICIAL** under the current Government Protective Marking Scheme. PNC batch output will continue to be marked as RESTRICTED, its classification under the previous scheme, until a formal request to change the software is received, developed and implemented.

The appropriate procedures must be adhered to for the storage, transmission and disposal of the output. These include:

Storage - protected by one barrier, e.g. in a locked container within a secure building.

Transmission - internally, by collection in person or encrypted and sent via secure email; externally, encrypted and sent via secure email.

Disposal - paper documents should be shredded or discarded by other secure means of disposal so that reconstitution is impossible. CDs should be destroyed completely. Disk files should be permanently deleted.

12.5. Monitoring

Procedures must exist for the monitoring of the use of the system in accordance with the Codes of Practice.

12.6. Security Enquiries

All enquiries on computer security and data protection relating to the PNC should initially be made to the Information Security Officer (ISO) in your organisation and then, if necessary, to the PNC Service Desk.

13. FAULTS AND ENQUIRIES

Faults and enquiries relating to the day to day running of the PNC system should in the first instance be directed to the Service Desk. They are equipped to offer advice and guidance on the following types of problems:

13.1. A Terminal Failure or Malfunction

It may not be apparent to the operator whether the fault lies with the PNC, the communications system, the terminal or is due to operator error. Callers will need to provide their name, location, terminal identifier, nature of the fault and other useful information such as any error messages displayed.

13.2. Output Enquiries

Related to electronic or printed output received from the Batch Control System.

13.3. Descriptive/Special searches

These are described fully in [Chapter 2](#) (VODS), [Chapter 3](#) (Property Descriptive Search) and [Chapter 18](#) (QUEST). Additionally a range of off-line search facilities is covered in [Chapter 7](#).

13.4. Corrupted records

All corrupted records on the Live or Training files must be reported to the Service Desk immediately.

13.5. Understanding Data

Normally enquiries relating to replies from the computer or the inability to complete an update can be solved by reference to the Help Screens or the PNC Manual. If the problem cannot be resolved using these sources of help then contact the Service Desk.

13.6. Less Urgent Routine Enquiries

Help can also be obtained on less urgent matters such as:

- permitted Force/Station Code changes to the Directory Tables
- terminals nominated to receive broadcasts
- User-IDs for new operators
- security procedures
- the PNC Manual

- system improvements
- any other non-urgent matters

13.7. Requests for No Disruption to PNC Services

Interruptions to the PNC service are essential for reasons such as routine maintenance and implementation of software changes. They are normally restricted to off peak times and users are provided with warning as to when this downtime will occur in accordance with the Service Level Agreement.

There will be occasions when, in the interests of operational efficiency, it would be vital for PNC to be operating normally. To accommodate such periods, requests may be made to PNC Operations for no disruption to PNC services. Each request must be made on the approved application form found at [Appendix 7](#) of this chapter, at least 3 months prior to the event, and must be signed by the Senior Officer in charge of the operation.

PNC Operations will, whenever possible, accede to such requests, however this will be on a 'best endeavours' basis and may not be feasible. Too many requests could have a serious effect on live operation of PNC or the ability to implement critical software changes, and this must be considered before submitting the request.

14. HARDWARE AND SYSTEM STRUCTURE

The PNC system comprises a number of interconnected components, each of which is described briefly below.

14.1. Terminals

There are various types of terminal in common use. They will either be a standard personal computer using an approved PNC Emulation or web browser or various types of Mobile Data Terminal. They either connect directly to PNC (often via a DCT Gateway), through a STIF Replacement Gateway (SRG) or via a mobile data network (e.g. Airwave).

14.2. The Communications Network

User terminals are linked to PNC gateway devices attached to the force's own local area network. These gateways connect to the operational PNC system via the Public Services Network for Policing. NDI have deployed a managed SRG solution, which allows low volume users to connect to PNC. The Airwave mobile data network is managed by Airwave Solutions Limited.

14.3. The Operational Computer System

This comprises the computer hardware and software located in the PNC building, the Hendon Data Centre. The Home Office (PNC Operations) maintains the database, implements the user applications, and provides operating and system support facilities. This system is based on a Fujitsu SE700-30 mainframe computer, running the BS2000 operating system. More recent PNC applications are hosted on Unix servers, with links to the mainframe databases. PNC has its own Disaster Recovery System, located at a remote site.

14.4. The Development Computer system

This is a separate facility for the development and testing of applications and other software.

14.5. The PNC Test Database

System testing is not permitted on the PNC Training database. A designated Test Database has been made available within the DEMO environment for forces to conduct either manual testing or to link local systems to it for test purposes. For guidance on the use of this facility and the procedure for connecting to it see PNC L/O Letter 2013/079.

15. SYSTEM OPERATION

15.1. Directly Connected Terminals

DCTs are linked to PNC via a "gateway" (a terminal server device) located on the customer's premises. The gateways are available from a variety of approved vendors. Within the gateway are declared the appropriate

network addresses. Matching addresses are declared in configuration tables on the PNC mainframe system. Gateways are designed to conform to the TCP/IP protocol used over the PSNfP. DCTs are assigned unique PNC terminal names, which are declared in the gateways and also in the PNC configuration tables. This access style relies heavily on the central management of terminal and user identities by the Home Office (PNC Operations) staff at Hendon.

Having established a connection to PNC, the terminal operator must initiate a terminal session by logging on to the system. This involves entering their unique user identifier, password and mode identifier on the log-on screen and sending this to the system. The mode identifier establishes the set of facilities to which the terminal will have access, e.g. Live, Training or Demonstration modes. Once the log-on has been validated and accepted by the computer system the terminal will be connected into the appropriate mode and can then process transactions. A terminal session will be terminated when the operator logs off, when a break in the communication link occurs, when the system detects that the terminal has not been used for a certain time, or when the system is closed down.

A terminal printer appears to the operational computer system as a device separate from its associated terminal, and has its own network address. A network call to a printer will only be set up when the computer system wishes to send data to it: this will either be in response to a request for a report, initiated from an associated terminal, or when a message is broadcast via the Broadcast application.

15.2. STIF Replacement Gateways (SRG)

These gateway devices were developed as a replacement for the X25 Standard Interface (STIF) protocol links, which allowed local force computer systems to connect to PNC. The gateways are available from a number of approved suppliers.

The purpose of the SRG is to provide a standardised mechanism for online, real-time terminal access to PNC application services. It differs from the DCT gateway, in providing local control over the operation of PNC sessions and their parameters. This allows PNC Police customers to maintain their own policies for their Local Area Network (LAN) security domains, while ensuring secure operation from client terminals to PNC over the PSNfP. The emphasis is on local administration of PNC terminals and users, with relative independence from centralised management functions carried out at Hendon.

SRG access to PNC is achieved via desktop web browser or IBM3270 terminal emulation. The user logs on to the gateway, but thereafter the PNC transaction facilities and screen responses closely resemble those obtained via a DCT.

Future enhancements to the SRG will support system to system links via XML data streams. A new generation of SRG, to be known as the Central Services Gateway (CSG), will provide access to centrally located web enabled applications in addition to the normal PNC services, and will ultimately supplant SRG.

15.3. Other PNC Interfaces

As well as the traditional DCT and newer SRG interfaces, a number of other interface styles are supported or are under development.

The modernised Phoenix Force Interface (PFI) allows electronic update of the PNC Names database from local systems, virtually in real time.

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The NSPIS Case Preparation and Custody applications provide a PNC interface, using the Fujitsu UTM-D software product. PNC interfaces are also available from NSPIS Command & Control and VP/FPO, based on the DCT access style. In these examples, PNC transactions are generated from within the local application.

Finally, a more modern, middle tier applications architecture (known as “Applications Integration” or AI for short) has been implemented on PNC. This architecture supports industry standard web enabled technology, with access from desktop browsers directly into central application and database servers located at Hendon. Examples of this type of interface include national applications such as ViSOR, NFLMS and NABIS, and the architecture also supports PNC links to the MoJ Juror Vetting, Disclosure and Barring

Service, Disclosure Scotland, Access Northern Ireland and Airwave. The “eDNA” link to police forces from the National DNA Database also uses this technology.

APPENDIX 1 - TABLE OF NPCC AND PNC ABBREVIATIONS

	A/ABAN	Apparently abandoned
(PNC)	AB	Alias date of birth
	ABAN	Abandoned
	ABH	Actual bodily harm
(PNC)	ABNL	Abnormal (ity)
	ABS DIS	Absolute discharge
	ACC	Assistant Chief Constable
	ACK	Acknowledge
	ADJ	Adjourned
(PNC)	AL	Alias
	A/LOAD	Abnormal load
	AMMO	Ammunition
	APW	All ports warning
(PNC)	ART	Articulated vehicle
	ATT	Attempt
	AWOL	Absent without leave
	B	Born (location)
(PNC)	BC	Bail Conditions
(PNC)	BIC	Bureau International des Containers (ISO standard code for Containers)
	BLD	Build
(PNC)	BLO	Blocked
	BUA	Built up area
	BO	Bound over
	BOP	Breach of Peace
	BT	Borstal Training (now Youth Custody)
(PNC)	BT	British Telecommunications plc
	C & YP	Children and young persons

(PNC) CAV	Motorcaravan
CCC	Communications Control Centre
CCCCIS	Central Conference Committee on Criminal Information Systems
CCCJS	Co-ordinated Computerisation of the Criminal Justice System
CCTV	Closed circuit television
CCU	Command and Control Unit
(PNC) C/E	Chassis/engine
(PNC) C/F	Chassis/frame
CIS	Criminal Information Systems
CJX	Criminal Justice Extranet
(PNC) COL	Colour
(PNC) COM	Combination
COMMS	Communications
COMP	Complexion
(PNC) CON	Convertible
CONC	Concurrent
CONS	Convictions
CONSEC	Consecutive
(PNC) COP	Code of Practice (for the Protection of Personal Data held on the PNC)
(PNC) COR	Correction Report
CPO	Crime Prevention Officer
CPS	Crown Prosecution Service
(PNC) CPU	Central Processor Unit
CRIM DAM	Criminal damage
CRO	Criminal Record Office
CT	Court
CVI	Central Vehicle Index
D & D	Drunk and disorderly
D & I	Drunk and incapable
DANG DRIV	Dangerous driving
DBS	Disclosure and Barring Service
(PNC) DCT	Directly Connected Terminal
(PNC) DD	Disqualified Driver
(PNC) DES	Destroyed Report

DESC	Description
(PNC) D/F	Descriptive form
(PNC) DFCT	Defective
DfT	Department for Transport
(PNC) DH	Disposal History
DK	Dark
D/L	Driving licence
DOB	Date of birth
DOCS	Documents
DO	Damage only
(PNC) DS	Disposal Summary
DVLA	Driver & Vehicle Licensing Agency
DVR	Driver
ENQ	Enquiries
(PNC) EST	Estate
ETA	Estimated time of arrival
ETD	Estimated time of departure
F	Female
F/ABAN	Found abandoned
(PNC) FCE/STN	Force/Station
FIND	Facial Images National Database
FNP	Foreign National Prisoner
(PNC) FOU	Found (apparently abandoned)
(PNC) FP	Fingerprints
(PNC) F/S Code	Force/Station Code
(PNC) FS/Ref	Force Station Code/Reference
GBH	Grievous bodily harm
H/A	Home address
HAZCHEM	Hazardous chemicals
HBV	Honour Based Violence
HT	Height

IDENT1	Identification database comprising fingerprints, palm prints etc
IMPT	Imprisonment
IND AS	Indecent assault
IND EXP	Indecent exposure
(PNC) INF	Information Report
INFO	Information
INS	Insurance
INT	Of interest to the police
(PNC) IP	Impending Prosecution
(PNC) IX	Internal cross-referenced records
JUV	Juvenile
JUNC	Junction
LE	Licence endorsed
LIC	Licence
(PNC) LIG	Light 4x4 Utility
(PNC) LOR	Lorry
(PNC) LOS	Lost/Stolen/Obtained by deception
(PNC) LTR	Lorry/Trailer
(PNC) LVA	Light van
(PNC) LX	Local cross-referenced records
M	Male
MAGS	Magistrates
(PNC) MCY	Motor cycle
(PNC) MDT	Mobile data terminal
MED	Medium
MIS PER	Missing Person
(PNC) MLOG	Message Log
MO	Modus operandi
(PNC) MOP	Moped
(PNC) MPV	Multi-purpose vehicle

(PNC)	N	Non white
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	NFA	No fixed abode
	NFA	No further action
	NFLMS	National Firearms Licensing Management System
	NIS	National Identification Service
	N/K	Not known
	NPF	Non-payment of fine
(PNC)	NMPR	National Mobile Phone Register
	NSY	New Scotland Yard
	N/T	No trace
	OBS	Observation
	OBST	Obstruction
(PNC)	OI	Operational Information
(PNC)	OTH	Other vehicle body type
(PNC)	PCV	Pedestrian controlled vehicle
	PDA	Personal Data Assistant
	PF	Procurator Fiscal
	PG	Police Gazette
	PH	Photograph location
	PI	Personal injury
(PNC)	PIC	Pick up
(PNC)	PNC	Police National Computer
(PNC)	POL EXAM	Police Examined marker
	PRE CONS	Previous convictions
	PROB	Probation
	PROV	Provisional
	PSN	Public Services Network
	PSNI	Police Service of Northern Ireland
	PSNfP	Public Services Network for Policing
	PSU	Police Support Unit
(PNC)	QUEST	Queries Using Enhanced Search Techniques

(PNC) RCC	Refer to Court Case
(PNC) REM	Removed Report
(PNC) RES	Restricted Report
RTC	Road Traffic Collision
(PNC) SAL	Saloon
SB	Special Branch
(PNC) SCO	Scooter
(PNC) SEE	Seen Report
SOC (O)	Scenes of Crime (Officer)
(PNC) SPO	Sports
SPA	Scottish Police Authority
SRDB	Scientific Research and Development Branch
STS	Removed by police from one street to another
(PNC) TATT	Tattooed /s
TIC	Taken into consideration
TWOC	Taken without owner's consent
(PNC) U	Unknown
(PNC) UNC	Unconfirmed
USI	Unlawful sexual intercourse
VED	Vehicle Excise Duty
(PNC) VEH	Vehicle
VODS	Vehicle Online Descriptive Search
(PNC) VRM	Vehicle Registration Mark
WARR	Warrant
W/I	With intent
(PNC) WM	Wanted/Missing
WTD	Wanted

APPENDIX 2 - ETHNIC APPEARANCE CODES

0	Unknown
1	White - North European
2	White - South European
3	Black
4	Asian
5	Chinese, Japanese or South East Asian
6	Middle Eastern

N.B. There are no plans to record on PNC the 16+1 self-assessed ethnic appearance codes used by the Home Office and elsewhere in the criminal justice system, as these are deemed to be of limited intelligence value to the police service.

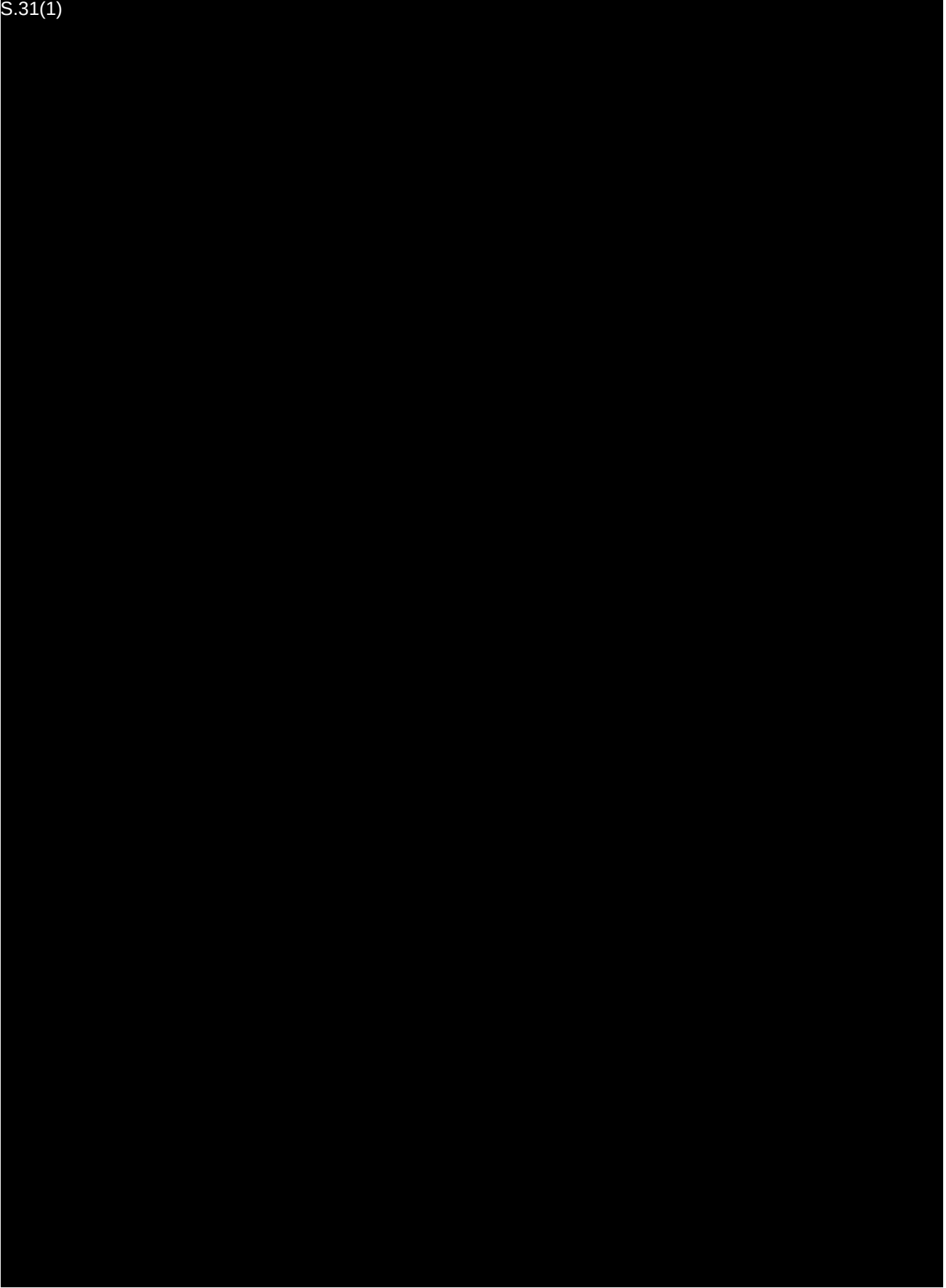
APPENDIX 3 - STANDARD REASON CODES

- 1 Vehicle and/or person stopped, i.e. a street check. This code would also be used for property checks where the person stopped has property with them or in their vehicle.
- 2 Moving vehicle - used where the vehicle has just been seen but at the time of the check has not been stopped.
- 3 Abandoned or parked and unattended vehicle. Would also be used where property has been found other than in the possession of a person.
- 4 Vehicles involved in a road traffic collision. The Originator field would be used to record the location and/or the report reference if appropriate.
- 5 Subject of process or investigation, e.g. in custody. The source document would be a custody record, process report or crime report.
- 6 Administration - for non-operational matters including security vetting, complainants, CTO/DSU/ASU or for intelligence.
- 7 Enquiries relating to family protection issues.
- 8 On behalf of other authorised agency.
- 9 Update/Confirm/Broadcast - essentially all transactions that vary information held on the database.
- 0 Transaction log and other audit checks.

When auditing a transaction of the above type the Reason Code above should be preceded with '0', e.g. the code used for auditing a family protection enquiry would be '07'.

ORGANISATION	TELEPHONE	FAX	COMMENTS
S.31(1)			

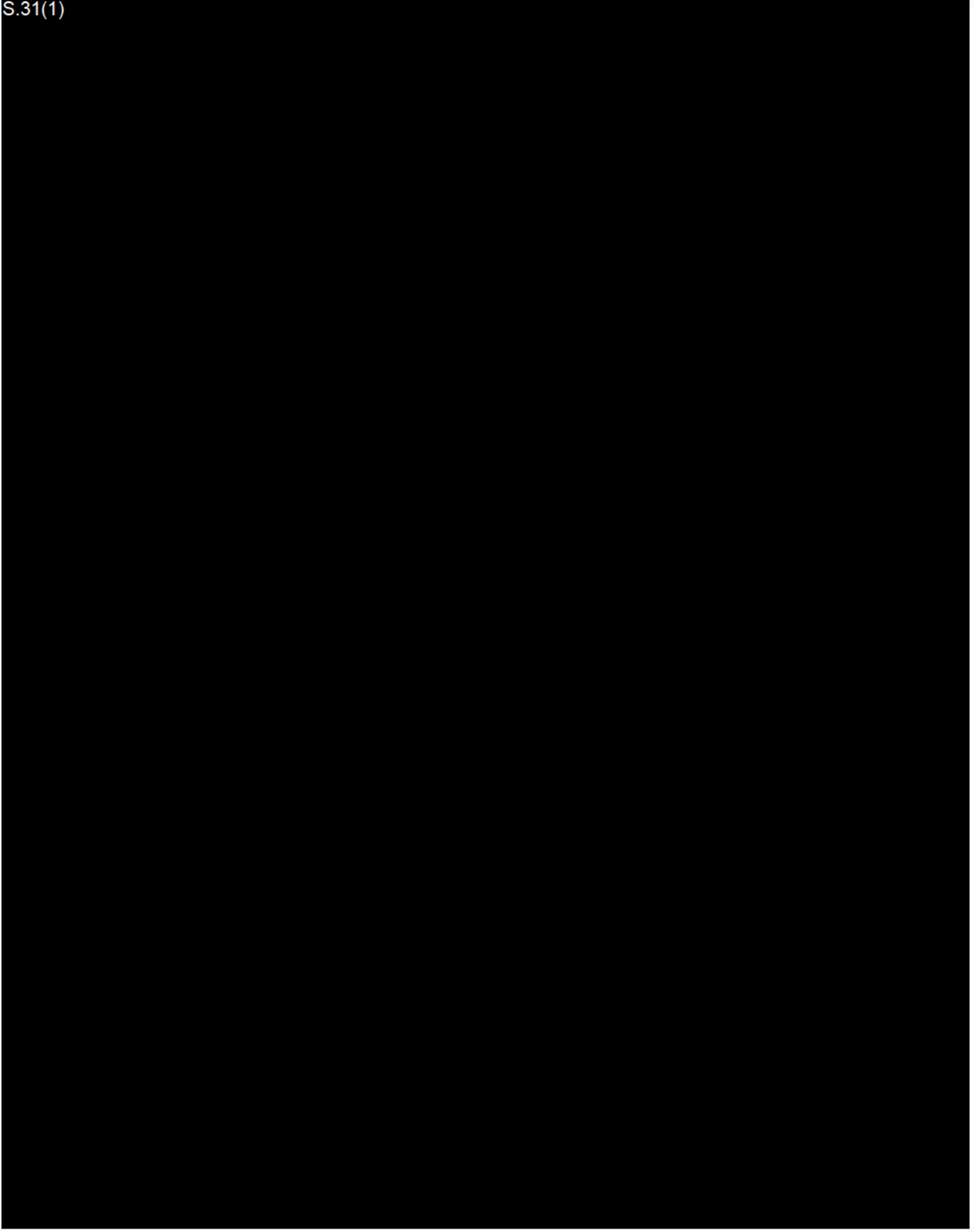
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ORGANISATION

EMAIL ADDRESS

S.31(1)



ORGANISATION**WEBSITE**

CESAR	http://www.cesarscheme.org
CRIS (UK Caravan Registrations)	http://www.cris.co.uk
Datatag ID Ltd	http://www.datatag.co.uk
Disclosure and Barring Service	https://www.gov.uk/government/organisations/disclosure-and-barring-service
Driver and Vehicle Standards Agency	https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency
DVLA	https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency
Knowledge Hub	https://knowledgehub.group/
Missing Persons Unit	http://www.missingpersons.police.uk
MOT Certificate Database (DVSA)	https://www.gov.uk/check-mot-status
Motor Insurers' Bureau	https://www.mibpolice.org.uk (via force intranet)

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NaVCIS	http://www.navcis.police.uk
Police Scotland	http://www.scotland.police.uk
Retainagroup	http://www.retainagroup.com
Thatcham Research	http://www.thatcham.org
The Equipment Register	http://www.ter-europe.org
Thiefbeaters	http://www.thiefbeaters.co.uk/about
Vehicle Excise Licence check	http://www.gov.uk/check-vehicle-tax

N.B. Several business areas connected with PNC (e.g. IDENT1, PND) have non-public websites available via Knowledge Hub. To access these register with Knowledge Hub using the above link, then register with individual Groups as required.

APPENDIX 5a - TRANSACTION CODES

The use of some codes is limited to the designated organisations preceding the description.

Code	Description
#AI	ICTLP - ADD APPEARANCE
#AU	ARREST SUMMONS UPDATE
#AV	AMEND ARREST DETAILS
#BA	BROADCAST MESSAGE ACKNOWLEDGMENT
#BB	BULLETIN BOARD ENQUIRY
#BE	BROADCAST MESSAGE ENQUIRY
#BN	CREATE BROADCAST MESSAGE
#BR	BROADCAST RECEIPT STATUS ENQUIRY
#BU	PNC - BULLETIN BOARD UPDATE
#BW	ARREST BROADCAST ENQUIRY
#B1	PNC - BROADCAST DESTINATION MAINTENANCE
#CI	COURT CASE CREATION
#CL	CLEAR DATA FROM SCREEN
#CU	COURT CASE UPDATE
#C1	PNC - MAINTAIN COMMON TABLES
#DA	AMEND A DISQUALIFIED DRIVER REPORT
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#DC	AMEND/CONFIRM A DISQUALIFIED DRIVER REPORT
#DD	DELETE A DISQUALIFIED DRIVER REPORT
#DE	PNC - DRIVER ENQUIRY FOR DIAGNOSTIC PURPOSES
#DI	ADD A DISQUALIFIED DRIVER REPORT
#DL	DRIVERS ENQUIRY
#DN	NAMES & DRIVERS NASCH ENQUIRY
#DQ	DRIVERS TABLE ENQUIRY
#DT	TRANSFER A DISQUALIFIED DRIVER REPORT
#DU	ICTLP - MAINTAIN DRIVERS PROVISIONAL ENTITLEMENT
#D0	PNC - DRIVERS MAINTENANCE
#D1	PNC - DRIVERS TABLE MAINTENANCE
#D4	PNC - DRIVERS TABLE ENQUIRY
#EN	PNC - AMEND TERMINAL ATTRIBUTES
#GO	PNC - START BATCH JOB
#GW	PNC - GATEWAY TABLE TYPES
#HS	A/S OWNERSHIP TRANSFER
#IE	PNC - VIEW PNC-AI ERRORS
#IM	PNC - INTERNAL MESSAGE LOG ENQUIRY
#IU	PNC - PNC-AI ERROR MAINTENANCE
#LE	STEP DOWN NAMES ENQUIRY
#LF	SECUREDIAL - RESTRICTED NAMES ACCESS 1
#LG	SECUREDIAL - RESTRICTED NAMES ACCESS 2
#LH	SECUREDIAL - RESTRICTED NAMES ACCESS 3
#LJ	PSNI - BIOMETRICS DESTRUCTION REQUEST
#L0	COURTS SERVICES - NAMES ENQUIRY
#L1	DISCLOSURE - NAMES ENQUIRY
#L2	NDNAD - INBOUND DNA MESSAGE
#MM	DISPLAY TRANSACTION MENU
#NA	HOME ADDRESS UPDATE
#NB	Data Assurance and Reconciliations Team - PERSON DELETION
#NC	POLICE CIRCULATIONS UPDATE

Code	Description
#ND	MAKEOVER
#NE	NAMES ENQUIRY
#NF	Data Assurance and Reconciliations Team - MAINTAIN CRO NUMBER
#NG	CUSTODY UPDATE
#NH	NAMES HIGH VOLUME ENQUIRY
#NI	INFORMATION MARKER UPDATE
#NK	METHOD KEYWORDS UPDATE
#NL	LOCAL REFERENCE UPDATE
#NM	MARKS AND SCARS UPDATE
#NN	NOMINAL & DESCRIPTIVE DETAILS UPDATE
#NO	WM/DD ENQUIRY
#NP	PHOTO LOCATION UPDATE
#NQ	NAMES CUT-DOWN ENQUIRY
#NR	NAMES TIMELINESS STATISTICS AND RECORD DETAILS
#NS	NAMES STATISTICS PRINT
#NT	TRAINING RECORD UPDATE
#NU	NAMES UPDATE
#NV	NAMES VERIFICATION
#NW	WARNING SIGNAL UPDATE
#NX	HMRC etc. - NAMES ENQUIRY
#NY	DVLA - NAMES ENQUIRY
#NZ	OTHER GOV DEPT - NAMES ENQUIRY
#N1	PNC - MAINTAIN NAMES TABLES
#N2	PNC - MAINTAIN OFFENCE TABLES
#N3	PNC - MAINTAIN BCS HIGH EDITION NUMBER
#OI	UPDATE OPERATIONAL INFORMATION
#PC	PNC - UNLOCK PERSONS-MASTER RECORD
#PE	PROPERTY ENQUIRY *
#PH	PNC - VIEW PROPERTY DESCRIPTIVE SEARCH
#PI	PROP-ID SEARCH
#PM	VIEW PROPERTY DESCRIPTIVE SEARCH RESULTS
#PQ	DISPLAY PROPERTY TABLES
#PS	PROPERTY DESCRIPTIVE SEARCH
#PT	ICTLP - PROPERTY CREATE/AMEND
#PU	PROPERTY UPDATE
#P1	PNC - MAINTAIN PROPERTY TABLE
#P5	PNC - DECLARE SYSPool PRINTERS
#QA	ADDRESS/POSTCODE SEARCH
#QB	BROADCAST GROUP ENQUIRY
#QC	COURT ENQUIRY
#QE	QUEST SEARCH
#QF	FORCE DETAIL ENQUIRY
#QH	QUEST HIGH VOLUME SEARCH
#QN	NAMES REFERENCE TABLES ENQUIRY
#QO	OFFENCE TABLE ENQUIRY
#QP	POST CENTRE ENQUIRY
#QS	FORCE/STATION DETAIL ENQUIRY
#QU	AMEND FORCE/STATION DETAILS
#QV	SELECT DAF REPORTS AND ONLINE VERIFICATION
#Q1	PNC - MAINTAIN FORCE/STATION TABLE
#RE	ANPR VEHICLE ENQUIRY (REPORTS)
#RP	RESET PRINTER IF INOPERABLE

Code	Description
#SC	CREATION OF DCT USERIDS
#SD	SHOW USERIDS/USER-GROUPS
#SE	SHOW USERID INFORMATION
#SG	MAINTAIN USER-GROUP MEMBERSHIP
#SL	SHOW DCT LOCK STATUS
#SP	RESET PASSWORD
#ST	PNC - SET TERMINAL ATTRIBUTES
#SU	LIST UNUSED USERIDS
#SZ	UNLOCK TERMINAL
#S0	PNC - LIST USER GROUPS
#S2	PNC - MAINTAIN USER GROUP ID
#S3	PNC - MAINTAIN TRANSACTION SET
#S4	PNC - FIND FREE LFC USERCODE INDEX
#S6	PNC - SHOW TRANSACTIONS AVAILABLE
#S7	PNC - AMEND TRANSACTIONS AVAILABLE
#TE	TRANSACTION LOG SEARCH
#TN	DISPLAY TRAINING NOTEPAD
#TP	PNC - PRINTER TEST MESSAGE
#TU	TRAINING NOTEPAD UPDATE
#T1	PNC - MAINTAIN TRANSACTION DEFINITION
#T2	PNC - DISPLAY PNC2 GDA
#VB	MAINTAIN INSURANCE DATA
#VC	CHASSIS NUMBER ENQUIRY
#VE	VRM FULL ENQUIRY
#VF	FULL POSTCODE SEARCH
#VH	VODS MONITOR
#VI	VRM FULL ENQUIRY AND S.29(3) INSURANCE ENQUIRY
#VK	VRM BASIC ENQUIRY
#VL	MULTIPLE VRM BASIC ENQUIRY
#VM	MULTIPLE VRM FULL ENQUIRY
#VO	DESCRIPTION AND OWNER VRM ENQUIRY
#VP	PARTIAL VRM ENQUIRY
#VQ	DISPLAY VEHICLES TABLES
#VR	VIEW VODS RESULTS
#VS	INITIATE ONLINE VODS SEARCH
#VT	ICTLP - VEHICLE CREATE/AMEND
#VU	VEHICLE UPDATE
#VV	MULTIPLE REPORT CREATION
#VW	MULTIPLE REPORT CONFIRMATION
#VX	MULTIPLE REPORT DELETION
#VY	PNC - CREATE VEHICLE DESCRIPTION AND OWNER
#VZ	PNC - DELETE VEHICLE DESCRIPTION AND OWNER
#V0	PNC - APPLY VEHICLE PATCH
#V1	PNC - MAINTAIN VEHICLE TABLES
#V2	PNC - MAINTAIN VEHICLE MAKE GROUPS
#V3	PNC - MAINTAIN VEHICLE MODEL GROUPS
#V4	PNC - DISPLAY VEHICLE TABLES
#V5	PNC - VEHICLE DESCRIPTIVE SEARCH
#V6	PNC - MAINTAIN VODS RUN TIME PARAMETERS
#V8	PNC - VEHICLE DUMP ENQUIRY
#V9	PNC - VODS UTILITIES

Code	Description
#WA	AMEND A WANTED/MISSING REPORT
#WD	DELETE A WANTED/MISSING REPORT
#WI	ADD A WANTED/MISSING REPORT
#WR	RETAIN A WANTED/MISSING REPORT
#WT	TRANSFER WANTED/MISSING REPORT
#XA	LOGON (not counted as a transaction for statistical purposes)
#XX	LOGOFF

APPENDIX 5b - TRANSACTION SUBCODES

Many of the transaction codes listed above in [Appendix 5a](#) provide authorised PNC operators with the full functionality of the transaction, without them needing any other entitlements. This section covers transactions where some or all of the functionality is available only if the user has other entitlements (subcodes) or other transactions in their set. It includes:

- Transactions where some or all of the functions are available only if the user has other entitlements, e.g. to perform a VODS search the user must have VSF, VSI or VSR as well as entitlement to use #VS.
- Entitlements that also refer to functions which are available within other multi-function transactions, e.g. #NW entitlement allows #NW itself, and also allows the user to update Warning Signals within #NU and #AV. It follows that, in the latter case, the user must also have entitlement to use #NU or #AV.
- Entitlements that refer to functions which are only available within other transactions, e.g. subcode AUA allows the user to amend Arrest/Summons and Offence details. This function is only available within the #NU, #AU and #AV transactions. Therefore a user with AUA must also have one or more of the #NU, #AU or #AV entitlements.

Subcode	Main Code(s)	Description
AUA	#AU, #AV, #NU	Amend A/S details.
AUA	#AU, #AV, #CU, #NU	Amend Offence details (excluding disposal information).
AUD	#AU, #AV, #NU	Delete offences (applies to undisposed offences only)
AUI	#AV, #NU	Create an A/S and the associated Offences.
AUI	#AU, #AV, #CU, #NU	Add Offences to an existing A/S.
AUI	#AU, #AV, #NU	Transfer an A/S to another Person.
AUQ	#AU, #AV, #NU	Send request to NFO or FP Bureau for return of fingerprints for witnessed destruction
AUR	#AU, #AV, #NU	NFO/FP Bureau - amend FP Status to reflect the fact that the fingerprints have been rejected
AUW	#AU, #AV, #NU	NFO/FP Bureau - amend FP Status to reflect the fact that they have been returned for witnessed destruction

N.B. #AU also gives entitlement:

- to add Custody, Period in Institution and Release data while creating a Remand in Custody. To amend this data and to add more occurrences requires entitlement to use #NG.
- to amend pending case details via the Remand Update Impending Prosecution Details option. This requires the CUA entitlement if the update is done from the Disposals History section.

CUA	#AV, #CU, #NU	Amend Court Case/Disposal Group details.
CUA	#AV, #CU, #NU	Link extra Offences to an existing Pending Court Case.
CUC	#AU, #AV, #CU, #NU	Correct details of disposed offences (excluding the disposal data itself). This applies to offences with Court disposals and to offences in Caution, Reprimand, Warning, NFA, POT/Deport, Refer CC and Result Unobtainable disposal groups. It entitles the user to correct information which would otherwise be non-modifiable after the offence has been disposed of.
CUC	#AV, #CU, #NU	Correct offence disposals.
CUC	#AV, #CU, #NU	De-link the offence from its disposal group and return its status to pending.
CUD	#AV, #CU, #NU	De-link Offences from a Pending Court Case
CUR	#AV, #CU, #NU	Result a Pending Court Case.
CUR	#AV, #CU, #NU	Add a Subsequent Appearance to a resulted case.
CUR	#AV, #CU, #NU	Link extra Offences to an existing resulted Court Case /Disposal Group.

NID	#AV, #NI, #NU	Update Dead Information Marker

NUN	#NU	Create a new Person record
NU1	#AV, #NU	Update Data Set 1: - Alias Dates of Birth - Identity Numbers - Internal Xrefs - Occupations - Alias Names and Nicknames - Characteristics (Dress, Habits, Mannerisms, Jewellery) - Passport Details
NU2	#AV, #NU	Update Data Set 2: - Places Frequented - Known Associates - Organisations - Record Other Details

PUC	#PU	Property report confirmation
PUD	#PU	Property report deletion

P01	#NE, #NH, #NO, #QE, #QH	Police Print, Source Input Document
P02	#NE, #NH, #NO, #QE, #QH	Disclosure Print
P03	#NE, #NH, #NO, #QE, #QH	ICPO Print (both types)
P04	#NE, #NH, #NO, #QE, #QH	CPS Multiple Print
P05	#NE, #NH, #NO, #QE, #QH	CPS Print
P06	#NE, #NH, #NO, #QE, #QH	Court/Defence/Probation Print – Witness Print
P07	#NE, #NH, #NO, #QE, #QH	Prison Print
P08	#NE, #NH, #NO, #QE, #QH	Pre-Sentence Report Print

N.B. Most Names update transactions give a #NE type display of the whole record after updates have been completed, even if the update was restricted to a specific part of the record. Therefore, the above print options are also available in the following update transactions: #AU, #AV, #CI, #CU, #DA, #DC, #DD, #DI, #DT, #NA, #NC, #ND, #NI, #NL, #NM, #NN, #NP, #NU, #NW, #WA, #WD, #WI, #WR, #WT.

TEH	#TE	High level Transaction Log enquiry

VEI	#VE, #VM	Inclusion of motor insurance data

VSF	#VS	VODS - Full search level
VSI	#VS	VODS - Uninsured vehicle search
VSR	#VS	VODS - Search report level

N.B. VSR restricts VODS searches to those on reports only (e.g. LOS, ACT, INF etc). There are four VODS files (Ford, Vauxhall, Other makes and Reports). The Reports file is very small in comparison (under 400,000 records). Therefore Report searches are very quick, so allocating this entitlement instead of VSF could protect the system.

VUB	#VU	Block / unblock record
VUC	#VU	Vehicle update confirmation
VUD	#VU	Vehicle update deletion
VUE	#VU	Add / delete POL EXAM marker
VUX	#VU	Add / amend / delete ACT report

APPENDIX 5c - INTERFACE TRANSACTION CODES

The transaction codes listed in this section show how PNC enquiries or updates appear in the PNC Transaction Log when they originate in another system that is interfaced to PNC, or originate in PNC and link to an external data source such as the Motor Insurance Database. The other system involved precedes the description.

Code	Description (Case Prep & Custody except where stated)
+AD	NSPIS* - RESULT A/S, IMMEDIATE DISPOSAL
+AH	NSPIS*† - RESULT OF AN APPEAL
+AI	NSPIS* - LINK OFFENCES TO IMPENDING CASE
+AN	NSPIS* - NEW A/S
+AO	NSPIS* - ADDITION OF OFFENCES TO EXISTING A/S
+AR	NSPIS* - A/S UPDATE
+AS	NSPIS* - A/S REPORT UPDATE (Custody)
+CS	NSPIS*† - FINAL OUTCOME OF COMMITMENT TO CROWN COURT
+DA	NSPIS*† - CASE RESULTS (Case Prep)
+EA	NSPIS - A/S REPORT ENQUIRY (Custody)
+EI	BICHARD 7 - COURT RESULT ENQUIRY USING A/S REFERENCE
+EN	NSPIS - NASCH ENQUIRY
+EP	NSPIS - PNCID ENQUIRY
+NR	NSPIS*† - BAIL & NEXT APPEARANCE (Case Prep)
+PH	BICHARD 7* - PENALTY NOTICE HEARING
+SD	NSPIS*† - FINAL OUTCOME OF SENTENCE PREVIOUSLY DEFERRED
+SV	NSPIS*† - SUBSEQUENT VARIATION OF SENTENCE

* Denotes code is also used to log the equivalent update via Phoenix Force Interface.

† Denotes code is also used to log Bichard 7 updates.

Code	Description (PFI)
+DC	PFI - WEEDING OF SCOTTISH RECORD
+DN	PFI - ADD DISPOSAL, A/S NOT ON DATABASE
+DP	PFI - ADD DISPOSAL, PERSON NOT ON DATABASE
+DS	PFI - UPDATE DISPOSAL DETAILS
+ND	PFI - NOMINAL/DESCRIPTIVE/REFERENCE UPDATE

N.B. Some PFI message types are logged with codes that also exist for NSPIS updates – see above.

Code	Description (NFLMS)
+ED	FIREARMS - PNCID ENQUIRY
+EH	FIREARMS - NASCH ENQUIRY
+EL	FIREARMS - POLICE PRINT
+EY	FIREARMS - ACTIVITY REPORT
+HC	FIREARMS - CREATE NEW SUBJECT
+HD	FIREARMS - DELETE FIREARMS CERTIFICATE HOLDER
+HE	FIREARMS - ADDITIONAL COMPANY ADDRESSES
+HF	FIREARMS - ADD REPORT
+HN	FIREARMS - NOTIFICATION OF DEATH
+HO	FIREARMS - TRANSFER OWNERSHIP
+HR	FIREARMS - AMEND STATUS
+HS	FIREARMS - AMEND SUBJECT
+HT	FIREARMS - TRANSFER REPORT
+HU	FIREARMS - AMEND REPORT

Code	Description (Web Services)
@DE	Web Service - DRIVERS ENQUIRY USING DRIVER NUMBER
@DS	Web Service - DRIVERS SUMMARY ENQUIRY USING NASCH FACTORS
@NC	Web Service - NAMES ENQUIRY USING CRO NUMBER
@NE	Web Service - NAMES ENQUIRY USING NASCH FACTORS
@NP	Web Service - NAMES ENQUIRY USING PNCID
@VE	Web Service - VEHICLE ENQUIRY
@VK	Web Service - VRM BASIC ENQUIRY
@VS	Web Service - VEHICLE ENQUIRY, SHORT MESSAGE SERVICE

Code	Description (ViSOR)
+SA	ViSOR - NASCH ENQUIRY
+SC	ViSOR - PNCID ENQUIRY
+SI	ViSOR - CREATE/MAINTAIN/TRANSFER ViSOR INDICATOR
	The following codes are not visible in the PNC TLOG, only the AI Log:
+SM	ViSOR - NOTIFY ViSOR OF AN UPDATE TO PNC FILENAME
+SW	ViSOR - NOTIFY ViSOR OF A PNC WEED OR MAKEOVER

Code	Description (Prüm)
@CS	Prüm - NAMES ENQUIRY CONVICTION STATUS USING CRO NUMBERS

Code	Description (Others)
+IV	MID - VEHICLE ENQUIRY ON MOTOR INSURANCE DATABASE \$

\$ Note that these are also logged as #VE, #VM or #VI

* Note that these are also logged as #PE

APPENDIX 5d - HISTORICAL TRANSACTION CODES

The following codes are no longer in but may still be seen in the Transaction Log and Message Log.

Code	Description
#LC	CREATE SISID LINK
#LD	DELETE LINK BETWEEN SIS ALERTS
#SF	SCHENGEN INFORMATION SYSTEM FORM
#SI	SISID ENQUIRY
@NS	Web Service - NAMES ENQUIRY USING SISID
@SE	Web Service - indicator that @NE check was entitled to receive SISII data (MLOG only)

APPENDIX 6 - FORCE CODES

Contact details for each police force and other customer organisation may be obtained via #QF.
Contact details for the PNC Liaison Officer may be obtained via #QS, using the relevant 2-digit code.

Code	Customer	Identifier
01	METROPOLITAN	MT
02	METROPOLITAN	MT
03	CUMBRIA	CM
04	LANCASHIRE	LA
05	MERSEYSIDE	MY
06	GREATER MANCHESTER	GM
07	CHESHIRE	CH
08	HIS MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE & RESCUE SERVICES	HM
09	SOCIAL SERVICES (SCOTLAND)	
10	NORTHUMBRIA	NU
11	DURHAM	DM
12	NORTH YORKSHIRE	NY
13	WEST YORKSHIRE	WY
14	SOUTH YORKSHIRE	SY
15	SERVICE POLICE CRIME BUREAU	RM
16	HUMBERSIDE	HU
17	CLEVELAND	CL
18	MINISTRY OF JUSTICE (HMPPS - PROBATION SERVICE)	PB
19		
20	WEST MIDLANDS	WD
21	STAFFORDSHIRE	SD
22	WEST MERCIA	WE
23	WARWICKSHIRE	WW
24	MINISTRY OF DEFENCE	MD
25	HOME OFFICE - PNC TESTING	CV, SA, SL, PN
26	HOME OFFICE - PNC TESTING	CV, SA, SL, PN
27	HOME OFFICE - PNC TESTING	AW, KC, ND, PN
28	HOME OFFICE - BROADCAST	
29	PRISON SERVICE (SCOTLAND)	
30	DERBYSHIRE	DB
31	NOTTINGHAMSHIRE	NG
32	LINCOLNSHIRE	LI
33	LEICESTERSHIRE	LE
34	NORTHAMPTONSHIRE	NA
35	CAMBRIDGESHIRE	CA
36	NORFOLK	NR
37	SUFFOLK	SF
38		
39	COLLEGE OF POLICING (ICTLP)	NT
40	BEDFORDSHIRE	BE
41	HERTFORDSHIRE	HE
42	ESSEX	EX
43	THAMES VALLEY	TH
44	HAMPSHIRE	HA
45	SURREY	SR
46	KENT	KE
47	SUSSEX	SX
48	CITY OF LONDON	CY

49		
Code	Customer	Identifier
50	DEVON & CORNWALL	DN
51	(FORCE 51)	SS
52	AVON & SOMERSET	AV
53	GLOUCESTERSHIRE	GL
54	WILTSHIRE	WI
55	DORSET	DO
56	GUERNSEY	GU
57	STATES OF JERSEY	JY
58	SERIOUS FRAUD OFFICE	FO
59	CIVIL NUCLEAR CONSTABULARY	CN
60	NORTH WALES	NW
61	GWENT	GW
62	SOUTH WALES	SW
63	DYFED-POWYS	DP
64	NATIONAL PORTS OFFICE	NP
65	Reserved	
66	HOME OFFICE (Data Assurance and Reconciliations Team)	IS
67	S.23(1)	
68	NATIONAL HIGHWAYS	HW
69	HOME OFFICE (ASYLUM & PROTECTION)	ID
70	POLICE SCOTLAND (DUMFRIES & GALLOWAY)	DG
71	ROYAL MAIL CORPORATE SECURITY	PO
72	MEDICINES AND HEALTHCARE PRODUCTS REGULATORY AGENCY	MC
73	MINISTRY OF JUSTICE (HMCTS - NCES)	CO
74	POLICE SCOTLAND (STRATHCLYDE)	SH
75	HOME OFFICE (UK BORDER FORCE)	BF
76	POLICE SCOTLAND (LOTHIAN & BORDERS)	LO
77	DEPARTMENT FOR WORK & PENSIONS SOLICITORS	DS
78	POLICE SCOTLAND (FIFE)	FI
79		
80	POLICE SCOTLAND (TAYSIDE)	TA
81	CABINET OFFICE (UK SECURITY VETTING)	DV
82	POLICE SCOTLAND (GRAMPIAN)	GA
83	SCOTTISH GOVERNMENT HEALTH DIRECTORATE	ST
84	POLICE SCOTLAND (CENTRAL)	CE
85	Reserved	
86	MINISTRY OF JUSTICE (HMPPS - PRISON SERVICE)	PI
87	POLICE SCOTLAND (NORTHERN)	NN
88	HM REVENUE & CUSTOMS	CX
89	NPCC (including ACRO and NaVCIS)	AC
90	POLICE SCOTLAND (also SCDEA - historical)	SI
91	S.23(1)	
92	Reserved	NF
93	BRITISH TRANSPORT POLICE	BT
94	DVLA	DR
95	THE OFFICE OF SECURITY AND COUNTER TERRORISM	CT
96	POLICE SCOTLAND (NATIONAL SYSTEMS SUPPORT)	SO
97	ISLE OF MAN	IM
98	POLICE SERVICE OF NORTHERN IRELAND	NI
99	Reserved	

Code	Customer	Identifier
2B	NATS (National Air Traffic Services)	AT
2C	CABINET OFFICE (UK SECURITY VETTING)	FC
2D	HOME OFFICE (DATA QUALITY & INTEGRITY TEAM)	DQ
2E	LGC FORENSICS (NABIS only)	LG
2F	FSS (NABIS only)	FS
2H	NATURAL RESOURCES WALES	RW
2J	HOME OFFICE (NATIONAL DNA DATABASE)	
2K	MINISTRY OF JUSTICE (JUROR VETTING)	
2L	DISCLOSURE AND BARRING SERVICE (DISCLOSURE)	CR
2M	DISCLOSURE SCOTLAND	SV
2N	FINANCIAL CONDUCT AUTHORITY	FA
2P	HOME OFFICE (UK BORDER FORCE, WICU)	IN
2Q	HEALTH & SAFETY EXECUTIVE	HS
2R	CHARITY COMMISSION	CC
2S	(FORCE 2S)	
2T	CRIMINAL CASES REVIEW COMMISSION	CI
2U	ROYAL MAIL CORPORATE SECURITY (historical, replaced by 71)	PO
2V	INSOLVENCY SERVICE	TI
2Y	INTERNET WATCH FOUNDATION (PND only)	
2Z	INTELLECTUAL PROPERTY OFFICE (PND only)	
3B	ENVIRONMENT AGENCY	EA
3C	MERSEY TUNNELS POLICE	MS
3D	FOOD STANDARDS AGENCY	FG
3E	COMPETITION AND MARKETS AUTHORITY	FT
3F	NHS COUNTER FRAUD	NH
3G	PORT OF TILBURY POLICE	PT
3H	DRIVER AND VEHICLE STANDARDS AGENCY	VO
3J	INDEPENDENT OFFICE FOR POLICE CONDUCT	PC
3K	(FORCE 3K)	GC
3L	(FORCE 3L)	GC
3N	GANGMASTERS LICENCING AGENCY	GN
3P	ROYAL GIBRALTAR POLICE (for VISOR and PND use only)	
3R	DEDICATED CARD AND PAYMENT CRIME UNIT (for PND use only)	
3U	ACCESS NORTHERN IRELAND	AN
3V	JERSEY CUSTOMS AND IMMIGRATION SERVICE	JI
3W	TRADING STANDARDS	TD
3Y	PORT OF LIVERPOOL POLICE	PL
3Z	NATIONAL FOOTBALL POLICING UNIT	FC
4B	CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE	CF
4C	SCOTTISH SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS	SP
4D	DISCLOSURE AND BARRING SERVICE (BARRING)	SG
4G	MARINE MANAGEMENT ORGANISATION	MM
4H	SECURITY INDUSTRY AUTHORITY (PND only)	
4J	NATIONAL COUNTER TERRORISM POLICING	TE
4K	HOUSE OF COMMONS	HP
4L	WELSH PARLIAMENT	WS
4M	HOME OFFICE BIOMETRICS BSG (for Prüm)	PR
4N	SCOTTISH ENVIRONMENT PROTECTION AGENCY (SEPA)	EV
4P	NATIONAL ANTI-FRAUD NETWORK (NAFN) (NAS only)	
4Q	JERSEY FINANCIAL SERVICES COMMISSION	JF



Home Office

APPENDIX 7 - APPLICATION FOR NO DISRUPTION TO PNC SERVICES

(inc. ViSOR, NFLMS, NABIS, NSPIS CP&C Link etc.)

Please note the following:

- A separate form must be completed for each request.
- 3 months' notice is advised to enable PNC Operations to try and accommodate the request as stated within the SLA. However this will be dealt with on a best endeavours basis.
- Evidence of authorisation by Superintendent level or above **MUST** be supplied (email acceptable).

Force	
Requester name and rank	
Date and timeframe of request	
Originator Contact name/number (for queries relating to this request)	
Contact details during operation/event	
Reason for request/description of operation (PLEASE PROVIDE DETAILS OF IMPACT OF EVENT ON LOCAL/NATIONAL POLICING)	
Services Required:	Please provide justification for each service required
PNC Names	
PNC Vehicles/ANPR	
PNC Property	
ViSOR	
NFLMS	
NABIS	
NSPIS Case & Custody Link	
Other service (please specify)	
Authorising Officer (Superintendent or above)	
Signature	

Please email this completed form to the **S.31(1)**

APPENDIX 8**Increase / Change of Usage Form**

This form is to be completed for any change in the way that PNC is used, such as the introduction of automated systems and / or when there is the possibility that additional transactions will be undertaken. This is in accordance with the Home Office PNC Code of connection (HO PNC CoCo).

The form is split into sections with guidance notes for completion. Should you have any queries or require clarification of the instructions given, please contact the Home Office S.31(1) or S.31(1) who will log the call and assign to the relevant team for review.

General information – all relevant fields must be completed

Originating Force: (including force code)	
Primary Contact details: (Please include name, position and contact number of the person should further information be required). Secondary Contact details: (Required if Primary contact is not available, include name, position and contact number of the person should further information be required)	
Type of change	☐ Increased usage ☐ Change of usage (Please tick both if relevant)
Please specify which environments you want access to and provide the required dates: • Host 3 TEST • Host 1 TRAINING (TRNG) • Host 1 LIVE Note: Testing is not permitted on Host 1	
Are you using an existing SRG gateway or are you deploying a new gateway? Please provide details.	☐ Existing : ☐ New :

Section 1 – Increased Usage	
Brief description of the request	

The PNC User Manual, version 24.01	
Official	Chapter 2
How will PNC be accessed: • Automated system (including robots) • Manually via individual transactions. • Other	
What additional transaction types are expected to be undertaken? (Please specify transaction codes) From what date will these additional transaction types be used?	Start Date: DD/MM/YY
Is this change permanent or temporary?	☐ Permanent ☐ Temporary If Temporary please specify end date: DD/MM/YY
What rate of transactions do you expect? • Number per day • Number per week • To assist us to understand any impact to PNC Live (Host 1), please specify the hours of operation you intend to undertake these transactions	
If this is an automated system please provide the following information: • How will the system access PNC? • Provide the details and contact of the supplier? • Details of the way transactions will be used to check PNC (e.g. will the automated system use single / multiple transactions to PNC)	
Any additional information that you consider relevant.	
Section 2 – Change of Usage	

Please indicate the type of change of usage that you envisage	SRG ☐ go to 2a Mobile data (eg xml) ☐ go to 2b System to system (Including Robots) ☐ go to 2c ANPR / NAS (National ANPR System) ☐ go to 2d Other (please specify - including Cloud) ☐ go to 2e
Have relevant assurances / eg GIRR (Governance Information Risk Return) been submitted to PDS or has any other contact been made with PDS (Police Digital Services)?	☐ Yes (please specify what) ☐ No
Section 2a – SRG Implementation / Change¹	
Who is your supplier? (Please provide contact details)	
Do you expect there to be any additional transactions undertaken on PNC?	☐ Yes (If yes, complete section 1) ☐ No
Are you moving all access onto SRG?	
What is the timescale for your change?	
Will there be a period of parallel/dual running with existing systems and what is the expected impact on PNC transactions?	☐ Yes (If yes, complete section 1 and please provide further details below) ☐ No
Section 2b – Mobile Data Implementation / Change	
Who is your supplier(Please provide contact details).	

¹

Do you expect there to be any additional transactions undertaken on PNC?	☐ Yes (If yes, complete section 1) ☐ No
Will this affect all PNC transactions, and if not please can you specify those that will be affected?	
What is the timetable for your change?	
How will PNC be accessed?	
Will there be a period of parallel / dual running with existing systems and what is the expected impact on PNC transactions?	☐ Yes (If yes, complete section 1 and please provide further details below) ☐ No
Section 2c – System to System Implementation / Change	
Who is your supplier? (Please provide contact details)	
Do you expect any additional transactions undertaken on PNC?	☐ Yes (If yes, complete section 1) ☐ No
Will this affect all PNC transactions, and if not please can you specify those that will be affected?	
What is the timetable for your change?	
How will PNC be accessed?	
What systems are accessing PNC – e.g. custody etc.?	
Will there be a period of parallel/dual running with existing systems and what is the expected impact on PNC transactions?	☐ Yes (If yes, complete section 1 and please provide further details below) ☐ No
Section 2d – ANPR Implementation / Change²	

Who is your supplier? (Please provide contact details)	
Will this make use of a back-office facility and if so is this already in place?	
How many additional cameras are to be implemented and do you have any information on likely number of camera reads?	
Will there be a period of parallel / dual running with existing systems and what is the expected impact on PNC transactions?	☐ Yes (If yes, complete section 1 and please provide further details below) ☐ No
Section 2e – Other Implementation / Change	
Please provide brief details of the change to be implemented.	
Please detail any impact that this may/will have on the number of transactions that will be undertaken on PNC.	
What is the anticipated timescale for this change?	
Will there be a period of parallel/dual running with existing systems and what is the expected impact on PNC transactions?	☐ Yes (If yes, complete section 1 and please provide further details below) ☐ No
Is the change on prem or a move to cloud? If cloud please provide the following:- • Who has assured the landing zone? • Is there any PNC data being stored there? And if there is... • Who is responsible for the management and oversight of the landing zone from a data protection perspective?	

Appendix A

PROCEDURE FOR SRG ACCESS

Order	Task
1.	Request SRG access with PNC by contacting: S.31(1)
2.	You will need to supply the following information if this is not already included in the main text of this document: a. Force/CJO Name b. Force's alphanumeric code (if known to the caller) c. Force/CJO contact name & telephone number & e-mail address d. An alternative contact in Force/CJO with contact name & telephone number & e-mail address e. Brief description of request f. What additional transactions are expected to be undertaken against PNC (if known to the caller)? g. What is the profile of these transactions compared to existing usage? h. Will this be a case of moving load from DCTs onto SRG? If this is the case what are the numbers/percentage? i. No. of Gateways to be set up (if known to the caller) j. SRG supplier name and contact details (name, telephone, address, e-mail) k. Planned date for SRG implementation
3.	You should receive an email from the ITNow Service Desk/Customer Support with the following documentation: 1. Brief guide to SRG and its implementation 2. PNC Certificate Authority Procedures
4.	You should review the documentation provided by ITNow Service Desk.
5.	You will need to complete and submit PNCS/CA/1 form (as provided in PNC Certificate Authority Procedures document) to ITNow Service Desk quoting reference number provided by to you by ITNow Service Desk/Customer Support.
6.	You will need to complete and submit PNCS/CA/2 form along with CSR file (by a CJX email account) to ITNow Service Desk.

CHAPTER 2 - VEHICLES APPLICATION

1. DESCRIPTION OF VEHICLE RECORDS

The database contains a record for each vehicle registered with the DVLA in England, Wales, Scotland and Northern Ireland, Trade Plates and vehicle records created by the police which are not currently registered at the DVLA. In **September 2024** there were **75 million records** available to the application.

These records conform to a standard format and a normal record will contain all or some of the following details:

- Vehicle Registration Mark

The VRM which is currently allocated to the vehicle.

- Previous Vehicle Registration Mark

This will only be present on those records which have had a further VRM allocated by the DVLA, e.g. Cherished Transfers. Not all cherished numbers are linked to a second VRM.

- Make, e.g. Ford(UK)

A full list of all standard makes can be obtained using the #VQ transaction.

- Model, e.g. Mondeo

A full list of all standard models can be obtained using the #VQ transaction.

- Engine capacity, e.g. 125cc

- Colours

Maximum of two colours from the standard list at [Appendix 1](#).

- Vehicle Body Type

Standard types, together with the restricted list of input abbreviations at [Appendix 2](#).

- Month/Year of first registration

- VIN (C/F) and Engine number

- Name and address of keeper (including postcode for DVLA records)

- Date when current keeper notified acquisition of vehicle

- Insurance details held on the Motor Insurance Database

- MOT expiry date

- Vehicle Excise Licence

The use of this field is currently under review – see [section 6.1.6](#) for more details.

N.B. British Forces Germany (BFG) and Ministry of Defence (MOD) Vehicles are now held on PNC. These vehicles, which formerly carried military styled number plates, now display standard British VRMs. However, BFG and the MOD and NOT the DVLA issue these. If such a VRM is checked the vehicle details will not be displayed. Instead, the screen response will direct the enquirer to a telephone contact point for further information. In case of difficulty, use the contact numbers provided via #QF for the Service Police Crime Bureau (Force 15) or the Ministry of Defence Police (Force 24).

A Trade Plate record will contain the following details:

- Vehicle Registration Mark

The 5-number VRM of the Trade Plate, the format introduced in 2015. Prior to this the format was 3 numbers and 2 letters.

- Name and address (including postcode) of the Motor Trader/Vehicle Tester to whom the Trade Plate has been issued
- Status (Allocated, Unallocated, Lost, Stolen or Withheld)
- Expiry date of the Trade Plate
- Type of Trade Plate (Full, Cycle or Dual)

1.1. Police Markers

Markers which appear on a vehicle record will be those which originate from DVLA, except for STOLEN, FOREIGN and POL EXAM. These are generated by the system when users update the record.

Records may contain the following Markers and/or Police Reports:

- **Foreign**

The record has been created by a police force for a vehicle that is registered abroad and is subject of a Police Report, e.g. it is a stolen vehicle.

- **Pol Exam**

Added to vehicles (excluding motorcycles) at the request of an authorised vehicle examiner where the manufacturer's VIN has been altered, but the examiner has since established the identity of the vehicle and attached tamper resistant labels to it. The force/station code of the marker provides a contact point should further information be required and a register is also held by Retainagroup, whose police only telephone number is [S.31\(1\)](#)

- **Stolen**

The vehicle must have an unpaired LOS report present on the record.

1.2. DVLA Markers

The following markers are generated by DVLA:

- **Cherished Transfer**

Indicates that the DVLA record has been the subject of cherished transfers on the vehicle's main file record.

- **Diplomatic Privilege**

The full record for diplomatic vehicles is held by DVLA, though not as part of the main database. Their Diplomatic and Consular Team provides weekly updates to the Met Police Diplomatic Protection Group, for them to update PNC manually. Any enquiries or information required concerning these vehicles and/or their occupants should be directed to Force Station Code 02AX for further information.

- **Direct Export**

This marker is only available to motor manufacturers or sole import concessionaires. Certain foreign countries will not allow such a vehicle to be imported unless it bears a VRM of the country of export. The vehicle will bear an 'XP' or 'X' plate as described under Personal Export below, but the vehicle may not be used on the roads in this country.

- **Permanently Exported**

The vehicle has been taken abroad on a permanent basis. This marker is generated as a result of completing the appropriate box on the back of form V5C (Vehicle Registration Document) and submitting it to the DVLA. It is also put on after a PERSONAL EXPORT vehicle has been

declared exported by the keeper. This vehicle may be lawfully used on the road in this country until the date of export recorded on the Certificate of Permanent Export form V561.

- **Personal Export**

This marker is used for two export schemes:

Personal Export Scheme

The vehicle has been bought and registered in this country but will be taken abroad to a non-EU country on a permanent basis after being used in this country for a limited period. If the purchaser is British the period is 6 months; if they are a visitor to this country then the period is 12 months.

New means of Transport Scheme

The vehicle has been bought and registered in this country but will be taken abroad to an EU country on a permanent basis after being used in this country for a limited period. The purchaser may use the vehicle in this country for up to two months.

N.B. New VRMs have been issued for personal export vehicles since 1 January 1993.

From 1993 until 2001 the VRM incorporated the letters 'XP', preceded by a letter from A to M to indicate the month of issue and with the normal year-related prefix. For example S123CXP related to March 1999.

Since September 2001 the VRM format for Direct and Personal Export vehicles has been two letters (X followed by a letter from A to F to indicate the month within the 6-month cycle starting in March or September), two year-related numbers (e.g. 07 for March to August 2007) and three sequential letters. Thus XE69ABC would have been issued in January 2020.

- **Record Query**

Indicates that the DVLA has been notified by the police of an error in one or more fields of the record, by use of the form V79. Initially this should have been accompanied by a Correction report (see [section 3.1](#)).

- **Refer V5**

Indicates that a discrepancy has been noted in the VIN or engine number, as recorded by the DVLA, and that on the vehicle.

- **Scrapped**

Indicates that the DVLA have been notified that the vehicle has been scrapped, often with the date. A new process introduced in 2006 checks data coming from DVLA with this marker against vehicles with a police Lost/Stolen report. Any force owning a LOS report will receive a batch notification if DVLA mark it as scrapped.

When a vehicle is damaged the insurance company decides its salvage category, and this determines what the keeper can legally do with the vehicle or its parts. This affects whether the vehicle's subsequent presence on the road is legitimate or not. As the PNC does not show the category, this must be ascertained from DVLA or, where applicable, the V5C document.

With effect from October 2017 the definitions of the four salvage categories are as follows:

Category A - means that the entire vehicle is so badly damaged it should be crushed and never used on the road again. Parts may not be salvaged or used in another vehicle.

Category B - means that body shell should be crushed, but some parts can be salvaged. The vehicle can never be used on the road again, but some parts can be used in other vehicles.

Category S - means the vehicle is structurally damaged but can be repaired. The vehicle can be used on the road again if repaired to a roadworthy condition. The vehicle must be re-registered with DVLA and the V5C will contain additional wording to show the vehicle has been previously salvaged.

Category N - means the vehicle is not structurally damaged and may be used on the road again if repaired to a roadworthy condition. The vehicle does not need to be re-registered with DVLA.

DVLA will consider applications to re-register Category A or B scrapped vehicles in exceptional cases, such as those of historical interest or rebuilt classic cars.

- **Statutory Off-Road Notification (SORN)**

Applicable to all vehicles taxed on or after 31 January 1998. The owner of any vehicle whose Vehicle Excise Licence expires on or after this date is required either to re-tax the vehicle or to declare it 'off-road'. The declaration lasts until the vehicle is re-taxed, sold, scrapped or permanently exported.

- **VEL Expired**

Indicates that the Vehicle Excise Licence has expired. This marker is placed on a vehicle record by the DVLA three months after expiry of the licence.

- **VEL Void**

Indicates that the Vehicle Excise Licence was purchased using a cheque that has subsequently been dishonoured. The licence is therefore no longer valid. This marker is not entered until after Post Office Counters or DVLA have written to the keeper giving them a chance to pay.

- **V23 Submitted**

Indicates that information has been received at the DVLA that the vehicle is so badly damaged as to be a potential total loss. This information is provided to DVLA by the insurance industry. Police officers should only submit a V23 to DVLA for uninsured vehicles that are likely to be written off. This marker is never removed throughout the remaining life of the vehicle record.

In addition, vehicle insurers notify DVLA separately about vehicles that are physically beyond repair. The records for these vehicles are frozen and no new documentation or licence is issued until DVLA have notified the police and given them the opportunity to inspect them.

1.3. DVLA Markers Relating to Change of Keeper

- **As Notified by Police/Local Authority**

Where DVLA are notified of a change of keeper on form V28. This is where a roadworthy abandoned vehicle has been sold by the police or local authority, or is sold by police following a court order.

- **Disposal Notified/Keeper Query**

A note opposite the displayed keeper details indicates the presence of these markers. One of the phrases explained below is displayed.

KEEPER SINCE <date> HAS TOLD DVLA NO LONGER KEEPER

The keeper shown has notified disposal of the vehicle via their registration document, (V5C) or by letter. They will probably have informed the DVLA of the new keeper's name and address. The disposal notification is microfilmed at the DVLA and the microfilm number is shown on the penultimate line of the (previous) keeper's address. A microfilm number consists of 11 or 12 digits.

The microfilm number should be quoted when making an enquiry to obtain the new keeper details. Urgent enquiries can be made by DVLA Liaison Officers by telephone to the Police Enquiry Unit. Less urgent enquiries should be made using form CLO 504.

Construction of Microfiche numbers

The first digit indicates the year. The year will always be within the last 10 years.

The next three digits indicate the date notification was received and uses the Julian date (e.g. 124 = 4th May, or 3rd May in a leap year).

The remainder of the number is sequential.

KEEPER SINCE <date> AS NOTIFIED BY PREVIOUS KEEPER

The previous keeper has notified the DVLA of the new keeper, who has not notified the DVLA of possession, but whose name and address are displayed (normally applies only to vehicles which changed hands before November 1978).

The DVLA will not update the record until confirmation is received from the new keeper.

KEEPER HAS CHANGED

This marker is generated by the PNC when reports are present on a record (e.g. INF, SEE, REM etc.) and a keeper notifies change.

It appears on the report between the Incident Date and Created Date fields.

- **In Trade**

This is where the vehicle is sold to a motor trader. It stops the number of previous keepers being incremented. The microfiche number will be present in the address. The 'NO LONGER KEEPER' marker will also be present.

1.4. DVLA Markers relating to keeper details

CURRENT ADDRESS NOT KNOWN, SUPPORTING DOCUMENTS AT DVLA SWANSEA SA99 1AN

The address of a registered keeper is not known or not yet confirmed and the person residing at the address shown on the DVLA record has satisfied them that the keeper does not live there.

Enquiries have failed to determine an alternative address and therefore this marker will be shown in the address field.

If the supporting documents referred to are needed urgently they can be obtained from the DVLA via the Police Enquiry Unit.

ADDRESS OUTSIDE UK MAINLAND

This wording is displayed in records where the VRM is in UK mainland format but the address of the registered keeper is outside the UK mainland (e.g. Channel Islands, Republic of Ireland). This does not constitute a DVLA marker, and the wording is displayed on the first line of the address.

1.5. Other Markers

In addition to those items of information listed as the contents of a normal record, the following information is displayed upon records in the appropriate circumstances:

1.5.1. BLOCKED

A force has the ability to suppress the keeper details held on any DVLA record, or Police Record which they own. This replaces the keeper details with the wording BLOCKED BY and details of the force responsible for this action, the time, date and local reference. A Blocked marker should be accompanied by a REstricted report advising users accessing the record who to contact if information is required regarding this vehicle. For advice about auditing Blocked markers see [section 9.17](#) of this chapter.

This does not, however, cause the DVLA record to be blocked. For a block to be created upon the DVLA record, a written request must be made requesting this action. An officer of the rank of Inspector or above or other authorised member of support staff must make this request.

Information about the vehicle must not be passed over insecure channels.

1.5.2.IN CONFIDENCE - POLICE EYES ONLY

When a vehicle record at the DVLA is protected from enquiry by the public, the equivalent PNC record will display the above literal in addition to the keeper's Name and Address if record protection has been requested, in writing, by an approved organisation (see [Appendix 4](#) of this chapter).

Information about the vehicle must not be passed over insecure channels.

1.5.3.Void Record

When there has been no recent activity on the DVLA computer file or a VRM is no longer current (for reasons such as a cherished transfer or diplomatic plate allocation) the record is marked as INACTIVE on the DVLA database. A void record replaces the equivalent PNC record. The information held in a void record is identical to that of a normal except that the name and address of the registered keeper is replaced by one of the following:

VOID CHER TRAN

Shown with the date of voiding at the DVLA, following the transfer of a cherished VRM to the vehicle previously bearing the quoted VRM.

VOID

Shown with the date of voiding at the DVLA for those records archived after the accepted period of inactivity or for other reasons. The post town and postcode are retained from the keeper's address and are displayed immediately below the VOID wording.

Certain vehicles taken to an Authorised Treatment Facility (ATF) to be environmentally destroyed will be issued with a Certificate of Destruction (CoD). As vehicles that have been through this process and been disposed of environmentally are by definition no longer a vehicle, the record is voided. The vehicle will be marked VOID and SCRAPPED on the same date. A CoD vehicle should never come back onto the road.

The CoD process is only applicable to certain classes of vehicle, namely passenger-carrying vehicles, light goods vehicles up to 3,500kg and 3-wheel motor vehicles (excluding motor tricycles). Other vehicles still need to be taken to an ATF to ensure they are destroyed to environmental standards. The ATF will arrange for the vehicle record at DVLA to be updated via a Notification of Destruction.

NOTIFIED AS VOID BY DVLA

Used to retain Police Reports. This marker is to show that the normal period of inactivity has been reached but because the vehicle has Police Reports on it will be retained until the last report is removed.

1.5.4.RETENTION VRM

When a VRM is not currently being displayed on any vehicle, the right to use it may be purchased by the keeper of the last vehicle that bore it (the "grantee") by paying the appropriate annual fee to DVLA. This is usually a Cherished VRM, but may be any number plate. The PNC record displays **RETENTION VRM** in the Current Keeper field of the last vehicle to bear it, together with the date of retention at DVLA and the postcode of the grantee.

If the vehicle is roadworthy DVLA will issue it with an age-related plate. A search on the VIN would result in the display of two records for this vehicle, one with the current keeper and age-related VRM, the other with the Retention VRM.

If the retained VRM passes to a different keeper, it must be allocated to a vehicle and would thus no longer be a RETENTION VRM.

1.6. Cherished Transfer Record

Cherished Transfer records are held on the database in full. They contain the previous age-related VRM that was allocated to the vehicle. Such records can be accessed using either of the VRMs. The age-related VRM shows VOID CHER TRAN in the keeper's field. When that vehicle itself becomes inactive it will be deleted from PNC when the VOID CHER TRAN weed date is reached (5 years), and the Cherished Transfer VRM will no longer show it as the previous age-related VRM.

1.7. Vehicles with 'Q' prefix number plates

In certain circumstances DVLA assign a number plate with a 'Q' prefix to vehicles. These include those with uncertain origin (e.g. kit conversion cars), uncertain age (e.g. imported vehicles where the date of first registration cannot be established), imports whose original plate is in a foreign alphabet (e.g. Arabic) and vehicles on the Off-Road Register (e.g. quad bikes, construction and plant machinery). For enquiries relating to a foreign vehicle displaying a temporary 'Q' plate ring the DVLA Police Enquiry Line.

1.8. Trade Plate Records

The content of a Trade Plate record is shown in [section 1](#). All vehicle transactions work in the same way as for other DVLA vehicle records, subject to the limitations of the data and valid report types. The only codes which are not applicable are #VC (because a Trade Plate record does not contain a VIN) and #VX (because REM, RES and SEE reports may not be added to a Trade Plate).

Trade Plate records may not be created, as a police record, by PNC operators. Valid report types which may be added to an existing record are LOS, FOU, ACT, REA and INF. If a LOS or ACT report is added, the Trade Plate VRM is added to the fast track ANPR memory pool and extract files. A Trade Plate may not have Hazards linked to it, and the theft of a Trade Plate is not included in the Theft/Recovery Notifications batch job VE603J.

N.B. Unlike other DVLA vehicle records, for which changes are updated on PNC five days per week, Trade Plate records are copied from DVLA to PNC on a monthly basis. **Therefore care should be taken when considering operational action in relation to Trade Plate offences, as the absence of a current PNC record could be due to a timing issue. If in doubt contact DVLA via your DVLA Liaison Officer.**

2. RECORD LIFE AND WEEDING

2.1. Normal/Void Records

A normal record remains on the PNC file until such time as its DVLA equivalent is void. The record is then replaced on the file by a void record. At present void records are retained on PNC for a further period of one year (except for 'Q' plates – see next paragraph). The minimum life of a record, first as a normal record and then as a void record, is therefore four years following first registration.

Vehicles with a 'Q' prefix, many of which are registered on the DVLA Off-Road Register, are retained on PNC for at least 10 years. Records are only removed from the file by PNC Operations on notification by the DVLA, by the next run of the weed job after the minimum qualifying period has passed.

Note that until 2010, several million void vehicle records were weeded annually at the same time. Now the process is conducted on a weekly basis, which means void records are removed much more promptly and the vehicles file is more stable in size.

2.2. VRO Records

Until December 2013 some vehicle records, e.g. exports, were handled by Vehicle Registration Offices. Since their closure these records have been processed by DVLA at Swansea. PNC records for diplomatic vehicles are updated via a manual process (see [section 1.2](#)).

Records bearing Permanent, Personal or Direct Export markers remain on the file indefinitely.

Records bearing Diplomatic Privilege markers remain on the DVLA file until such time as the diplomatic VRM is no longer applicable (e.g. on disposal). The vehicle is then allocated a normal VRM and a normal DVLA record is set up. Diplomatic VRMs that have been withdrawn are not re-issued. The file shows a NO TRACE response.

2.3. Police Records

A Police Record remains on the file until one or other of the following occurs:

- A DVLA record containing a description of the vehicle and the keeper's Name and Address replaces it. Forces carry out the operation of deleting the police created record.
- It is deleted when the last report held on the record is deleted by the police.

- It is weeded from the file after the report life of the last remaining report has expired.

2.4. Cherished Transfer Records

Cherished transfer records remain on the file and the VRMs of the donor and recipient vehicles are indicated within the record.

3. DESCRIPTION OF POLICE REPORTS

Forces are responsible for the management of Police Reports. They should set any authority requirements at an appropriate level to ensure that only those circulations deemed suitable for the national system are authorised. All Police Reports consist of the following fields, some of which are mandatory.

3.1. Report Type - Mandatory

Report type falls into one of the ten categories listed below. A maximum of twelve of these reports can be held on any individual vehicle record at any one time.

- **LOS** **LOSt** or stolen or obtained by deception. If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the LOS report will be automatically alerted if the vehicle is recovered and a FOU report is added. See [section 3.6.4](#) for further details. LOS is one of the two report types that can generate a hit via fast-track ANPR.
- **FOU** **FOU**nd or apparently abandoned or repossessed by a finance company. The system will automatically generate an off-line notification to the force owning a LOS report when a Found report is inserted onto the record.
- **ACT** **ACT**ion is required when the vehicle is traced. More than one ACT report is allowed per vehicle, up to a maximum of 11 unpaired (to allow a REA report to be added). Multiple ACT/REA pairs may exist, provided the overall maximum of 12 reports is not exceeded. The term “joined” is used to refer to any ACT report that is paired with a REA report; any ACT report which is unpaired is referred to as “active”.

To ensure national standards are met the first three keywords of an ACT report are validated and must be the **priority** (HIGH, MEDIUM or LOW), the **action** required (STOP, MONITOR or ASSESS) and the **reason** (CRIME, DETAILS, DISQUALified, DRUGS, MISPER or VISOR). A Help screen is available for the valid entries and combinations upon initial creation or subsequent amendment of an ACT report, by placing ? in the first character position of the Text field. Note that a warning message will be displayed if an invalid combination of keywords is selected, or if amendment to them means the first line of text would take up too much space.

A HIGH priority report **must** only be created with the designated authority level, currently Superintendent (see the latest ACT/REA report guidance referred to in [section 9.18](#)) and where life is at risk or in other serious circumstances. For the sake of practicality an officer such as Control Room Inspector or Force Incident Manager may be responsible for the initial decision, pending review by a Superintendent at the earliest opportunity.

Only a space is allowed between the Priority and the Action, and the Action and the Reason. If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the ACT report will be automatically alerted if the vehicle is traced and REA report is added and joined to indicate the required action has been taken. See [section 3.6.4](#) for further details.

Reg. 109 of the Road Vehicles (Construction and Use) Regulations 1986 requires ANPR alert text to be displayed as symbols if the vehicle is travelling above 7mph. L/O Letter 2020/027 and its attachments provide the background and challenges of this Regulation, emphasising the need for ACT reports to contain clear, concise and consistent information. If applicable, the mandatory **priority**, **action** and **reason** should be followed by up to three 2-character Warning Signals, separated by spaces, using the abbreviations shown in [Chapter 11, section 9.2](#), then the Ethnic Appearance and Sex, separated by spaces (e.g. IC1 M) and any relevant PNCIDs.

When there is insufficient space in the text to convey all the information that is deemed essential for operational purposes, one or more INF reports should be used to hold the overflow. It is best practice to set the weed date of such INF reports to be consistent with that of the associated ACT report.

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.

ACT is one of the two report types that can generate a hit via fast-track ANPR.

- **REA** **REA**ction report indicates a response to an action request, and may only be added to a record when at least one unpaired (active) ACT report is present. If it is apparent that the ACT report is of ongoing relevance to an investigation, or only part of the action has been completed, a REA report should not be used. Interim action could be recorded in an INF report, and the owner of the ACT report should be informed of this verbally or by email. Alternatively, the use of multiple ACT reports may be appropriate, with a REA report added and joined to any ACT report(s) which have been dealt with.

If only one ACT report is present and a REA report is added, the two reports will automatically be joined. If multiple ACT reports are present when a REA report is added, a choice will be given for the ACT reports to which it is to be joined. Reports are numbered chronologically, with Report 1 being the most recent.

- **INF** **INF**ormation about the vehicle, which may or may not be related to crime or criminal activity. The text **MUST** explain the circumstances of the report. (Vehicles must not be recorded solely because the user belongs to a particular group or organisation).

If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the INF report will be automatically alerted if the vehicle is traced and a REA report is added and joined to an unpaired ACT report present on the record. This will enable the INF owner to review whether their report is still required or to change it to an ACT report if appropriate. See [section 3.6.4](#) for further details.

Use of the INF 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.

Road Traffic Act 1991 - Vehicle Prohibition Powers

The Information report can be used to record the issue of a notice of prohibition under this Act.

Police Reform Act 2002 - Warnings

In England & Wales the Information report can be used to record the issue of a warning under s.59 of this Act. The report may be confirmed, or left unconfirmed, at the discretion of the force. The text must contain detail linking the warning to the respective nominal record (PNCID and check name as a minimum - see [Chapter 14, section 4.2.1](#)), the time, date, place and officer issuing the warning, and a cross-reference to any additional force held information.

Forces must carefully manage these reports and monitoring of the 'keeper change notification' batch report, generated by VE601J, may assist in this process.

Police (Retention & Disposal of Motor Vehicles) (Scotland) Regulations 2005

In Scotland the Information report can be used to record the issue of a warning under the above regulations, which also refer to S126-127 of the Antisocial Behaviour etc. (Scotland) Act 2004. Other than the different enabling legislation, the way in which PNC is used to record these warnings is as described above in respect of the Police Reform Act 2002.

- **SEE** **SEE**n or checked by the police in particular locations at particular times, which may assist in the investigation of a specific crime or crimes. This report may also be used when the police have not seen the vehicle, but have been notified of circumstances of potential short-term interest, e.g. unattended vehicle broken down in busy location or spun off road into ditch, and

driver has left the scene to fetch help. This will help control rooms deal with further calls. The text should indicate who reported the incident.

If a record contains an outstanding (unpaired) LOS report a SEE report may not be added.

- **REM** **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. This includes removal by reputable private contractors with whom forces have entered an agreement to be notified. The text **MUST** include the new location of the vehicle and, if applicable, the full contact details of the private contractor (i.e. not just a mobile phone number). If a record contains an outstanding (unpaired) LOS report a REM report may not be added.
- **RES** **RESTRICTED** report is used on police owned or other emergency service vehicles only (see [section 9.16.1](#)). It is used to record information that might prevent inappropriate action by the police, or to initiate specific action as detailed in the text. This information must **NOT** be disclosed over insecure channels.
- **COR** **CORRECTION** report should be used to input vehicle or keeper details, where they differ from that held on the vehicle record. However, any changes of keeper details must ONLY be input if they have been supplied by the new keeper of the vehicle, or as a result of verified information given by a police officer. In all cases, a form V79 (Police Notification of Vehicle/Keeper Information) must be submitted to the DVLA without delay.

If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the COR report will be automatically alerted if the vehicle is traced and a REA report is added and joined to an unpaired ACT report present on the record. See [section 3.6.4](#) for further details. This will enable the COR owner to review whether their report is still required, or potentially ascertain new information about foreign vehicles.

- **DES** **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**. This report must not be used for vehicles written off because of accident damage unless as a result of the accident the vehicle was completely destroyed by fire. Once a record contains a DES report, only INF or COR reports may be added.

3.2. 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, and may amend all fields except the Owner and Creator. The owner may delete the whole report, even if it was created by another force or station.

3.3. Report Creator - Optional

This field is only required when a report is added to a record by one force or station on behalf of another. The Force Station Code must be different to the Report Owner field. The creator may amend all fields except the Owner and Creator, and may delete the whole report.

3.4. Reference - Mandatory (for confirmation)

This reference is intended to assist an enquirer to obtain further details about the report from the Report Owner. Force procedures will dictate the content of the reference.

3.5. Incident Date(s) - Optional

The date, or period, during which the incident leading to the report occurred.

3.6. Text - Mandatory

Text must be included for all reports. It should provide additional information to assist when a vehicle comes to notice and indicate any action to be taken. If linked to a **MISPER**, **WANTED** or **DISQUAL** report it must contain the **PNCID**. If linked to property it must include the **PROPID**.

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

3.6.1. Personal information

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

- **LOS** reports, to such personal details of the keeper or other person as may assist the recovery of the vehicle. The telephone number of the loser will **NOT** be included. It is important to include whether the vehicle has been lost, stolen or obtained by fraudulent means.
- **ACT** and **INF** reports, to such particulars of the user, crime or criminal activity as are needed to enable officers to act appropriately. The PNCID of subjects should be used, not their name, and their gender and ethnicity included if space permits. If the vehicle is linked to a PNC property item include the PROPID. If a report is cross-referenced on the Names or Property file the VRM should be included in the relevant text on those files. Care must be taken that the information is clear and unambiguous; for example, if the occupants are armed then the text **MUST** specify with what, e.g. firearms, pick axe handles.
- **SEE** reports, to details of the occupants.
- **RES** reports, to that which assists the police or vehicle user.

Up to three lines of free text - each line comprising 66 characters - is available in all report types. The date(s) on or between which the incident occurred should **NOT** be inserted in the text field.

3.6.2. Abbreviations

Abbreviations may be used but only when absolutely necessary to conserve space. Only abbreviations that appear on the list of standard abbreviations issued by NPCC should be used. This list is incorporated into [Chapter 1, Appendix 1](#).

3.6.3. Motorcycle Records

When a police report of any type is being added to a motorcycle record it is recommended as best practice to include the Model details in the report text, if it is not already shown in the Model field. This will assist with vehicle and vehicle parts identification, as the Model field is known to be blank in a significant proportion of motorcycle records.

3.6.4. Email Address for automatic notifications

If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the report will be automatically alerted by email if a certain type of report is added to the vehicle record.

For example, if the text of an unpaired LOS report contains <VEHICLE-CRIME@> and the owner is [S.31\(1\)](#), if a FOU report is added the address [S.31\(1\)](#) will be notified. A generic email address such as this, rather than an individual one, is recommended.

The automatic email facility is currently triggered by the following combinations:

Vehicles

Email address present in unpaired LOS report	Notified when FOU report added
Email address present in unpaired ACT report	Notified when REA report added
Email address present in INF report *	Notified when REA report added
Email address present in COR report *	Notified when REA report added

* Only applies if unpaired ACT report is present on the same VRM.

Property (All updateable categories)

Email address present in unpaired LOS report	Notified when FOU report added

4. HAZARDS

It is possible to record life-threatening information (e.g. firearm used/involved or dangerous drugs contained within a vehicle) more visibly than by just using the text of vehicle reports. Hazards associated with a VRM

may be linked to ACT, INF and LOS reports. In enquiry transactions which show a summary screen (#VC, #VF, #VH, #VL, #VM, #VP and #VR) an H will appear at the end if the vehicle has hazards.

There are currently five hazards that can be added to a report:

- **CHEMICAL**

Add the name of the chemical and its effect to the text, e.g. corrosive, plus the HAZCHEM code if known. It should not be added merely to indicate the presence of a substance normally found as part of the vehicle, e.g. brake fluid.

- **EXPLOSIVES**

This should not be added merely to indicate the presence of a substance normally found as part of the vehicle, e.g. fuel.

- **OCCUPANTS POTENTIALLY DANGEROUS**

This should be used in circumstances when the occupants of the vehicle have used or threatened violence, and when the WEAPONS hazard has been used.

- **RADIATION**

- **WEAPONS**

This should be used where it is alleged that the occupants of the vehicle are in possession of weapons. Except for ACT reports, where the priority, action and reason precede it, the warning ***WEAPONS*** must be entered at the start of the text, and as much detail about the specific weapon should be included. If the weapon is a firearm the text should start ***FIREARMS*** (see [section 9.18.5](#)).

N.B. The Chemical, Explosives and Radiation hazard markers should not routinely be present on vehicles containing such substances. They would be added at the time of the theft of the vehicle, or another incident, is confirmed if present in such quantities as to pose a problem for anyone dealing with the vehicle.

5. REPORT LIFE AND WEEDING

All reports have a pre-determined lifespan. For the LOS and DES reports this is 6 years, and for most of the other reports the weed date is 6 weeks if the report is unconfirmed and significantly longer if confirmed.

After review the weed date of an ACT report may be changed to anything from 2 days to 112 days from the review date. Once an INF or RES report has been confirmed its weed date may be specified for any time between 28 and 365 days into the future from the amendment date. If necessary such a report may be kept on the system for many years simply by periodically extending the weed date.

• ACT	6 weeks	
• ACT/REA pair	2 weeks after pairing	
• COR	6 weeks (unconfirmed)	3 years (confirmed)
• DES	6 years	
• FOU	8 weeks (unpaired)	
• INF	6 weeks (unconfirmed)	Up to 1 year (confirmed)
• LOS	6 weeks (unconfirmed)	6 years (confirmed)
• LOS/FOU pair	6 weeks after pairing (it is best practice for LOS reports to be paired before deletion)	
• REA	Not applicable - cannot exist without ACT report	
• REM	6 weeks (unconfirmed)	1 year (confirmed)
• RES	6 weeks (unconfirmed)	Up to 1 year (confirmed)
• SEE	2 weeks	

Each force should ensure there is a review process for all ACT and INF reports.

5.1. Weeding Procedures

Reports are weeded when they exceed their report life span. In order to assist forces, warnings of imminent weeding are sent to forces owning reports, four weeks prior to the normal expiry date, in all cases except SEEn reports.

For Data Protection purposes a list of all reports owned by a force is sent to that force at six-monthly intervals. A force may also request additional lists for specific report types.

6. ENQUIRIES ON VEHICLE RECORDS

Enquiries on vehicle records can be made in several ways.

6.1. Complete Record Enquiry (#VE)

A search of the application using the transaction code #VE will identify any records which contain the VRM used on either the Current or Previous VRM. The response will display the vehicle's details and any associated reports. **This transaction must not be used as the default for automatic ANPR checks** (see PNC L/O Letter 2008/067). #VE may only be used with ANPR for specific road policing operations when there is a response capability in place.

The transaction can be carried out either formatted or unformatted.

6.1.1. Formatted Search

- enter #VE in the TCODE field
- complete the Originator and Reason Code fields
- press the SEND key

A format is returned which allows up to 11 alpha/numeric characters to be inserted, allowing for enquiries to be made on foreign vehicles.

- complete format
- press the SEND key again to complete the enquiry.

6.1.2. Unformatted Search

- enter #VE in the TCODE field
- complete the Originator and Reason Code fields
- enter the VRM on the data line
- press the SEND key to complete the enquiry.

6.1.3. Types of Response

- **NO TRACE**

Occurs only if the VRM enquired upon has no corresponding record on the PNC.

- **SINGLE RECORD**

The enquiry has found only one matching record. If there is more than one report present on the record further paging options are made available and the transaction will have to be abandoned prior to commencing a further transaction.

- **MULTIPLE RECORDS**

The response will indicate that more than one record is assigned to the VRM enquired upon.

These records, and any associated reports, can be paged through (see Paging below) and abandoned once the records are no longer required for viewing.

If the response to an enquiry is more than 30 records then only the first 30 records can be viewed. Thereafter the transaction must be repeated using the printer method to obtain a copy of all the records.

6.1.4. Motor Insurance

Since September 2001 #VE and #VM have provided access to the Motor Insurance Database (MID), an external database funded and updated by the insurance industry to combat uninsured motoring. The #VI transaction can provide historical insurance information. For these three codes a banner is displayed at the top of the screen to show the date used for the MID check. In the case of #VE and #VM this will always be the date on which the PNC transaction was performed, whereas for #VI it will be the date specified in the input, which may be changed from the default of today's date to a date up to 7 years in the past.

Note that the output to a VODS search (#VR or #VH transaction) does not display MID information, but #VS may be used by authorised operators to identify uninsured vehicles in a specific postcode – see [section 7.3](#).

6.1.4.1. Police Use of Insurance Data

Use of the data has been granted to the police service to detect uninsured vehicles and other insurance offences in accordance with s165 of the Road Traffic Act 1988. The information may be used if the PNC enquiry relates to the presence of a vehicle on a road ("road" is defined within the provisions of the Road Traffic Act). See [Appendix 6](#) for further details.

It should be noted that the police are entitled at any time to ascertain whether or not a vehicle on a road has valid insurance on that day. This includes access by, or on behalf of, police officers, special constabulary, police staff, PCSOs and traffic wardens employed by the police service.

Roadside checks of moving vehicles may be carried out provided that the capability exists to stop a vehicle for which the MID does not hold an insurance record. Parked or unattended vehicles may only be checked if the officer is prepared to wait for the return of the driver in order to be in a position to issue a HORT1 should the need arise.

The only permitted use beyond that is granted under s29(3) of the Data Protection Act 2018, via #VI (see [section 6.9](#) and [Appendix 6](#) for further details).

6.1.4.2. Insurance Details Provided

The insurance information accessible via the PNC includes the same information that would be presented on the printed insurance certificate. It should enable enquiries to be made about the class of use of the vehicle (e.g. social, domestic and pleasure), permitted drivers, whether the policy is currently valid and if the correct class of vehicle has been covered. In addition the details of the insurer and policy number are provided. If two or more policies exist for the same vehicle, PNC will display one of them and show the existence of multiple policies by a plus sign (+). You should contact the Motor Insurers' Bureau for details of the policies not shown on PNC.

If the Date of Birth of a named permitted driver has been supplied to the MID by the insurer it will be displayed on the same line as the name. If there are more than five named drivers on the MID record a banner will be shown at the bottom of the PNC screen stating MORE NAMED DRIVERS ON MID. If necessary you should make further enquiries with the Motor Insurers' Bureau.

Note that when an insurer has not supplied any information to the MID about additional permitted drivers, the PNC enquiry will display PERMITTED DRIVERS CODE NOT SUPPLIED in the Permitted Driver field. This should not be interpreted to mean that no one other than the policyholder is permitted to drive, but simply that the information, if any, has not been made available. If necessary you should make further enquiries with the insurer concerned.

6.1.4.3. Insurance Indicator Messages

The following indicators may appear on the first page of #VE (and #VM in full record display), when doing an enquiry:

HELD	Means that a policy has been found and can be viewed.
NOT HELD	Means that no valid policy has been found (and it may be worth issuing a HORT1). It does not mean that the vehicle is definitely uninsured – see note below.

UNAVAILABLE	Means that any information that may exist is unavailable to the enquirer. This can be because the connection with the MID is not possible, the transaction has timed out (which may be a short-term problem) or that policy information is withheld because the vehicle is blocked. In the latter case contacting MIB is advised.
ERROR	Means that an error has occurred while attempting an Insurance search.

N.B. Starting at midnight each day the MID is updated with renewal details for valid policies that expired the previous day, and this process can take up to 4 hours. This means that for enquiries between 0000 and 0400 neither the expired policy nor the new policy may be visible on the MID. Officers dealing with vehicles at this time of day where the driver states that their policy is due for renewal that day should be aware of this and exercise care in the action they take, as there is a reasonable likelihood that the vehicle is genuinely insured.

In the case of UNAVAILABLE or ERROR, no assumptions about whether or not Insurance exists can be made. PNC Operations updates the Bulletin Board to publicise the current status of the link to the MID. For genuine short-term unavailability re-sending the transaction may be successful. Calling the Service Desk on **S.31(1)** is advised following any incidence of an error. However, queries about the interpretation or possible inaccuracy of the insurance data itself should be referred to MIB.

6.1.5.MOT Expiry Date

Since September 2005 various vehicle enquiry transactions have displayed the MOT EXPIRY field to indicate the expiry date of the vehicle's MOT test certificate. For England, Wales & Scotland the information is recorded on a central database administered by the Driver and Vehicle Standards Agency (DVSA) via links to testing stations, and in Northern Ireland a similar process is administered by the Driver and Vehicle Agency (DVA). The data is supplied to PNC by DVLA via the daily Vehicles data transfer.

6.1.5.1. Police Use of MOT Expiry Date

The MOT Expiry field is part of the vehicle record and may be viewed like any other data supplied by DVLA, such as vehicle keeper details.

6.1.5.2. MOT EXPIRY Status

One of the following indicators will appear on the first page of #VE, #VM, #VP, #VC, #VR and #VH:

<DATE>	The expiry date of the last valid MOT certificate.
NOT HELD	Means that no MOT details are held on the DVSA or DVA database for that VRM, which may be because the vehicle is too new to require an MOT certificate, or too old (because it was built over 40 years ago and has been declared a Vehicle of Historical Interest*), or because the details have not been made available to PNC. This applies to all Public Service Vehicles and goods vehicles that are over 3.5 tonnes in weight. It does not necessarily mean that a vehicle lacks a current MOT certificate, though it may indicate that further enquiries are required.
ERROR	Means that an error has occurred with the validation of the data sent by DVLA.

* N.B. See PNC L/O Letter 2019/046 for further details about the MOT Status of Vehicles of Historical Interest.

6.1.6.Vehicle Excise Licence (VEL)

This field is not currently populated. Until such time as a batch process is in place to transfer VEL data from the DVLA every record will show NOT HELD in the VEL field. The use of this field, which allows for the display of VEL Serial Number and Expiry Date, is under review due to vehicle tax changes introduced in October 2014. Tax disks are no longer issued, thus making the Serial Number redundant.

If the VRM and Make are known, the VEL status and expiry date may be checked online via the link <https://www.gov.uk/check-vehicle-tax>. This also shows the vehicle's MOT status.

6.1.7.Paging

Within #VE, #VM, #VI, #VP, #VC, #VR and #VH, two-character page codes are available to allow different parts of Vehicle records to be selected and displayed, if present. This design is similar to the Names application and will facilitate future expansion of Vehicle records. The codes currently in use are as follows:

- ME Record Display/Print Menu

- VS Vehicle Summary
- IN Insurance
- PR Print

The default order of display is VS then IN. When either ME or PR is selected a list of the other parts of a Vehicle record is displayed, but only those with a dot alongside may be chosen for viewing or printing. A selection is made by entering X in the appropriate position. Details of ACT/REA report Joins are included when an online Print request is made. Note that the IN (insurance) option can only ever be selected within #VE, #VI and #VM transactions.

When there is more than one record available to view, access to other records is also gained using the PAGE field. To move to the next record insert N (next) in the page field. To go back to the previous record insert P (previous). Reports are identified numerically and to jump to a specific report insert the report number in the page field. Within the multiple enquiry (#VM) enter S to return to the summary display. Records previously viewed will be highlighted.

6.2. Basic Record Enquiry (#VK)

As per #VE, either formatted or unformatted, without the ability to view Motor Insurance details. This code is recommended for automatic checks by ANPR systems and operators who have no legal right to view insurance information. The record may be printed by changing the PTR option to Y before the transaction is sent.

6.3. Vehicle Owner Enquiry (#VO)

Searching the application using the transaction code #VO will restrict the search and display the vehicle description, keeper details and markers only. Police Reports will not be displayed, therefore it is not recommended for use in an operational police environment. The #VO transaction is carried out in the same way as #VE, either formatted or unformatted, and the same type of response is returned except for the lack of Police Reports and Motor Insurance details.

6.4. Vehicle Identification Number (VIN) Enquiry (#VC)

Using the code #VC it is possible to identify vehicles without entering the VRM. The code uses the VIN and/or the Make of the vehicle to search the database (full details on the make-up and interpretation of VINs are contained in [Appendix 3](#) of this chapter). #VC is not applicable to Trade Plate records.

Before embarking on searches of the database where details of the Make are used, it is important to recognise that every "standard vehicle make" has a unique two-character code. These codes can be established by using the #VQ transaction. When details of the Make are input the system converts the literal data to the relevant code. For example, a search on Vauxhall will match records with the code D0, the standard code used for the make Vauxhall. There are, however, numerous non-standard makes of vehicle, e.g. kit cars; these vehicle makes are all coded as "99". Unfortunately, because of vehicle registration procedures, there are a considerable number of vehicles normally recognised as standard makes that have actually been coded as non-standard. Thus a Vauxhall could be coded "99".

A non-standard vehicle is input with an asterisk (*); this will point the search to vehicles coded "99".

It is important to recognise these facts when searching the database for any vehicle where the make is a key feature of the search.

To ensure finding a specific record on the database three different searches may be required:

- i) VIN only, which yields records with an outstanding LOS only
- ii) VIN and Make, which yields all records which exactly match on the Make
- iii) VIN with an asterisk (*) in the Make field, which looks at an extra million or so records with Make=99 (non-standard)

#VC can be carried out formatted or unformatted.

6.4.1. Formatted Search

- enter #VC in the TCODE field

- complete the Originator and Reason Code fields
- press the SEND key
- a format is returned
- complete both number and make
- press the SEND key again to complete the enquiry

6.4.2. Unformatted Search

- enter #VC in the TCODE field
- complete the Originator and Reason Code fields
- enter the VIN, field separator (: or ;) and the make on the data line
e.g. VF3BA811YKS12345:Peugeot(UK)
- press the SEND key to complete the enquiry

Standard makes may be obtained by using #VQ.

6.4.3. S.31(1)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6.4.4. S.31(1)

6.4.5. Make Input

The make MUST be input correctly.

e.g. FORD(UK) or FORD(EUROPE)

RENAULT(UK) or RENAULT(FRANCE)

If a vehicle is recorded by the DVLA as a Non-Standard Make it will not be retrieved if a standard make is input. In order to search for non-standard make vehicles, insert '*' in the Make field. See [Appendix 3](#) for further tips on VIN searching.

6.4.6. Types of Response

The following responses are possible:

- **NO RECORDS FOUND WITHIN INITIAL LIMIT - CONSIDER EXTENDED SEARCH**

If no records are found on the initial input the option will be given to extend the search to similar records.

- **NO MATCHING RECORDS**

If no records are found which match the enquiry details then the transaction is complete.

- **ONLY ONE MATCH FOUND**

The search has found one possible record that will be displayed and the search may then be extended. If the extended search finds any further possible records these will be displayed as a summary, otherwise the one possible record will be re-displayed. When this possible has no more than one report the transaction is automatically completed.

- **MARK RECORD(S) FOR FULL DISPLAY**

This result indicates two or more possible matches and they will be displayed in summary format. The summary will give details of the VRM (where present on the record), Make, Model, VIN, Colour, and will indicate if LOS Reports and Hazards are present and if the VIN is an exact match of the data used. Responses can then be marked and each record individually displayed for examination.

- **TOO MANY MATCHES**

This can occur on both the initial and the extended searches. If on the initial search more than 3 are immediately found then this response will be given with the opportunity to extend the search. If an extended search finds more than 50 possible responses the transaction will terminate. If there are less than 50 responses they will be displayed in a summary format.

6.4.7. Marking and displaying

To view records contained in a summary screen:

- put an 'X' in the adjacent field
- put a 'D' in the page field
- press SEND to display the requested records

To view all records put D+ in the page field and press SEND.

6.4.8.Response

The records will be displayed in the order in which they were selected from the summary and you can page between records using the process described at [section 6.1.7](#). To return to the summary at any time, input 'S' in the page field. Records already viewed will be highlighted in the summary but can be re-viewed if required by again marking the record with an 'X'. Records marked but not viewed will not be highlighted when the summary is subsequently viewed. There is no limit to the amount of times records can be marked and displayed. To complete the transaction, abandon by entering 'A' at the first marking field, the page field or the Abandon Transaction field. Alternatively, change the Abandon Transaction field to 'Y'.

6.4.9.Paging and Printing

Paging within #VC is as described under #VE (see [section 6.1.7](#)). Printing may be done for each record individually via the PR menu option, or by changing the PTR option to Y before the transaction is sent.

6.5. Multiple Vehicle Record Enquiry (#VM)

Up to 15 VRMs can be checked at any one time using the transaction code #VM. The output information is as per #VE. This enquiry can be carried out formatted or unformatted. The initial response to the enquiry will be a Summary Screen giving information as to whether a record exists and, if it does, the Make, Model, Type, Colour and if any reports are present. Where the VRM input reveals a record is present, it is possible to view the details by placing an 'X' in the adjacent field. There is no 'page' field as there will only ever be one page displayed. Any records marked can then be viewed and paged. If there is a multiple record response to a VRM using this transaction then the record cannot be displayed and a #VE transaction will be necessary to view full details.

6.5.1.Formatted Search

- enter #VM in the TCODE field
- complete the Originator and Reason Code fields
- press the SEND key
- a format is returned
- enter vehicle VRMs in format
- press the SEND key again to complete the enquiry

6.5.2.Unformatted Search

- enter #VM in the TCODE field
- complete the Originator and Reason Code fields
- enter the VRMs separating each number with field separator (':' or ';')
e.g. Y469CFC:LN53RPG
- press the SEND key to complete the enquiry

6.5.3.Paging and Printing

Paging within #VM is as described under #VE (see [section 6.1.7](#)). Printing must be done for each record individually via the PR menu option.

6.6. Multiple Basic Vehicle Record Enquiry (#VL)

As per #VM, either formatted or unformatted, without the ability to view Motor Insurance details. This code is recommended for operators who have no right to view insurance information. The record may be printed by changing the PTR option to Y before the transaction is sent.

6.7. Partial VRM Search (#VP)

This transaction allows a search of the Vehicles file when only a partial VRM is available, using transaction code #VP. Using a format, it will search for all vehicle records matching a partial VRM and other descriptive details, e.g. make and colour. If sufficient VRM detail is known this transaction **must** be used in preference to VODS (#VS) as it is more efficient.

6.7.1. Minimum Requirements for Search

The search can only be made if the number of records retrieved does not exceed 250 (or 999 if the PTR option is changed to Y). If a search generates more than 999 matching records a warning screen is displayed inviting the operator to refine the parameters. Searches are restricted to the following combinations of missing details:

- Up to 3 numbers e.g. S***ABC
- 2 numbers and 1 letter e.g. AB**CD&
- 2 letters and 1 number e.g. &&1*CDE
- Up to 2 letters e.g. &&17CDE
- 1 letter and 1 number e.g. A&*7CDE

If the number of missing characters exceeds these criteria a VODS search should be considered.

6.7.2. Running the Search

To carry out a search the missing parts of the VRM need to be replaced with appropriate characters:

- missing numbers are replaced with '*'
- missing letters are replaced with '&'.

The other search factors, included on the format, are:

- **MAKE**

See #VC ([section 6.4](#)) for advice on searching for non-standard makes.

- **MAKE GROUP**

This is a single character field. By inputting 'X' a format will be returned to the screen listing makes grouped with the one entered in the MAKE field. In a search for FORD(UK) the make group would offer FORD(EUROPE), FORD(US/CAN/AUS) etc for selection. Mark those makes that you wish to search. A maximum of six makes may be specified in any one search.

- **COLOUR** see [Appendix 1](#)

When searching for a two-tone vehicle, e.g. Red and Grey, the system will retrieve records containing the colours red and grey, grey and red and also any vehicle that is red or grey in colour.

- **BODY TYPE** see [Appendix 2](#)

- **POST CENTRE**

This field uses the first two characters of a postcode to restrict the search to a specific area of the country. Care must be exercised as force boundaries may encompass more than one Post Centre.

- **FOREIGN**

This defaults to N (No), which means that all vehicles on the database will be included in the search. Selecting the Y (Yes) option will restrict the search to ONLY those Police Records which contain the Foreign marker.

6.7.3.Missing Numbers

In a case where it is not known how many numbers are in the VRM the operator will have to carry out a search for each possibility, e.g. S*ABC, S**ABC and S***ABC. This search can be carried out within a single transaction as, following each enquiry, the opportunity will be given to amend the search factors. This will allow amendments of all the search factors, as often as required, as long as a partial VRM is included.

6.7.4.Missing Letters

When carrying out a search with missing letters the system will only search on up to two, and the position of each must be known.

6.7.5.Choice of Output

The choice of output is either online or to a printer. The default response is a summary displayed on the screen that will be limited to a maximum of 250 records. The information contained within a summary is VRM, Make, Model, Colour, Type, Postcode, and 'R' to indicate reports present or 'F' to indicate that the vehicle is foreign if either of these is applicable. If informed that there are more than 250 the operator will have to refine the search in an effort to reduce the response to less than 250 records, e.g. by including a colour, or to conduct a printer transaction.

By entering Y in the PTR field the output may be sent to a printer, which will allow up to the maximum 999 responses to be printed. A further screen will be offered, providing an option to refine the search or to print all the records selected in Abbreviated or Full format. The Abbreviated format is a one-line summary showing VRM, Postcode, Make, Model, Colour, Report and Force/Station owner. The Full format print is similar to the #VE screen for each record.

6.7.6.Paging

Paging within #VP is as described under #VE (see [section 6.1.7](#)). In addition to the PTR option described above, printing may also be done for each record individually via the PR menu option.

6.8. Full Postcode Search (#VF)

This transaction, which is designed to make one part of the VODS facility more widely available, provides a search of the Vehicles file to retrieve records for which the registered keeper's postcode matches a full postcode specified in the input. A maximum of six postcodes may be entered in one transaction.

This code also incorporates the postcode/address search facility (see #QA, [Chapter 5, section 2.1](#)) to enable the operator to verify the accuracy of the postcodes being searched. Note that the PNC table contains only the most recent postcode for each address, as supplied by the Royal Mail. DVLA records contain the postcode current at the time of their last update. Thus, in areas where postcodes have been changed, it will be necessary to include historical codes in order to retrieve all vehicles registered to specific locations.

As with VODS, #VF uses the postcode indexes created as part of the daily VODS update process to identify matching records (see [section 7](#) for full details).

6.8.1.Use of Postcode/Address search facility (optional)

Any data entered into the five address lines or postcode field will be processed as it would during a #QA transaction. Up to six postcodes may be selected (or the number of free postcode slots on the main #VF screen when the postcode facility was called). Any selected postcodes are returned to the #VF screen, populating free postcode slots. This process may be repeated.

6.8.2.Running the Search

When the operator is ready to run the search, having either typed in the required postcodes or used the search option to generate them, the START SEARCH option should be set to 'Y'. The transaction will display any vehicles matching the chosen postcodes, up to a maximum of 170. If the output exceeds this figure the search will continue but the operator will be informed that they can only print the results using the #VR transaction:

TOO MANY RESPONSES TO DISPLAY ON SCREEN
THERE HAVE BEEN MORE THAN 170 RESPONSES FOUND FOR THIS SEARCH.
TO PRINT THE RESULTS, PLEASE USE THE #VR TRANSACTION.

If the output exceeds 5,000 the display will be aborted and the following message will appear:

THERE HAVE BEEN MORE THAN 5000 RESPONSES FOUND FOR THIS SEARCH. EITHER INPUT FEWER POSTCODES OR IF POSSIBLE USE THE #VS TRANSACTION.

6.8.3. Viewing the Output

For each vehicle returned a one-line summary is displayed on the screen, showing VRM, Postcode, Make and Address. Any user with access to #VR will also be able to retrieve their own #VF searches in the same way as searches initiated through VODS. This will display VRM, Postcode, Make, Model and Colour. Designated users of #VH may view the #VF searches carried out by all users within their own organisation (see [section 7.6.3](#)).

6.8.4. Summary Screens

In the summary screen referred to above, whether generated by #VF or #VR (including viewing the results of a VODS search) an additional one-character abbreviation may be displayed. This indicates the presence of police-owned data, with the first three referring to the most recently added report, as follows:

- L LOST report
- F FOUND report
- R Another type of police report
- H Hazard

Note that in the other vehicle transactions that use summary screens, namely #VC, #VL, #VM and #VP, the abbreviations are defined at the foot of the screen.

6.9. Vehicle Record Enquiry including s.29(3) Insurance Check (#VI)

The transaction code #VI is similar to the #VE transaction in that it provides full details of a vehicle record searched on a complete VRM. This enquiry can be carried out formatted or unformatted. The two main differences with #VI, that do not apply to #VE, are that the enquiry may be used for **any** legitimate policing purpose, and secondly that the date for which the MID check is carried out may be specified, up to a maximum of 7 years in the past. The MIB may ask forces at any time for relevant audit information regarding their use of the MID, and expect that the data will be available for a minimum of 12 months.

The introduction of #VI has eliminated the need for Data Protection Act 2018 s.29(3) requests from the police service to MIB, where the information sought is historical in content or for the standard purposes of crime investigation and intelligence gathering. Its usage should be restricted to a limited number of roles, such as PNC Bureau, Intelligence, File Preparation, Vehicle Recovery Managers and Safety Camera teams.

See the next two sections for details of how to input a #VI enquiry, and [Appendix 6](#) for further information about policy relating to vehicle enquiries. The possible responses to a #VI transaction and the interpretation of the output are the same as for #VE, as described in [sections 6.1.3](#) and [6.1.4](#).

Note that the response to a #VI transaction on an historical date can appear inconsistent between the Vehicles Summary (VS) screen and the Insurance (IN) screen, as VS shows the current keeper and IN may show a previous keeper. Additionally, for CHER TRAN vehicles the two screens could relate to different physical vehicles, if the cherished VRM was being used on a different vehicle on the historical date being searched.

The response to a #VI transaction on an historical date can also appear inconsistent with the response to a #VE transaction that was carried out on that date. This is because an update to an MID insurance record can take effect retrospectively, e.g. when an insurance company or broker has submitted an update late, or when an error has been identified and corrected. This also means two #VI transactions carried out for a specific date can return different results, if they are conducted before and after a retrospective amendment.

If the search date is prior to the date of first registration of the vehicle, NOT HELD will be returned in the Insurance field. In other circumstances where NOT HELD is returned it does not necessarily mean the vehicle was uninsured, merely that the MID could find no record. If the keeper insists that the vehicle was insured on the date concerned further enquiries should be made with the relevant insurer.

6.9.1. Formatted Search

- enter #VI in the TCODE field
- complete the Originator and Reason Code fields
- press the SEND key
- a format is returned
- enter vehicle VRM in the first field
- the second field may be used to modify the date for which the insurance record is required, which is today's date by default; if desired enter a new date up to 7 years in the past, in DDMMYYYY format
- press the SEND key again to complete the enquiry

6.9.2. Unformatted Search

- enter #VI in the TCODE field
- complete the Originator and Reason Code fields
- enter the VRM on the data line, followed by the field separator (':' or ';') and the date in DDMMYYYY format for which the Motor Insurance details are required, which may be up to 7 years in the past

e.g. KN53AZT;29052018

- press the SEND key to complete the enquiry

6.9.3. Paging and Printing

Paging within #VI is as described under #VE (see [section 6.1.7](#)). Printing must be done for each record individually via the PR menu option.

7. VEHICLE ONLINE DESCRIPTIVE SEARCH (VODS)

VODS is an enhancement to the searching capabilities of the PNC Vehicles File.

It provides the means to identify a vehicle when identity numbers such as VRM or VIN are fully or partially unknown. Instead it searches using descriptive features or police and DVLA administration details described fully in this chapter. Any authorised user can carry out such searches online. PNC Operations may be able to provide the facilities for emergency searching when authorised operators are not available in force.

In order that acceptable response times are provided, VODS transactions do not search the entire database of over **74 million records** (for PNC searches). Instead the software matches each of the search criteria against indexes of records that are updated regularly (currently four times per day) to store the location in the Vehicles File of particular valid entries for each field. This minimises the number of records that have to be checked before those matching all the search criteria can be identified and extracted. The VODS search transaction (#VS) displays a message to indicate how recently the VODS database was last re-indexed. Thus, a search for stolen vehicles will not retrieve VRMs to which a LOS report has been added since the time stated in the message below:

VODS DATABASE LAST UPDATED <time> <date>

7.1. Choice of Operators

VODS is a specialist search tool, and operators using this application should have:

- a sound understanding of the content of the PNC Vehicles File

- some knowledge of investigative procedures used in motor vehicle related crime and traffic offences

7.2. System Content - Vehicle Tables

There are several different tables of information relating to vehicle records. These should be referred to regularly when using the VODS application. They are the basis of all searches, some holding more importance than others. Operators can access these tables by using the transaction code #VQ that will display the index format. An outline description of each table is shown below.

Each table will be updated as appropriate, and Help maps are available in each. However, it is incumbent upon operators to note these changes by use of the tables. If at any time an entry cannot be found in the appropriate table, then advice should be sought from PNC Operations. Note that Vehicle Makes and Models lists, are also available in spreadsheet format, which may be more convenient to search. The latest version is held on the PNC site on Knowledge Hub.

In view of the increase in collaboration between motor manufacturers, otherwise known as 'badge engineering', there are now several vehicle models bearing the badges of different manufacturers that have few or no other differences. In order to give a VODS search on such models the best chance of success, it may be beneficial to refer to the police-produced pictorial "*Guide to Similar Makes and Models of Motor Vehicles*". The latest version is held on Knowledge Hub.

7.2.1. Make Table

Each standard make of motor vehicle has a unique code. It can be searched on using this code or by its literal. Truncated searches are also available by using '*'. How the contents will be displayed is dependent on how the search parameters have been input. For example a full search of the table by inputting a single '*' within the literal field will produce all makes in alphabetical order, tabulated by country, type, etc. as below.

Code	Make
D5	Honda (UK)
U0	Honda (M/Cycles)
N5	Nissan (Europe)
D6	Nissan (UK)
L2	Renault (France)
D7	Renault (UK)

There is a need to understand precisely what make of vehicle you are seeking, by referring to the tables.

Care must also be exercised when consulting the tables, as vehicles may not always be classified as you expect. When searching for a Suzuki car it may be necessary to use all of the categories listed below to complete a search.

- Suzuki(Cars)
- Suzuki(M/Cycles)
- Suzuki(Spain)
- Suzuki(UK)

See 'Tips for VIN Searching' ([Appendix 3](#)). If in doubt seek advice.

7.2.2. Model Table

As with the Make table, all standard models are allocated a unique code and again it can be searched by this code or by the literal, with or without truncation. As a whole the table contains an unmanageable volume of data for practical purposes. To overcome this, knowledge of the table and how to find what is sought are of paramount importance.

Model codes are linked to make codes and form a derivative so that cross-checking with the Make Table will be necessary, for example:

Ford Escort - Code F0203,	F0 = Ford UK,	203 = Escort
Ford Escort - Code M1575,	M1 = Ford Europe,	575 = Escort

Consider how many different models of Escort the Ford Motor Company has produced world-wide. Each has its own code. The model Range Rover is produced by both Rover (Make - B1) and Land Rover (Make - B2).

Models that specify numbers or combine letters with numbers can be equally difficult - is it a Mazda MX5, MX-5 or MX_5? Or is it a Mercedes SL500, SL_500, 500SL or 500_SL?

There are many more examples, so if you are conducting searches of vehicle models containing non-word/letter combinations with or without numbers you must consult both the Make and Model tables.

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7.2.3.Colour Table

This table not only contains the basic colours as listed in other PNC Vehicles File transactions, but also a full range of colour combinations. Each colour and colour combination is uniquely coded for easy reference.

7.2.4.Vehicle Body Type Table

The various descriptive types of vehicle bodies are listed by code or by literal. Each body type is listed in a group or a subset, for example:

Sal	Coupe
Sal	Limousine
Sal	Taxi
Sal	2 Door Saloon
Sal	3 Door Saloon
Sal	4 Door Saloon
Sal	5 Door Saloon
Sal*	Saloon

The asterisk at the end of each group or subset denotes the final entry. This code can be used to access all the codes in that group, so a search on SAL* will search for body types of Coupe, Limousine, Taxi as well as the Saloons.

The main considerations for searching on body types revolve around the varying interpretations used when details of vehicles were input originally. For example:

Vehicle	Possible Body Type
Volkswagen Scirroco	Coupe or Saloon
4 x 4 Off Road Vehicles	Convertible, Saloon, Estate or Light 4 x 4 Utility
Ford (Europe) Escort XR3i	Saloon, Sports or Convertible

The following advice is offered:

- do not restrict the search to only one body type
- keep an open mind
- think laterally

7.2.5.Vehicle Registration Office (VRO) Table

This table contains details of Vehicle Registration Offices, searchable by unique code or literal. As all VROs closed by December 2013 it is now redundant.

7.2.6. Postcode Table

Post Centres are searchable on code or literal. The table contains the listed ranges of the Post Centre and Code in tabular form. The entry in the left column of the table denotes the lowest postcode used in a range and the right column the highest. Reference to these tables may be infrequent during VODS transactions, as the functionality has been largely superseded by #QA and #VF. However, all entries for post centres within vehicle records are validated against this table.

7.2.7. Make Group Table

This is not a table, but it allows you to find out what other vehicle makes are in the same group. You must enter a valid standard make to obtain a result.

7.2.8. Model Group Table

This is not a table, but allows you to find what models are in the same group. It shows only the models for the make that was input. It does NOT show similar models sold under a different make.

7.2.9. Hazards List

This table shows a list of valid Hazards that may be associated with LOS, ACT or INF reports on PNC vehicle records, with the letter P shown opposite. With the exception of WEAPONS, they may also be associated with LOS reports on PNC Property records.

7.2.10. Force Part of Email

Certain report combinations can automatically generate an email notification, e.g. to the email address specified in a LOS report when a FOU report is added. In order to save space the force part of the address is not included in the report text, it is instead determined from the entry in this table for the report owner.

7.2.11. Report Extract Rules

This table is not currently in use.

7.2.12. ACT Report Keywords

The current valid entries for the Priority (e.g. HIGH), Action (e.g. STOP) and Reason (e.g. CRIME) used in ACT reports are listed in this table, and can be identified by searching respectively for the codes P*, A* or R*. The start of the ACT report text is validated to ensure that one of these values is used for the Priority, Action and Reason.

7.3. The Search Function (#VS)

Database searching on VODS is a two-part operation. There are facilities for a main search and for secondary searches to refine the results of a main search. A computer generated reference number is allocated to each search. There is no limit to the number of main searches or the number of refining secondary searches that can be conducted.

For a secondary search there is an additional option to retain or discard results from the main search. This can be very useful as an elimination or weed process. For example a search may be required to establish which motor vehicles have the 'VEL EXPIRED' marker. Many vehicles receive this because the registered keeper has notified the DVLA that they are no longer the keeper, hence it is a secondary marker to that effect. To eliminate this second marker, conduct a search of vehicles with both markers. Refine the result of that search with a secondary search, discarding the information resulting from the first search. Whilst it is

accepted that there are other reasons for the 'VEL EXPIRED' marker, e.g. a stolen vehicle, records with the 'NO LONGER THE KEEPER' marker will have been eliminated.

The transaction code for conducting searches is #VS. On input there is a mandatory field which must be completed with **P** (to denote a PNC search).

When **P** is selected there is an option underneath to enter **Y** to search for uninsured vehicles in specific postcode areas, which are entered on the first parameter input screen. Each VRM returned from the postcode search will then be checked against the Motor Insurance Database, and the #VS output will contain only those vehicles that are uninsured. To access this search, the VODS operator will need to have access to insurance information for policing purposes, and the entitlement VSI in their transaction group.

The other option on the initial screen is to enter the reference number of a previous search so that it may be refined. If this is not required, use the SEND key to move to the first of the two parameter screens.

Both screens are mandatory but fields within them remain optional. The first screen represents the physical descriptive features and registration details. The second screen contains options in relation to the existence of Police Reports and DVLA Markers and options for certain fields to include or exclude VRMs as matches when the data is blank. The search fields available for each screen are listed below.

7.4. Search of PNC Records

7.4.1. Screen 1

- **VRM**
This field allows for the input of partial VRMs. If sufficient information is available, **the #VP transaction should still be used.**
- **VIN/Chassis**
This field allows for the input of partial VIN details. As with the previous field it is not intended to replace existing facilities. **Where possible #VC should still be used.**
- **Articulated**
This allows for vehicle searches for articulated vehicles only to be specified or for non-articulated vehicles only. The default is both.
- **Engine Number**
This is a similar concept to the VIN field, allowing for partial number searches to be made.
- **Engine Capacity Range**
A range relating to cubic capacity of an engine can be input to allow for searching of vehicles within that range or with no entry made in the field. This is particularly useful when searching for motor cycles.
- **Make Group**
This field allows a specific make to be checked against other makes within the same group. It is similar to the facility within the #VP transaction.
- **Make**
This specifies the make of the vehicle. It is recommended that system tables be consulted before making entries in this field. **See #VC ([section 6.4](#)) for advice on non-standard makes.**
- **Exact Model**
Allows the operator to specify an exact model search (see next field).
- **Model Literal**
As with the make field, the system tables should be consulted before entering details into this field. There are over 75,000 different models of vehicle. See also [section 7.4.1.2](#).
- **Body Type**
This field is another that is validated by tables, which should be consulted as many vehicles are recorded on the system under a variety of body types.
- **Colour - 1st**
This field allows for the input of the primary colour. If a vehicle is believed to have a single colour it should be specified here and 'ANY' specified in the Colour 2nd field. See also [section 7.4.1.1](#).
- **Colour - 2nd**
This field is for input of the secondary colours, or 'ANY' when the possible second colour is unknown.
- **Year of Reg.**

This field allows the operator to specify between one and six different years of registration for a vehicle. This is used primarily for elimination or refining searches.

- **Postcode**

The postcode tables validate this field. It is possible to enter details of between one and six post centres only, postcode areas or postcodes relating to the registered keeper details. Clearly the wider the area searched, the greater the volume of response.

- **Match Post Codes Exactly**

This field defaults to 'N' (No). Prior to 1988 full postcodes were not mandatory, so if left at the default all matching partial postcodes will be returned. Alter to 'Y' (Yes) when completing a full postcode search to limit then to exact matches on the seven digits specified for each postcode.

- **Go to next Input Page (DVLA Markers and Police Reports)**

Whilst all the above fields are optional or conditional, this screen is mandatory because no search can be completed without accessing both screens available. Input 'Y' to access to the second screen.

7.4.1.1 Colour Searching on VODS

The facilities for searching on colours are different to those within other descriptive searches on PNC. It is possible to search on up to six colours or colour combinations. For example, if searching for a vehicle where one possible colour is brown, the following could be input as colour or colour combinations:

Colour	A	b	c	d
1	Brown	Brown	Brown	Multi
2	-	Any	Yellow	-

VODS will search as follows:

- Brown as the primary colour, or brown with brown as a secondary colour
- Brown as the primary colour with any other colour as the secondary colour
- Brown as the primary colour plus yellow as the secondary colour **or** yellow as the primary colour with brown as the secondary colour

Searches with 'ANY' in the primary colour field are not accepted by the system. 'MULTI' is only allowed as input in the first colour field.

7.4.1.2 S.31(1)

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7.4.2.Screen 2

- **Records with Reports Only**
This allows a search to be conducted only against vehicle records that contain Police Reports. It defaults to 'N' and can be amended to 'Y'. This facility may be used for management or monitoring of reports that a force owns.
- **Report Type**
Whether the option of the previous field is taken or not, a search can be conducted against records with Police Reports present. If the previous field is set to 'N' the search will be on the whole file. The field allows for input of up to six of the ten different report types available on the vehicle file, i.e. LOS, FOU, ACT, REA, INF, SEE, REM, COR or DES. Searching is not allowed on RES reports. It is an 'or' facility which means that if more than one report type is specified records with either will be retrieved.
- **Report Owner/Creator**
Force or Force Station Codes can be input to isolate responses to reports owned or created by them.
- **Report Creation Date Range**
This is a self-explanatory field searching on computer-generated information, allowing specific time periods to be selected. If left blank, VODS will search for all reports as specified in the previous two fields.
- **Report Incident Date Range**
A similar concept to the previous field, but less reliable because incident date information is entered manually and may not be present on all records.
- **DVLA Markers**
Any of the DVLA markers available on vehicle records can be specified. If two or more are specified, e.g. 'VEL EXPIRED' and 'NO LONGER THE KEEPER', then only records with ALL the specified markers will be retrieved as this is an 'and' search.

This facility, together with the ability to suppress results, gives the opportunity to reduce unwanted results, e.g. for a campaign on VEL Expired. In this case, the first search would be carried out on both the markers. It would then be repeated without the 'NO LONGER THE KEEPER' marker, suppressing results of the first search. The second search will then retrieve only records with the 'VEL EXPIRED' and without the 'NO LONGER THE KEEPER' marker.

- **Police Markers**
Note that in order to search on the growing number of foreign vehicles in the UK that are of police interest, two separate #VS transactions are currently necessary. The default setting of N (No) for the FOREIGN marker means that only vehicles without this marker are included in the search. Repeating it with the Y (Yes) option selected for the FOREIGN marker will search only on vehicles registered abroad, for which police records have been created on PNC.

Consideration is being given to changing FOREIGN=N to make it consistent with #VP, as this would mean all vehicles held on PNC could be searched in a single transaction.

- **Match Unknown**
If any of the seven fields listed below has been nominated for searching on the previous page, then the option to match against unknown values can be specified here by changing the default value of 'N' to 'Y'. Choosing any of these options will increase the number of responses.
- **Match Unknown Colours**
Will include as a match vehicles where the colour is blank.
- **Match Unknown Models**
Will include as a match vehicles where the model is blank or where it is a non-standard one, provided that the make field matches the make input in the search.
- **Match Unknown Makes**
Will include as a match vehicles where the make is blank or where it is a non-standard one.
- **Match Unknown Body Types**

Will include as a match vehicles where the body type is blank or OTHER.

- **Match Unknown Postcodes**

Will include as a match vehicles where the postcode is blank.

- **Match Unknown Chassis**

Will include as a match vehicles where the chassis number is blank.

- **Match Unknown Engine**

Will include as a match vehicles where the engine number is blank.

- **Initiate Search**

Once all the required details of the search have been input, this field allows for the search to commence by changing the default of 'N' to 'Y'.

- **Return to 1st Page Input**

If there is a need to return to the first input screen to review or amend details, there is the option to choose 'Y' to perform that function.

7.5. Search Results and Print Display (#VR)

Once a search has been entered, a system-generated reference appears on screen. To monitor and process the results of the search it is necessary to take note of this number and carry out a further transaction, #VR. This will produce an index screen with chronologically listed searches currently attributed to the user, with the most recent at the top of the list. Note that the maximum retrieval period is 10 days. Designated users of #VH may view the #VS searches carried out by all users within their own organisation.

Paging within #VR and #VH is as described under #VE (see [section 6.1.7](#)). Printing may be done for each record individually via the PR menu option.

Operators MUST maintain a list of details of all searches they carry out, for disclosure purposes and possible later inspection by Data Protection or other security staff.

Details within this index are:

- **T (Type)**

P (PNC search) or blank (#VF search).

- **Search ID**

The search reference number.

- **Status**

The situation of the search, i.e.

- PENDING - not yet commenced.
- STARTED - the search is being conducted.
- COMPLETED - the search has been completed.
- FAILED - for a variety of reasons the search has failed. One reason for this is that the results have exceeded the maximum number of responses.
- PRINTED - this will appear after the search has been completed and a decision made to print out the details.
- HDC PRINT - see the VIEW/PRINT facility.
- ON HOLD - where staff at Hendon determine that this search may not be run at this time. The search will automatically run when released at Hendon.
- ABORTED - where the computer determines that this search will take too much resource at this time of day. The user will need to rerun this search later.

Any other indications will be for technical or maintenance reasons.

- **Time Submitted**

The time and date that details were input to the system.

- **User-ID**

The identification of the operator performing the search.

- **Last Update**

The time of the last function changing the status of the search.

- **Number of Responses**

This indicates the number of responses obtained so far, and is dynamically updated following depression of the SEND key. Once the search is completed the number does not change. If the field is blank this indicates there is a zero response.

7.5.1. Search Result Facilities

Once the search is completed two options are available from the display screen:

- **Display Facility**
By inserting the letter 'D' adjacent to a search result a summary screen of the precise search details is available.
- **View/Print Facility**
To view or perform a print function the letter 'X' is inserted adjacent to a search result. Details of a search can only be viewed on the screen if the results do not exceed 170. Responses in excess of 170 do not provide the option to view.

Other options available are to print the responses locally up to a limit of 250 in any one request. A range of response numbers can be specified. If the result of the search has produced 700 responses three separate print actions would be necessary, i.e. 1-250; 251-500; 501-700. It is also possible to nominate a summary print or a full print of the records within the full response.

Forces can have a Force VODS printer set up to allow prints of up to 5,000 vehicles to be done at a single point within the force. It is also possible, by setting the local force printer terminal to print using a generic file printer, to produce an electronic VODS download either on a local computer or on a network drive.

The VODS download facility via Hendon Data Centre theoretically allows an unlimited number of responses to be printed or provided as an electronic file. In practice outputs with more than 200,000 responses will take longer to process as they will require extra manipulation. These files can be produced in a number of formats. Usually it will be a comma separated file, but it is possible to produce a file in a HOLMES format.

7.5.2. Search Result Summary

For #VR or #VH result searches that meet the criterion for displaying the responses on the screen, the data displayed once this option has been selected depends on the original input. There are two variations:

- i) For VODS searches where the REPORTS ONLY option was selected, the Summary screen will show VRM, Make, Model, Colours, Reports, Force/Station Code, Force/Station Reference.
- ii) For other VODS searches or when viewing the responses to a #VF transaction, the Summary screen will show VRM, Postcode, Make, Model, Colours, Reports, Force/Station Code.

The values in the Reports column can be L (LOS) or R (Other Reports), and H (Hazards).

7.5.3. Extended facilities with #VH

The use of #VH is primarily intended for supervisors to be able to carry out audit checks on their VODS operators. While viewing the list of searches within a force, users of #VH will initially see all the searches conducted by members of that force. The full list of functions is:

X – Display/Print menu, as provided within #VR
D – Details of the search parameters selected, as provided within #VR
I – display a specific VODS search ID (useful if it took place earlier than the searches shown on the screen)
M – display Monitor information, such as start time, number of responses for Ford, Vauxhall, Other
U – display list of searches for a specific PNC User-ID, by placing 'U' beside any search conducted by that operator.

When 'I' or 'U' has been selected, by inserting 'F' beside a search the display will revert to all users from that force.

Users from Force 25 (PNC Operations) have additional facilities which include initially seeing all searches nationally, the use of 'F' to view searches from one particular force and 'A' to return to viewing all searches, and the option 'S' to display searches by their status (e.g. STARTED or PRINTING). There are additional

VODS control options available to Hendon operators, including the ability to delete a search if its status is PENDING, ON HOLD or FAILED.

Another feature of #VH is that it displays the current maximum number of records VODS may return before a search will fail. This is shown at the top of the page as LIMIT NO. OF RECORDS, followed by a number.

7.6. Support and Advice

PNC Operations continues to offer support in urgent cases where local operatives are unavailable, or for guidance in acute or protracted searches. Any requests for assistance from Hendon Data Centre should be made, in the first instance, by telephoning the Service Desk and asking to speak to the duty Shift Manager.

7.7. Legal Requirements - England and Wales

The Criminal Procedure & Investigations Act 1996 places certain obligations on investigators in respect of material obtained or generated during any investigation that may have an impact on the case. This computer application demands not only knowledge of the content and functionality, but additionally, analytical skills. There will be a good deal of speculation within system searches and refined system searches. Some of this material may be discarded. Operatives, Investigating Officers, Senior Investigating Officers and Disclosure Officers must take due note of these requirements if this application is to form part of the investigative process.

7.8. Legal Requirements - Scotland

The Criminal Justice and Licensing (Scotland) Act 2010 places certain obligations on investigators in respect of material obtained or generated during any investigation that may have an impact on the case. This computer application demands not only knowledge of the content and functionality, but additionally, analytical skills. There will be a good deal of speculation within system searches and refined system searches. Some of this material may be irrelevant and therefore there is no requirement to reveal it to COPFS (Crown Office and Procurator Fiscal Service). Operatives, Investigating Officers, Senior Investigating Officers and Reviewing Officers must take due note of these requirements if this application is to form part of the investigative process.

8. UPDATE AND MAINTENANCE OF VEHICLE RECORDS

8.1. Single Records (#VU)

The creation and/or maintenance of records or reports is achieved using the transaction #VU. Various tailored options are available, dependent on the status of the record or report, the level of authorisation and the ownership of the report. The input details from which a record can be created are either the VRM, or a VIN and Make. VIN and Make are only used for creating Police Records where the VRM is not known, and **in these cases the VRM field must be left blank**. Software validation prevents the creation of a VRM comprising solely of letters, e.g. UNKNOWN. You cannot update a DVLA record by VIN and Make. Any attempt to do so will make a new record. The application is searched to check for any record match before the update options are provided, but will not use the search key and will only return exact matches. Operators are advised to search with #VC first.

The options available for RECORD creation/maintenance are:

- **NEW RECORD CREATION (N)**

This option will provide a format to create an entire vehicle record with the input detail pre-entered in the format. It may not be used to create a Trade Plate record.

This option will only be used for vehicles that are not registered at the DVLA, e.g. those registered in a foreign country but of interest to UK police. No record will be created at the DVLA as a consequence of the creation of any Police Record on the application. If the keeper has a UK address the postcode should be entered in the Postcode field as this will be validated and is searchable; a row may not start with a number of more than four digits. For foreign addresses the postcode equivalent should be recorded in the Address text.

The PNC vehicle file is used for many tasks. The definition below of an **unregistered vehicle** seeks to clarify when it is appropriate to add a Police Record to the Vehicles file.

An unregistered vehicle for the purposes of recording on PNC is a mechanically propelled vehicle, designed, adapted or intended for use on land for the carriage of persons or goods, **provided that it is marked with a unique serial number which will identify the vehicle**. If the serial number is

more than 20 characters then **the last 20 characters** should be entered in the VIN/CHASSIS NO field. However, if the vehicle does not have a serial number then a Police Record should not be created.

It is not appropriate to use the definition of a vehicle used by Home Office counting rules, neither is it appropriate to limit use to the Road Traffic Act definition.

- **RECORD DETAILS AMEND (R)**

The force that owns a Police Record will be able to amend, update, or delete any fields, except the VRM, within the description of the vehicle. Note that if the postcode of the registered keeper's address is entered it will be validated, and will be included in postcode searching via #VF or #VS.

- **BLOCK KEEPER DETAILS (B)**

The use of this option will allow a force to suppress the keeper details held on any DVLA record. The keeper details will be replaced by a Force/Station code indicating which force has blocked the details. A force reference number is mandatory in all cases. This option will NOT cause the records held at the DVLA to be blocked.

It is no longer sufficient just to write to the DVLA to block a vehicle's keeper details that are held on the PNC. When the DVLA is asked to block a record it will only be done on their computer files and the details will not be part of the file transfer to PNC, which means the keeper details would still appear on screen. It is therefore important that forces **MUST** block keeper details, online, **IN ALL CASES**. If the suppression of keeper details is only needed for a short time then written communication with the DVLA may not be required.

- **UNBLOCK KEEPER DETAILS (U)**

This will remove a block from a record allowing the keeper details to be displayed.

As with the Block option, the DVLA will not be informed about the use of the transaction. If they were requested to Block their record then they must be notified directly, in writing, to unblock it.

- **SET POL EXAM MARKER (E)**

This will set the POL EXAM marker on a record, on the authority of a qualified vehicle examiner. The marker may not be set on Police records. Voided records will not be weeded if the marker is set.

- **REMOVE POL EXAM MARKER (X)**

This will remove the POL EXAM marker from a record. Note that there is no automatic weeding of these markers, and vehicle examiners are responsible for removing them when appropriate.

8.1.1.#VU Entitlements for Record Creation/Maintenance

Some of the above update options relating to Records require #VU entitlements (sub-codes), and some do not. The #SE transaction will show which entitlements an individual User-ID has in their transaction set.

N – All #VU users may create a new record (Police Record).

R – All #VU users may amend existing records owned by their force.

B/U – Blocking and unblocking requires the transaction entitlement VUB.

E/X – Setting and removing the POL EXAM marker requires the transaction entitlement VUE.

8.2. Report Creation/Maintenance

The options available for the REPORT creation/maintenance are:

- **INSERT REPORT (I)**

This accesses the necessary format to add a report to a record. Up to 12 reports can be added to one record. Once the details of an ACT, INF or LOS report have been sent the Hazards menu will be displayed and the option to select one or more hazards is provided.

- **CONFIRM REPORT (C)**

This option extends the life of COR, LOS, REM, INF and RES reports to a certain number of years (see [section 5](#)). When confirming an INF or RES report a weed date between 28 and 365 days into the future may be specified.

A reference number is mandatory for this function and can be added during the confirmation process. When all the fields are completed there is a secondary confirmation process with an alternative option to abandon the transaction.

- **AMEND REPORT (A)**

This option amends, updates or deletes fields. Reports can only be amended by the force owning the original report. Mandatory fields cannot be deleted. It may be used to extend the weed date of confirmed INF and RES reports to a date between 28 and 365 days into the future, or of ACT reports to a date between 2 and 112 days into the future.

- **DELETE REPORTS (D)**

This option allows deletion of any selected report. Reports can only be deleted by the force owning the original report. Confirmation of the deletion is also required, allowing the transaction to be abandoned in the case of possible error.

N.B. If the report is the sole entry on a Police Record or on a DVLA record that has an instruction from DVLA to be deleted, then deletion of that report will cause the whole record to be deleted. A warning screen is displayed to inform the operator that this is about to happen.

- **PAIR DELETION (P)**

Where LOS and FOU reports are paired, or ACT and REA reports are paired, this option will allow the force owning the LOS or ACT report to delete both. The facility is only available when viewing the LOS or ACT report and checks are provided to verify the deletion or to abandon the transaction at any stage.

It is essential that stolen vehicles have a FOUnd report added to provide an audit trail and to ensure that all the other computer systems that PNC automatically updates are amended properly. (The insertion of a LOS or FOU report is sent to several other organisations.)

For the same reasons as stated above, it is important that a LOS report is added to a vehicle when reported stolen or lost and a FOUnd report was already present on the record.

The LOS/FOU pair should be PAIR deleted as soon as the vehicle is known to be back in the possession of the keeper or recovered by, or on behalf of, Police. Before pair deletion the operator must ensure any appropriate INFORMATION reports are deleted. This may mean contacting other forces first to have them delete their reports.

When deleting a confirmed LOS report, or inserting a FOU report to an existing LOS report, the option to create a LOS entry for the engine on the Property application will be offered.

The Pair Deletion option is only available to the owner of an ACT report if it is the only one joined to the REA report with which it is paired.

It is good practice to ensure PNC is updated as promptly as possible when a lost or stolen vehicle is recovered, and when an ACTION report has been fully dealt with. This is because the creation of a LOS/FOU or of an ACT/REA pair immediately takes the VRM out of the ANPR memory pool as, unless another active ACT report is present, it is no longer of operational interest.

N.B. If the valid pair of reports is the only entry present on a Police Record then deletion of the reports will also delete the record.

- **AMEND HAZARDS (H)**

This option allows Hazards to be amended, added to or deleted from ACT, INF or LOS reports owned by the operator's own force.

- **AMEND ACT / REA JOINS (J)**

This option allows new Joins between REA and ACT reports to be added, or existing Joins to be removed. Note that REA reports can only be joined to ACT reports created before the REA report was created. The option will not be available if the REA is joined to one ACT report and there are no active (unpaired) ACT reports present that were created prior to the creation of the REA report.

- **SHOW ACT / REA JOINS (S)**

When the total number of ACT and REA reports is at least two, this option allows the status of all ACT and REA reports on the record to be viewed. The screen shows which ACT reports are Active (unpaired), and which ones are Joined to each REA report. The same information can be viewed in enquiry transactions by entering Y in the ACT/REA field. If at least two ACT reports are present, and at least one is active, one or more lines from the Show ACT/REA screen may be selected to expand the details displayed.

8.2.1.#VU Entitlements for Report Creation/Maintenance

Some of the above update options relating to Reports require #VU entitlements (sub-codes), and some do not. The #SE transaction will show which entitlements an individual User-ID has in their transaction set.

I – All #VU users may insert new reports, except for the ACT report which requires the transaction entitlement VUX (see PNC L/O Letter 2010/045).

C – Confirming a report requires the transaction entitlement VUC.

A – All #VU users may amend reports owned by their force, except for the ACT report which requires the transaction entitlement VUX.

D – Deleting a report requires the transaction entitlement VUD, except for the ACT report which also requires the transaction entitlement VUX.

P – All #VU users may delete LOS/FOU or ACT/REA pairs if their force owned the LOS or ACT concerned.

H – All #VU users may amend Hazards linked to a report owned by their force.

8.3. Multiple Records

8.3.1.Multiple Insertion of a Report (#VV)

#VV accesses a format allowing the simultaneous insertion of a Report on up to 14 VRMs. The use of the transaction is restricted to the report types REM, RES, INF and SEE, with only one Report Type being used at a time. A report will only be added to a record in this manner if no other reports are present. This method cannot be used if the VRM refers to a Void, Void Cherished Transfer or Multiple record. When the transaction is completed the success or otherwise of the insertion of the report will be notified by listing the VRMs with an appropriate system message.

8.3.2.Multiple Confirmation of a Report (#VW)

#VW accesses a format allowing the simultaneous confirmation of a Report on up to 14 different vehicle records. The transaction is restricted to the report types LOS, INF, REM, RES, and COR, with only one report type being used at a time. The VRM field is associated to a reference field for each record. The reference field need only be completed if a reference was not included when the original entry was created. Note the reference field is mandatory. If the original report has a different reference to the one being confirmed then the confirmation aborts. On completion of the transaction a format will be returned indicating if the report has been confirmed. If not, a system message will specify the reason.

8.3.3.Multiple Deletion of a Report (#VX)

#VX accesses a format allowing the simultaneous deletion of a Report for up to 14 different vehicle records. This transaction use is restricted to the report types RES, REM and SEE, with only one report type being used at a time. On completion of the transaction a format will be returned indicating if the report has been deleted. If not, a system message will specify the reason.

9. USING THE APPLICATION - PROCEDURES

9.1. Vehicle Reported Lost or Stolen (or Obtained by Deception) #VU

The #VU transaction (vehicle update) should be completed to determine whether any reports are held for the vehicle. If a record is retrieved, but is marked NO REPORTS, a LOS report should be created. If no vehicle record is found, the details should be verified for accuracy before a new Police Record and accompanying

LOS report are created. If there is a positive response (i.e. the computer shows an existing report or the record is Blocked), the consequent action depends on the type of response received. Follow-up actions for the most likely situations are:

9.1.1.Type of Response

- REM Action: Tell the complainant of the location of the vehicle, with a view to their recovering it. The report should subsequently be deleted.
- ACT/INF/RES/SEE Action: Enter a LOS report as appropriate and initiate any further action required, including contacting the forces which originated the existing report. N.B. the security aspect of RES reports should be observed.
- FOU Action: If the vehicle has been repossessed by a finance company, tell the complainant of the repossession and inform the originating station so that they may delete their report.

In other circumstances, contact the originator of the FOU report, discover where the vehicle is and tell the owner. Enter a LOS report and include the incident date(s), which must be on or before the date of the FOU report. When the reports are no longer required both the LOS and FOU reports should be deleted (see Pair Deletion in [section 8.2](#)).

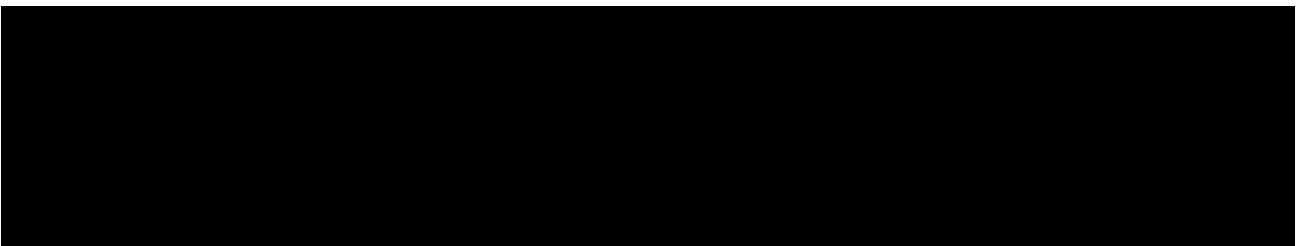
- LOS Action: Contact the originator of the existing report. It is likely that an error is involved and either an outdated report has not been deleted or the theft has been reported twice. An outdated unpaired LOS report must be deleted before a further LOS report may be entered.

Appropriate text must be recorded for all report types. Whenever an error is suspected in a report this **MUST** always be checked with the owner or originator of that report. It is the responsibility of the force owning the report to correct it.

9.1.2.Vehicle Stolen in Different Force Area

When a vehicle is reported stolen to one force, and the theft occurred in a different force area, the force receiving the information should provide it as soon as possible to the force in which the crime occurred so that the latter may take ownership of the LOS report on PNC.

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9.2. Vehicle Re-Stolen Prior to Recovery by Loser

Where a vehicle is retaken from a location before being recovered, unless there is evidence to the contrary, this should be treated as a continuance of the original theft and not recorded as a further crime. The force dealing with the initial theft is therefore responsible for the relevant PNC entries.

9.3. Vehicle Reported Lost or Stolen and Record Shows Incorrect Engine Number

When a vehicle is lost or stolen and the owner notifies the reporting station that the engine number is incorrect (new engine perhaps, and DVLA not notified) then the following procedures should be adopted:

- Create a LOS report on the vehicle in the normal way, but include in the text clear indications that the engine number shown has not been stolen. Include details of the new engine and the fact that it is on the Property database (see third bullet point).
- Create a CORrection report on the vehicle, including details of the new engine, and arrange to notify the DVLA via a form V79. The owner should also be told to inform the DVLA direct.

- Create a LOS report on the Property database for the new engine and cross-refer to the stolen vehicle VRM. See details in Property chapter of this Manual, [Chapter 3, section 6](#).

If the vehicle is recovered intact then both LOS reports should be cancelled. Similarly, if a vehicle is stolen and the engine has previously been removed but it is still shown on the record, then only the first two actions above will be necessary.

9.4. Confirmation of LOS Reports

It is important that a LOS report is confirmed within 48 hours of the time of report of theft, because until the report is confirmed the DVLA at Swansea are not notified of the theft. Any activity on the DVLA record of the vehicle in question would not be referred to the police for investigation during this time. However, Experian, HPI, Retainagroup, Vehicle Information Services, NaVCIS and Interpol are informed of unconfirmed reports.

9.5. Reminders and Weeding of Unconfirmed LOS reports

For an unconfirmed LOS report, PNC Operations will issue a reminder 2 weeks after the date of the online entry and the report will be deleted after 6 weeks if not confirmed.

9.6. Reminders and Weeding of Confirmed LOS reports

After a LOS report has been confirmed, the entry will remain on the application for 6 years from the date of the original input, unless the vehicle is recovered. After this time the report is deleted. Forces are notified of impending deletion one month in advance. If a force wishes the entry to remain on the system beyond this period, a fresh entry of the original details is required. It is recommended that this is done selectively, rather than routinely for all vehicles, following a review of the individual circumstances.

9.7. DVLA Actions

When PNC notifies the DVLA of the theft of a vehicle (confirmed LOS reports only) the Force/Station Code of the owner of the LOS report is included in the notification. Any subsequent licensing or change of keeper transaction for that vehicle will result in a Report for Further Action (RFA - forms CL07 and VQ13) being sent by the DVLA to the force owning the report, for investigation.

9.8. Action when a Vehicle is Recovered

In order to encourage maintenance of accurate records and compliance with Data Protection legislation, when the insertion of any new report is attempted on a record that already has an unpaired LOS report, the following message will be displayed:

IF THE VEHICLE HAS BEEN RECOVERED PLEASE INSERT A FOUND REPORT.

When a vehicle is found or recovered, the station to which this is reported MUST:

- enter a FOU report
- advise the station which entered the original LOS report

When the loser of the vehicle has been notified and has TAKEN POSSESSION OF THE VEHICLE, the station which entered the original LOS should cancel both the LOS and FOU reports. **Care should be taken to ensure that any intermediate reports, which are no longer relevant, are deleted prior to the deletion of the LOS and FOU.** Note that DVLA and commercial company records are automatically updated as a consequence of the cancellation.

When a vehicle is recovered that had not been reported lost or stolen the START OF INCIDENT date range must be prior to the FOUND DATE.

N.B. If one or more identifiable parts of a vehicle are recovered it is a matter of discretion to decide when it is appropriate to add the FOU report. For significant parts such as engine or chassis it would be justified. For smaller parts the recoveries could be noted via an INF report, with the LOS report left outstanding. See also reference to addition of the engine to the Property file in [section 8.2](#), under Pair Deletion.

9.9. Theft of a Vehicle with Trailer (or Caravan)

The procedures outlined above should be followed for the vehicle, and in addition an entry should be made on the Property application for the trailer, with cross-references to the vehicle report in the text.

9.10. Theft of an Unregistered Vehicle

If an unregistered vehicle, such as a quad bike, is stolen a Police Record must be created. Select 'NEW RECORD CREATION' option (N) from within the #VU transaction and complete the vehicle descriptive and keeper details, **with the VRM field left blank**. All further actions are as for a normal record.

9.11. Reports of Overdue Hire

Force practice may vary on the treatment of Hire Company notifications for overdue vehicles. If they are treated as a crime they should be dealt with as lost/stolen (LOS) and action should be taken as described above. If forces take note of certain overdue vehicles (e.g. because these cars are often used in the commission of crime) they may be entered online using an INF report with supporting text.

9.12. Vehicles Apparently Abandoned

9.12.1. No Reports Present

For vehicles apparently abandoned a search should be made of the Vehicles application. If the result is a NO REPORTS response, and the circumstances warrant it, a FOUnd or SEEn report should be created. Associated text must record details of the location of the vehicle and, where appropriate, its condition, e.g. 'unroadworthy'.

9.12.2. Reports Present

If the response to the enquiry is a LOS report, a FOU report must immediately be added to the record. The procedure for the recovery of stolen vehicles must then be followed. Care should be taken to ensure that any intermediate reports, which are no longer relevant, are deleted prior to the deletion of the LOS and FOU. If the response is a report other than LOS, if appropriate a FOU report should be added. Depending upon the context of the original report consideration should be given to contacting the owner of that report, remembering the security aspect of any RES reports. A FOU report remains on the application for 8 weeks, after which time it is deleted automatically. If, however, a LOS report exists or has been entered during the period, the paired LOS and FOU will be deleted automatically 6 weeks after the pairing, with a reminder of forthcoming deletion being issued after 4 weeks.

9.13. Removed Vehicles

9.13.1. Vehicles Removed by the Police

When a vehicle is removed on the authority of the police, either into police possession or from one location to another, the officer authorising the removal should cause a search of the Vehicles application to be made. If the search results in the retrieval of a record with NO REPORTS present, then a REMoved report should be added. The text must indicate where the vehicle is held. If it is necessary to keep the report on the application for more than the 12 months a new REM report, with text quoting the original removal date, must be input to start a new 12-month cycle. Once the owner has been made aware of the location of the vehicle the entry must be deleted. If there is a positive response when intending to enter a REM report the action to be taken depends upon the type of existing report that is recorded:

- LOS Add a FOU report and inform originator of existing LOS report
- SEE/RES/FOU/INF Add a REM report and inform the owner of the existing report
- REM Inform the owner of the existing report, ask them to delete it, then add a new REM report

9.13.2. Vehicles Removed by Local Authority

Many forces record the removal of vehicles by local authorities. These vehicles are often removed to an Authorised Treatment Facility to be environmentally destroyed. It is recommended that these vehicles do not have the REMoved report confirmed. By the time that the Police Report is weeded 6 weeks later the vehicle

should have both the SCRAPPED marker and be showing VOID in the Keeper field, indicating that the Certificate of Destruction has been processed.

9.13.3. Vehicles Removed by Private Contractor

If a force wishes to enter into an agreement to be notified about vehicle removals made by a private contractor the REMoved report may be used to record the details. It is recommended that such agreements are made only with reputable contractors, and that full contact details are included in the report text.

9.13.4. Vehicles Removed by National Highways

National Highways may remove vehicles, e.g. following a road traffic collision. They have been given a special version of the #VU transaction to enable them to create REMoved reports. As this does not permit them to create a Police Record, the Agency will have to ask a local force to create one on their behalf when dealing with a vehicle which has no PNC record, e.g. a foreign one. This should show Force/Station Code 68HA as the Report Owner.

9.14. Vehicles Repossessed by a Finance Company

When the police are notified of repossession, an enquiry should be made on the Vehicles application. If the search results in the retrieval of a record with NO REPORTS present, a FOU report must be entered on the record. The text must include details of the company concerned, or its representative, and their reference number if available. If there is an existing report action should be taken as follows:

- LOS Add a FOU report with appropriate text. It is the responsibility of the station that originated the LOS report to notify the owner that the vehicle has been repossessed and to cancel both the LOS and FOU reports.
- INF/RES/SEE/REM Add a FOU report with text. Inform the owner of the existing report as necessary.
- FOU Inform the owner of the existing report, ask them to delete it, then add a new FOU report.

9.15. Weeding Criteria for Found Reports

A FOU report is automatically deleted after 8 weeks without reminder, unless a LOS report about the same vehicle existed or has been entered during this period. If such a LOS report is present the FOU report is paired with that LOS, and the paired reports are deleted 6 weeks after the pairing.

The originator of a FOU report can delete the entry at any time should this be necessary. No reminders about impending deletion are issued in respect of unpaired FOU reports. A reminder in respect of paired LOS and FOU reports is issued 4 weeks after pairing.

9.16. S.31(1)

9.17. **S.31(1)**

9.18. **ANPR, Action Reports and Information Reports**

Automatic Number Plate Recognition (ANPR) is an intelligence-led policing tool to target criminals through their use of the roads. Its aims include reducing the threat from terrorism, organised crime groups and travelling criminals; increasing the number of offenders brought to justice; using resources more efficiently by targeting vehicles known or likely to be of police interest. ANPR helps detect, deter and disrupt criminality at a local force level, regionally and nationally throughout the United Kingdom.

The ANPR infrastructure comprises static and mobile cameras designed to read vehicle number plates, which are managed by police forces and other LEAs, and the National ANPR Service (NAS). NAS stores the VRMs and associated imagery centrally, for intelligence purposes, data investigation and analysis.

The data sources to which ANPR cameras are linked may include VRMs of interest identified by:

- PNC vehicle reports, either held in the fast track 'memory pool', which is accessed and updated in real-time, or an extract file (a snapshot copy of the memory pool) used as a back-up when the online connection is down or is not possible, e.g. on some mobile ANPR devices.
- External data, such as untaxed and unregistered vehicles (provided by DVLA) or uninsured vehicles (known as MIDAS, provided by MIB). All forces receive the MIDAS1 file (for privately owned vehicles) and MIDAS2 file (for trade/fleet/leased vehicles), which contain the VRMs of vehicles whose last insurance expired between 8 and 14 weeks earlier. Optionally forces may receive the MIDAS3 file, which is an extension of MIDAS1 – see PNC L/O Letter 2013/024 for further details.
- Localised databases, known as hot lists.

Prior to the implementation of the ACTION report in 2008, the INFORMATION report was the main mechanism for communicating to officers nationally that a vehicle was of police interest and may require interception. Too often the text was unclear as to what action was required if the vehicle was seen, or carried details that did not mean the vehicle necessarily had to be stopped (e.g. s.59 Police Reform Act warning for antisocial use).

Since March 2009, when the INF report ceased to generate a 'hit' on fast-track ANPR, the tools have become more clear-cut. The ACTION report should be used when an immediate stop on a vehicle and specific action is needed, subject to meeting national guidelines. The INFORMATION report should be used in other cases to record non-urgent or non-actionable background information, or when the vehicle does not routinely need to be intercepted.

The following vehicle reports currently trigger a hit on fast-track ANPR: active ACT, unpaired **S.31(1)**

The following reports or pairs do not trigger a hit (unless the record also contains one of the above): COR, DES, FOU, INF, REM, RES, SEE, ACT/REA pair, LOS/FOU pair.

Further information about the background to the introduction of the ACT report and its impact on ANPR operations was provided in a guidance document in L/O Letter 2008/045. The latest available versions of documentation on this topic are as follows:

- Guidance for PNC Trainers, v1.2, issued via L/O Letter 2008/063
- ACT Report Data Quality Audit Process, v1.0, issued via L/O Letter 2009/062
- College of Policing ACT and REA Reports on PNC, v1.9, issued via L/O Letter 2022/010
- Functional Specification for Multiple ACT Reports, issued via L/O Letter 2018/055
- Briefing Document for Regulation 109 of the Road Vehicles (Construction and Use) Regulations 1986, issued via L/O Letter 2020/027
- [ANPR Reg 109 Supplier Specification v2.2](#)

The ACT report is recommended where a vehicle is of sufficient interest that it is reasonable and proportionate for it to be circulated nationally for appropriate action to be taken should it be traced. This may have been generated by a crime investigation or where intelligence is sought. Examples include:

- vehicle suspected of being used in the pursuit of a crime
- owned by a missing person
- involved in an incident other than crime, e.g. an accident

If the situation does not normally justify the use of an ACT report, police interest in the vehicle may be recorded in an INF report. An ACT report may be appropriate in certain circumstances. Examples include:

- to make available to other enquirers items of information about the vehicle or its users
- to request information whenever that vehicle is observed (however, the words 'DETAIN' and 'ARREST' must not be included in the text, as this action may not be appropriate for the current occupants – the Wanted/Missing report within the Names application should be used for this purpose)
- for speed enforcement purposes, **unless** there are at least three outstanding cases and all other enquiries have been completed without success, in which case an ACT report may be used
- for the enforcement of minor traffic offences
- vehicle is linked to a disqualified driver, **unless** there is credible information to indicate that they are continuing to drive the vehicle subject to the circulation, in which case consider escalating to an ACT report
- relating to Level 1 policing activity, **unless** the force originating the report is 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. In this case a low priority ACT report may be used.
- relating to vehicles subject to provisions of s.59 of the Police Reform Act 2002 and equivalent Scottish legislation

Use of the ACT and INF reports must be proportionate to the aim and the least intrusive method of operating, ensuring that the reasons for their use are relevant and sufficient for the purpose. If in doubt advice from Data Protection personnel should be sought.

Where references to other PNC entries have been made care must be taken to manage the update process.

It is important to retain ACT and INF reports on PNC for sufficient time for the information to be used, but equally to ensure that the content is not retained on the system too long. For this reason reports have a relatively short life span upon creation, but this may be extended. ACT reports initially last for 12 weeks; their weed date may subsequently be changed to a date anywhere from 28 to 112 days into the future. INF

reports remain on the application for 6 weeks unconfirmed. The weed date of a confirmed INF report may be chosen up to 365 days into the future, taken from the date of amendment (see [section 8.2](#)).

9.18.1. Adding ACT and INF Reports

Before adding an ACT or INF report, first search the Vehicles application to determine if there are other reports present for the vehicle. If a NO REPORTS response is returned then the report can be added. If there is an existing report the action to be taken depends on the report encountered. Normally it is appropriate if adding an INF report to inform the owner of the other report of **your interest**.

9.18.2. ACT or INF Reports on New Vehicles

If the reports discussed in this paragraph are to be added to a new vehicle, which has not yet been added to the PNC via the DVLA, a police record should be created with the exact VIN so that it can be matched correctly when the DVLA record 'arrives'.

9.18.3. Theft of Number Plates

The following national policy has been agreed for recording stolen number plates on PNC:

- create an unconfirmed INF report, which will generate a reminder after 4 weeks
- the text field should contain the wording 'STOP AND OBTAIN THE FULL VERIFIED DRIVER/KEEPER DETAILS AND VIN' and then show who requires these details and the Crime/Log reference
- the words 'FRONT', 'REAR' or 'BOTH' should be included in the text as appropriate, to indicate which number plate(s) have been stolen
- the word 'STOLEN' should not be included in the text, as this could cause confusion

This policy does not apply to stolen Trade Plates, for which the procedure is described in [section 9.1.3](#).

9.18.4. Cloned Vehicles

There is evidence nationally of large scale cloning of vehicles using stolen or duplicated number plates. As a result, national operations are in place to assist in the detection and recovery of such vehicles.

Cloned vehicles are frequently detected when an offending vehicle has been photographed by ANPR or safety cameras. It is important therefore that PNC rules as to action to be taken are strictly adhered to and instructions are clear. Each force should have a Command and Control incident log detailing action to be taken in respect of such a vehicle being located.

If enquiries lead to the conclusion that the genuine vehicle was not the vehicle that was seen then the following PNC action must be taken.

If the false vehicle is of similar appearance (make, model and colour) to the genuine vehicle:

- create an ACT report on the DVLA record, with the weed date set to the maximum of 112 days; the Priority will be determined by the severity of any criminal activity known to be associated with the cloned vehicle, the Action shown as STOP and the Reason shown as CRIME
- the text field should contain a reference to the force Command and Control Log number created for the purpose.
- it is good practice to add a confirmed INF report, with the weed date set to 112 days to match the lifetime of the ACT report, **to show any distinguishing features the genuine vehicle may have** to ensure that the keeper is inconvenienced as little as possible. For example:

'THIS VRM IS IN USE BY ANOTHER VEHICLE OF THE SAME DESCRIPTION

VIN CHECK IS ESSENTIAL TO ESTABLISH TRUE IDENTITY'

If the false vehicle is of a different appearance to the genuine vehicle:

- create a Police Record with as much detail as is known about the false vehicle, with an ACT report on it. The weed date of the ACT report should be set to the maximum of 112 days; the Priority will be determined by the severity of the criminal activity associated with the cloned vehicle; the Action should be shown as STOP; the Reason should be shown as CRIME.
- use wording similar to the following

'THIS VRM IS IN USE BY THE VEHICLE DESCRIBED ABOVE

VIN CHECK IS ESSENTIAL TO ESTABLISH TRUE IDENTITY'

- create a confirmed INF report on the DVLA record, and set the weed date to 112 days to match the lifetime of the ACT report on the Police Record
- the text field should contain a reference to the force Command and Control Log number created for the purpose. It should also contain sufficient text to ensure that the keeper is inconvenienced as little as possible. For example:

'THIS VRM IS IN USE BY ANOTHER VEHICLE. SEE ACT REPORT ON POLICE RECORD

VIN CHECK IS ESSENTIAL TO ESTABLISH TRUE IDENTITY'

N.B. When a vehicle keeper alleges that they have been the victim of cloning, because they have been notified of an offence committed by their VRM, they may either genuinely be a victim or may be reporting the incident to police in a fraudulent attempt to obtain a false statement to help them avoid the penalty charge.

For civil offences, such as those relating to parking or congestion charges, this should not be provided and the person should be directed to dispute their case with the prosecuting agency, e.g. local authority, TfL etc.

For police enforcement camera offences, such as those relating to traffic lights or speeding, they should be advised to conduct any dispute with the force where the incident occurred, if reporting it elsewhere. If they can provide proof that they have been the victim of cloning, the prosecuting force should undertake due diligence checks before invoking the procedure for handling cloned vehicles described above.

9.18.5. Firearms

The following national standard has been agreed for recording firearms information relating to vehicles:

- Attach the WEAPONS hazard to ACT and INF reports.
- Report text must start with the word ***FIREARMS*** contained within two asterisks. This provides immediate visual impact to the operator. In the case of ACT reports this will come immediately after the priority, action, reason and any Warning Signals.
- The action to be taken if such a vehicle is stopped **must** be included in the report.
- State TYPE OF OFFENCE or INFORMATION, e.g. Armed Robbery, Murder, Vehicle seen at the offence location.
- Describe the firearm using QUEST keywords, e.g. HANDGUN or SHOTGUN.
- Do not say USED, say SEEN and DISCHARGED or NOT DISCHARGED. The term USED is imprecise and can be misinterpreted. Always include as much **relevant** information as possible.
- State a 24-hour contact point where detailed advice can be obtained.

All ACTION and INFORMATION reports involving firearms should be reviewed regularly and removed as soon as they have been actioned.

9.18.6. Recently Sold Police Vehicles

In support of Operation Trammel, it is national policy that force Fleet Managers should arrange for an unconfirmed INFORMATION report to be added to PNC in respect of any police vehicles as soon as they are

sold. This is to cover any time delays at the point of sale or at DVLA in showing the keeper change. This action is to help detect a recently sold vehicle that may be used for crime or terrorism and which may appear to be a police vehicle. It will be permissible to remove the report when DVLA have changed the current keeper and this will be notified to forces by means of the VE601J batch output.

9.18.7. Vehicle Stolen Abroad and Reported to a UK Force

When a UK force is notified that a vehicle has been stolen abroad it is not appropriate to add a LOS report to its PNC record because the theft has not taken place in the UK. An ACT report should be added with the keywords LOW/STOP/CRIME containing the words "ALLEGEDLY STOLEN ABROAD" in the text, as this may provide useful intelligence, e.g. to ANPR operators at UK ports. A check with the Interpol stolen vehicles database is advisable.

9.19. Seen Reports

The SEEn report exists in order that a force or National Highways may record all vehicles which have been seen or checked by them in particular locations at particular times, and may in the future assist in the investigation of a specific crime or incident. The report should be used to indicate the sighting of a vehicle in circumstances that do not warrant an INF report. Except for a record which holds an unpaired LOS report, SEE reports may also be added to a record where there are existing reports in order to indicate vehicle activity. In these circumstances the originator of the initial report must be informed. The text facility should describe the circumstances under which such a check was made. Unless they accompany another type of report, e.g. INF, entries are automatically deleted after 2 weeks. If they accompany another report type they will adopt the longest weed life of reports present.

10. DATA PROTECTION REQUIREMENTS

Procedures will need to be established to ensure that the requirements of the Data Protection Act 2018 are not breached. Source documentation should be retained for the same period as the life of a report, e.g. up to six years for a LOS report.

10.1. Accuracy and Relevance of PNC information

All forces are required to carry out formal checking and authorisation procedures before an entry is made, or within a reasonable period thereafter, to ensure that reports are as accurate as sources permit. Reports recording suspicion relating to named or identifiable persons must be relevant to the purpose of the application and obey the limitations on the use of personal data.

10.2. Checklists of Records

Lists of every Vehicles application report owned by a force are sent to authorised officers on demand (see [Chapter 7, section 2.21](#)). Forces requiring ad hoc checklists of their records on the Vehicles application may obtain these by making the necessary request via the Service Desk at Hendon. The owning force is responsible during the life of a report for ensuring that the information remains accurate and relevant.

Procedures MUST exist to ensure that reports are removed from the application when they cease to be relevant. The use of VODS to assist with this process should be considered.

APPENDIX 1 - VEHICLE COLOURS

Both colour fields are 6 characters, so in Vehicle and Property update transactions either the full colour must be entered or, where longer, the first 6 characters of it.

BLACK

BLUE

BRONZE

BROWN

CREAM

GOLD

GREEN

GREY

MAROON

MULTI COLOURED (entered as MULTI)

ORANGE

PINK

PURPLE

RED

SILVER

TURQUOISE (entered as TURQUO)

WHITE

YELLOW

In addition, TWO-TONE (entered as TWO-TO) is valid in combination with any of the above except MULTI COLOURED.

APPENDIX 2 - VEHICLE BODY TYPES

TYPE	INPUT	TYPE	INPUT
2-DOOR SALOON	SAL	FIRE ENGINE	OTH
3-DOOR SALOON	SAL	FITTED VAN	OTH
3-WHEELER CAR	3WH	FLAT LORRY	LOR
3-WHEELER VAN	3WH	FORAGE HARVESTER	OTH
4-DOOR SALOON	SAL	FRONT DUMPER	OTH
5-DOOR SALOON	SAL	GLASS CARRIER	OTH
AGRIC MACHINE	OTH	GOODS	LOR
AGRIC TRACTOR	OTH	GRITTING VEHICLE	LOR
AIRPORT SUPPORT UNIT	OTH	HALF DECK	OTH
AMBULANCE	OTH	HARVESTER	OTH
BOTTLE FLOAT	OTH	HEARSE	OTH
BOX VAN	VAN	HEAVY TRACTOR	OTH
BREAKDOWN TRUCK	OTH	HYDRAULIC EXCAVATOR	OTH
BULLDOZER	OTH	INSULATED VAN	VAN
CAR TRANSPORTER	LOR	INVALID VEHICLE	OTH
CAR-DERIVED VAN	VAN	LIFT TRUCK	OTH
CESSPOOL EMPTIER	OTH	LIGHT 4 x 4 UTILITY	LIG
COMBINATION	COM	LIGHT GOODS	VAN
COMBINE HARVESTER	OTH	LIGHT VAN	VAN
CONCRETE MIXER	OTH	LIMOUSINE	SAL
CONVERTIBLE	CON	LINE PAINTER	OTH
COUPE	SAL	LIVESTOCK CARRIER	LOR
CRANE	OTH	LOADING SHOVEL	OTH
CURTAIN SIDED	OTH	LORRY	LOR
DOUBLE DECKER	OTH	LOW LOADER	LOR
DROPSIDE LORRY	LOR	LUTON VAN	VAN
ESTATE	EST	M/C COMBINATION	COM

TYPE	INPUT	TYPE	INPUT
MINIBUS	OTH	SNOW PLOUGH	OTH
MOBILE PLANT	OTH	SOLID BULK CARRIER	LOR
MOBILE PUMP	OTH	SPECIAL MOBILE UNIT	OTH
MOPED	MOP	SPECIAL PURPOSE	OTH
MOTOR CARAVAN	CAV	SPORTS	SPO
MOTORCYCLE	MCY	SPRAYER	OTH
MOWING MACHINE	OTH	STANDEE BUS	OTH
MPV (MULTI-PURPOSE VEHICLE)	MPV	STATION TRACTOR	OTH
NON-STANDARD	OTH	STREET CLEANSING	OTH
NOT RECORDED	OTH	TANKER	LOR
PANEL VAN	VAN	TAR SPRAYER	OTH
PANTECHNICON	VAN	TAXI	SAL
PCV (PEDESTRIAN CONTROLLED)	OTH	TEL MATERIAL HANDLER	OTH
PICK-UP	PIC	TIPPER	LOR
REAR DIGGER	OTH	TOURER	OTH
REFUSE DISPOSAL	OTH	TOWER WAGON	OTH
ROAD STRIPPER	OTH	TRACTOR EXCAVATOR	OTH
ROAD SURFACER	OTH	TRUCK	LOR
ROAD TESTING	OTH	VAN	VAN
ROLLER	OTH	VAN/SIDE WINDOWS	VAN
ROOT CROP HARVESTER	OTH	VINER/PICKER	OTH
SALOON	SAL	WINDROWER	OTH
SCOOTER	SCO		
SCOOTER COMBINATION	COM		
SINGLE DECKER	OTH		
SKELETAL GOODS	OTH		
SKIP LOADER	LOR		

APPENDIX 3 - VEHICLE IDENTIFICATION NUMBER

In the late 1970s the International Standards Organisation reached an agreement with the world's motor manufacturers that there should be a readily recognisable and standard form of vehicle number: the Vehicle Identity Number (VIN). The number would consist of seventeen digits and, in addition to being displayed on a VIN plate, would be stamped onto permanent metal parts of the vehicle body or frame.

From 1st January 1980 most of the world's motor manufacturers adopted this system (with a few variations). Therefore from that date the VIN could be identified from any other number found on a vehicle by the number of characters and its composition. This system ensured that no two vehicles manufactured throughout the world would bear the same identification number within a 30-year period, as the character used for the year could have 30 different values.

The Vehicle Identity Number is divided into three separate parts. The first three characters are the World Manufacturer Identifier (WMI). From these three digits the country of origin and the manufacturer can be identified. The first two digits are allocated by the International Standards Organisation. The third digit is allocated by a country's representative body; for the United Kingdom it is

The British Standards Institute, 389 Chiswick High Road, London, W4 4AL.

The second part of the VIN is referred to as the Vehicle Description Section (characters 4 to 9). It is issued by the manufacturer to describe the attributes of the vehicle, e.g. manual transmission, 2-door saloon, 1800cc, or left-hand steering etc. For the USA market the 9th character must be a check digit.

The third part of the VIN is the Vehicle Identifier Section (characters 10 to 17). The 10th character is the year of manufacture, the 11th denotes the factory that made the vehicle, and the remaining digits form a sequential number that determines the specific identity of the vehicle.

The above breakdown can only be considered as a guide. One manufacturer's sequence of numbers will differ from that of another's, for example Ford UK (see below). It will be necessary to source other information for definitive understanding of a specific manufacturer's VINs.

If you require detailed knowledge of the composition of a particular manufacturer's VIN, you should consider enquiring with:

- Force Operations Room
- Specialist units such as Stolen Vehicle Squads
- The manufacturer (all major manufacturers have a nominated liaison officer)

The VIN has a number of practical uses, particularly in relation to suspect/stolen vehicles. It can be used to:

- Verify that a vehicle is what it purports to be.
- Aid searching of the PNC. Knowledge of how a manufacturer constructs its VIN allows staff to construct elements of a VIN using factors such as the make, model, number of doors and where a particular model is built.
- Identifying 'rung' vehicles using VODS capabilities (e.g. Ford Escort Cabriolets are built in Germany, codes WMI or WFO). A VODS search that identifies Ford Escort Cabriolets with an SFA code element in their VIN, indicating manufacture in the UK, is worth further investigation.

EXAMPLES OF HOW A VIN IS CONSTRUCTED

World Manufacturer Identifier (1-3)		Vehicle Descriptor Section (4-9)	Vehicle Indicator Section (10-17)		
Country Code	Manufacturer Code	Model Code	Year (10)	Assembly Plant (11)	Sequential Number
T Czech Rep.	M B Skoda	B P 2 1 U 4 Octavia Elegance TDI	2 2002	2 Mladá Boleslav	6 1 9 7 4 4
W Germany	O L Vauxhall	0 J B F 3 5 Vectra 1996 series	W 1998	7 Rüsselsheim	0 2 5 5 0 3
1 U.S.A.	F M Ford (US)	B P 8 C S 0 Mustang GT series	A 2010	G Chicago	A 6 9 1 0 1

Although containing the same elements, the VIN for Ford (UK or Europe) is constructed differently. Some examples of what each character can contain are shown below.

WMI Codes (1-3)

SFA = UK
TW2 = Portugal
UNI = Ireland
VS6 = Spain
WF0, WF1 = Germany
XLC = Netherlands

Body Type (4)

A = 5 door
B = 4 door
C = 2 door coupe
E = 3 door hatchback
P = 5 door hatchback

Constant XX (5-6)

Source Company (7)

B = England
G = Germany

Assembly Plant (8)

A = Dagenham, Köln, Ipiranga
B = Halewood, Genk
N = Amsterdam
S = Setubal

Model (9)

A = Escort, Orion
D = Focus
F = Fiesta
G = Granada, Scorpio
R = Ka

Body Type (10 – same as 4)

Year (11)

1 = 2001 up to 9 = 2009
A = 2010, B = 2011, C = 2012 etc

Month (12)

The letters B,R,A,G,C,K,D,E,L,Y,S,T,J,U, M,P are used over a 16-month cycle. The year/month combination for December 2010 is AG. Using this convention it will be 60 years before this is repeated.

BC = January 2011

BK = February 2011

BD = March 2011

Sequential Number (13-17)

SFAEXXBFWP10268 could be the VIN of a 3-door Fiesta hatchback made at Dagenham in August 1998.

TIPS FOR VIN SEARCHING

If the vehicle is British registered you should expect to find it. DO NOT accept 'NO' for an answer.

If the vehicle is not found with the make that you first included in the search try other similar makes, e.g. Ford (UK), Ford (Europe) etc. In some cases it may mean several transactions in order to carry out a complete search of all make groups.

Try a search without a make group; although this only displays records with LOS reports present, the vehicle you are searching for may be present.

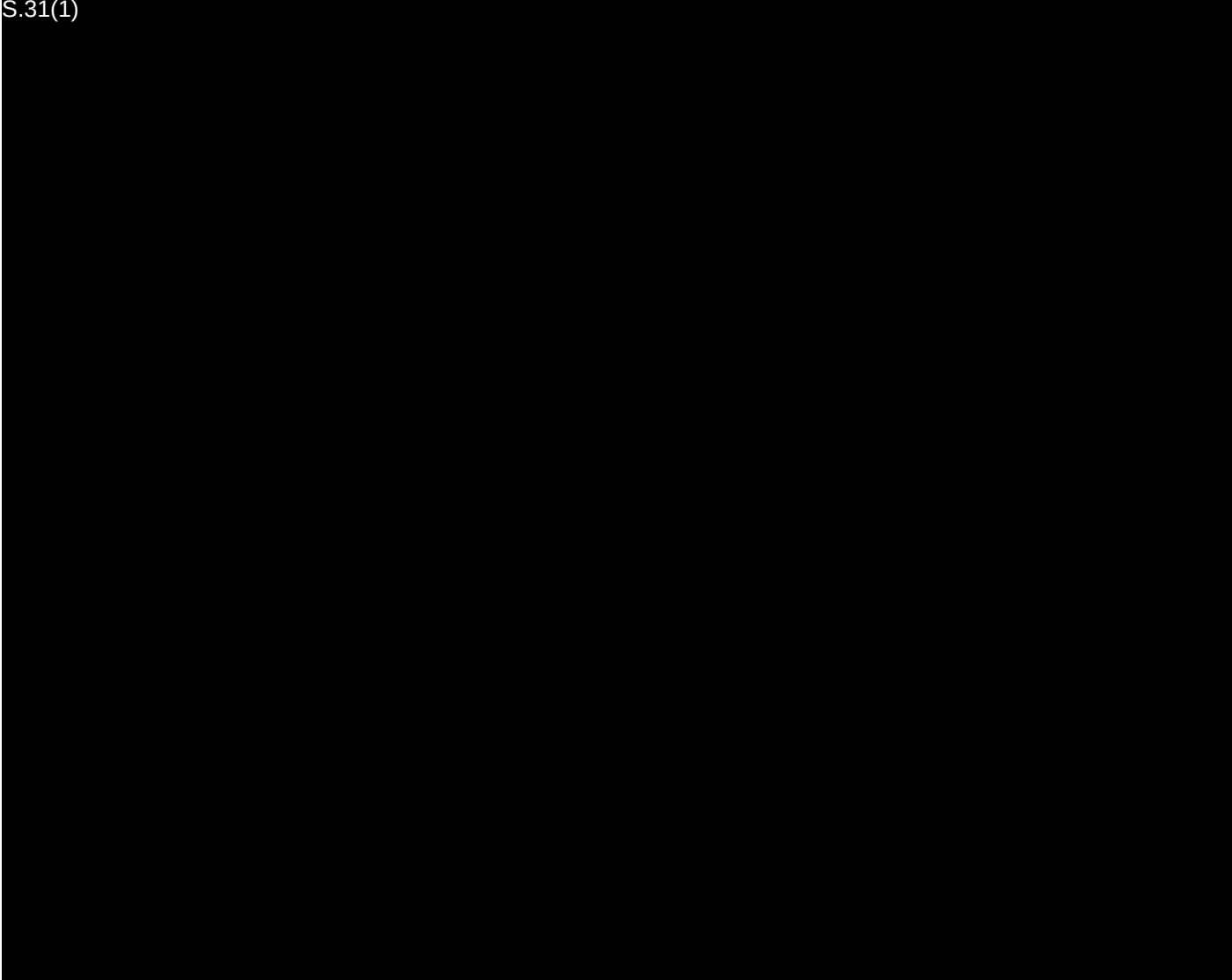
If a vehicle can be regarded as plant, e.g. JCB, try a search on the Property file. In cases where you suspect the vehicle to be stolen, try an engine number enquiry.

If the make is non-standard, or not input at DVLA by code, try entering an asterisk (*) in the Make field. Approximately one million vehicles have records of this type.

The Thatcham Vehicle Identification System (TVIS) is a database for which 8 licences are provided to each police force. It is a resource that supports law enforcement agencies with vehicle identification, and contains details of the format and locations of manufacturers' vehicle identification numbers. It will be of assistance with the use of the #VC transaction.

APPENDIX 4 - NON-POLICE ORGANISATIONS WHOSE VEHICLES ARE PROTECTED FROM PUBLIC ENQUIRY / ACCESS

S.31(1)



APPENDIX 5 - DVLA VEHICLES SYSTEM

The DVLA computer stores details of all vehicles registered in England, Wales, Scotland and Northern Ireland. Since the closure of VROs in December 2013 DVLA have centralised all services at Swansea, including such functions as:

- allocating new VRMs
- holding records of vehicles in the categories of diplomatic privilege, personal and direct export
- holding records of trade plates and their users.

A vehicle record is initially set up at the DVLA when a vehicle is first registered and licensed. Any DVLA vehicle record on which no update activity (for example re-licensing or a change of keeper) has transpired for 3 years is voided (archived onto microfilm) and notification of voiding is sent to the PNC. Examples include vehicles whose VRM has been made redundant (for example by a cherished number transfer or an allocation of diplomatic plates). The DVLA marks its own vehicle record when a vehicle has been stolen or obtained by deception (when the report has been confirmed). This information is provided to DVLA via the electronic file transfer of information from the Vehicles application.

The DVLA issues RFAs (Reports for Further Action) to the appropriate force when there is activity on records marked as stolen, scrapped or seriously damaged.

Enquiries and Reports to the DVLA

The registered vehicles records held on the PNC are abbreviated versions of the DVLA records. The DVLA-held record is the definitive record for evidential purposes. Additional information about a registered vehicle for which a record is held on the PNC may be requested from the DVLA by use of DVLA forms, which are available through the force DVLA Liaison Officer.

VQ1 form. This form should be used when requesting information in excess of that contained in the Vehicles record, or for enquiries which require written certification for documentary evidence, or for all routine enquiries of a non-urgent nature. At least two weeks should be allowed for a reply.

VQ612 form. This should be used to request from the DVLA information on records known to have been voided or when any other additional information and/or copies of documents are required.

CLO 504 form. This form should be used to request a copy of any document microfilmed at the DVLA for which the microfilm reference number is known. It is normally used to obtain the unconfirmed Name and Address of the new keeper of a vehicle.

V79 form. This form must be used to inform DVLA of any discrepancy which has been noted between the appearance of a vehicle and its description held on the Vehicles record, and changes of keeper. The form is microfilmed at the DVLA and subsequent police enquirers may request a copy of this document if required.

In June 2006 DVLA introduced a new version of the V79 form, and they do not process the old style document if received. The new form is dealt with in one of two ways:

- a) If the form is not signed by the vehicle keeper DVLA will note the new details but not change the record at this stage. They write to the registered keeper for confirmation of the change and mark the appropriate record on their file with the words RECORD QUERY.
- b) If the form is signed by the keeper DVLA will update the record. They write to the registered keeper for confirmation of the change, and when that is received a new V5C will be issued.

The second process is of most benefit to the police service, but either method allows them to track a vehicle.

APPENDIX 6 – MOTOR INSURANCE DATABASE FREQUENTLY ASKED QUESTIONS

The following information has been provided by the Motor Insurers' Bureau. The latest version was issued via PNC L/O Letter 2012/019.

Who can check insurance data via PNC?

Police Officers, Special Constables, Police Staff and Police Community Support Officers can check to see if a record of insurance is held on the Motor Insurance Database (MID). It is not available to any 'partner agencies' without the approval of MIB.

1. You are now allowing PCSOs to check the MID. This is a major change. Why are you doing this?

1. First of all it is for Chief Officers of Police to decide whether they wish PCSOs to be involved in this type of work. However, should they wish this to occur then MIB will not differentiate between them and any other Police Officers or Staff. We accept the real impact that PCSOs have in respect of neighbourhood policing and believe this access will enhance their role.

2. Can PCSOs seize uninsured vehicles?

2. This is not currently allowed for in the legislation relating to the seizing of vehicles (RTA 1988 & **S.31(1)** 2005). If a PCSO identifies a vehicle that is not on the MID they should refer to their local Force policy on what action to take next.

In what circumstances can the insurance data be checked?

There are two main ways of checking the Motor Insurance Database on PNC.

The first is the long-established transaction code #VE used in relation to checks made on vehicles on the road or at the roadside on the day of the check to see if they have an insurance record under s.143 of the Road Traffic Act 1988. It cannot be used for any other purpose including that of obtaining intelligence.

The second is a newer transaction code called #VI. This will allow a check to be made on any date over the last seven years to see the insurance details applicable at the time. This can be used for any legitimate policing purpose including that of obtaining intelligence.

Please see below for the difference in the use of these codes.

Does this change the circumstances when we can contact the MIB Police Helpdesk?

No, the circumstances for contacting the helpdesk remain the same. This change in approach only relates to access to the MID via PNC. However it is anticipated that greater access to the MID will reduce the need to contact the Police Helpdesk as the police will already have the information they require. This will allow MIB to enhance further the service to the police who do require the assistance of the Police Helpdesk.

Once #VI is established the Helpdesk will not complete any more Data Protection Act requests as the police will have the ability, in most cases, to complete the enquiry themselves.

#VE Questions

We have been informed in the past that, as a rule of thumb, if you can issue a HORT1 you can check insurance data on PNC?

Yes, that was what had been previously advised prior to August 2010. However that is not the case now and therefore PNC provides more operational flexibility when making the check.

Can we check Insurance information whilst a vehicle is moving?

Yes, provided you can actually stop the vehicle if the MID indicates no insurance details held. There is now no requirement to stop the vehicle first.

What do you mean by a multiple vehicle check?

We know many police vehicles have mobile data sets available where officers can key in any number of passing vehicles. This is fine provided that they could stop the vehicle should they have an indication that no insurance details are held on the MID.

We are also content if an ANPR type operation is running and following a MIDAS 'hit' a live check is made of the PNC before any action is taken, provided that there is present at the time the ability to intercept the vehicle should the MID show that no record of insurance is held.

What is not acceptable is for automated checks on MID to take place on ANPR cameras and where there is no immediate capacity to stop the vehicle. This is in line with previous instructions given and this still applies, i.e. ANPR cameras will only use #VK transactions, and therefore will not access MID.

#VI Questions

Can we only check the MID for the actual day of the enquiry?

The PNC transaction #VI is available to check insurance status on a vehicle on a specific date going back up to seven years.

Why has #VI suddenly been introduced?

There is now specific legislation interpretation under The Motor Vehicles (Third Party Risks) (Amendment) Regulations 2001 that enables this to take place and therefore a new Police Access Agreement has been signed between MIB and PNC Operations.

If you want to see the Police Access Agreement then check on the MIB Police website from your Force intranet.

Does this now mean we can check the MID for any reason?

As long as it is for a legitimate policing purpose and the guidance for use is followed. However, it is important that you use the correct transaction code.

What does legitimate policing purpose mean?

Literally anything that you are required or allowed to do as a part of your specific role within the police. Ask yourself a question: "if I complete this check would I be working outside of my remit and therefore be liable to be investigated by the professional standards or complaints department?" If the answer is "Yes" you cannot do the check.

Can we use #VI for intelligence purposes and crime investigation?

You can, provided it is a part of your police remit to do so. However, you cannot use MID data in evidence. As with all intelligence material you must convert this into evidence and separate it from the MID. This is normally done by contacting the insurance company and obtaining a statement of other documentary evidence from them.

If #VI does everything, why are we also using #VE?

It is vitally important that we differentiate between those checks that are made on the road or at the roadside (#VE) and those checks made in other circumstances (#VI). It is a part of the agreement that PNC Operations has with MIB for this to occur and guarantees continued access to the information.

Are there any other rules for using MID information?

Only that any information is covered by the Data Protection Act. MID information is personal data and must be treated in accordance with the DPA legislation and principles.

Does the new law for Continuous Insurance Enforcement (CIE), that gives more powers to DVLA and MIB, affect the use of #VI?

No. CIE has a specific process to identify and deal with uninsured vehicles. A comparison is made between DVLA and MIB data to identify vehicles that are taxed with no insurance. #VI has no relationship with CIE as it can be used for any policing purpose.

#VM Questions

Can we still use #VM for multiple PNC checks?

Yes you can, but #VM is restricted to checking only for insurance information on the day that the check is being made, it does not have the functionality to check a past date.

Provided that the reason for the transaction is clear and it is for vehicles on the road or at the roadside to see if they have an insurance record under s.143 of the Road Traffic Act 1988, then the police can make use of the information received.

NOTES

CHAPTER 3 - PROPERTY APPLICATION

1. INTRODUCTION

The Property application was included on the PNC to make the holding of specific items of identifiable property which have been lost, stolen or found, easily accessible when either enquiring or updating records and/or reports. At the time of its introduction in 1991 there was no single national register of such items, therefore the older categories in this application are police created and maintained, with forces responsible for their own records and reports. In 2011 the National Mobile Phone Register (NMPR) was the first external source of property data to become accessible to police enquiries via the PNC, and other external categories followed in 2015 as part of the link to the Schengen Information System. Of these, AIRCRAFT is now the only one still available.

1.1. Purpose

The purpose of this application is to:

- maintain information in respect of the items of property which have been lost, stolen or found
- provide the police with speedier access to this information at all times by quoting unique identifying numbers relevant to the property type
- permit a thorough search of the application by the use of a search key

1.2. Overview of content

The following items of property are held on the PNC system:

- PLANT
- ENGINES
- TRAILERS
- ANIMALS
- MARINE
- FIREARMS
- AIRCRAFT

Each of these types of property held on the application is recorded on tailored screens which contain all the relevant details. Each record is allocated a unique property identification number (PROPID), which is automatically generated by the system.

1.3. Make up of a PROPID number

The property ID is a unique number given to each record when it is created on the system. It is made up as follows: **yy/nnnnnnz**

- yy is the year element
- nnnnnn is a sequential number up to six characters
- z is an alpha check character

e.g. 15/671234A.

1.4. Hybrid Property

Certain pieces of plant are registered with DVLA and are therefore capable of being driven on a road. Some items of plant such as agricultural machinery (AGRIMACH) may also be driven on a road for limited periods

specified by the Road Traffic Act, but may not be registered with DVLA. These items are known as Hybrid Property, and one example is a Quad Bike, which has its own plant type (QUADBIKE).

If such an item of plant is stolen, an entry should be made on both the Vehicles and Property indexes of PNC, and cross-referred to the other entry. This is important in aiding the recovery of such items of property, many of which are extremely valuable. Forces must manage both the input (onto both indexes) and also the addition of FOU reports and deletion of paired reports on recovery.

2. DESCRIPTION OF PROPERTY TYPES

2.1. Plant - 01

Any item of machinery, which may be used in the agricultural, construction or engineering industry, or any attachment added to it that would not be registered at the DVLA. It may be self-propelled or unmoveable without the aid of a mechanical device, and does not include hand-held items. A full list of Plant types is contained in [Appendix 1](#) of this chapter.

2.2. Engines - 02

Any engine used to drive machinery or propel a vehicle, e.g. a motor car engine. Plant engines should be entered as Plant (01 above). Marine engines should be entered as Marine Craft (05 below). When checks are completed on engines, records on the Vehicles file with stolen reports are automatically searched and responses will be included along with other engines.

2.3. Trailers - 03

Any item, not being an item of plant, pulled or towed by a motor vehicle. These are described as multi axle, single axle, articulated, container, caravan or sidecar.

2.4. Animals - 04

Animals that have been registered with a marking company. They must be marked with indelible and unique numbers.

2.5. Marine Craft - 05

Items of marine craft, marine engines or jetskis.

2.6. Firearms - 06

Shotgun, rifle, pistol, revolver, air rifle, air pistol and other types of firearm. Imitation weapons are also included.

2.7. Banknotes - 07

No longer in use.

2.8. Identity Documents - 08

No longer in use.

2.9. Aircraft - 09

Planes (cargo, passenger or private), gliders, helicopters, seaplanes/hydroplanes, or other airborne conveyances that have a unique serial number and an ICAO code (e.g. airships, hot air balloons, drones). Each of the three types of plane are recorded as Jet or Propeller.

2.10. Securities - 10

No longer in use.

3. INFORMATION REQUIRED TO RECORD PROPERTY

In all categories for which the data is held on PNC, at least one number associated with the lost/stolen or found property item **must** be entered in order to create a record on the database. For the Firearms category only, the Crime Reference Number may be used if necessary (see [section 3.6](#)). If the Crime Reference Number is used temporarily in the other categories, every effort must be made to obtain the correct serial or engine number as soon as possible so that the record can be updated. This will improve its searchability and data accuracy.

There is currently no specific plant subtype within PNC Property reference data that explicitly describes GPS Dome equipment; which is used widely within the agricultural industry. This equipment is often very high value and consequently the theft of it has seen a steep rise in recent years. Although there is no industry standard, GPS Domes are physically marked with a serial number. This serial number is also coded into the system's software and visible on the device display. As such, GPS Domes can be circulated via PNC Property when stolen or found, using the serial number as the unique identifier.

Without a defined category for GPS Domes, there is not a consistent approach in the recording of such equipment on PNC. This has resulted in items being missed when using broader search parameters (Property type and subtype) within Property Online Descriptive Search (PODS). Research has shown that these devices have previously been recorded on PNC using the following Plant Subtypes (although others may also be in use):

- 'Agricultural machine (generic)',
- 'Other non-registered vehicle' and,
- 'Survey equipment'

The PNC Vehicles & Property Group recognises the importance of having a nationally consistent approach in the circulation of GPS Dome equipment on PNC. GPS Dome will be a specific subtype of Plant within LEDS Property; but will only be enabled for use after cutover from PNC to LEDS in 2024. In the interim period, the Group agrees that 'Agricultural machine (generic)' would be the most appropriate subtype to use in reference to GPS Domes; ensuring that desired and consistent approach in PNC is achieved.

The PNC Vehicles & Property Group asks that any GPS Dome equipment newly circulated via PNC, is done so recording the Property Type as '01 Plant' and the Plant Subtype as 'Agricultural machine (generic)'. Where possible, effort should also be made to amend existing PNC records, relating to GPS Domes, to reflect this approach too. Please see L/O Letter 2024/022.

The Report Type, Owner and Text fields are mandatory. Thereafter most descriptive fields are optional, although the better quality information input the greater the chances of a successful identification at a later stage. Where possible, use should be made of the Property tables in #PQ to ensure valid and correctly spelt information is entered. The following details, with mandatory fields shown, are available to record property in each of the categories:

3.1. Plant

- **Manufacturer's Number (maximum of 28 digits)**

Whatever the manufacturer decides - e.g. a chassis number or VIN

- **Fleet Number**

Allocated by the owner or operator

- **Engine Number**

As with motor vehicles, the engine maker's number

- **CESAR Number (Maximum of 6 digits)**

Unique number issued upon registration with CESAR scheme, in the format 99XX9X (where 9 represents a number and X represents a letter)

- **Plant Type (Mandatory)**

Type of plant from standard list, maximum 9 characters (use #PQ transaction or see [Appendix 1](#))

- **Item Make**

The manufacturer of the item. An extensive list is available in the Plant Make table in the #PQ transaction, and as a spreadsheet on the PNC site on Knowledge Hub.

This table may also be accessed via the #PU transaction, subject to the data in the previous fields being valid. By entering one or more characters in the Item Make field a list of matching manufacturers starting with the letter(s) concerned will be displayed for selection. For example, to ensure the correct spelling of SCHLIESING is added, the entry of S would list all 29 makes starting with S, and entering SCHL would display the single match SCHLIESING.

- **Item Model**

The manufacturer's model name

- **Colour**

Maximum of two colours taken from the standard list (use #PQ transaction or see [Chapter 2, Appendix 1](#)). The first colour displayed should be the predominant one.

- **Engine Capacity**

The engine size or power output of the item, in cubic capacity, horsepower, kilowatts etc.

N.B. The Construction Equipment Security and Agricultural Registration scheme (CESAR) provides a database to enhance the security, identification and registration of plant items. An enquiry with CESAR may prove beneficial in obtaining relevant details for the purposes of recording lost/stolen plant on PNC. See PNC L/O Letter 2008/086 for further details, and [section 9](#) of this chapter.

3.2. Engines

- **Manufacturer's Number (maximum of 28 digits)**

Whatever the manufacturer decides

- **Fleet Number**

Allocated by the owner or operator

- **Item Type**

Automatically completed

- **Item Make**

The manufacturer of the item

- **Item Model**

The manufacturer's model name

- **Colour**

Maximum of two colours taken from the standard list (use #PQ transaction or see [Chapter 2, Appendix 1](#)). The first colour displayed should be the predominant one.

- **Engine Capacity**

The engine size or power output of the item, in cubic capacity, horsepower, kilowatts etc.

3.3. Trailers

- **Manufacturer's Number (maximum of 28 digits)**

Whatever the manufacturer decides

- **Fleet Number**

Allocated by the owner or operator

- **Container Number**

BIC Number where known or Manufacturer's number

- **Ministry Number**

This number is allocated to those trailers requiring ministry testing and will be recorded on the 'Ministry plate' affixed to the trailer

- **Item Type (Mandatory)**

Valid entries are ARTIC, CARAVAN, CONTAINER, MULTIAX, SINGLAX or SIDECAR

- **Item Make**

The manufacturer of the item

- **Item Model**

The manufacturer's model name

- **Colour**

Maximum of two colours taken from the standard list (use #PQ transaction or see [Chapter 2, Appendix 1](#)). The first colour displayed should be the predominant one.

N.B. A commercial organisation, Caravan Registration Identification Scheme (CRIS), is now producing a registration document for caravans, similar in appearance to a motor vehicle form V5C, which includes the manufacturer's number as the VIN. An enquiry with CRIS about the owner of such lost/stolen property may prove beneficial in obtaining relevant details for recording purposes.

3.4. Animals

- **Identity Number (maximum of 17 digits)**

The number allocated by the relevant registration scheme

- **Animal Species (Mandatory)**

Valid entries are CAT, CATTLE, DOG, GOAT, HORSE, PIG, SHEEP or OTHER

- **Marker Type (Mandatory)**

Valid entries are BRANDED, CHIP IMPLANT, EAR TAGGED, FREEZE MARKED, HOOF BRANDED, LIP TATTOO, OTHER MARK or OTHER TATTOO

- **Marker Company (Mandatory)**

Valid entries are CENTRAL MICROCHIP REUNIFICATION, COW CO LTD, EQUESTRIAN SECURITY SERVICES, EQUIBRAND, FARMKEY, NATIONAL EQUINE DATABASE, PET ID or UNKNOWN, though companies not listed here may be specified

- **Contact Number**

Telephone number of the Marker Company. If entry is one of the companies specified above, the telephone number is automatically displayed.

- **Colour**

Maximum of two colours taken from the standard list (use #PQ transaction or see [Chapter 2, Appendix 1](#)). The first colour displayed should be the predominant one.

3.5. Marine

- **Craft or Hull Number**

The number of the craft that is given when manufactured. At present there is no standardisation.

N.B. Jetski numbers often include the model name/number.

- **Sail Number**

Up to 8 characters. Cannot be used with Jetski.

- **Engine One Number (maximum of 28 digits)**

The serial number of the engine. The Engine Power may be shown in an adjacent field in either Horsepower or Kilowatts, with a value of under 10 million:

nnnnnnnnHP or nnnnnnnnKW

- **Engine Two Number (maximum of 28 digits)**

The serial number of a second engine (if fitted). Can only be used in conjunction with Craft, i.e. not Jetski. The Engine Power may be shown in an adjacent field in the format of either nnnnnnnnHP (Horsepower) or nnnnnnnnKW (Kilowatts).

- **Item Type (Mandatory)**

Valid entries are CRAFT, ENGINE or JETSKI

- **Item Make (Mandatory)**

The manufacturer of the item (see Marine Craft Make table in the #PQ transaction). The spelling will be checked against a list of standard makes. If not found, opportunity is given to confirm a non-standard make or correct the spelling.

- **Item Model**

The model of the item.

- **Craft Name**

The name given to the CRAFT or JETSKI by the owner, e.g. Sea Breeze. This field is not valid on any record created as type ENGINE.

- **Colour**

Maximum of two colours taken from the standard list (use #PQ transaction or see [Chapter 2, Appendix 1](#)). The first colour displayed should be the predominant one.

- **Photo (Mandatory)**

This field indicates if access to a photograph of the item is possible.

- **Length**

Valid for CRAFT and JETSKI only, indicating the length of the item. Permitted formats are:

nnnnF	value in Feet up to maximum of 9999
nn.nM	value in Metres to nearest 0.1 metre, up to maximum of 99.9
nnnM	value in Metres, up to maximum of 999

3.6. Firearms

- **Serial Number (maximum of 17 digits)**

The number allocated by the manufacturer.

N.B. Care should be taken not to confuse the serial number with the patent number of the weapon. For firearms without serial numbers, or where numbers have been removed, it is acceptable to use the Crime Number in this field. As much descriptive information as possible should be added to the report Text field.

- **Weapon Type**

Valid entries are AIR PISTOL, AIR RIFLE, LAUNCHER, MACHINE-GUN, PISTOL, REVOLVER, RIFLE, SHOTGUN, SUB-MACHINE GUN or OTHER

- **Calibre**

The calibre of the weapon, including the unit of measurement, e.g. 9mm, 0.22 inch or 12 bore. The word 'bore' should be used in preference to 'gauge', to be as consistent as possible with the NFLMS.

- **Item Make (Mandatory)**

The manufacturer of the item (see Firearm Make table in the #PQ transaction). The spelling will be checked against a list of standard makes. If not found, the opportunity is given to confirm a non-standard make or correct the spelling.

- **Item Model**

The name given to the model by the manufacturer

- **Imitation Marker**

If the item is an imitation or replica, 'Y' is entered

3.7. Aircraft

- **ICAO Code (Mandatory)**

The code allocated by the International Civil Aviation Organisation.

- **Category (Mandatory)**

Valid entries are:

CARGO PLANE - JET
CARGO PLANE - PROPELLER
GLIDER
HELICOPTER
PASSENGER PLANE - JET
PASSENGER PLANE - PROPELLER
PRIVATE PLANE - JET
PRIVATE PLANE - PROPELLER
SEAPLANE / HYDROPLANE
OTHER

- **Item Make**

The manufacturer of the item

- **Item Model**

The manufacturer's model name

- **Colour**

Maximum of two colours taken from the standard list (use #PQ transaction or see [Chapter 2, Appendix 1](#)). The first colour displayed should be the predominant one.

- **Serial Number (maximum of 20 digits)**

The number allocated by the manufacturer.

- **Engines**

The number of engines that the aircraft has, between 0 and 9.

- **Length**

The length of the aircraft in metres. Permitted formats are:

Mnnn value in Metres up to maximum of 999

Fnnn value in Feet up to maximum of 999

- **Width**

The width of the aircraft in metres. Permitted formats are:

Mnnn value in Metres up to maximum of 999

Fnnn value in Feet up to maximum of 999

- **Operator**

The name of the company or individual operating the aircraft, which may not necessarily be the owner.

- **Year of Model (4 digits)**

The year the aircraft was manufactured.

- **Aircraft Name**

The name given to the craft by the owner, e.g. Hullaballoon.

- **Transponder Tag Number (maximum of 20 digits)**

Up to two transponder tag numbers may be entered, typically of two types: a tracker system which can be turned on to track a property item, or microdots which are hidden but detectable with the appropriate reader. These tags may be used to search for the craft if it goes missing.

- **Registered Nationality**

This defaults to UNITED KINGDOM if the FOREIGN field is set to N. If the aircraft is registered outside the UK the FOREIGN field must be set to Y and the nationality may then be entered. If an incorrect spelling is entered a Help screen will appear, to enable a valid entry to be chosen by searching on a string of at least 3 characters. For example, a search on STAN will facilitate the addition of KYRGYZSTAN.

3.8. Hazards

On certain Property items it is possible to record the presence of hazards (i.e. potentially life-threatening substances or occupants). Hazards may be associated with a conveyance, which is defined as an item

which can move and is capable of hiding people. This includes trailers, caravans, containers, marine craft and aircraft. A hazard must be linked to a LOS report.

There are five hazards that can be added to a report – for full details see [Chapter 2, section 4](#).

- **CHEMICAL**
- **EXPLOSIVES**
- **OCCUPANTS POTENTIALLY DANGEROUS**
- **RADIATION**
- **WEAPONS**

3.9. Additional Fields for All Property Types

The following additional fields are also available:

- **Name and Address - Optional**
The name and address of the owner or person who reported the loss or theft of the item
- **Record Owner - System Generated**
This will be a Force Station Code that will identify the force responsible for the validity and accuracy of the record
- **Record Creator - Optional**
This will also be a Force Station Code, present only if the item has been created by one station on behalf of another. The Force Station Code will differ from that shown as the Record Owner.
- **Report Type - Mandatory**
A record **must** also contain a report; it cannot exist without one. Details of report types are contained in the [section 3.10](#) below.

3.10. Description of Report Details

The basic format of the report is similar to that on the Vehicles application and will have the following fields:

- **Report Type - Mandatory**
The types of report which may be used are:
 - **LOS Lost/Stolen**
- The item has been lost, stolen or obtained by deception.
 - **FOU Found**
- The item has been found or has been repossessed by a finance company.
- **Report Owner - Mandatory**
This is a Force Station Code, which is the contact point for any further enquiries in respect of the report. They will be responsible for the validity and accuracy of the report content.

When an item of property that is suitable for recording on PNC is reported stolen to one force, and the theft occurred in a different force area, the force receiving the information should provide it as soon as possible to the force in which the crime occurred so that the latter may take ownership of the LOS report.
- **Report Creator - Optional**

This will only be present when a report was added to a record by one station on behalf of another. It will contain a Force Station Code that differs from the one in the Owner field.

- **Reference - Mandatory for Confirmation**

This is a reference intended to assist the enquirer to obtain further details about the report from the Report Owner. Force procedures will dictate the content of the reference, which may be local in nature. Commas, double quotes and full stops are not valid.

- **Incident Date(s) - Optional**

The date, or period, during which the incident leading to the report occurred.

- **Text - Mandatory for LOS, FOU**

Additional information to clarify the reason for the report (see [Chapter 2, section 3.6](#)).

If the text of a LOS report includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning it will be automatically alerted if the property is recovered and a FOU report is added.

For example, if the report text contains S.31(1) and the report owner is S.31(1), if a FOU report is added the address S.31(1) will be notified. A generic address such as this, rather than an individual one, is recommended.

This facility is available for all updateable property types (Plant, Engines, Trailers, Animals, Marine Craft, Firearms, Aircraft). When an item in the Plant or Trailers category is recovered an email notification is automatically sent to the Plant & Agricultural National Intelligence Unit.

4. METHODS OF ENQUIRY

There are two transaction codes that may be used to access the Property application with specific reference numbers for enquiry purposes (see [section 8](#) for descriptive searching):

- #PE Property Enquiry

Enquiry on the serial number of the property item; in some cases other search criteria may also be used. The record may be printed by changing the PTR option to Y before the transaction is sent.

- #PI Property Identification number (PROPID) search

Enquiry on the unique number (PROPID) allocated by PNC when the property record is created. This code is not applicable to categories for which the data is not held on the PNC. The record may be printed by changing the PTR option to Y before the transaction is sent.

Both these transaction codes can be used with or without a formatted screen.

4.1. Property Type Search Options

Each property type affords different search options on the various numbers used to record the item. The following paragraphs itemise which options are available for each property type. A search option is mandatory in every case. **Care should be taken to choose the correct option in line with the intended enquiry (e.g. if searching for a Container, select 'C'). Operators must not select 'F' on the basis that this is a FULL search. With the exception of Animals and Firearms, it may not be.**

4.1.1. Plant - 01

- F Plant (01) - Fleet, Manufacturer, Engine or CESAR Numbers
- E Plant (01) - Engine Numbers AND Engine (02) - Manufacturer Numbers

4.1.2.Engines - 02

- F Engine (02) - Fleet and Manufacturer Numbers; Plant (01) Engine Numbers AND Stolen Vehicle Engine Numbers (Vehicles File)

4.1.3.Trailers - 03

- C Trailer (03) - Container Numbers
D Trailer (03) - Ministry Numbers
F Trailer (03) - Fleet, Manufacturer, Ministry or Container Numbers

4.1.4.Animals - 04

- F Animal (04) - Identity Number; Species

4.1.5.Marine - 05

- C Marine (05) - Hull and Sail Numbers; Make
E Marine (05) - Engine1 and Engine 2 Numbers; Make (Engine1 only)
F Marine (05) - Engine1; Engine 2; Hull and Sail Numbers; Make

4.1.6.Firearms - 06

- F Firearm (06) - Manufacturers Serial Numbers; Weapon Type, Firearm Make

Unidentified engines will need to be searched for twice, i.e. as a possible type 02 or a possible type 05.

4.1.7.Aircraft - 09

- I Aircraft (09) - ICAO Code, including up to two wild cards; registered nationality
S Aircraft (09) - Serial Number; registered nationality

5. Access to NMPR via PNC

Access to NMPR VIA PNC is no longer available. Please refer to PNC L/O 2022/050

5. FILE RECORD MAINTENANCE

5.1. Introduction (#PU)

The transaction code for performing any updating on the Property application is **#PU**, Property Update. It is the responsibility of all police forces to update and maintain their own records on the application. The transaction code can be used formatted or unformatted. (The format is obtained by leaving the data input line blank.)

5.2. Fields Used for Updating

The initial format for updating on the Property application consists of four fields and, dependant on precisely what updating is required, one or more of the fields may be used. The fields are:

- **PROPID**

Where a specific existing record has to be updated then this field will be completed

OR all of the following:

- **Property Number**

This will be the number of the relevant property type to be processed (refer to sections [4.1.1](#) to [4.1.8](#))

- **Property Type**

01 - Plant; 02 - Engines etc.

- **Search Options**

The available options

5.3. Responses

Where input is made to the PROPID field, a specific record will be retrieved for update purposes.

Where the other fields are used then a search of the whole Property File for an exact match is made. (N.B. the system only completes an EXACT MATCH search in this process, therefore operators should always perform a Property Enquiry, #PE, first.) If no exact record match is found then the appropriate tailored screen will give the option to input details for the creation of a new record, for Property types 01 to 06 and 09 only. The data input on the initial format screen will automatically be inserted into the relevant fields of the tailored screen.

5.4. Property Record - Options

- **New Record (N)**

This option will provide a format to create an entire property record with the input number already entered in the tailored screen. The number will not apply to all the fields and must be manually deleted where they are not relevant. All fields have Help Map facilities.

- **Record Detail Amend (R)**

The force owning the property record descriptive details can amend, update or delete any fields within the tailored screen.

N.B. Mandatory fields cannot be deleted.

5.5. Property Record Report - Option Availability

There are instances when the options available differ according to the record status. Upon the creation of a record, whether it is a FOUnd or a LOS report, the report owner becomes the record owner as well. All the options in respect of the record and reports will be available for use. However, if the record contains a LOS report and a FOU report is added, the record will still belong to the owner of the LOS report. THE RECORD OPTIONS WOULD ONLY BE AVAILABLE TO THE LOS REPORT OWNER (see above). The rules in respect of report deletion still apply.

If the initial record has been created with a FOU report and a LOS report is added, the ownership of the record would change to become the owner of the LOS. The record options would as a consequence transfer to the owner of the LOS report.

5.6. Record Created with New Owner - Transaction Completed

The system will not allow the addition of a second FOU report to a sole FOU report on a record. If attempted, the following marker will appear at the top of the screen in inverse video:

'TRANSACTION ABORTED - UNPAIRED FOU REPORT ALREADY EXISTS'

5.7. Property Record Report - Options

- **Insert Report (I)**

When a force wishes to add a report to a record this option will obtain the necessary format. Up to six reports can be present on a record. Subsequent reports must either make a pair or be added to reports that are already paired.

- **Amend Report (A)**

The owner of a report can amend, update or delete the fields made available by this option. Mandatory fields cannot be deleted.

- **Confirm Report (C)**

This option is used to extend the life of a report. If no reference was included on the report then an opportunity will be given to add this. Once a reference is present a system message will prompt the confirmation, otherwise the transaction can be abandoned.

- **Delete Report (D)**

Report owners are able to delete their report only when it is on the screen and this option is present (except if it is a pair - see below). Selecting this option will generate a system message requiring the confirmation of the deletion request by pressing 'SEND'. If deletion is not the required option the transaction may be abandoned. If there is only one report on a record then its deletion will also cause the record to be deleted. Note that for Data Protection purposes good housekeeping procedures should be in place to maintain property records in harmony when they are linked to other property or vehicle records.

- **Pair Deletion (P)**

Where paired LOS and FOU reports exist on a record this option will be available, to the force owning the LOS. It allows the deletion of both reports simultaneously. System messages will be generated to ensure that the correctly paired reports have been selected. Again, if the deletion is not the required option, the transaction may be abandoned. If only the paired reports are present the deletion of these will also delete the record.

- **Amend Hazards (H)**

For any property item defined as a conveyance (plant, trailer, container, marine craft, aircraft) it is possible to associate up to 10 hazards with a LOS report for that item. The list of valid hazards which may be added or amended using this option is shown in [section 3.8](#).

6. RECORD/REPORT LIFE AND WEEDING PROCEDURES

6.1. Record Life

A record remains on the application until one or other of the following occurs:

- it is deleted when the last report held on the record is deleted
- it is weeded from the file after the report life of the last remaining report has expired

6.2. Report Life

The retention period of each report type is as follows:

- **LOS**

6 weeks (unconfirmed)

6 years (confirmed) - Plant, Engines, Trailers, Animals and Aircraft

10 years (confirmed) - Marine and Firearms

- **FOU**

1 year (cannot be confirmed)

- **LOS/FOU PAIR**

6 weeks after pairing

6.3. Weeding Procedures

Reports are weeded by the computer system when they have exceeded their report life, as listed above. Notification of imminent weeding is sent to forces owning reports four weeks prior to the normal expiry date.

7. OTHER FACILITIES

7.1. Online Descriptive Searching

The facility exists for individual forces to carry out descriptive searches, internationally, nationally or locally, on the Property application. As with VODS, this provides the advantage of being able to conduct investigations when it is impossible or impractical to obtain a serial number for a standard #PE enquiry. Where possible, reference should be made to the Property tables in #PQ, for example to identify similar possible alternatives to the search criteria. Note that for Plant searches only, the MAKE table may be accessed from within the #PS transaction itself, by entering one or more letters on the same basis as described under Item Make in [section 3.1](#) of this chapter.

Up to five different Force Station Codes may be used in any one search, for such purposes as analysing crime patterns and auditing file contents.

Two transaction codes are used in the process and both are formatted.

7.1.1.#PS - Property Search

- Every search completed using #PS is given a system generated search reference number allowing the results of the search to be retrieved at a later date and used in a further search. The first screen response for #PS is an option to enter an existing search reference number, which allows the user to modify the input parameters to search further. If valid the original search parameters will be returned for amendment and the subsequent search will attempt to match against only the responses from the original search.

Ignore this screen if the search is either a sole or initial search in a series. A second format listing the seven valid property types is then presented. A selection can be made of the property type to be searched upon. This will produce a tailored screen with fields, as outlined below. For all property types the default date range displayed reflects the maximum lifetime for that category, though a shorter time range may be searched if desired.

- **01 Plant**

Plant Type, Make, Model, Colour (2), Owning Force (up to five), Match Against Unknown Values (Y/N) and Match Against Engines (Y/N)

- **02 Engines**

Make, Model, Colour (2), Owning Force (up to five) and Match Against Unknown Values (Y/N)

- **03 Trailers**

Trailer Type, Make, Model, Colour (2), Owning Force (up to five) and Match Against Unknown Values (Y/N)

- **04 Animals**

Species, Non Standard Species, Mark Type, Company, Colour (2), Owning Force (up to five) and Match Against Unknown Values (Y/N)

- **05 Marine**

Marine Type, Craft Name, Length Range, Length Format, Boat Category, Boat Engine Category, Make, Model, Number of Hulls, Colour (2), Registered Nationality, Owning Force (up to five) and Match Against Unknown Values (Y/N).

N.B. When searching on a Craft Name that contains a punctuation mark (e.g. hyphen) it is advisable to omit the punctuation and use a space instead (see PNC L/O Letter 2019/043 for details).

- **06 Firearms**

Weapon Type, Make, Model, Owning Force (up to five) and Match Against Unknown Values (Y/N)

- **09 Aircraft**

Aircraft Category, Make, Model, Colour (2), Owning Force (up to five) and Match Against Unknown Values (Y/N)

Once the format for the search details has been completed and entered into the system, a search reference number will be generated. If the search is to be part of a series then this reference number will be required for further searches and is input on the first screen of each subsequent search in the series. Use of this number will produce the tailored screen with relevant data already in the respective fields for the search to proceed further.

7.1.2.#PM - Property Search Monitor

#PM is used to view the progress of the search, and provides similar functionality to #VR for VODS searches. It will produce a list of all the searches carried out by the operator since the previous Sunday. The searches are listed chronologically, with the most recent at the top of the list, and the number of items retrieved is shown. If the number does not exceed 170 then the results can be viewed on screen. If the result of the search exceeds 170 items then the print option must be selected in order to view up to a maximum of 1,000 results. The print option provides a choice of Full or Abbreviated responses, and the ability to select a range of records. All search details are auto-weeded at 0130 on Monday of each week; searches carried out on a Sunday will weed eight days later rather than the next day. The results produced in the searches include:

- **01 Plant** Plant Type, Make, Model, Colours
- **02 Engines** PROPID, Item Type, Capacity, Make, Model
- **03 Trailers** Item Type, Make, Model, Colours
- **04 Animals** PROPID, Species, Mark, Company, Colour
- **05 Marine** Item Type, Make, Name
- **06 Firearms** Firearm Number, Weapon Type, Make, Model
- **09 Aircraft** ICAO Number, Aircraft category, Make, Model, Colours

8. DATA PROTECTION - ACCURACY AND RELEVANCE OF PNC INFORMATION

Forces are required to carry out formal checking and authorisation procedures before entries are made on the application, or within a reasonable period thereafter, to ensure that records and reports are as accurate as sources permit. Lists of every Property application record owned by a force are sent to authorised officers on demand (see [Chapter 7, section 2.16](#)). These will be forwarded to Liaison Officers to ensure the maintenance of accurate and relevant information. **Force procedures MUST exist to ensure that reports are removed from the application when they cease to be relevant.**

The most expensive items of stolen property that may be recorded on PNC will generally be in the plant category. It is therefore vital that when such items are reported stolen to police, and a crime report has been recorded, that a PNC stolen property report is also created. If the item is not CESAR registered, accurate details may still be available from the Plant & Agricultural National Intelligence Unit (PANIU).

N.B. At the time of publication PANIU is suspended while a new national location is identified for the unit.

Further information about caravans may be available via CRIS (Caravan Registration and Identification Scheme), or by contacting the relevant NaVCIS subject matter expert - see PNC L/O Letter 2020/014 for details.

APPENDIX 1 – PLANT TYPES

INPUT	DESCRIPTION
AGRIMACH	Agricultural Machine (see Hybrid Property, section 1.4)
ASPHALTER	
BOWSER	
BREAKER	
BUCKET	
BUTTWELD	Butt-welder
CHASMACH	Chasing Machine
CHIPSPDR	Chip Spreader
CHOPSAW	Chop Saw
CLAYDIG	Claydigger (a form of breaker)
COMPRESS	Air Compressor
CONMIX	Concrete Mixer
CONPUMP	Concrete Pump
CRANE	
CUTTER	
DEHUMID	Dehumidifier
DIGGER	
DISCUTR	Disc Cutter
DOZER	Bulldozer (complete non-adaptable powered unit)
DOZERAT	Bulldozer attachment
DRIER	
DRILL	**
DUMPER	
EXCATT	Excavator Attachment
EXCAVATOR	Excavator (complete non-adaptable powered unit)
FORKLIFT	Fork Lift Truck
GENERATOR	
GRAB	
GRADER	
GRINDER	Grinder
HAMMER	
HEATER **	

INPUT	DESCRIPTION
HOIST	
HYDRALOAD	Hydraulic Loader
HYDRAPAC	Hydraulic Power Pack
HYDROJET	
JACKHAMMR	Jack Hammer
JETMACH	Jetting Machine
JETTER	
LIFTRUCK	Lift Truck
LIGHTSET	Lighting Set
LOADER	Loader (complete non-adaptable powered unit)
LOADERAT	Loader attachment
MASONSAW	Masonry Saw
MOBWELD	Mobile Welder
MOLE	
MOWER	
NIBBLER	
OTHERNRV	Other non-registered vehicles, e.g. mobility scooters, golf buggies
PALTRUCK	Pallet Truck
PAVER	
PILED RAT	Piledriver Attachment
PILED RIVR	Pile Driving Hammer
PLANER	
PLATFORM	
PLATLIFT	Platform Lift
POWBARROW	Power Barrow
POWTROWEL	Power Trowel
PRESSCLNR	Pressure Cleaner
PULVERIZR	Pulverizer
PUMP **	
QUADBIKE	
RIPPER	Ripper (complete non-adaptable powered unit)
RIPPERAT	Ripper attachment
ROLLER	Roller (not garden equipment)

INPUT	DESCRIPTION
ROTFLOAT	Rotary Float
SAW **	Power Saw
SAWBENCH	Saw Bench
SCABMACH	Scabbing Machine
SCRAPER	Scraper (complete non-adaptable powered unit)
SCRAPERAT	Scraper Attachment
SCREEDER	
SHEARS	
SHOTBLAST	Shot Blaster
SKIDSTEER	Skid Steer
SPRAYER	
SURVEQUIP	Surveying Equipment
SWEEPER	
TELEHANDL	Telescopic Handler
THEODOLIT	Theodolite
TOWRCRANE	Tower Crane
TRACTOR	
TRANSFORM	Transformer
TRENCHAT	Trench Digging Attachment
TRENCHER	Trench Digger (complete non-adaptable powered unit)
VIBRATOR	Vibrating Compactor, Poker or Tamper
WASHER	
WELDER	
WINCH	

**** Ensure that the item complies with the definition of Plant. The item should NOT be of a hand held type unless it is uncommon, valuable or specialised and, because of this, would be successfully identified from the Property file.**

N.B. The following items are currently valid Plant Types, but are in fact Manufacturer names. The use of these categories is therefore not recommended as their withdrawal is being considered (see PNC L/O Letter 2008/050).

BOBCAT

RAMMER

WACKER

NOTES

CHAPTER 4 - BROADCAST APPLICATION

1. OVERVIEW OF THE APPLICATION

The Broadcast application enables forces to send messages from PNC terminals to predetermined sets of printers at specified destination forces. Notification of broadcast messages is sent to terminals, associated to the specified printers, in the destination forces. The primary purpose of the Broadcast application is for the transmission of information in support of operational policing. Broadcasts should not generally be used for administrative purposes. Alternative methods of communicating the information for this type of circulation should be used wherever possible. Forces are required to nominate a number of printers as receiving terminals. At least one of the printers must be in a location that is staffed 24 hours per day. Messages are classified according to their urgency (Express, Priority and Routine) for distribution to forces, selected regions and selected port groups.

1.1. Message Addresses

Messages are addressed by specifying individual force codes and/or group destination codes. The system does not allow messages to be sent to less than two forces. The application supports three types of broadcast message format - a standard broadcast format, and standard format with additional fields to describe either 1 or 2 persons. Messages are stored on the system for 24 hours after creation and are retrievable from PNC terminals.

1.2. Creating Broadcast Message (#BN)

#BN enables system users to create and send broadcast messages. The following details must be input to create the message:

- Message class
- Number of persons described in the broadcast
- The originator's Force Station Code
- The destination list (made up of a number of force destination codes and/or broadcast group destination codes)
- Message text
- Officer or department dealing
- Telephone number
- Authorising officer
- Local reference (optional)
- Force reference

1.3. Person in Broadcast Circulation

When a person is circulated in a broadcast, the following details should also be included, where possible:

- Name (see note below)
- PNCID of person
- Date of birth
- Sex
- Colour

- Height
- Description

N.B. To avoid any possible ambiguity as to name order the normal PNC convention is highly recommended of SURNAME/FORENAME. In addition the Surname should be double-spaced for emphasis. This applies particularly to foreign names and those that could be a surname or forename, for example H E N R Y/PAUL or P A U L/HENRY.

1.4. Message Length

Maximum message length is six pages. When the first screen of information has been completed, pressing SEND will display a second and subsequent blank page for continuation of text up to the maximum. When the message is complete, on whichever page that may be, the input of 'Y' in the SEND BROADCAST field will initiate transmission of the message to its destinations.

1.5. Message Content

It is important that broadcast messages are kept as concise as possible since messages of excessive length can cause severe difficulties in receiving forces. Originators of broadcast messages must take care to avoid terms which may be considered racist, sexist or abusive. Any abbreviations used must be in general police use throughout the country and the attention of users is drawn to the standard list of abbreviations for police related activities defined by NPCC (see [Chapter 1, Appendix 1](#)).

1.6. Named Persons Fields

All 'person' fields are optional, but any input in the PNCID, Sex, Colour and Height fields is validated, to ensure it is in the correct format required by the Names applications. A maximum of two persons can be described in these fields on each message.

2. SYSTEM RESPONSES

The system assigns a Broadcast Number to the message that is in the form of the originator's force/station code, followed by the date and time of the message, e.g. 01HQ/24MAY20/1935. If two messages are sent simultaneously from the same force/station, the system will give them originating times that are one minute apart in order to keep them unique. The broadcast is transmitted to the destination forces' broadcast printers, plus the broadcast printers of the originating force. A one-line notification message containing the broadcast number is transmitted to the terminals that drive the destination printers, as a safeguard against the printer being off-line. The originating terminal is sent a message containing the broadcast number, confirming that the broadcast has been transmitted. The broadcast message is stored for 24 hours to enable enquiries to take place against it.

3. BROADCAST RETRIEVALS AND ENQUIRIES

3.1. Broadcast Message Enquiry (#BE)

This transaction enables forces to retrieve details of a broadcast message. Copies of messages are only retained for 24 hours. The input required to retrieve a broadcast is the enquiry Broadcast Number. In response to an enquiry the system will output the full broadcast message details with an option available to produce hardcopy output to a local printer device.

3.2. Acknowledge Receipt of Broadcast Message (#BA)

This transaction allows an operator to acknowledge the receipt of one or more broadcast messages. A menu is displayed containing a list of unacknowledged broadcasts sent to the force within the last 24 hours. The user marks those broadcasts that are to be acknowledged. Broadcast recipients are expected to acknowledge receipt within 10 minutes of a broadcast being sent.

3.3. Broadcast Receipt Message

This process alerts the broadcast message originator if any destination forces have not acknowledged receipt of the broadcast and when all destinations have acknowledged receipt. Broadcast Receipt notification messages (containing the Broadcast Number) are sent to the originating terminal and the originating force broadcast terminals. A Broadcast Receipt Message is automatically sent:

- within 10 minutes of transmission of the broadcast, stating that all the specified destinations have acknowledged receipt

OR

- at 10 minutes, listing the destination forces that have not acknowledged receipt

A second Broadcast Receipt Message is automatically sent when the last outstanding acknowledgement is received.

3.4. Broadcast Receipt Enquiry (#BR)

This process enables the retrieval of details of the receipt status of a broadcast message. The input required is a Broadcast Number. The response to an enquiry will be a statement that all forces have acknowledged receipt of the message, or a list giving the abbreviated force names of any forces that have not acknowledged receipt. A print option is available.

3.5. Force Broadcast Terminals Enquiry

This process provides PNC staff with details of a force's broadcast terminals in response to input of a force code. The system response will be a list of the broadcast printers and terminals for the specified force.

3.6. Amendment Facilities

3.6.1. Change Broadcast Minimum Destination Value (online)

This process allows PNC staff to amend the minimum number of forces to which a broadcast may be sent. The normal minimum number of forces is two, however this minimum may be amended to any number.

3.6.2. Amend Force Broadcast Terminals (online)

This process allows a force's list of broadcast printers and terminals that drive the printers to be amended. Update requests from forces will be co-ordinated and entered on the system by PNC staff.

Input required is a force code. The system outputs a list of the force broadcast printers and terminals, which can be added to or deleted from the list.

3.6.3. Delete Broadcast Message (Batch)

The system deletes Broadcast Messages 24 hours after they have been created.

4. TRAINING FACILITIES

There is a Broadcast training facility available on the TRAINING application. All terminals have access to the training file that is separate from the live file and does not contain live data. The Broadcast training facility behaves in the same way as the live system, except for the following:

- Users must ensure that the word TRAINING appears in line 1 of all output messages.
- Broadcasts may be specified to the same destinations as on the live system, but are not actually transmitted. However, the broadcast receipt status is set to indicate successful receipt by all destinations.
- A special training destination code, TRFAIL, is available which, if used with other destination codes, sets the broadcast receipt status to indicate that the broadcast has not been acknowledged by any of the destinations forces.
- No Broadcast Receipt Message is sent to the originating force's broadcast printers or terminals. However, the Broadcast Receipt notification message is sent to the originating terminal within 3 minutes (rather than 10 minutes) of broadcast initiation.
- The broadcast acknowledgement transaction generates a random list of fictitious unacknowledged broadcasts, which the user may acknowledge.

5. PNC BROADCAST SCHEME RULES

5.1. Classification of Messages

There are three message classifications:

CLASSIFICATION	DEFINITION	CIRCULATION
EXPRESS	Important message requiring immediate circulation to all forces and requires immediate action by the recipient.	All Forces N.B. Must only be used in exceptional cases.
PRIORITY	Important message requiring immediate circulation to all forces, but DOES NOT necessarily require immediate action by recipient.	All Forces N.B. Must only be used in exceptional cases.
ROUTINE	Important information which is not urgent and requires circulation to more than one other force.	To selected regions, groups or All Forces, outlined by #QB on the system.

CLASSIFICATION	MINIMUM LEVEL OF AUTHORISATION
EXPRESS	Force Authorised Officer (usually Superintendent)
PRIORITY	Force Authorised Officer (OIC of Control Room)
ROUTINE	Force Authorised Officer (OIC of Control Room)

N.B. Any message that contains a request for blanket enquiries to be carried out must be authorised by Assistant Chief Constable or above. These are defined as enquiries at hotels and guest houses, dry cleaners and laundries for blood-stained clothing and dealers for specific types of property.

5.2. Security

All information in Broadcast messages is confidential to the police and must not be divulged to the public or press by receiving forces. Any question about whether the information or any part of it should be divulged to the press should be directed to the force originating the message. As a general rule, messages should not be passed over the radio. However, if appropriate to do so discretion must be used.

5.3. Control

It is essential that strict control be exercised by Chief Officers to ensure that messages originated and circulated by their force comply with the rules and spirit of the scheme. All messages must be properly authorised and the authorising officer should consider whether the content and requirements of the message are an appropriate use of this facility. The decision as to what matter should be circulated and the extent of circulation is left to the discretion of each 'Authorising Officer'.

5.4. Circulation of Port Warnings

The National Border Targeting Centre (NBTC) based in Manchester is responsible for the circulation of Port Warnings. It is no longer necessary or effective to create All Ports Broadcasts for matters such as high risk missing persons or parental abductions as there are more enhanced methods of intercepting persons of interest and immigration offenders at our borders. For further details see PNC L/O Letter 2019/032.

The presence of any type of WM report or selected OI reports on a PNC record will automatically generate an entry for the individual on the "Travel Watchlist", known as Semaphore. The NBTC will alert the Ports about anyone appearing on this. The OI report types for which the PNC filter automatically notifies Semaphore are marked in [Chapter 14, section 4](#).

Additionally, it is no longer necessary for forces to submit a separate Warnings Index application form to the NBTC. The only exception to this is if a child has been abducted and is already out of the UK but may return via a sea ferry, in which case it is advisable to email the proforma to [S.31\(1\)](#)

For assistance or further information please contact the NBTC by email [S.31\(1\)](#) or by telephone [S.31\(1\)](#)

5.5. Fall Back Procedure

If the Broadcast facility were unavailable for a lengthy period due to a major breakdown at the Hendon Data Centre, forces should circulate EXPRESS messages by email or fax. In the event of a localised loss of the facility, and where circumstances warrant it, consideration should be given to seeking the assistance of a neighbouring force in the circulation of important messages.

PNC Operations maintains a list of email addresses in each force to which notifications of unexpected interruptions to the PNC service can be communicated. Any additions or deletions should be sent to the ITNow Service Desk.

5.6. Extent of Circulation

The originator of a Broadcast message will decide the extent of the circulation. It is important to bear in mind that indiscriminate circulation of messages to all forces or ports can cause waste of time and staff resources, and could eventually defeat the purpose of the scheme. Consider whether the use of other facilities is possible, e.g. NFLMS would be the mechanism for the circulation of lost/stolen firearms certificates for English and Welsh forces. Countrywide circulation should be reserved for the rare occasions that really call for every police force or port to be notified.

5.7. Circulation within Forces

The circulation of EXPRESS, PRIORITY and ROUTINE messages within the area of a receiving force is a matter for the discretion of the Chief Officer concerned. In the case of 'PORT WARNINGS' those sea and air ports, as shown in the PNC Directory (Destination Group Codes), must always receive the message. PORT WARNING messages seldom warrant force-wide circulation, and careful consideration should be given as to whether or not such messages require circulation beyond those port offices for which the information is intended.

5.8. Ownership of Missing Report

If an investigation is transferred, the receiving force who has accepted responsibility should create a new PNC report with their reference number, and the PNC report of the requesting force should be deleted. However, the original PNC report should not be cancelled before the new one has been created to ensure there is no point in time when then missing person is not circulated. LOL202315

5.9. Message Length

In compiling messages for circulation, brevity is essential to efficiency; general wording, action required and any other requests should be clear and concise. A broadcast message should normally be limited to one page. Should it be absolutely necessary to exceed this, a further five pages are available.

5.10. Details of Offence

Where a message concerns the commission of an offence, the type of crime must always be clearly indicated with sufficient information included in order to make a **lawful** arrest. Further detail of a crime **may** be included in a broadcast message if it is thought that it may assist in the apprehension or questioning of a suspect. **However**, such information should not be included merely as a matter of course and consideration should always be given to its publication in appropriate Police publications.

5.11. Suspected Offenders

In matters of crime, it is essential in appropriate cases where suspects or offenders are circulated firstly to enter details of person(s) on the PNC Names application, and to include in the text of the message sent under this scheme the following additional details:

- PNCID number
- whether or not a warrant has been issued
- the name, station, telephone number of the officer in the case
- the surname of the subject should be made clear by entering the surnames prior to any forenames and by inserting an oblique stroke between the surname and the first forename, e.g. SMITH/JOHN PETER
- the sex of the subject

Port Warnings should contain full personal details of person(s) wanted, together with passport numbers, nationality etc., and as full a description as possible.

5.12. Stolen Motor Vehicles or Plant

Where details of stolen motor vehicles or plant (including machinery and marine engines) are circulated, the details must first be entered on the Vehicles or Property application. The words 'ENTERED ON VEHICLES (OR PROPERTY) APPLICATION' should be included in the text of the broadcast message.

5.13. Stolen Property

Long lists of stolen property, particularly when it is not readily or easily identifiable, should not be circulated via PNC broadcasts.

5.14. Cross References and Cancellations

For the purpose of cross-references and cancellations, it is essential that originating forces use a uniform date/time stamp reference. Therefore the Force Code, Date and Time, taken from the original message must be quoted when subsequent messages or cancellations are circulated. The computer generated Broadcast Number **MUST** be used as the means of message identification. Subsequent messages and cancellations of messages must be promptly circulated under the same classification heading as the original message.

5.15. Monitoring

PNC Operations has responsibility for monitoring the use of the PNC Broadcast system and, from time to time, makes such enquiries as may be necessary to ensure that the rules are complied with and the system is operating efficiently.

Any changes or proposed changes in routing or PNC terminal designations should be notified to the ITNow Service Desk, who are responsible for amendments to the Directory Tables application.

5.16. Operation Whittle

Regular testing of Operation Whittle takes place. This includes the use of PNC Broadcasts on behalf of NPCC (National Counter Terrorism Policing) to notify all police forces of the approach of a rogue aircraft. The originator of the broadcast will be Force/Station code 02WH. Test broadcasts should be acknowledged promptly, and in a live situation should be brought to the immediate attention of the Force Duty Officer in the

force Communications Centre for actioning. For further details see PNC L/O Letters 2011/020 and 2016/048.

5.17. Child Rescue Alerts

The Child Rescue Alert Activation Protocol is a partnership between the police service, the media and the public to publicise the disappearance of abducted children in order to help locate and bring them to safety. Part of the protocol includes the use of PNC Broadcasts to inform other forces that CRA is being considered and to prepare them for NMAT (National Mutual Aid Telephony); to announce the launch of a CRA, which includes the contact telephone numbers in the investigating force; for cancellation of the CRA. For further details see PNC L/O Letter 2011/015.

NOTES

CHAPTER 5 - COMBINED DIRECTORY

1. PURPOSE

The Combined Directory is provided to enable forces to employ and interpret the codes and interrogate the tables used in the PNC system. The system provides a computerised directory containing details of:

- Force Codes, names, addresses and enquiry point details
- Force/Station Codes, names, addresses and enquiry point details
- Broadcast Destination Groups descriptions and membership
- Court Code, type, name and police force area
- Addresses and Postcodes, and Post Centre towns and codes

The directory is accessible to all PNC users and the system provides retrieval and update facilities as described in the following sections.

2. INFORMATION RETRIEVAL

The system provides a number of tables of information available to all users.

2.1. Address and Postcode Enquiry (#QA)

This code provides a central index for UK addresses and postcodes, based on Royal Mail data and updated monthly. Note that once the PNC entry has been updated following a change of postcode, the historical code will not be retained on the PNC table. The input may either comprise up to five address lines (up to 32 characters each) or a full postcode. An address search returns any matching record(s), with the option to select and display the full address and postcode of individual records. A postcode search returns a list of all addresses matching the postcode.

Tips for effective use of #QA:

- Spelling is critical as searches are on exact match only.
- County names are ignored.
- Addresses that look like buildings or organisations (e.g. ST JOHNS) may be difficult to find, so try different variations if the initial search doesn't locate the required record. These may include a full stop after 'ST', an apostrophe before a final S (e.g. ST LEONARD'S) and separating the last two words with **two** spaces instead of one.
- The thoroughfare type (e.g. Street) may be omitted, except where the last word of the thoroughfare name is also a type (e.g. Golders Green Road). Abbreviations (e.g. RD) may be used, and in some cases must be used due to the way Royal Mail have created the data.
- Searching for an organisation with hundreds of locations (e.g. Post Office, Barclays Bank) is not advised, as the search finds all matching locations nationally before reducing the list to the town specified. It will be far quicker to specify the relevant street and town to obtain the postcode for such an organisation.
- Searching for company names can be tricky as an exact match is required (e.g. 'ICELAND FOODS PLC; CORBY' works but other variations do not); as above, specifying the relevant street and town is advised even for companies with a small number of locations.

2.2. Broadcast Group Enquiry (#QB)

This code provides information relating to Broadcast Groups. The input is a Broadcast Group name.

The system responds with a description of that group and a list, in force code order, of its constituent forces. A further facility is provided to list all the groups alphabetically. It is possible to page through the list in both

directions and to select a particular group for display of its contents. If a line of full stops follows the text this indicates that there is more information held regarding that particular group.

2.3. Court Enquiry (#QC)

This code provides information relating to courts. The required input is a Force Code, Court Code or a Court Name, which may be truncated using '*'. In response to a court code enquiry the system outputs:

- the local force code and name
- court name, address, telephone and fax number
- abbreviated court name
- all courts at that site, with codes and type

In response to a Force Code enquiry the system outputs a list of all the courts within the specified force area. It is possible to page through the list in both directions and to select a particular group for display of its contents.

2.4. Force Detail Enquiry (#QF)

This process provides online access to force information. Input required is a Force Code, or Force Name, which may be abbreviated using an asterisk (*). 'L*' will display all forces beginning with an 'L'. In response to the force selected the system will provide:

- full Force Name
- abbreviated Force Name (used in Broadcast receipt messages)
- address
- Hays DX number (if applicable), telephone and fax numbers, comments

A further facility is provided to list all Force Codes and names in either Force Code or alphabetical order in a summary screen format. It is possible to page through the list in both directions and to select a particular entry for display of the full details.

2.5. Names Reference Table Enquiry (#QN)

This code provides tables of valid entries used in various parts of the Names Application, consisting of the following choices:

- DI Disposal Type
- DQ Disposal Qualifier
- IN Institutions/Prisons
- LA Local Authorities
- MO MO Keywords
- MS Mark/Scar Keywords
- NT Nationality
- OC Occupation
- PC Passport – Country of Issue
- RR Reason for Release
- WM Wanted/Missing Order Qualifiers

Having selected one of the above two-digit codes, the input in most cases comprises a numerical code, or a character string occurring either at the start of the text or anywhere in the text. No numerical codes apply in the Occupation category or the MO Keywords category, in which input of one of the nine MO sub-types must be made before the text search takes place. Input in the Mark/Scar Keywords category comprises one of the following four-character strings: LACK, MARK, PECU, PRCD, SCAR or TATT.

2.6. Offence Code Enquiry (#QO)

This code provides definitions of current and historical offence codes in six geographical areas, namely England & Wales, Scotland, Northern Ireland, Guernsey, Jersey and the Isle of Man. Input may consist of between one and four levels of an NPCC Offence Code, or the CCCJS Offence Code, or the Statute Title, Year and Section, or the Statute Code and Section.

The first level of the offence code denotes the jurisdiction to which it relates:

1-12	England & Wales
21-32	Scotland
41-52	Northern Ireland
101-112	Guernsey
121-132	Isle of Man
141-152	Jersey

2.7. Post Centre Enquiry (#QP)

This code provides access to information relating to Postcodes. The input required is a Post Centre code. In response the system outputs the Post Centre town. A further facility is provided to display the full list of Post Centre codes in alphabetical order giving the associated Post Towns.

2.8. Force/Station Detail Enquiry (#QS)

This process provides online access to Force/Station information. Input required is a Force/Station Code, or Station Name, which can be truncated by using '*' as outlined in [section 2.4](#).

In response the system will provide the following details held for that Force/Station:

- Force Name and Station Name
- address
- telephone and fax numbers, email address and comments
- Enquiry Code (an alternative Force/Station Code that will deal with enquiries if that station is unmanned)

If a two-digit Force Code is input the contact details of the organisation's PNC Liaison Officer will be displayed.

A further facility is provided to list all Force/Station Codes and Names within a specified force or division in Force/Station Code order, or a specified station name in a summary screen format. It is possible to page through the list in both directions and to select a particular entry for display of the full details.

3. UPDATES

3.1. Force and Force/Station Details (#QU)

This process allows PNC Operations staff, and certain other users, to amend details of Force/Station entries in the directory.

PNC Operations staff can create or delete entries and have the capability to amend all details relating to Force/Station entries.

Police staff can input updates relating to entries for their own Force/Stations, viewable via #QS. They may amend address, telephone number and email details but cannot add, amend or delete any Force/Station

codes online. Updates to the Force code information, viewable via #QF, can only be made by PNC Operations staff.

Wherever possible the use of telephone number 101 **must** be avoided, as it is not necessarily accessible to others within the PNC community outside the force area concerned, e.g. Home Office staff.

3.2. Daily Activity File Reports (#QV)

This transaction allows forces to specify their own requirements for Daily Activity File (DAF) reports and to carry out online Names verification. The #QV transaction is restricted to those personnel in forces who perform a monitoring or auditing function. For full details see [Chapter 21](#) and [Appendix 6](#).

4. FACILITIES AVAILABLE TO PNC OPERATIONS STAFF

4.1. Broadcast Destination Groups

This process allows Broadcast Destination Groups to be amended or deleted. Updates will originate from forces but the actual change can only be entered on to the system by PNC Operations staff.

The initial input to the process is a Broadcast Destination Group name.

If an entry is found in the directory under that name the system outputs a list of the component force codes of that group. Forces can then be added and deleted from the list. When the description is deleted from a group the group is also deleted.

If no entry is found for the group name input, the system asks if a new group should be created. If the answer is 'YES' the system will request a brief description of the group and the list of constituent forces.

4.2. Court Codes

This process enables PNC Operations staff to create or amend court definitions. The initial input to the process is a force code, which then generates a list of all court codes in the force for amendment. Once a court has been selected, court codes can be added/amended/ deleted. The site will be deleted if all court codes at that site are deleted. These codes are updated at the request of the Department of Constitutional Affairs.

4.3. Post Centre Codes

This process enables PNC Operations staff to create or delete entries relating to post centres. The initial input to the process is a post centre code. If an entry in the directory matches the code then the operator is asked whether the code should be deleted.

If the answer is yes the entry will be removed.

If no entry is found then the system requests the name of the post centre in order to create a new entry.

NOTES

CHAPTER 6 - TRANSACTION LOGGING

1. INTRODUCTION

The PNC maintains an online Transaction Log file containing a record of each transaction processed during the preceding period of up to seven years. Online and batch enquiry (off-line) facilities are provided to retrieve records using permissible combinations of the following search parameters:

- Date/Time range
- User-ID, Terminal ID or Originator (local level only)
- Transaction input data (national level)

Note that in environments where the maximum amount of data is not retained, e.g. TRNG and DEMO, a suitable message will be displayed if the Start Date chosen is too early, for example

NO DATA AVAILABLE PRIOR TO 12/11/2020; PLEASE AMEND START DATE

In environments where the maximum amount of data is available, e.g. LIVE, a similar message will appear, with the relevant date 7 years in the past, if the chosen Start Date is too early.

2. INFORMATION RECORDED ON THE TRANSACTION LOG

Transaction Log records are automatically created by each PNC application transaction, using transaction input data that has been validated and accepted for processing. Records are also created to identify each user log-on. Each record contains the following information:

- **Date/time**
Date and time when the log record was created.
- **Terminal-ID**
The terminal that initiated the transaction.
- **User-ID**
User-ID of the operator entering the transaction. For SRG terminals this may represent a group of users.
- **Transaction Number**
Allocated by the system. This comprises a two-character transaction code, a two-digit user log-on count, and a four-digit transaction count that is reset for each user log-on.
- **Originator**
As entered in the transaction initiation screen.
- **Reason Code**
As entered in the transaction initiation screen.
- **Printer Flag**
As entered in the transaction initiation screen. Indicates whether output was directed to a local printer.
- **Transaction Code**
As entered in the transaction initiation screen or as logged by application interfaces.

- **Input Data**

The validated primary and secondary transaction input data. Examples of primary input data are PNCID, CRO Number, Surname/Forename, Surname/*, VRM number. Secondary input data comprises the remaining transaction parameters such as Age, Sex, Colour, Height, Checkname, Force/Station Code etc.

Some transactions may give rise to more than one Transaction Log record. Transactions such as QUEST (#QE and #QH) and the partial VRM enquiry (#VP) provide a facility for the user to perform an enquiry using an initial set of input parameters, and then to amend the input parameters and carry out another enquiry from within the same transaction. Each actual enquiry done after amending parameters will be shown on the Transaction Log as though it were a new transaction, but they will all show the same transaction number.

An entry will also be created when a print (PR page) is conducted via the Names Enquiry transaction (#NE), Vehicle Enquiry (#VE) or Multiple Vehicle Enquiry (#VM) to indicate the recipient typed in the initiation process and confirmed the print request. Other vehicle transactions that behave the same way are #VC, #VH, #VP and #VR.

3. RETRIEVALS – ONLINE TRANSACTION LOG SEARCH (#TE)

There are two levels of retrieval available for this transaction code, each allowing a maximum of 100 records to be retrieved. They are termed BASE level and FULL level access.

3.1. Base Level

Unless requests are received for full level transaction log capability, the base level transaction will be allocated. The transaction is accessed by using the code #TE. A format is displayed, allowing the input of a date/time range (up to a maximum of 8 hours prior to the time of the enquiry).

- **Directly Connected Terminal (DCT) Responses**

Will include only those transactions carried out by the User-ID of the operator carrying out the #TE.

- **STIF Replacement Gateway (SRG) Responses**

Will include all transactions carried out by all users within the same user group as the operator carrying out the #TE.

3.2. Full Level

Full level access requires entitlement to the subcode TEH and is not generally available. If you require full level access, contact your PNC supervisor. For reasons of security and because of resource implications, this transaction will only be made available to a restricted set of users within each force. Full level differs from base level in that it provides online access to records of transactions performed during the current month and preceding six years and eleven months.

As well as the maximum of 100 responses and 12-hour limit on searching the ORIG field, there is another restriction when searching other fields. The search period is limited to a maximum of one year at a time (e.g. 14/03/2023 to 14/03/2024 would be permitted but 14/03/2023 to 15/03/2024 would not). When there is a need to search a lengthy period, consider submitting requests for UT500J and/or UT501J instead. These off-line jobs are covered in [Chapter 7, section 2.18](#) and [section 2.19](#) respectively.

The full level search is also accessed by use of the code #TE. A format is displayed requiring input in one or more of the following fields:

- **Date - Mandatory**

Start date and end dates are mandatory.

- **Time - Optional**

Although start and end times are optional they should be specified wherever possible, as this will reduce the response time. If there is no input the start time defaults to 0000 hours and end time

defaults to 2359 hours, unless the end date is the current date, in which case the end time defaults to the time the transaction is carried out.

In addition to the Date/Time range one (and only one) of the following four search parameters must be selected:

- **User-ID - Optional**

A single User-ID belonging to the enquirer's force may be specified or all users within the enquirer's force may be requested, e.g. 25HEN01 or an asterisk (*) for the whole force.

When two or more force codes are linked by a merger or collaboration (including 01 and 02 for the Metropolitan Police) the User-ID being searched may start with any of the force codes in the group. Note that the asterisk option will retrieve all matching transactions from all of the linked force codes.

- **Terminal-Id - Optional**

Any single terminal may be specified if it belongs to the enquirer's own force, or to any other force in the same group of linked forces. The terminal may be connected directly to PNC, or via a STIF Replacement Gateway (SRG).

- **Originator Character String - Optional**

Any character string, up to a maximum length of 20 characters, may be specified. Within the time range the system will scan all transactions performed by the enquirer's force, or by any other force in the same group of linked forces, for an occurrence of the specified string anywhere within the Originator field. Because this form of search accesses a large number of records the time range is limited to 12-hour periods. If the enquirer wishes to search the full 7-year retention period it will have to be done in 12-hour segments. Operators must always put as much information as possible within this field.

Example of character string search:

An entry in the originator field of PC 6712 EVANS, HIGH STREET, DURHAM would be identified by searching with

PC 6712

or EVANS

or HIGH STREET

or DURHAM

Note that the Originator character string search is restricted to the enquirer's force except for the Metropolitan Police Service, where enquiries by an 01 operator will also return 02 entries and vice versa.

- **Primary Input Data (PID) - Optional**

This is the only search parameter that will access transaction records created by ALL forces. It will only search upon a single Primary Input Data value. The following are examples of Primary Input Data:

- VIN or VRM (see footnote)
- BROADCAST NUMBER
- PROPID
- PROPERTY NUMBER
- SURNAME/FORENAME or SURNAME/*
- PNCID or CRO NUMBER
- A/S NUMBER

- DRIVER NUMBER
- POSTCODE (#DL, #TE and #VF only)

Due to the extension of searchable data from one to seven years, and the fact that the extra historical data is not indexed, a PID search on any part of this period has the potential to be very resource intensive. This is because the software searches all the available data to identify matching records, before filtering them on the chosen Date and Time range. Reducing the date range will only reduce the resources needed if the historical data period is avoided (i.e. limiting the search to the current month and the previous 11 months).

If the #TE software detects an intensive PID search it will break it into smaller searches behind the scenes and display a progress window indicating the percentage completed and the number of matching records found. The field DO YOU WANT TO CONTINUE WITH THE SEARCH? defaults to Y, and pressing Enter continues the search. It is advisable to select N if the progress is shown as UNABLE TO DETERMINE. Searches against very common parameters such as SMITH/* will be very inefficient, particularly if the Start Date is more than a year ago.

N.B. The standard VRM used as an automatic heartbeat check for fast-track ANPR systems, Q111QQQ, is not logged in the Transaction Log. No other VRM should be used for this purpose (see PNC L/O Letter 2008/028) and any that have been should not be searched via #TE.

3.3. Method of Searching

The facility logs the input data in the same form that the data is displayed by the application, e.g. as the Vehicles application strips out embedded spaces before displaying VRM details it also strips out embedded spaces from the input VRM before writing it to the Transaction Log.

Primary Input Data will **only search upon** exact information. Operators should not input VRMs with spaces between characters. Spaces within input data are, however, significant for some transactions. The Transaction Log does not strip spaces out of Property transactions, so to achieve a match between the input on the 'PRIMARY INPUT DATA' field and that which was quoted in the enquiry the embedded spaces must match exactly. Spaces are also important in Names transactions, e.g. use of the surname 'LE RUE' in that application will not be located by a #TE input of 'LERUE'

3.4. Names Searches using 'Wild Card' Facility

The use of a 'wild card' facility also enables searches to be carried out when the exact values of the original input data for a Names search are not known. The minimum entry is surname, followed by forward slash and asterisk.

For example, STATTER/* will find:

STATTER/ADAM
STATTER/IAN
STATTER/JOHN
STATTER/PHILLIP
STATTER/... etc.

It will not find:

STATT/ADAM

Where further details such as initials or forenames originally entered are also known and an operator wishes to reduce the number of hits, these details may also be included.

For example, STATTER/J* will find:

STATTER/J

STATTER/JOHN

STATTER/JOHAN

It will not find:

STATTER/ADAM

STATTER/IAN

STATTER/PHILLIP

STATTER/JOH* will find:

STATTER/JOHN

STATTER/JOHAN

STATTER/JOH

But not:

STATTER/JONATHON

STATTER/JEREMY

3.5. Count Only

If the COUNT ONLY field is set to 'N', details of all transactions that match the search parameters are displayed at the terminal in date/time order, with paging. A maximum of 100 responses is allowed. If an enquiry retrieves more than this number a message is displayed, stating the search date/time at which the maximum number was exceeded, and the user is given the option either to amend the search parameters or to abandon the transaction. Entry of 'Y' in this Count Only field will result in a count being displayed at the top of the current screen showing the total number of entries retrieved. When the count exceeds 100, it may be of assistance to operators, indicating how many searches will be necessary to display all the required information, or allowing them to alter the search parameters to obtain a more manageable number.

3.5.1. On Screen Options

Options are provided on each response screen to:

- page forwards or backwards through the response list
- amend the search parameters
- initiate a new search
- direct a print of all the responses to a local printer

If no responses are found, the user is given the option either to amend the search parameters or to abandon the transaction.

3.6. Interpretation of Transaction Enquiries

When a transaction is initiated it is allocated the next transaction number, but it is not until the transaction successfully validates the input data that details are written to the Transaction Log, although all activity is recorded in the Message Log. Thus 'missing' numbers may be noticed when checking through #TE; the 'missing' number simply indicates that the operator has abandoned an unsuccessful transaction. It may be that this feature could be used locally to identify training requirements if it is found that operators regularly fail to complete transactions.

There have been several additions to the traditional Terminal Name and Transaction Code formats in use (such as @NE to denote a web service Names Enquiry), which may be unfamiliar to those using the Transaction Log. Details of terminal name formats are provided in [Chapter 1, section 7.2](#), and [Appendix 5a](#) of that chapter contains a full list of transaction codes.

Note that since August 2007 updates to the Names database made via the Phoenix Force Interface have been logged in the Transaction Log.

Since December 2013 Vehicle enquiries carried out via #VE, #VM or #VI where the Motor Insurance (IN) screen is viewed have also been logged as +IV in the Transaction Log, with the wording INSURANCE VIEWED. When a Vehicle record is printed from one of these transaction codes, the Transaction Log entry specifies whether it is the Vehicle record or Insurance record or both that were printed.

In certain circumstances an online Names update transaction (e.g. #NU, #AV, #AU) can generate additional Transaction Log entries if the update is not completed or abandoned normally. These are the by-product of background processing required to ensure any changes for Semaphore and SISII were properly forwarded, when the transaction was not exited gracefully. These extra entries, which are not recorded in the Message Log, may safely be ignored, and can be identified by the text AUTOMATED BACKGROUND PNCID PROCESSING FOR PENDING EBORDERS UPDATE or AUTOMATED BACKGROUND PNCID PROCESSING FOR PENDING SCHENGEN UPDATE. Note that the wording of these entries has been made more self-explanatory since the issue was first publicised via PNC L/O Letter 2015/091).

4. TRANSACTION LOG ENQUIRY (BATCH)

The off-line enquiry facility (batch job UT500J) is available to authorised requesters, via the ITNow Service Desk, and provides access to records of transactions performed during the current month and the preceding eleven months. Further details are available in [Chapter 7, section 2.18](#), or by contacting the Service Desk on S.31(1)

Transaction Log searches on time periods between 1 and 7 years in the past are available via the Historical TLOG enquiry (batch job UT501J) to authorised requesters. See [Chapter 7, section 2.19](#) for further details.

NOTES

CHAPTER 7 - BATCH PROCESSING

1. LAYOUT OF THIS CHAPTER

Batch jobs can be divided into two categories: those that may be requested by customers, and those that are scheduled to run at regular times by Computer Operations staff at Hendon. The information in this chapter is based on the content of the Batch Control Manual, and is designed to inform users about the various input and output options in order that they may make efficient use of the Batch Control System. Jobs are listed in alphabetical order of the 6-digit names by which they are known at Hendon.

1.1. Batch Jobs which may be Requested by Customers on an Ad Hoc Basis

Those batch jobs most likely to be requested by customers are described in detail in [section 2](#) of this chapter. **Ad hoc requests must be made by an authorised officer, whose details have previously been registered with Operations** ([Appendix 1](#) shows an example of the authorisation form).

Pre-registered authorised persons may make requests by email, or by fax when this is not possible, to the ITNow Service Desk marked for the attention of Operations.

This section excludes the following jobs that are run on a regular basis, primarily for PNC Operations staff, which may also be requested by customers on an ad hoc basis:

NP270J – POSSIBLE DUPLICATE PERSONS REPORT (see [section 3.9](#))
NPADDR – ADDRESS STATISTICS AND DATA EXTRACT (see [section 3.12](#))
NPOFFP – OFFENCE TABLE PRINT (see [section 3.21](#))
TA400J – TABLES PRINT (see [section 3.39](#))
VE511J – VEHICLE MAKE GROUPS PRINT (see [section 3.41](#))
VE512J – VEHICLE MODEL GROUPS PRINT (see [section 3.42](#))

1.2. Batch Jobs which are run on a Regular Basis

Scheduled batch jobs which have some direct impact on forces, e.g. because they generate output or result in records being weeded, are detailed in [section 3](#) of this chapter. Also included, for background information, are any jobs that indirectly affect forces, e.g. the notification of Stolen Vehicles to other agencies and the daily updates to the Vehicles File transmitted by DVLA.

1.3. Security Classification of Batch Output

Batch output, whether printed on paper or generated electronically and held as a disk file on CD or any other media, is classified as **OFFICIAL** under the Government Protective Marking Scheme. The output is currently marked as RESTRICTED, its classification under the previous scheme. The relevant procedures must be followed for the Storage, Transmission and Disposal of the output (see [Chapter 1, section 12.4](#) for more details).

1.4. Despatch of Batch Output

Due to the 2008 Hannigan Report "Data Handling Procedures in Government", since September 2008 the majority of PNC batch output has been produced and despatched electronically, either by email or file transfer (see PNC L/O Letters 2008/082 and 2009/035).

The main exception for which paper output is currently the norm is internal jobs (e.g. those that produce statistics). Unless otherwise stated, the output for the ad hoc jobs listed in [section 2](#) is produced electronically as a CSV file and sent to the email address of the authorised person who requested the job. The output for the scheduled jobs listed in [section 3](#) is produced electronically in text based PDF format and sent to the organisation's chosen file transfer or email address.

2. BATCH JOBS WHICH MAY BE REQUESTED AD HOC BY CUSTOMERS

2.1. ND200J - DD CHECKLIST

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ALL FORCES REQUIRED	Y or Blank	Optional
FORCE CODES	<i>nn*</i> , <i>nnn*</i> or <i>nnnn</i>	Optional
ENTER SECTION TYPE	F, D or S	Mandatory
ENTER SORT-BY CODE	(1, 2 or 3)	Mandatory

Description

This job produces a report of records owned by all or up to 6 selected forces, as well as records belonging to the same selection of home forces.

Parameter Options

ALL FORCES REQUIRED

This field allows you to select whether the job will output reports for all forces or for a selection of forces. It has two values:

Y: Reports will be produced for all forces. In this case, the Forces fields should be left blank.

Blank: Reports will be produced for the selected forces. In this case the Force fields cannot be blank.

FORCE CODES

This field allows you to select up to a maximum of 6 Force/Division/Station codes (e.g. 05, 06A, 07HQ).

ENTER SECTION TYPE

F = in force section

D = in force/division section

S = in force/station section

ENTER SORT-BY CODE

1 = Sorted by Filename

2 = Sorted by Court date

3 = Sorted by CRO No / PNCID No

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, place of birth, sex, colour, ethnic appearance, address, home force, driver number.

Disqualification details: FS reference, court name, court date, police expiry date, test required marker, dominance indicator.

2.2. ND240J - DD UNCONFIRMED REPORT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER RUN DATE IF REQUIRED	<i>ddmmyyyy</i>	Mandatory
ENTER OUTPUT TYPE	<i>1, 2 or 3</i>	Mandatory
ENTER FORCE CODE	<i>nn*, nnn* or nnnn or blank</i>	Mandatory

Description

This job produces a list of records Unconfirmed by DVLA for all forces or a selected force, as well as producing a file for DVLA.

Parameter Options**ENTER RUN DATE IF REQUIRED**

Unconfirmed Disqualified Drivers reports created before this date will be output.

ENTER FORCE CODE

This field allows you to report Unconfirmed reports for one force. It must either be blank (in which case all unconfirmed reports will be output) or a Force/Division/Station code (e.g. 05, 06A, 07HQ).

ENTER OUTPUT TYPE

This field allows you to select whether this run will output reports for the police and a file for DVLA. The values are:

- 1 = Only the file for DVLA will be produced.
- 2 = Both reports and a file for DVLA will be produced for all forces.
- 3 = Only the reports for one force will be produced. The force code must be entered.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, sex, colour, ethnic appearance, address, driver number.

Disqualification details: FS reference, court name, court date, police expiry date, DVLA expiry date, test required marker.

2.3. NO200J - OPERATIONAL INFORMATION AUDIT/MONITOR REPORTDescription

This job produces FULL, AUDIT or STATS prints for any of the Operational Information Report Class/Type combinations listed below for a single Force/Division/Station code. It also produces an associated CSV file.

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
RUN TYPE	F, A, S	Mandatory
ENTER FORCE/DIVISION/STATION CODE FOR OWNER or ENTRY-BY	Format <i>nn, nna, nnaa</i> or ALL	Mandatory
ENTER OI REPORT CLASS	AAAAAA or blank	Optional
ENTER OI REPORT TYPES	AAAAAAAA	Optional
Up to 5 may be entered. If none are specified, all values will be included.		
FOR AUDIT PRINTS		
SAMPLE ERROR RATE	2, 3, 4, 5, 10 or 20	Mandatory
CONFIDENCE LEVEL	90 or 95	Mandatory
PRINT REQD	Y or N	Mandatory

Parameter Options**RUN TYPE**

- F - FULL outputs all reports which match the search criteria
- A - AUDIT outputs a sample of reports which match the search criteria, based on the specified error rate and confidence level
- S - STATISTICS outputs totals for the number of reports which match the search criteria

ENTER FORCE/DIVISION/STATION CODE FOR OWNER or ENTRY-BY

A Force, Division or Station (e.g. 31, 32A, 33HQ) may be entered for either Owner or Entry-By (but not for both in the same job). ALL may be entered when the RUN TYPE is STATISTICS.

ENTER OI REPORT CLASS

Valid entries are ORDER or POLICE. If left blank, all report types will be selected.

ENTER OI REPORT TYPE

Valid ORDER entries are:

ASBCI	DVPNO	NONMOL	SEXTRAV
ASBO	EXCLUSION	OCCUP	SPO
CBO	FGMPO	PO-PSA	SPORT
CTTRAVEL	FMPO	SCPO	SPORTBAN
DISANI(S)	GANGINJ	SEXHARM	STPO
DISANIMAL	HARASS	SEXNOT	STRO
DOGCON	HOUSINJ	SEXPO	VOO
DOGCON(S)	LICPREM	SEXREG	YRO
DRINKBAN	MATHOMES	SEXRISK	
DRUGTRAV	MISC	SEXRO	

Valid POLICE entries are:

ASB-DR	DANGEROUS	INTELL	SUSCOT
CAWN-REP	DV-PERP	MANOFF	TTL-REP
CAWN-V	DV-V	MARAC	TTL-V
CL	ENHPL	MISC	VULNER
CSE-PERP	FNO	OPP-V	
CSE-V	GANG-M	PSPN	
CPN	HBV-V	S136MHA	

FOR AUDIT PRINTS**ENTER SAMPLE ERROR RATE**

This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL

This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s).

Possible values are 90 or 95.

PRINT REQD

Y if a CSV file and a printout are required
N if only a CSV file is required

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as the separator.

Additional Information

The output comprises:

PNCID, Filename, CRO Number, Date of Birth, Sex, Ethnic Appearance (or Colour), Most recent Home Address including Post Code, Home Address Type and Date at Address, Owner FS/Reference, Report Class, Report Type, Court/Location, AS Reference, Reason, Power/Action, Case Papers FS, Start Date, End Date, Weed Date, Entry FS, Date/Time Entered, Date Last Updated, Text, Notification Address, Conditions/Information Group (Text and Address), Number of Conditions/Information, Images Indicator.

N.B. Only the first Conditions/Information will be output.

2.4. NP230J - AUDIT/FULL/MONITOR/STATS REPORTParameters

	<u>Value</u>	<u>Status</u>
ENTER FORCE/STATION CODE(S)	<i>nn*</i> , <i>nnn*</i> , <i>nnnn</i> or <i>ALL</i>	Mandatory (up to 5)
ENTER RUN REQUIRED	DD, DS, DT, IM, IP, LX, OD, WM, WS	Mandatory
ENTER MARKER TYPES (IM/WS Only)	<i>nn</i>	Optional (up to 5)
ENTER DATES - START DATE	<i>dd mm yyyy</i>	Optional
- END DATE		
ENTER SORT KEYS REQUIRED	<i>xxxxxxxx</i>	Mandatory (up to 3)
ENTER SEX REQUIRED	<i>x</i>	Optional
ENTER TEXT STRINGS	<i>xxxxxxxxxxxxxxxxxxxx</i>	Optional (up to 6)
ENTER PRINTOUT TYPE	A, F, M, S	Mandatory
FOR AUDIT PRINTS		
ENTER ERROR SAMPLE RATE	2, 3, 4, 5, 10, 20	Mandatory
ENTER ERROR CONFIDENCE LEVEL	90 or 95	Mandatory

Description

This job produces AUDIT, FULL, MONITOR or STATS prints for any of the run types listed above for up to 5 Forces/Divisions/Force Station codes.

Parameter Options

ENTER FORCE/STATION CODES (Up to 5)	This field contains the number(s) of the Force/ Fce/Stn for which NP230 will generate reports e.g. 01*, 01C*, 01AD.
ENTER RUN REQUIRED (Monitor Print - IM, LX, OD, WS only)	This field identifies the run type required. These are: DD - Disqualified Driver Reports DS - Disq. Driver Expiry Disputes Reports DT - Disq. Till Test Passed Reports IM - Information Markers IP - Impending Prosecution Reports LX - Local Reference Reports OD - Record Other Details WM - Wanted/Missing Reports WS - Warning Signals

ENTER MARKER TYPES (IM/WS only) Enter 2 characters from below (up to 5)

Information Markers

AS - Asset Information Sought	BB - Breaches Bail Conditions	CD - Confirmed Dead
DP - Deportee or ERS	DR - DNA Required	FA - Fails to Appear
FL - Foreign Licence	GR - Gender Reassigned	HD - Home Detention Curfew
LL - Life Licensee	MO - Modus Operandi	OB - Offends on Bail
OV - Offend Vulnerable Person	PP - Prolific & Priority Offender	RE - Manual Weed Review
RF - Refer to File	SO - Sex Offender	UD - Unconfirmed Dead
UN - Uses Nominal Details Of	VS - ViSOR subject	

Or enter 'ALL' to print all Information Markers.

Warning Signals

AG - Alleges	AT - Ailment	CL - Conceals
CO - Contagious	DR - Drugs	ES - Escaper
FI - Firearms	IF - F/Impersonator	IM - M/Impersonator
IS - Impersonates	MN - Mental Health	SH - Self Harm
SU - Suicidal	VI - Violent	WE - Weapons
XP - Explosives		

Or enter 'ALL' to print all Warning Signals.

ENTER DATES

- START DATE
- END DATE

Enter Dates in format *dd mm yyyy*
If present only the records which hold dates within those input will be selected.

The Date Range will be compared to:
IM, LX, WM, WS - Date of Creation
IP, OD - Date Last Updated
DD, DS, DT - Court Date.

ENTER SORT KEYS REQUIRED

This field determines the order in which the reports are sorted for output.

Records will be sorted by the first key (**only available on Audit or Full Prints**) then within that by the second key, and within that by the third key. **Sort keys not available on Monitor prints.**

Force Code

Only ONE of the following three may be entered. FORCE -

DIVISION - Division
STATION - Station
Then any TWO of the following:
CRO-NUMBER - CRO Number
DATE - Creation Date
IM-TYPE - Information Marker Type
NAME - Filename
PNCID - PNCID
REFERENCE - Force Reference
WS-TYPE - Warning Signal Type

ENTER SEX REQUIRED

Enter one of the following:
A - All
F - Female
M - Male

ENTER TEXT REQUIRED

Enter up to 20 characters.

ENTER PRINTOUT

Any one of the following to identify the type of print required:
A – Audit
S – Stats only
F – Full (this will produce 1 full record per page)
M – Monitor (this will produce 25 records to a page)

N.B. No Sort key available for Monitor prints – will only print default details, i.e. PNCID, CRO Number, Name, Information, Text/Ref and Last Updated.

FOR AUDIT PRINTS

ENTER ERROR SAMPLE RATE

This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s).
Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL

This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s).
Possible values are 90 or 95.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The output varies according to the run type:

All types – PNC filename, CRO number, PNCID, driver number, aliases, place of birth, date of birth, sex, colour, ethnic appearance, height, warning signals, address, home force, date and place first to notice, marks and scars, date of last update to PNC record, internal cross-references.

DD – FS reference, court name, court date, police expiry date, DVLA expiry date, Test Required marker.

LX – CRO number, PNCID, local reference number, date of last update to local record.

WM – FS code of originator, class, offence/class qualifier, offence location, power of arrest, warrant backed for bail, location of case papers, incident date(s), report date, expiry date, date entered on PNC, text. If Orders are present up to 20 Conditions may be shown.

WM (NPF) – court name, date of warrant, amount of fine.

Notes:

Certain headings (e.g. EAW details, Risk Status) are not shown if no data is present.

2.5. NP255J - WARNING SIGNALS AND INFORMATION MARKER FORCE PRINT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER FORCE NUMBER OR 'ALL'	Format <i>nnn</i> or ALL	Mandatory
ENTER WARNING SIGNAL TYPE OR 'ALL'	Format <i>nn</i> or ALL	ONE of these is
ENTER INFORMATION MARKER TYPE OR 'ALL'	Format <i>nn</i> or ALL	Mandatory
ENTER SORT TYPE IF REQUIRED OR '0'	Format <i>n</i>	Optional

Description

This job produces a report of persons with Warning Signals or Information Markers matching the specified input parameters.

Parameter Options

ENTER FORCE NUMBER OR 'ALL' This field contains the force station code, down to division level only, e.g. 05A. If the whole Force is required then just the Force Code is acceptable. If 'ALL' is input, a report for all forces will be produced.

ENTER WARNING SIGNAL TYPE OR 'ALL' This field contains the Warning Signal(s) to be output.

The possible values for **Warning Signals** are:

AG - Alleges	AT - Ailment	CL - Conceals
CO - Contagious	DR - Drugs	ES - Escaper
FI - Firearms	IF - F/Impersonator	IM - M/Impersonator
IS - Impersonates	MN - Mental Health	SH - Self Harm
SU - Suicidal	VI - Violent	WE - Weapons
XP - Explosives		

Only one type or 'ALL' to output all Warning Signals permitted per run.

ENTER INFORMATION MARKER TYPE OR 'ALL' This field contains the Information Marker(s) to be output.

The possible values for **Information Markers** are:

AS - Asset Information Sought	BB - Breaches Bail Conditions	CD - Confirmed Dead
DP - Deportee or ERS	DR - DNA Required	FA - Fails to Appear
FL - Foreign Licence	GR - Gender Reassigned	HD - Home Detention Curfew
LL - Life Licensee	MO - Modus Operandi	OB - Offends on Bail
OV - Offend Vulnerable Person	PP - Prolific & Priority Offender	RE - Manual Weed Review
RF - Refer to File	SO - Sex Offender	UD - Unconfirmed Dead
UN - Uses Nominal Details Of	VS - ViSOR subject	

Only one type or 'ALL' to output all Information Markers permitted per run.

ENTER SORT TYPE IF REQUIRED The sort order to be used to sort the output for this run. Possible values are:

- 1: Sort by Filename
- 3: Sort by Division and Filename
- 4: Sort by CRO Number
- 5: Sort by Division and CRO Number
- 6: Sort by Warning Signal or Information Marker Date
(Oldest will appear first)

Frequency

On request from forces.

Output

This will produce 25 records to a page – **will only output default details, i.e. PNCID, CRO Number, Name, Information, Text/Ref and Last Updated.**

Sent electronically in CSV format with a semicolon (;) as separator.

2.6. NP710J - OUTSTANDING REMANDS REPORT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
FORCE/STATION CODE	<i>nn, nna or nnaa</i>	Mandatory
REMAND TYPE	ALL, A, B, C, O, P, Q, U	Mandatory
DATE	<i>dd mm yyyy</i>	Mandatory
CONDITIONS	Y, N	Optional
ENTER SORT ORDER BY	F, D, S	Mandatory
SEQUENCED WITHIN THIS BY	N, P, A	(Mandatory for Printout Type F)
PRINTOUT TYPE	F, S	Mandatory

Description

This job provides a report of Outstanding Remands for a specific force, division or station or produces statistics for the number of Outstanding Remands matching the selection criteria.

Parameter Options

FORCE/STATION CODE	This field may contain a single Force, Division or Station Code relating to the ownership of the Remands: Force – enter nn Division – enter nna Station – enter nnaa
REMAND TYPE	Possible values are: ALL A – ADJOURNED B – BAIL C – CUSTODY O – IN CARE P – POLICE BAIL Q – POSTAL REQUISITION U – UNDER INVESTIGATION
DATE	Date in format <i>dd mm yyyy</i> . Defaults to run date if left blank.
CONDITIONS	Will only allow 'Y' for Remand Types B, C, O or P
ENTER SORT ORDER BY	Sort by Force, Division or Station
SEQUENCED WITHIN THIS BY	N (Name), P (PNCID) or A (Arrest/Summons)
PRINTOUT TYPE	Enter one character to identify the output required: F – Full S – Statistics

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

For output type F the following information for each record will be provided, if present:

PNCID, Remand Type, CRO Number, Filename, DoB, Sex, Colour, Ethnic Appearance, A/S Owner/Reference, Process Stage and Date/Time, Arresting Officer, Appearance Date/Location, Next Appearance Date/Location, Bail Address, Bail Conditions (up to 20), Offences (up to 10), More Offences Present.

2.7. NP730J - PENALTY NOTICE MONITOR REPORT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
RUN TYPE	F, S	Mandatory
FORCE/STATION CODE	<i>nn*</i> , <i>nna*</i> , <i>nnaa</i> or <i>ALL</i>	Mandatory
START DATE	<i>dd mm yyyy</i>	Optional
END DATE	<i>dd mm yyyy</i>	Optional
OPTION	A, C, R, X	Mandatory

Description

This job provides a report of Penalty Notices for a specific force or produces statistics for the number of Penalty Notices matching the selection criteria.

Parameter Options

RUN TYPE	Enter one character to identify the output required: F – Full S – Statistics
FORCE/STATION CODE	This field may contain a Force, Division or Station Code relating to the ownership of the Penalty Notices: Force – enter <i>nn*</i> Division – enter <i>nna*</i> Station – enter <i>nnaa</i> ALL may only be selected when Run Type is S.
START DATE / END DATE	Enter dates in format <i>dd mm yyyy</i> . If both are entered the Start Date must be equal to or before the End Date, and neither may be a future date.
OPTION	Enter one character to identify the parameter option required: A – Abandon amendments to parameter values, do not start C – Confirm parameter values, start job R – Reset all parameters to their original values X – Leave parameter screen, use previous values, start job

Frequency

On request from forces.

Output

For run type F (Full) sent electronically in CSV format with a semicolon (;) as separator.

For each record the following information will be provided:

PNCID, Filename, CRO Number, Force/Station Reference, Date of Penalty Notice, Penalty Notice Number, Date Last Updated, Number of Offences.

Force each offence (up to the first 3) the following information will be provided:

NPCC and CJS Offence Codes, Offence Text, Offence Start Date, Penalty Notice Amount, A/S Reference.

For run type S (Statistics) printed output is produced.

2.8. NPDNAR - DNA AUDIT PRINT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER FORCE/STATION CODE(S)	<i>nn*</i> , <i>nnn*</i> , <i>nnnn</i> or <i>ALL</i>	Mandatory (up to 5)
ENTER DNA STATUS	A, C, M, P, D, T, N, F, Z, R, S, or Blank	Optional
ENTER SAMPLE DATES - START DATE - END DATE	<i>dd mm yyyy</i>	Optional
ENTER SORT KEYS REQUIRED	xxxxxxxxxx	Mandatory (up to 3)
ENTER SEX REQUIRED	A, F, M	Optional
ENTER DNA ISSUES REQUIRED	A, Y, N	Optional
PRINTOUT TYPE	A, S, M	Mandatory
OPTION	A, C, R, X	Mandatory

Description

This job produces AUDIT, STATISTICS or MONITOR reports of Arrest Summons with DNA reports for up to 5 Forces/Divisions/Force Station codes.

Parameter Options

ENTER FORCE/STATION CODES This field contains the number(s) of the Force or Fce/Stn for which NPDNAR will generate reports, e.g. 01*, 01C, 01AD. ALL will produce DNA reports for all Forces.

ENTER DNA STATUS This field determines whether all records found will be output, or only those relating to a particular status.

Possible values are:

A – All
C – Confirmed
D – Destroyed
E – Destroyed (PoFA)
F – Held in Force
I – Destroyed (PSNI)
L – DNA Lost or Damaged in Force
M – Missing
P – Profiled
R – Rejected – no resampling
S – Rejected – resample permitted
T – Taken
Z – Unknown
Or blank (defaults to All).

ENTER SAMPLE DATES - START DATE
 - END DATE Enter dates in format *dd mm yyyy*.
If present only the reports with DNA Sample Dates within this range will be selected.

ENTER SORT KEYS REQUIRED This field determines the order in which the reports are sorted for output. Reports will be sorted by the first key, then within that by the second key, and within that by the third key. The three sort keys are:

Only ONE of the following may be entered:

FORCE – Force Code
DIVISION – Division
STATION – Station

Then NAME – Filename

Then PNCID – PNCID.

ENTER SEX REQUIRED

Enter one character:

A – All
F – Female
M – Male

ENTER DNA ISSUES REQUIRED

Enter one character:

A – All (all with or without DNA Issues)
Y – Yes (only those with DNA Issues)
N – No (only those without DNA Issues)

PRINTOUT TYPE

Enter one character to identify the output required:

A – Audit
S – Statistics
M – Monitor

FOR AUDIT ONLY

ENTER ERROR SAMPLE RATE

This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s).

Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL

This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s).

Possible values are 90 or 95.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

2.9. NPDNEX - GENERAL DATA EXTRACT USING SUPPLIED INPUTDescription

This job uses the input data (a mix of PNCIDs with 2-digit or 4-digit year prefix and/or CROs and/or BARCODES and/or ARREST-SUMMONS references) to extract all those persons and their PNC details into 18 Excel compatible work files, detailed below.

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
INPUT WHETHER TO EXTRACT FROM ALL FILES	Y or N	Mandatory
INPUT WORK FILE NAME HOLDING SUPPLIED INPUT DATA	Max A50	Mandatory
NASCH FACTORS	Y or N	Mandatory
FORCE CODES	Y or N	Mandatory
POSTCODES	Y or N	Mandatory
ALIASES	Y or N	Mandatory
ADDRESSES	Y or N	Mandatory
OFFENCE DATA	Y or N	Mandatory
BAR CODES	Y or N	Mandatory
CHARGE ADDRESSES	Y or N	Mandatory
KNOWN ASSOCIATES	Y or N	Mandatory
INFO MARKERS	Y or N	Mandatory
WARNING SIGNALS	Y or N	Mandatory
EXTENDED PERSONS DATA	Y or N	Mandatory
WANTED/MISSING DATA	Y or N	Mandatory
MARKS/SCARS/TATTOOS ETC	Y or N	Mandatory
METHOD DATA	Y or N	Mandatory
CHARGE GROUP DATA	Y or N	Mandatory
DISPOSALS DATA	Y or N	Mandatory
OI FILE DATA	Y or N	Mandatory

<u>Parameter Options</u>	<u>Default</u>
Input whether to extract from all files	N
Input work file name holding supplied input data - maximum of 50 Alphanumeric characters	
NASCH FACTORS Extract all related NASCH factor data	Y
FORCE CODES Extract all related FORCE/STATION code data	Y
POSTCODES Extract all related POSTCODE data	Y
ALIASES Extract all related ALIASES (+ ALIAS DOBS)	Y
ADDRESSES Extract all related ADDRESS data	N
OFFENCE DATA Extract all related OFFENCE data	N
BAR CODES Extract all related DNA BAR codes data	N
CHARGE ADDRESS DATA Extract all related CHARGE ADDRESSES	N
KNOWN ASSOCIATES DATA Extract all related KNOWN ASSOCIATES	N
INFO MARKERS Extract all related INFORMATION MARKER data	N
WRNG MARKERS Extract all related WARNING MARKER data	N
EXTENDED PERSONS Extract all related with extra EXTENDED PERSONS data	N
WANTED/MISSING DATA Extract all related WANTED/MISSING data	N
MARKS/SCARS/TATTOOS Extract all related MSA data	N
METHOD DATA Extract all related METHOD data	N
CHARGE GROUP DATA Extract all related CHARGE GROUP data	N
DISPOSAL DATA Extract all related DISPOSAL data	N
OI FILE DATA Extract all related OPERATIONAL INFORMATION data	N

Frequency

On request from forces.

Output

Sent electronically in CSV format with a tilde (~) as the separator.

Additional Information

The input is an electronic file containing records in CSV format supplied by the requester, comprising four fields:

REF NUMBER	(A10 maximum)
NAME	(A125 maximum, format SURNAME/1 st FORENAME/2 nd FORENAME etc.)
DATE OF BIRTH	(N8, format DDMMYYYY)
GENDER	(A1, format 'M' male, 'F' female or 'U' unknown)

Additionally two other output files are created, one for internal PNC use and the other containing errors, such as a report on deleted records. The error file may be supplied to the requester if required.

2.10. NPIMPJ - IMPENDING PROSECUTIONS DATA EXTRACT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
START DATE	<i>ddmmyyyy</i>	Mandatory
END DATE	<i>ddmmyyyy</i>	Mandatory
FORCE/STATION NUMBER	<i>nn*, nnn* or nnnn</i>	Mandatory

Description

This job searches the Arrest/Summons file for cases with at least one outstanding impending prosecution for a particular force, division or station, and time range, and produces a disk file containing one record per unresulted charge in Force/Station order.

Parameter Options

START DATE	Blank or a valid date between 01011901 (default) and current date
END DATE	Blank or a valid date between 01011901 (default) and current date End Date must not be earlier than Start Date
FORCE NUMBER	Any two digit force number

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

At least 8 hours must be allowed for each job as concurrent runs are not permitted.

2.11. NPFCHR - FIREARMS CERTIFICATE HOLDERS AUDIT/MONITOR PRINT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER FORCE/STATION CODE(S) (Up to 5)	<i>nn*, nnn*, nnnn or ALL</i>	Mandatory
ENTER SORT ORDER REQUIRED (Up to 3)	Force or Division or Station followed by PNCID and/or Name	Mandatory Optional
AUDIT/MONITOR/STATS REPORT	Audit, Monitor or Stats	Mandatory
FOR FCH TYPE	A to W, or All	Mandatory

N.B. There is currently a fault with the Audit report, relating to the quantity of records produced.

Additional Parameter Screen for Audit Runs Only**ENTER ERROR SAMPLE RATE**

This field sets out the sample rate for the Audit Run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL

This field sets the confidence level for the Audit Run. It represents the level of confidence required by given force(s). Possible values are 90 or 95.

Description

This job lists all FCH records selected by owning force, force/division, or force/station and/or certificate type. The selected records are grouped by owning force, force/division or force/station. The Audit option outputs a sample of the above records. The Statistics option just outputs the totals.

Parameter Options**ENTER FORCE/STATION CODE(S)**

Up to 5 codes may be entered. The format is nnaa (station), nna* (division) or nn** (force) or 'All' for all force/stations.

ENTER SORT ORDER REQUIRED

These fields determine the order in which the reports are produced. Up to 3 keys of the following may be entered:

1. Force, Division or Station followed by either
2. Name and/or
3. PNCID.

Reports will be sorted by the first key, then within that by the second key, and within that by the third key.

AUDIT/MONITOR/STATS REPORT

This field determines the type of output to be produced. Possible values are:

A(udit)	- a random sample of records matching the search parameters or
M(onitor)	- a full list of records matching the search parameters or
Statistics)	- the number of records which match the search parameters.

FOR FCH TYPE

The field restricts the report to a particular FCH Certificate Type (A to N) or 'All' for everything. Possible FCH types are:

A	Firearm
B	Firearm Temporary
C	Firearm Club Secretary
D	Shotgun
E	Shotgun Temporary
F	Firearm Visitor
G	Shotgun Visitor
H	Dealer
I	Dealer Company
J	Explosives Acquire
K	Explosives Acquire & Keep
L	Explosives Company Acquire
M	Explosives Company Acquire & Keep
N	Explosives Visitor
W	Explosives Precursors and Poisons
ALL	Firearm Certificate Types

Additional Parameter Screen for Audit Runs Only**ENTER ERROR SAMPLE RATE**

This field sets out the sample rate for the Audit Run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL

This field sets the confidence level for the Audit Run. It represents the level of confidence required by given force(s). Possible values are 90 or 95.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

This job abends when it encounters an invalid Force/Station code on the FCH file. It will alsoabend when it hits a missing Persons-Master record. An error is written to the Error Log for these instances. These errors should be reported to TSG-DBA and a Remedy report raised.

The statistics page includes a table that shows other corruption on the FCH file. If an FCH record is corrupt, it is output at the front of the report destined for 'OPS' rather than the requesting Force. An error is written to the Error Log. These errors should be reported to TSG-DBA and a Remedy incident raised.

2.12. NU002J - EXTRACT 4000 SERIES IMPENDING PROSECUTIONSDescription

This job extracts all of the 4000 series impending prosecutions from the CHARGE file. The disposal range 4000 to 4999 contains interim results. These cases do not appear in the output to the Impending Prosecution data extract job, NPIMPJ.

Parameters**OWNING FORCE****START DATE OF SELECTION****END DATE OF SELECTION**Value*nn or blank**ddmmyyyy or blank**ddmmyyyy or blank*Status

Mandatory

Mandatory

Mandatory

Parameter Options**OWNING FORCE**

This is either the force number (e.g. 07 = Cheshire) or blank, meaning all forces.

START DATE OF SELECTION

This is the process stage date from which the 4000 series disposals start, or blank, meaning 01/01/1890.

END DATE OF SELECTION

This is the end date at which the selection of the 4000 series disposals will stop, or blank, meaning the run date.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

This job was formerly a utility known as DBN09P02, with the background described in PNC L/O Letter 2010/032.

The output comprises:

PNCID, CRO number, ASN force/station code, process stage date, ASN, charge group force/station code, crime/offence ref, PNC filename, date of birth, court case ref, offence code, interim disposal code, Court name(s), date of interim court result, subsequent appearance name, subsequent appearance date, remand court name, date of last remand, name of next court remanded to, date of next appearance, Wanted/Missing count.

2.13. NW200J - WM CHECKLIST

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ALL FORCES REQUIRED	Y or BLANK	Mandatory
ENTER FORCE CODES	<i>nn*</i> , <i>nnn*</i> or <i>nnnn</i> (up to 33)	Mandatory
ENTER SECTION TYPE	F, D or S	Mandatory
ENTER SORT BY CODE	1, 2 or 3	Mandatory

Description

Produces a Checklist of all Wanted Missing Cases held by individual forces. Up to 33 Forces, Divisions or Stations can be specified (or ALL can be specified to give all forces).

Parameters Options**ALL FORCES REQUIRED:**

Y (reports will be produced for all forces)
 <blank> (reports will be produced for only some forces)

ENTER FORCE CODES

If the above field was left blank then at least one force/station code must be entered here. Up to 33 individual Force/Division/Station codes can be specified.

ENTER SECTION TYPE:

F (in force sections)
 D (in force/division sections)
 S (in force/station sections)

ENTER SORT BY CODE

1 (by Filename/date/PNCID)
 2 (by Class - Missing/Found/Others, and date)
 3 (by CRO/PNCID)

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The Wanted Missing report details output are:

PNCID, filename, CRO number, FS code of originator, FS/Reference, class, offence/class qualifier, power of arrest, incident date(s) or warrant date (NPF), report date, expiry date.

2.14. NW210J - WM MISCELLANEOUS EXTRACT

Parameters	Value	Status
ENTER FORCE CODES	nn*, nnn* or nnnn or ALL	Mandatory
ENTER SELECTION VALUES	<text> <offence-code>	Mandatory
ENTER TEXT OPTION	ALL or WITH or WITHOUT	Mandatory
ENTER SUBSEQUENT REQUEST	YES or NO	Mandatory
ENTER SORT BY FIELDS	ORIGFC, ORIGFS, REFFC, REFFS, CLASS, OFFENCE, PNCID, CHECKNAME, INCIDENT REPORTED, ENTERED and EXPIRES	Optional
ENTER SAMPLE SIZE	2, 3, 4, 5, 10, 20 (Mandatory if CONFIDENCE LEVEL entered)	Optional
ENTER CONFIDENCE LEVEL	90 or 95 (Mandatory if SAMPLE SIZE entered)	Optional

Description

This job provides reports on selected WM reports for all forces, or a selection of up to 6 forces.

Parameters Options

ENTER FORCE CODES

The job can have up to 6 Force/Station codes entered, or the word ALL for all forces. Force station codes can be entered as, for example, 44** or 44H* or 44HQ. If more than one Force/Station code is entered each one must be separated by one space (the default value is ALL).

ENTER SELECTION VALUES

Choose the WM reports for output. Up to 20 codes may be entered or the word ALL. The default value is ALL. If class codes are entered they must be one of the following:

WANTED:	EXCLUSION, WITNESS, NPF or an Offence Code (i.e. nnn.nn)
ORDER:	Parameter still valid but should not retrieve any records as Orders are held under OI
LOCATE:	TRACE, INFO, SUMMONS or NPF
DESERT:	ARMY, NAVY, MARINES or RAF
ABSCOND:	CARE, DETENTION, HOSPITAL, PRISON, REMAND, SCHOOL or YOUTHCUST
RECALL:	DETENTION, HOSPITAL, PRISON or YOUTHCUST
DETAINED:	Must be blank
MISSING:	Must be blank
FOUND:	Must be blank

ENTER TEXT OPTION

Allows the selection of the WM reports according to the content of the text. The default value is ALL.

ALL	(all reports are chosen regardless of WM text)
WITH	(only reports with something in the text field)
WITHOUT	(only reports which contain nothing in the text field)

ENTER SUBSEQUENT REQUEST

This allows you to select whether a trailer page is output after each subsection in the listing. The default value is YES.

YES	(a trailer page is produced)
NO	(no page breaks are produced)

ENTER SORT BY FIELDS

This allows you to select which fields the report is sorted by. **The first two fields must be one of the following five combinations:**

REFFC/REFFS	REFFC/CLASS	ORIGFC/ORIGFS
ORIGFC/CLASS	CLASS/OFFENCE	

The next three positions can be any of the following as long as no value is repeated:

ORIGFC	ORIGFS	REFFC	CLASS	OFFENCE
PNCID	ENTERED	EXPIRES	CHECKNAME	INCIDENT REPORTED

ENTER SAMPLE SIZE AND CONFIDENCE LEVEL

These parameters are optional but if one is entered then the other is mandatory. The values entered here are used to control the size of the output by producing a sample, either large or small, of all the records selected according to the other parameters entered.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The Wanted Missing report details output are:

PNCID, filename, FS/Reference, class, offence/class qualifier, incident date(s) or warrant date (NPF), report date, date entered on PNC, expiry date, text, FS code of originator.

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2.15. NW240J - WM SEARCH

Parameters	Values	Status
WM-CLASS	(ABSCOND, DETAINED, DESERT, FOUND, LOCATE, MISSING, RECALL, ORDER and WANTED)	Mandatory
BEFORE OR AFTER INCIDENT DATE	(B or A) (in the form <i>yyyymmdd</i>)	Optional
SEX	(M, F or U)	Optional
COLOUR	(W, N or U)	Optional
APPEARANCE CODE	(0, 1, 2, 3, 4, 5 or 6)	Optional
HEIGHT RANGE CM	(<i>nnn</i> or <i>nnn</i> to <i>nnn</i>)	Optional
MARKS AND SCARS	Type = (SCAR, TATT, MARK, LACK, PRCD, PECU) Position = (R, L, C, U, W or -) Part = (ABDO, ANKL, ARMS, BACK, BRST, BROW, BUTT, CHES, CHIN, EARS, ELBW, EYBW, EYES, FACE, FEET, FING, GAIT, GENI, HAND, HIPS, KNEE, LEGS, LIPS, NECK, NIPP, NOSE, PENI, SCAL, SPEE, TEET, TOES, TONG, WRST)	Optional

Description

NW240J is a batch job that searches the Phoenix database. This search does not require the filename or PNCID and can therefore be used where only physical characteristics are known. The responses are given in the form PNCID and Filename.

Parameter Options

WM-CLASS	ABSCOND, DETAINED, DESERT, FOUND, LOCATE, LOCATED, MISSING, RECALL, WANTED, ORDER			
BEFORE OR AFTER INCIDENT DATE	B (before the date specified)		A (after the date specified)	
SEX	(date must be in the form yyyyymmdd)			
COLOUR	M = (male)	F = (female)	U = (unknown)	
APPEARANCE CODE	W = (white)	N = (non-white)	U = (unknown)	
	0 = Unknown			
	1 = White - North European			
	2 = White - South European			
	3 = Black			
	4 = Asian			
	5 = Chinese, Japanese or South East Asian			
	6 = Middle Eastern			
HEIGHT RANGE (cm)	nnn to nnn			
MARKS AND SCARS	There is a maximum of three marks/scars that can be search on.			
	TYPE (type of mark/scar):			
	SCAR (scar)	TATT (tattoo)	MARK (mole/wart/birthmark)	
	PECU (peculiar)	PRCD (pierced)	LACK (amputated/lacking)	
	POSN (position of mark/scar)			
	R (right)	L (left)	C (centre)	
	U (upper)	W (lower)	- (N/A)	
	PART (part of the body which has mark/scar)			
	ABDO (abdomen)	ANKL (ankle)	ARMS (arms)	
	BACK (back)	BRST (breast)	BROW (brow)	
	BUTT (buttocks)	CHES (chest)	CHIN (chin)	
	EARS (ears)	ELBW (elbow)	EYBW (eyebrow)	
	EYES (eyes)	FACE (face)	FEET (feet)	
	FING (fingers)	GAIT (gait)	GENI (genitals)	
	HAND (hand)	HIPS (hips)	KNEE (knee)	
	LEGS (legs)	LIPS (lips)	NECK (neck)	
	NIPP (nipple)	NOSE (nose)	PENI (penis)	
	SCAL (scalp)	SPEE (speech)	TEET (teeth)	
	TOES (toes)	TONG (tong)	WRST (wrist)	

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The details output are PNCID and filename only.

2.16. PR502J - CHECKLIST AND AUDIT REPORT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER PROPERTY TYPE	n	Mandatory
ENTER REQUIRED FORCE/STATION CODES	nn*, nnn* or nnnn (up to 4)	Mandatory
ENTER RANGE FOR REPORT CREATION DATES REQUIRED	FROM ddmmyy TO ddmmyy	Optional

FOR AUDIT PRINTS ONLY

ENTER ERROR SAMPLE RATE	2, 3, 4, 5, 10, 20	Mandatory
ENTER ERROR CONFIDENCE LEVEL	90 or 95	Mandatory

Description

This job has two functions:

1. CHECKLIST - This provides the police with a list of their property reports for a particular FORCE or DIVISION.
2. AUDIT - This provides the police with a random sample of their property reports for audit purposes and allows the size of the sample to be specified.

Parameter Options**ENTER PROPERTY TYPE**

This can be any of the following types:

1	PLANT
2	ENGINES
3	TRAILERS
4	ANIMALS
5	MARINE
6	FIREARMS
9	AIRCRAFT
All	All property types

ENTER REQUIRED FORCE/STATION

This can be up to 6 FORCE or DIVISION numbers, e.g. 44**, 44A*, 44HQ.

ENTER RANGE FOR REPORT CREATION DATES REQUIRED

This is a date range when the report was created in the format *ddmmyyyy* e.g. 12042024c

*FOR AUDIT ONLY***ENTER ERROR SAMPLE RATE**

This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL

This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s). Possible values are 90 or 95.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

2.17. QUSRCH - MAIN SEARCH

<u>Parameters – SCREEN 1</u>	<u>Value</u>	<u>Status</u>
<u>MARKS AND SCARS</u>		
MARKS	(MARK, SCAR, TATT, Optional PECU, LACK or PRCD)	
POSITION	(R,L,C,U,W or '-')	Optional
BODY PART	(ABDO, ANKL, ARMS, BACK, BRST, BROW, BUTT, CHES, CHIN, EARS, ELBW, EYBW, EYES, FACE, FEET, FING, GAIT, HAND, GENI, HIPS, KNEE, LEGS, LIPS, NECK, NIPP, NOSE, PENI, TOES, TONG, SCAL, SPEE, TEET, WRST or UNKN)	Optional
CONFIDENCE	(1,2,3 or 'blank') Optional	
<u>AGE RANGE</u>		
MINIMUM AGE	<i>nnn</i>	Optional
MAXIMUM AGE	<i>nnn</i>	Optional
<u>HEIGHT RANGE</u>		
MINIMUM HEIGHT	<i>nnn</i>	Optional
MAXIMUM HEIGHT	<i>nnn</i>	Optional
COLOUR CODE	N, U or W Optional	
ID CODE	1,2,3,4,5 or 6 Optional	
SEX	M, F or U Optional	
<u>Parameters – SCREEN 2</u>	<u>Value</u>	<u>Status</u>
<u>NPCC OFFENCE DETAILS</u>		
OFFENCE CODE MAJOR	<i>nnn</i>	Optional
OFFENCE CODE SUMMARY	<i>nn</i>	Optional
OFFENCE CODE OFFENCE	<i>nnn</i>	Optional
OFFENCE CODE LEVEL 4	<i>nn</i>	Optional
<u>CJS OFFENCE CODE DETAILS</u>		
OFFENCE CODE CJS	up to 8 characters	Optional
<u>Parameters – SCREEN 3</u>	<u>Value</u>	<u>Status</u>
INPUT NAME OR PARTIAL NAME	up to 54 characters	Mandatory
INPUT POSTCODES	'Blank' or AAnn or AAn* or AA** or A*** (up to 10 values input)	Optional
INPUT FORCE STATION CODES	'Blank' or nnAA or nnA* or nn** or n*** (up to 20 values input)	Optional
<u>Parameters – SCREEN 4</u>	<u>Value</u>	<u>Status</u>
INPUT WARNING SIGNALS	'Blank', AG, AT, CL, CO, DR, ES, FI, IF, IM, MN, SH, SU, VI, WE, XP	Optional
INPUT INFORMATION MARKERS	'Blank', AS, BB, CD, DP, DR, FA, FL, GR, HD, LL, MO, NL, OB, OV, PP, RE, RF, SO, UD, UN, VS	Optional

Description

This job uses the parameters input to search for records on the Names database. The job uses non-descriptors in the search.

Parameter Options – SCREEN 1

MARKS	This field can be used up to 10 times with values from the following list: MARK: Mark SCAR: Scarred TATT: Tattoo PECU: Peculiar LACK: Lacking PRCD: Pierced
POSITION	This field can be used up to 10 times with values from the following list: R: Right - for all BODY PARTS excluding LIPS L: Left - for all BODY PARTS excluding LIPS C: Centre U: Upper - for LIPS only W: Lower - for LIPS only '-': Position not applicable, e.g. LACK - NOSE
BODY PART	This field can be used up to 10 times with values from the following list. ABDO: Abdomen ANKL: Ankle ARMS: Arms BACK: Back BROW: Eye Brow BRST: Breast BUTT: Buttocks CHES: Chest CHIN: Chin EARS: Ears ELBW: Elbow EYBW: Eyebrow EYES: Eyes FACE: Face FEET: Feet FING: Finger GENI: Genitals GAIT: Gait HAND: Hand HIPS: Hips KNEE: Knee LEGS: Legs LIPS: Lips NECK: Neck NIPP: Nipple NOSE: Nose PENI: Penis SCAL: Scalp SPEE: Speech defect TEET: Teeth TOES: Toes TONG: Tongue WRST: Wrist UNKN: Unknown
CONFIDENCE	This field can be used up to 10 times with values from the list: 1: 25% confident of MSA parameter combination set against 2: 50% confident of MSA parameter combination set against 3: 75% confident of MSA parameter combination set against 'blank': 100% confident of MSA parameter combination set against
MINIMUM AGE	This parameter is the low age in the search. If the age range is 35 to 40 years then 35 will be input. This parameter must not be greater than the MAXIMUM AGE parameter.
MAXIMUM AGE	This parameter is the high age in the search. If the age range is 35 to 40 years then 40 will be input. This parameter must not be less than the MINIMUM AGE parameter.
MINIMUM HEIGHT	This parameter is the low height in centimetres in the height range. If the height range is 160-180cm then 160 will be input. This parameter must not be greater than the MAXIMUM HEIGHT parameter.
MAXIMUM HEIGHT	This parameter is the high height in centimetres in the height range. If the height range is 160-180cm then 180 will be input. This parameter must not be less than the MINIMUM HEIGHT parameter.
COLOUR CODE	This parameter may have one of the following values: W: White N: Non-White U: Unknown
ID CODE	This parameter may hold one of the following: 0: Unknown 1: White - North European 2: White - South European 3: Black 4: Asian 5: Chinese, Japanese or South East Asian 6: Middle Eastern
SEX	This parameter may hold one of the following: F: Female M: Male U: Unknown

Parameter Options – SCREEN 2

NPCC OFFENCE DETAILS

MAJ	This field can be used up to 10 times with NPCC Major Offence details.
SUM	This field can be used up to 10 times with NPCC Summary Offence details or blank.
OFF	This field can be used up to 10 times with NPCC Offence details or blank.
OF4	This field can be used up to 10 times with NPCC level-4 Offence details or blank.

N.B. These parameters, if used, relate to the offence or group of offences set in a hierarchical series. A blank input cannot be followed by a non-blank value.

CJS OFFENCE CODE	This field can be used up to 10 times with the appropriate CJS Offence codes or left blank. This parameter is up to an 8-character field representing the Offence in its CJS form, e.g. 'AD70001' = NPCC Offence Code 12.4.2.1 (Harassing Debtor).

Parameter Options – SCREEN 3

INPUT NAME OR PARTIAL NAME	This is a 54 alpha character field representing the name or partial name to be used in the search. The name search looks at the PNC filename, DVLA name and, if needed, the Alias file to match the name input.
INPUT POSTCODES	This field is a 4-character field that can have up to 10 entries. The field can be: - a singular POSTCODE, e.g. WD12 - a partial POSTCODE, e.g. WD1* giving all records with an address in the postal areas WD1 to WD19 - or WD** giving all records in the postal areas WD1 to WD99 - or W*** giving all records in the postal areas WA1 to WZ99
INPUT FORCE STATION CODES	This is a 4-character field that can have up to 20 entries. The field can be: - a singular FORCE STATION code, e.g. 01AD - a partial FORCE STATION code, e.g. 01A*, giving all records in force areas 01AA to 01A9 - or 01**, giving all records in force 01, e.g. all records that are between 01AA and 0199
DNA (Y or N or B)	B – retrieve DNA records if available, no searching undertaken Y – search for DNA records, ignore those with no DNA values held N – search for DNA records, ignore those with status of C or P
DNA STATUS	A – DNA Profiled/Confirmed records only K – DNA not Profiled/Confirmed records only
Otherwise input the DNA Status value to be searched	
DNA LAB	Specify CMK, DUN, EFS, FDS, FER, FSS, FYA, KFS, LGC or MLA, or leave blank for All
DNA SAMPLE TYPE	03 – SWAB or 08 – HAIR

Parameter Options – SCREEN 4

INPUT WARNING SIGNALS	This field is 2 characters that can have up to 10 entries. It can be any one of the following values:

AG	May make false allegations	AT	May have medical condition
CL	Conceals	CO	Contagious
DR	May possess drugs	ES	Escaper
FI	May possess Firearms	IF	Female impersonator
IM	Male impersonator	IS	Impersonates
MN	May suffer from mental disorder	SH	May self-harm
SU	Suicidal	VI	Violent
WE	May possess Weapons	XP	May possess explosives

INPUT INFORMATION MARKERS	This field is 2 characters that can have up to 10 entries. It can be any one of the following values:

AS	Asset information Sought	BB	Breaches Bail conditions
CD	Confirmed dead	DP	Deportee or ERS
DR	DNA required	FA	Fails to Appear
FL	Foreign Licence	GR	Gender Reassigned
HD	Home Detention Curfew	LL	Life Licensee
MO	Modus Operandi recorded for this subject	OB	Offends on Bail
OV	Offends against vulnerable person	PP	Prolific & Priority Offender
RE	Manual weed required	RF	Refer to File
SO	Sex Offender	UD	Unconfirmed dead
UN	Uses nominal details of another person not on PNC Names file	VS	ViSOR subject

QUSRCH - SCAN (usually via NPDNEX)

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
INPUT FILE TO BE SCANNED	PERSONS, MSA or OFFENCES	Mandatory
AREA TO BE SCANNED	'Blank', WRNG, MRKR, LOCL, OTHR or ALL	Optional
INPUT OLD WORKFILE JOB NUMBER	nn	Mandatory
MSA MARK	'Blank', MARK, SCAR, TATT, PECU, Optional LACK or PRCD	
AND PART	ABDO, ANKL, ARMS, BACK, BRST, Optional BROW, BUTT, CHES, CHIN, EARS, ELBW, EYBW, EYES, FACE, FEET, FING, GAIT, HAND, GENI, HIPS, KNEE, LEGS, LIPS, NECK, NIPP, NOSE, PENI, TOES, TONG, SCAL, SPEE, TEET, WRST or UNKN	
INPUT TEXT	Up to 54 characters	Optional
INPUT OFFENCES TO BE SCANNED FOR		
MAJ	'Blank' or nnn (up to 10)	Optional
SUM	'Blank' or nn (up to 10)	Optional
OFFENCE	'Blank' or nnn (up to 10)	Optional
LEVEL 4	'Blank' or nnn (up to 10)	Optional
INPUT IF PARTIAL (MARKER OR WARNING SIGNAL) SEARCH	Y or N	Mandatory
INPUT POSTCODES TO BE SCANNED FOR	'Blank' or Aann or Aan* or AA** (up to 10)	Optional
INPUT INFORMATION MARKERS TO BE SCANNED FOR	'Blank', AS, BB, CD, DC, DP, DR, DT, FA, FL, HD, LL, MO, NL, OB, OV, PI, RE, RF, SO, UD, UN, VS (up to 10 choices)	Optional
INPUT WARNING SIGNALS TO BE SCANNED FOR	'Blank', AG, AT, CO, DR, ES, FI, IF, IM, MN, SH, SU, VI, WE, XP (up to 10 choices)	Optional

Description

This job reads the work-file produced by QUSRCH (SEARCH) and uses the records found initially as input to scan for specific text, Offences or postcodes on the PERSONS-MASTER, MSA or CHARGE files. The records found by the QUSRCH (SEARCH) are refined using the parameters input for this job.

Parameter Options – SCREEN 1

INPUT FILE TO BE SCANNED This field contains the main file that is used in the scan. Input up to 16 characters, only those below are valid.

PERSONS	:	PERSONS MASTER
MSA	:	MARKS AND SCARS
OFFENCE	:	CHARGE FILE

AREA TO SCAN

This field contains the periodic group that is to be scanned in PERSONS-MASTER. N.B. This field is only used when PERSONS-MASTER is scanned. Input only the 4 characters

'Blank':	Scan only for postcodes.
WRNG:	Scan only the WARNING SIGNALS periodic group.
MRKR:	Scan only the INFORMATION MARKERS periodic group.
LOCL:	Scan only the LOCAL REFERENCE periodic group.
OTHR:	Scan only the RECORD OTHER DETAILS periodic group.
ALL:	Scan all periodic groups.

INPUT OLD WORKFILE JOB NUMBER

This contains the WORKFILE number of the file created by the QUSRCH job, e.g. QUSRCH01 will give a workfile number of '01'. It is a 2-character numeric.

MSA MARK

This field is the MSA MARK type that is to be looked for in the MSA file. It is a 4-character field.

MARK:	MARK or MARKS
SCAR:	SCAR or SCARRED
TATT:	TATTOO or TATTOOS
PECU:	PECULIAR or PECULIARITY

LACK: LACKING
PRCD: PIERCED

BODY POS

This field is the MSA BODY POSITION that is to be looked for in the MSA file. It is a single alpha character.

R: RIGHT - for all BODY POSITIONS excluding LIPS
L: LEFT - for all BODY POSITIONS excluding LIPS
C: CENTRE
U: UPPER - for LIPS only
W: LOWER - for LIPS only
' ': Position not applicable, e.g. LACK - NOSE

BODY PART

This field is the MSA BODY PART that is to be searched for in the MSA file, input 4 alpha characters.

ABDO: Abdomen	ANKL: Ankle
ARMS: Arms	BACK: Back
BRST: Breast	BROW: Brow
BUTT: Buttocks	CHES: Chest
CHIN: Chin	EARS: Ears
ELBW: Elbow	EYBW: Eyebrow
EYES: Eyes	FACE: Face
FEET: Feet	FING: Finger
GAIT: Gait, as in walk	GENI: Genitals
HAND: Hand	HIPS: Hips
KNEE: Knee	LEGS: Legs
LIPS: Lips	NECK: Neck
NIPP: Nipple	NOSE: Nose
PENI: Penis	SCAL: Scalp
SPEE: Speech defect	TEET: Teeth
TOES: Toes	TONG: Tongue
WRST: Wrist	UNKN: Unknown

INPUT TEXT

This field contains the text to be scanned for, up to 54 alphanumeric characters.

INPUT OFFENCE TO SCAN FOR**MAJ**

This field contains MAJOR category of the Offence. Input 3 numeric characters if OFFENCE scan used.

SUM

This field contains the SUMMARY category of the Offence. Input 2 numeric characters or blank if Offence scan used.

OFFENCE

This field contains the OFFENCE category of the Offence. Input 3 numeric characters or 'blank' if OFFENCE scan used.

LEVEL4

This field contains the LEVEL4 category of the Offence. Input 2 numeric characters or blank if OFFENCE scan used.

N.B. The above parameters can be used up to 10 times. They relate to the Offence or group of Offence set in a hierarchical series.

INPUT POSTCODE TO BE SCANNED

This field is a 4-character field that can have up to 10 entries. The field can be a singular POSTCODE, e.g. WD12, or a partial POSTCODE, e.g. WD1*, giving all records with an address in the postal area WD1 to WD19, or WD**, giving all records in the postal area WD1 to WD99.

Parameter Options – SCREEN 2**INPUT IF PARTIAL****(MARKER OR WARNING SIGNAL)****SEARCH REQUIRED**

This parameter is either Y or N

- Y A match is assumed if ANY one of the INFORMATION MARKERS or WARNING SIGNALS match.
- N A match is assumed if ALL of the INFORMATION MARKERS or WARNING SIGNALS match.

**INPUT INFORMATION MARKERS
TO BE SCANNED**

This field is a 2-character field that can have up to 10 entries. The field can be one of the following values:

AS	Asset information Sought	BB	Breaches Bail conditions
CD	Confirmed dead	DP	Deportee or ERS
DR	DNA required	FA	Fails to Appear
FL	Foreign Licence	GR	Gender Reassigned
HD	Home Detention Curfew	LL	Life Licensee
MO	Modus Operandi recorded for this subject	OB	Offends on Bail
OV	Offends against vulnerable person	PP	Prolific & Priority Offender
RE	Manual weed required	RF	Refer to File
SO	Sex Offender	UD	Unconfirmed dead
UN	Uses nominal details of another person not on PNC Names file	VS	ViSOR subject

**INPUT WARNING SIGNALS TO BE
SCANNED**

This field is a 2-character field that can have up to 10 entries. The field can be one of the following values:

AG	Alleges	AT	May have mental condition
CL	Conceals	CO	Contagious
DR	May possess Drugs	ES	Escaper
FI	May possess Firearms	IF	Female impersonator
IM	Male impersonator	IS	Impersonates
MN	May suffer from mental disorder	SH	May self-harm
SU	Suicidal	VI	Violent
WE	May possess Weapons	XP	May make false allegations

Frequency

On request from forces. Consider using QUEST before requesting this job.

Output

Output can be produced as printout, which must be collected from Hendon, or sent electronically.

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Acceptable combinations of values for Marks and Scars are shown below.

TYPE:	SCAR	TATT	MARK	LACK	PECU	PRCD
POSITION:	RLC-UW	RLC-UW	RLC-UW	RLC-UW	RLC-UW	RLC-UW
BODY PART: FACE	----	----	----	XXXXXX	----	----
BROW	----	----	----	XXXXXX	----	--X-XX
EYBW	--XXXX	XXXXXX	XXXXXX	--XXXX	--XXXX	--XXXX
SCAL	----	----	----	XXXXXX	XXX-XX	--XXXX
LIPS	XXX---	XXX---	XXX---	XXXX--	XXX---	XXXX--
NOSE	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	----
EYES	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
EARS	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
TEET	XXXXXX	XXXXXX	XXXX--	XXX---	XXX---	XXXXXX
TONG	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX
CHIN	----	----	----	XXX-XX	XXX-XX	----
SPEE	XXXXXX	XXXXXX	XXXXXX	XXX XX	XXX-XX	XXXXXX
NECK	----	----	----	XXX-XX	----	----
ARMS	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
ELBW	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
HAND	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
WRST	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
FING	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
BACK	----	----	----	XXXXXX	----	----
BRST	--XXXX	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX
CHES	----	----	----	XXXXXX	----	--X-XX
NIPP	XXXXXX	XXXXXX	XXXXXX	--XXXX	--XXXX	--XXXX
ABDO	----	----	----	XXXXXX	----	XXX-XX
BUTT	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
HIPS	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
GENI	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX
PENI	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX
LEGS	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
KNEE	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
FEET	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
ANKL	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
TOES	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
GAIT	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXX-XX	XXXXXX

KEY POSITIONS: **R** = RIGHT **L** = LEFT **C** = CENTRE **U** = UPPER **W** = LOWER **-** = NOT APPLICABLE
 COMBINATIONS: **-** = valid combination of Type, Position, Body Part **x** = invalid combination of Type, Position and Body Part
 The value UNKN (Unknown) may appear in records which have been Back Record Converted from microfiche.

2.18. UT500J - TRANSACTION LOG SEARCH PRINT

Parameters	Value	Status
START-DATE	(Format ddmmyyyy)	Mandatory
START-TIME	(Format hhmm)	Mandatory
END-DATE	(Format ddmmyyyy)	Mandatory
END-TIME	(Format hhmm)	Mandatory
FORCE NO	(Format nn or **)	Optional
INCLUDE FRIENDLY FORCES	(Y, N or blank)	Optional
TERMINAL-IDS	(Format aaaaannn)	Optional
USER-IDS	(Format aaaaaaa)	Optional
PRIMARY INPUT DATA	(Free format character string up to 30 characters)	Optional
ORIG CHAR STRING	(Free format character string up to 20 characters)	Optional
TRANSACTION TYPE	(Format #aa, @aa or +aa)	Optional
REASON	(Format aa)	Optional
SORTBY	(Format USER or TERM or TIME)	Optional

Description

This job provides access to the Transaction Log entries created during the previous 11 months (plus the current month). It is mainly used where the online enquiry requires excessive resources, or where complex combinations of search parameters are required. It provides a report of transaction input only.

Parameter Options**START-DATE**

This field contains the date at which the search of the Transaction Log is to start. The data is entered in the format ddmmyyyy, e.g. 01082024 is 1st August 2024. **START DATE must be within the current month or the previous eleven complete months.**

START-TIME

This field contains the time at which the search of the Transaction Log is to start. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

END-DATE

This field contains the date at which the search of the Transaction Log is to finish. The data is entered in the format ddmmyyyy, e.g. 30092024 is 30th September 2024.

END-TIME

This field contains the time at which the search of the Transaction Log is to finish. All transactions processed up to the end of the last minute specified will be searched. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

FORCE NO

The field contains a two digit Force number, or '**' if details of transactions performed by all forces are required.

INCLUDE FRIENDLY FORCES

If a single FORCE NO has been entered then Y in this field will include records of 'friendly forces' (i.e. merged or collaborating forces) in the search. By default the field is blank, and both blank and N mean that no friendly force searching will take place.

TERMINAL-IDS

This field contains the terminal-ID which is thought to have done the original transaction. A maximum of 18 terminal-IDs may be specified for a single search.

USER-ID

This field contains the User-ID which is thought to have done the original transaction. A maximum of 18 User-IDs may be specified for a single search.

PRIMARY INPUT DATA

This field contains the primary transaction input data value(s), e.g. VRM, PNCID, CRO Number, Broadcast Number etc. **This must be entered in the exact format as the original application transaction in the Primary Input Data field. For example, a VRM used in a Vehicles transaction must be entered with all embedded spaces removed, a Surname/Forename used in a Names transaction should be entered exactly as originally input, including any embedded spaces,** e.g. LN06ABC or ST JOHN/MICHAEL. Searches on truncated strings are allowed, e.g. LN06 or ST JOHN. A maximum of 30 data values, of up to 54 characters in length, separated by either ':' or ';' may be specified for a single search.

ORIGINATOR CHARACTER STRING

This field contains either part or the whole of the Originator string. This job will search all transactions performed by the Force(s), Terminal-ID(s) or User-ID(s) entered for an occurrence of the specified character string anywhere within the Originator field. For example, an original transaction containing PC1234 SMITH, HIGH STREET in the Originator field will be retrieved by enquiries using Originator Character String of 1234 or SMITH or HIGH ST. A maximum of 30 originator strings, separated by ':' or ';' may be specified for a single search. Each string may be up to a maximum of 20 characters.

TRANSACTION TYPE

This field contains either a specific transaction code starting #, @ or + (e.g. #VE, @DE, +EN) or, for a group of transaction codes beginning with the same character, a transaction type in the format #a*, @a* or +a*, e.g. #V* will search for all Vehicle Transactions.

REASON

This field contains the 2-character Reason code used in the original transaction.

SORTBY

This field contains USER, TERM or TIME, which will sort the order in which the records will be output. If left blank the records will be displayed in the following order, depending on the search criteria:

- Primary Input Data
- Originator String
- Terminal-ID / User-ID / Force
- Time

The SORTBY value will force the records to be displayed in TERMINAL-ID, USER-ID or TIME order.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a comma (,) as separator.

Additional Information

Only one of FORCE NUMBER, TERMINAL-ID and USER-ID may be specified in the same search.

PRIMARY INPUT DATA and ORIGINATOR CHARACTER STRING parameters may not both be specified in the same search.

2.19. UT501J - HISTORICAL TRANSACTION LOG SEARCH PRINT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
START-DATE	(Format ddmmyyyy)	Mandatory
START-TIME	(Format hhmm)	Mandatory
END-DATE	(Format ddmmyyyy)	Mandatory
END-TIME	(Format hhmm)	Mandatory
FORCE NO	(Format nn or **)	Optional
TERMINAL-IDS	(Format aaaaannn)	Optional
USER-IDS	(Format aaaaaaa)	Optional
PRIMARY INPUT DATA	(Free format character string up to 30 characters)	Optional
ORIG CHAR STRING	(Free format character string up to 20 characters)	Optional
TRANSACTION TYPE	(Format #aa, @aa or +aa)	Optional
REASON	(Format aa)	Optional
SORTBY	(Format USER or TERM or TIME)	Optional

Description

This job provides access to the Transaction Log entries created between 1 and 7 years in the past. It offers an extension of up to six years to the period searchable by the job UT500J, for use in connection with historical incidents. It provides a report of transaction input only.

Parameter Options**START-DATE**

This field contains the date at which the search of the Transaction Log is to start. The data is entered in the format ddmmyyyy, e.g. 01042017 is 1st April 2017. **START DATE may be any valid date up to a maximum of 7 years in the past.**

START-TIME

This field contains the time at which the search of the Transaction Log is to start. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

END-DATE

This field contains the date at which the search of the Transaction Log is to finish. The data is entered in the format ddmmyyyy, e.g. 31032018 is 31st March 2018. **END DATE may be any valid date, though note this job will not return records within the current and previous 10 months.** When UT501J cannot search on the entire historical period required, a separate UT500J search will be required to cover the more recent part.

END-TIME

This field contains the time at which the search of the Transaction Log is to finish. All transactions processed up to the end of the last minute specified will be searched. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

FORCE NO

The field contains a two digit Force number, or '**' if details of transactions performed by all forces are required.

TERMINAL-IDS

This field contains the terminal-ID which is thought to have done the original transaction. A maximum of 18 terminal-IDs may be specified for a single search.

USER-ID

This field contains the User-ID which is thought to have done the original transaction. A maximum of 18 User-IDs may be specified for a single search.

PRIMARY INPUT DATA

This field contains the primary transaction input data value(s), e.g. VRM, PNCID, CRO Number, Broadcast Number etc. **This must be entered in the exact format as the original application transaction in the Primary Input Data field. For example, a VRM used in a Vehicles transaction must be entered with all embedded spaces removed, a Surname/Forename used in a Names transaction should be entered exactly as originally input, including any embedded spaces,** e.g. LN06ABC or ST JOHN/MICHAEL. Searches on truncated strings are allowed, e.g. LN06 or ST JOHN. A maximum of 30 data values, of up to 54 characters in length, separated by either ':' or ';' may be specified for a single search.

ORIGINATOR CHARACTER STRING

This field contains either part or the whole of the Originator string. This job will search all transactions performed by the Force(s), Terminal-ID(s) or User-ID(s) entered for an occurrence of the specified character string anywhere within the Originator field. For example, an original transaction containing PC1234 SMITH, HIGH STREET in the Originator field will

be retrieved by enquiries using Originator Character String of 1234 or SMITH or HIGH ST. A maximum of 30 originator strings, separated by ':' or ';' may be specified for a single search. Each string may be up to a maximum of 20 characters.

TRANSACTION TYPE

This field contains either a specific transaction code starting #, @ or + (e.g. #VE, @DE, +EN) or, for a group of transaction codes beginning with the same character, a transaction type in the format #a*, @a* or +a*, e.g. #V* will search for all Vehicle Transactions.

REASON

This field contains the 2-character Reason code used in the original transaction.

SORTBY

This field contains USER, TERM or TIME, which will sort the order in which the records will be output. If left blank the records will be displayed in the following order, depending on the search criteria:

- Primary Input Data
- Originator String
- Terminal-ID / User-ID / Force
- Time

The SORTBY value will force the records to be displayed in TERMINAL-ID, USER-ID or TIME order.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a comma (,) as separator.

Additional Information

Only one of FORCE NUMBER, TERMINAL-ID and USER-ID may be specified in the same search.

PRIMARY INPUT DATA and ORIGINATOR CHARACTER STRING parameters may not both be specified in the same search.

To avoid unnecessarily slow searches and large output files, search criteria (especially the date range) must be as targeted as possible. The maximum available time period should not be requested simply because it can be, particularly for Originator searches.

One purpose of Transaction Log searching is to identify transactions of interest in order to pinpoint relatively short time ranges for Message Log searching (see UT700J in [section 2.20](#)). Note that the MLOG is currently only available for searching in the most recent 15 months.

For internal use only, an additional parameter PIDBY is available when Primary Input Data (PID) has been specified, in order to change the way the software searches. The value PARM will generally be the best option, as it locates the records where the PID matches, then checks which are in the selected time range. The value DATE, which will instead cause every record in the time range to be read before those matching the PID are selected, will be more efficient if the time range is fairly short (e.g. 1 day) and multiple PID values are being searched.

2.20. UT700J - MESSAGE LOG SEARCH

Parameters	Value	Status
REQUESTING FORCE	(Format <i>nn</i>)	Mandatory
RECORDS REQUIRED	(Format <i>x</i>)	Mandatory
START-DATE	(Format <i>ddmmyyyy</i>)	Mandatory
START-TIME	(Format <i>hhmm</i>)	Mandatory
END-DATE	(Format <i>ddmmyyyy</i>)	Mandatory
END-TIME	(Format <i>hhmm</i>)	Mandatory
TERMINAL-IDS	(Format <i>aaaaannn</i>)	Optional
USER-IDS	(Format <i>nnnnnnnn</i>)	Optional
ORIGINATOR/COLLAR NUMBER	(Format <i>aaaaaaaa</i>)	Optional
REASON	(Format <i>aa</i>)	Optional
TRANSACTION CODE/APPLICATION	(Format <i>#aa</i> OR <i>#*</i>)	Optional
SORTBY	(Format <i>TERM</i> or <i>TIME</i>)	Optional
STRING	(Format <i>'Y'</i> or <i>'N'</i>)	Optional

Description

This job provides the requesting force a report detailing input and output messages within transactions performed on specified terminal(s) or containing a particular character string.

Parameter Options**REQUESTING FORCE**

This field contains the Force Code number of the requesting Force, e.g. 55 for Dorset.

RECORDS REQUIRED

This field can be empty, or marked to include those transactions performed in the specified environment. The options are:

LIVE	(default)
TRNG	(Training)
DEMO	(Demo)
PFI	(Phoenix Force Interface)
ANPR	(Automatic Number Plate Recognition system)
NAFIS	(IDENT1)
NSPIS	
CRASHPEN	(PENTIP)
DNA	
PHOENIX LINKS	(Web services, Disclosure Services, Juror Vetting, ViSOR)
PRUM	(Prüm Biometric Services Gateway)

For Phoenix Links (Application Integration) messages, further options are available. Select Phoenix Links and one of LIVE, DEMO or TRNG. Select the appropriate date/time range for the search. Select the appropriate prime search parameter from the list below and enter under STRING. This will find all Phoenix Links records for the application in question. For Airwave, a User-ID and/or Terminal-ID can be used in addition to the prime search parameter. For ViSOR, a User-ID can be used.

Application	Prime Search Parameter	Additional Search Parameters
@VE Web Service	AIRVECHK	String search on User-ID or Terminal-ID
@VS Web Service	AIRVSCHK	String search on User-ID or Terminal-ID
@NE and @NP Web Service	AIRNECHK	String search on User-ID or Terminal-ID
Disclosure Services (originally CRB)	CRBCHECK	N/A
Juror Vetting	JURORCHK	N/A
ViSOR	VISORCHK	String search on User-ID

Searching on ViSOR will only find messages that are passed between PNC and the ViSOR application, not the confidential messages stored within ViSOR.

START-DATE

This field contains the date at which the search of the Message Log is to start. The data is entered in the format *ddmmyyyy*, e.g. 30032024 is 30th March 2024. START DATE must be within the last twelve months.

In exceptional cases, a search can be carried out starting more than 12 months ago, up to a maximum of 15 months ago, from the date of request of the search. Note that Message Log data is not physically retained for more than 15 months in any circumstances.

START-TIME

This field contains the time at which the search of the Message Log is to start. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

END-DATE

This field contains the date at which the search of the Message Log is to finish. The data is entered in the format ddmmyyyy, e.g. 09072022 is 9th July 2022.

END-TIME

This field contains the time at which the search of the transaction log is to finish. All transactions processed up to the end of the last minute specified will be searched. The time is entered in the format hhmm e.g. 0930 is 09:30 hours.

TERMINAL-IDs

This field contains the terminal-ID which is thought to have done the original transaction. A maximum of 18 terminal-IDs maybe specified for a single search.

USER-IDs

This field contains the User-ID which is thought to have done the original transaction. A maximum of 18 User-IDs may be specified for a single search.

ORIGINATOR/COLLAR NUMBER

Up to four 8-character alphanumeric fields may be searched for anywhere within the Originator field, with an option of AND or OR. AND will match if the field contains **all four** strings, whereas OR will match if **any one** of the strings is present. If an entry has been made in this field, character strings **cannot** be entered.

1) If a search is required for multiple Collar Numbers, all of which must exist on a single Originator Line, then an AND condition must be used. All collar numbers must be present on a single originator line to return a hit.

2) For all other searches with Collar Numbers use OR. An OR condition will search for Collar Numbers across multiple originator lines, with at least one of the Collar Numbers needing to be present on the originator line to return a hit.

3) For single parameter collar number searches either an AND or OR condition may be used. If the search condition parameter is blank, it will default to OR.

N.B. If this parameter is used it must be restricted to the Terminal-ID of the requesting force only and may not be run nationwide.

REASON

This is a two-character field. It is searched for within the reason field of the transaction input screen, and must be an exact match with the input. If an entry has been made in this field, character strings cannot be entered.

TRANSACTION CODE/APPLICATION

This is a three-character field. The first character must be '#', the second must be an alpha. The third character can either be alphanumeric or '*'. If a transaction code has been entered, character string searches **cannot** be entered.

N.B. TERMINAL-IDS, USER-IDS, ORIGINATOR/COLLAR NUMBER, TRANSACTION CODE/APPLICATION and REASON may only be specified for searches on DCT and SRG terminals. For other searches, such as PFI or Phoenix Links, use a string search on the identifiers specified.

SORTBY

This field can contain one of the following four literals: 'TERM', 'TIME', 'USER' or 'CHAR'.

If left blank the records will be displayed in the following order, depending on the search criteria:

Character String, Terminal-ID and Time

If 'USER' is specified, the search parameters must contain User-IDs.

STRING

This field allows the search for character strings (e.g. a VRM, PNCID or AI Prime Search parameter) up to a maximum of 20 strings per run.

Control

Maximum of four jobs to be run at any one time.

Frequency

On request from forces.

Output

If the search is required for evidential purposes the output may be produced electronically. Alternatively, a paper printout may be requested, which must be collected from Hendon.

Output sent electronically will **not** be in PDF format, it will be an unformatted (ASCII) text file. Note that this file will contain some system control characters, therefore the actual formatting will be lost when loaded into word processing software such as Microsoft Word.

Additional Information

All requests for this job must be submitted via the proforma shown in [Appendix 3](#) of this chapter (see PNC L/O Letter 2016/028 for the latest version).

2.21. VE502J - VEHICLES CHECKLIST AND AUDIT REPORT

Parameters	Value	Status
ENTER REQUIRED REPORT TYPES (DEFAULT ALL TYPES)	(Format aaa)	Optional
ENTER REQUIRED FORCE/STATION CODES	(Format nn*, nnn* or nnnn)	Mandatory
ENTER RANGE FOR REPORT CREATION DATES REQUIRED	(Format ddmmYYYY TO ddmmYYYY)	Optional
<i>FOR AUDIT PRINTS ONLY</i>		
ENTER ERROR SAMPLE RATE	2, 3, 4, 5, 10, 20	Mandatory
ENTER ERROR CONFIDENCE LEVEL	90 or 95	Mandatory

Description

This job provides the police with a list of their Vehicle Reports and is run on demand. Particular FCE/STN, REP types and their creation dates may be specified. If a force requests an audit report, this provides them with a random sample of their vehicles reports for audit purposes.

Parameter Options

ENTER REQUIRED REPORT TYPES

A maximum of six REPORT TYPES may be input from the following list. If no report types are specified, all report types will be processed.

LOS - LOST/STOLEN (or obtained by deception)
 FOU - FOUND (apparently abandoned or repossessed by finance company)
 ACT - ACTION (required when the vehicle is traced)
 REA - REACTION (report indicating a response to an action request)
 INF - INFORMATION (about the use of the vehicle, whether criminal or not)
 COR - CORRECTION (to the vehicle description or ownership)
 REM - REMOVED (by or on behalf of the police)
 RES - RESTRICTED (report is of a sensitive nature and must not be disclosed over insecure channels)
 SEE - SEEN or CHECKED (at particular locations or times, which may assist in investigation of specific crimes)
 DES - DESTROYED (vehicle has been completely destroyed by fire)

ENTER REQUIRED FCE/STN CODES

At least one Force/Division/Station must be input.

For a CHECKLIST run, a maximum of six Forces or four Divisions/Stations may be input.

For an AUDIT run, only one force/division may be input per run.

NN** represents a force code - N is a numeric
 NNA* represents a division code - N is a numeric, A is an alphanumeric

ENTER RANGE FOR REPORT CREATION DATES REQUIRED

A range of REPORT CREATION DATES may be specified for reports created within the last six years, including the current date, in the form DDMMYYYY where DD is the Day, MM is the MONTH, YYYY is the YEAR.

FOR AUDIT ONLY

ENTER ERROR SAMPLE RATE This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s). Possible values are 90 or 95.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a comma (,) as separator. The join details for ACT/REA reports are not included.

Additional Information

The checklist functionality of this job can also be achieved using VODS. The join details for ACT/REA reports is included in the printed Report file associated with this job.

2.22. VE510J - VEHICLES TABLE PRINTParameters**SELECT TABLE****LISTED BY LITERAL OR CODE**Value

(Format aa)

(Format L or C)

Status

Mandatory

Mandatory

Description

This job provides specific data held in the Vehicles Table file depending on the parameters input.

Parameter Options**SELECT TABLE**

One of the following parameters can be selected:

MK	-	Vehicle Make Table
MD	-	Vehicle Model Table
CL	-	Vehicle Colour Table
TY	-	Vehicle Bodytype Table
VR	-	Vehicle Registration Office Code Table
PC	-	Postcode Table

LISTED BY LITERAL OR CODE

Input L to list in literal order or C in code order.

Frequency

On request from forces.

Output

Sent electronically; the data is presented in fixed width columns without a separator.

Additional Information

The content of these tables may be viewed online via the #VQ transaction.

2.23. VE807J - VEHICLES POSTCODE SEARCH

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
AREA ONE	aaaaaaaa-aaaaaaaa	Mandatory
AREA TWO	aaaaaaaa-aaaaaaaa	Optional
AREA THREE	aaaaaaaa-aaaaaaaa	Optional
AREA FOUR	aaaaaaaa-aaaaaaaa	Optional
AREA FIVE	aaaaaaaa-aaaaaaaa	Optional
QUIT	Y/N	Mandatory

Description

This job searches the Vehicles database and provides details of all vehicles registered within specified ranges of postcode areas, up to a maximum of five. Certain records such as Blocked or those containing Audit Markers will not be output.

Parameter Options

AREA ONE The first postcode range is mandatory. The other four are optional.
 AREA TWO
 AREA THREE
 AREA FOUR
 AREA FIVE

Postcode areas must be in alphabetical order. For example, to search the two areas AB (Aberdeen) and BA (Bath) they must be specified in the order AB00000-AB99999, BA00000-BA99999.

It is the first four characters that are important, as these are used to determine the search parameters. To search an area such as NW9 enter this as NW09000. An area starting with a single letter will need to contain a blank, so for W5 enter W 05000.

Frequency

On request from forces.

Output

Sent electronically; the data is presented in fixed width columns without a separator.

3. SCHEDULED BATCH JOBS

3.1. DL600J - DRIVERS BATCH UPDATE

Parameters

**ENTER FILENAME RECEIVED FROM DVLA BY FT
EXPIRE DISQUALIFICATIONS**

Value

<filename>
Y or N

Status

Mandatory
Mandatory

Description

This job updates the DRIVER-DETAILS file, using records provided by DVLA via file-transfer.

Parameter Options

ENTER FILENAME RECEIVED FROM DVLA BY FT

This field should contain the name of the file sent from DVLA.

EXPIRE DISQUALIFICATIONS

This flag determines whether DL600J reads through the DRIVER-DETAILS file expiring disqualifications which are no longer current (default=YES).

Input Media

Electronic file from DVLA.

Frequency

Tuesday to Saturday inclusive, on receipt of file from DVLA.

Output

Printed output only, to be sent to PNC Operations, Database Administration team.

3.2. ND007J - DD DVLA BATCH UPDATE

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER FILENAME FOR FILE TRANSFER	<filename>	Mandatory

Description

This job updates the DD-MASTER and PERSONS-MASTER file, using records from two possible sources. One is by DVLA via file-transfer and the second is from the carry forward DVLA-DD.

Parameter Options

ENTER FILENAME FOR FILE TRANSFER

This field contains the name of the file sent from DVLA.

Frequency

Once a week (normally Friday), on receipt of file from DVLA.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

This job reconciles DD data supplied by DVLA with the corresponding police reports, and produces output for DVLA and forces relating to confirmations, amendments and deletions.

Confirmation of DD reports – records are confirmed if an exact match is found on Driver Number or Name. If the record is already confirmed an error report is sent to DVLA. A report is sent to forces if the Driver Number did not match and more than one possible match was found by the Name search, or if there is a discrepancy between the DVLA and police expiry dates. If there is no trace of the police record the DVLA details are carried forward until the next run of the job.

Amendment of DD reports – amendments may be made to Driver Number, DVLA filename, address, DVLA expiry date and Test Required marker. Details of the amendments are provided to the force owning the DD report and the force in whose area the subject lives, as appropriate. If there is no trace of the police record the DVLA details are carried forward until the next run of the job.

Deletion of DD reports – details of deletions are produced for report owners and the home force, as appropriate. Change of ownership notifications and case history data may also be produced. If there is no trace of the police record the DVLA data is discarded.

3.3. ND010J - DD FILE WEEDParameters**ENTER RUN DATE**Value*ddmmyyyy*Status

Mandatory

Description

This job removes disqualification information from the DD-MASTER file and updates the DD-COUNT in the PERSONS-MASTER file where the disqualification period has passed. If there is then no reason to keep the person on file (i.e. there are now no disqualification records, the person is not wanted or missing, has no Firearms Certificate record and there is no conviction history or CRO number) the person's record is also removed, together with any aliases, internal cross-references etc.

Parameter Options**ENTER RUN DATE**

This field contains the date used for weeding. All records with expiry dates prior to this date will be removed from the database. Default date is Today's date.

Frequency

Once a week (Tuesday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

For weed reports the output comprises personal details and information relating to the expired disqualification.

Personal: PNCID, driver number, PNC filename, date of birth, sex, colour, height, address.

Disqualification details: Home force, FS reference, court name, court date, expiry dates.

Change of ownership notifications are also produced, consisting of PNCID and filename.

If there is an expiry date dispute the later of the two is the one used.

N.B. This job will weed disqualifications with LIFE or DTPP expiry dates, or a Test Required marker, where the record subject is over 80 years old and the ban was imposed more than 5 years previously.

3.4. ND020J - DD DTTP WEEDParameters**ENTER RUN DATE**Value*ddmmyyyy*Status

Mandatory

Description

This job checks whether a Disqualified Till Test Passed (DTTP) record on the DD-MASTER file has a Driver Number present on the corresponding PERSONS-MASTER record. If there is none, a warning is issued. If the next run finds that no Driver Number has been supplied, the record is deleted. DTTP records where the person is over 80, and the conviction is over five years old, are also removed. If there is then no reason to keep the person on file (i.e. there are now no disqualification records, the person is not wanted or missing, has no Firearms Certificate record and there is no conviction history or CRO number) the person's record is also removed together with any aliases, internal cross-references etc.

Parameter Options**ENTER RUN DATE**

This field contains the date used for weeding. All records with expiry dates prior to this date will be removed from the database. Default date is Today's date.

Frequency

Once every 6 months, in January and July.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

For reminders and weed notifications the output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, sex, colour, height, address.

Disqualification details: Home force, FS reference, court name, court date, DVLA confirmed marker.

3.5. ND210J - DD EXPIRY DISPUTES REPORTParameters

ENTER RUN DATE
ENTER OUTPUT TYPE

Value

ddmmyyy
 1 or 2

Status

Mandatory
 Mandatory

Description

This job produces a report of Disqualified Drivers cases where there is a dispute between the Police and DVLA expiry dates on the record.

Parameter Options**ENTER RUN DATE**

This field contains the date used for reporting. The date field must be a TUESDAY and not any other day of the week. Default date is shown as date last run.

ENTER OUTPUT TYPE

This field allows you to select whether the run will output reports for the Police and DVLA separately or together. It has two values:

- 1 = Separate reports for Police and DVLA
- 2 = Reports produced in one file.

Frequency

Once a week (Tuesday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

If the DVLA and police expiry dates remain in dispute 6 weeks after the record was confirmed, and the last amendment to the date was by DVLA, a dispute report is produced for the force which owns the report. The output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, sex, ethnic appearance, colour, address, driver number.

Disqualification details: FS reference, court name, court date, police expiry date, DVLA expiry date, Test Required marker.

If after 12 weeks the situation is unchanged, a further similar dispute report is sent to the owning force. If the DVLA and police expiry dates remain in dispute 15 weeks after the police expiry date was amended (DVLA having already been informed of the dispute via the online updates report) a dispute report is sent to DVLA.

Personal: PNCID, PNC filename, date of birth, sex, address, driver number, the first 9 aliases on a record.

Disqualification details: FS code of owner, court name, court date, police expiry date, date of last update to police expiry date.

3.6. ND220J - DD STATISTICS REPORTParameters**ENTER FORCES (YES/NO)**Value

YES or NO

Status

Mandatory

Description

This job reads serially through the DD-MASTER file, collecting statistical information, and produces a report.

Parameter Options**ENTER FORCES (YES/NO)**

This field allows you to select whether the run will output reports for individual forces as well a grand total. It has two values:

YES = Reports for individual police forces will be produced.

NO = Only the overall total report will be produced.

(Default = NO)

Frequency

Quarterly, for PNC Operations use.

Output

Quarterly file - retained by Computer Operations.

Additional Information

The statistics produced by the report include:

- total number of DD reports
- number of confirmed reports (also expressed as a percentage)
- number of unconfirmed reports (also expressed as a percentage)
- number of reports unconfirmed for more than 15 weeks (also expressed as a percentage of unconfirmed reports)
- number of reports unconfirmed for more than 25 weeks (also expressed as a percentage of unconfirmed reports)
- number of reports with expiry date in dispute (also expressed as a percentage of total reports)
- number of reports with expiry date in dispute for more than 6 weeks (also expressed as a percentage of total reports with expiry date in dispute)
- number of reports with expiry date in dispute for more than 12 weeks (also expressed as a percentage of total reports with expiry date in dispute)
- number of reports with expiry date in dispute for more than 20 weeks (also expressed as a percentage of total reports with expiry date in dispute)
- number of reports with length of sentence within a series of ranges (6-monthly up to 2 years, yearly up to 5 years, 5-10 years, over 10 years, DTTP, Life, Unknown)

3.7. NO100J - OI WEED/REMINDER REPORT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER RUN DATE	<i>ddmmyy</i>	Mandatory

Description

Weeds OI reports that have an expiry date that is prior to the input date. On the first day of each month it also produces reminders for OI reports whose weed date is between 2 and 3 months into the future.

The job creates prints of the weeded records, the reminders and a statistics page showing totals of the records processed for each force along with national totals.

Parameter Options**ENTER RUN DATE**

This field contains a valid date to be used for weeding. It defaults to the day after the previous date the job was run. All reports with an expiry date prior to this date will be removed from the database. On the first of the month the operator is notified that reminders will be processed during the run.

Frequency

Daily.

Output

Split by force code and sent electronically in text based PDF format. On 1st of the month the Weed and Reminder prints will be in separate sections for each force, sorted by Force/Station Code and PNCID.

Additional Information

Reminders are produced on 1st of each month for OI reports whose weed date falls in the month after next (e.g. on 1st May the reminders will be produced for OI reports with a weed date in the range 1st July to 31st July in the same year). No reminder is produced for a report added after its reminder would have been due, or for a report whose weed date has been amended so that the reminder was missed.

Forces receiving the reminders are then in a position to prevent the deletion of these reports, if required, by using the appropriate transaction (#NU or #OI). The job outputs the personal details and the OI report details of the selected reports.

If the last OI report on a subject record is deleted, the whole Names record will be deleted if all the following criteria apply, and the details of the person included in the print:

- no Arrest/Summons, WM, DD or FCH reports exist
- no CRO Number or SF Number exists
- BRC Status is not N (NO CONVICTIONS ON PNC) or C (PNC2 CONVICTIONS LEVEL ONLY)

3.8. NP220J - DRUG ARRESTS STATISTICS REPORT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
YEAR	<i>yyyy</i>	Mandatory
MONTH	<i>mm</i>	Mandatory

Description
 This job produces a monthly statistics report by reading through the CHARGE file.

Parameter Options

YEAR	This field contains the chosen year.
MONTH	This field contains the month for which the statistics are required.

Frequency
 First weekend of every month. For PNC Operations use only.

Output
 Printed output only, to be retained by Computer Operations.

3.9. NP270J - POSSIBLE DUPLICATE PERSONS REPORT

Parameters	Value	Status
ENTER START ISN	1 - 99999999	See Note 1
ENTER END ISN	1 - 99999999	See Note 1
ENTER COMPARISON LENGTH	0 - 54	Mandatory
ENTER EARLIEST CREATION DATE	ddmmyyy	See Note 1
ENTER LATEST CREATION DATE	ddmmyyy	See Note 1
ENTER FORCE CODE	nn	Optional
ENTER FCH	Y or N	Mandatory

Description

This job produces a list of persons for whom there appears to be more than one record on the Names database. Names Matching is used to produce possible matches, then further checks are made on the actual name characters and on Date of Birth, Sex and Colour. The process can be run on the whole of the Names file or on a section of it. It can be run for all forces or for an individual force.

Parameter Options

START ISN	The ISN of the first PERSONS-MASTER record to be read. Normally set to 1.
END ISN	The ISN of the last PERSONS-MASTER record to be read. Normally set to 99999999 for a full run.
COMPARISON LENGTH	The number of (alpha) characters of each name that will be used in comparisons to establish possible duplication. Normally set to 18.
EARLIEST & LATEST CREATION DATES	The date of creation range of the PERSONS-MASTER records to be checked for possible duplication.
FORCE CODE	The code of the requesting force. At least one of the potential duplicate records must be owned by that force. If blank, all forces will be included.
FCH	Must be set to N during the full annual run. If set to Y when running for a single force, only records containing the Firearms Certificate Holder element will be considered.

Note 1

- Either ISNs or an EARLIEST CREATION DATE must be entered, but ISNs and CREATION DATE(S) cannot both be entered.
- Both START and END ISNs must be entered if ISNs are entered.
- If CREATION DATES are used, an EARLIEST CREATION DATE is mandatory but the LATEST END DATE is optional.

Frequency

Full run annually over Easter period.

May also be requested by individual forces, optionally for identifying potential duplicate persons with the FCH element only.

Output

Annual run - split by force code and sent electronically in text based PDF format.

Ad hoc request - available either as printout, which must be collected from Hendon, or electronically as a CSV file.

Additional Information

For each record read a Names Matching search is carried out to identify possible matches on Name (including Alias), Age, Sex and Colour. For exact matches not already cross-referred a report is produced for **Data Assurance and Reconciliations Team** if both records have a full CRO number, showing CRO number, Name (or Alias), Date of Birth, Sex, Colour. For other possible matches a report is sent to any force owning Place First to Notice, WM and DD reports with the same information, plus PNCID.

3.10. NP410J - FP DESTRUCTION PRINT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
INPUT RUN DATE	<i>ddmmyyyy</i>	Mandatory
<u>Description</u>		
This job produces brief details of persons and their Arrest/Summons details indicating that the relevant fingerprint forms should be destroyed.		
<u>Parameter Options</u>		
INPUT RUN DATE	The date entered is used to select which FP-DESTRUCTION records are to be output. The date must not be in the future.	
	Format <i>dd mm yyyy</i>	
<u>Frequency</u>		
Daily.		
<u>Output</u>		
Split by force code and sent electronically in text based PDF format.		

3.11. NP873J - PoFA BUSINESS AS USUAL AND SINGLE SEARCH

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
MODE	U or R	Mandatory
PRINT	Y or N	Mandatory
START DATE	ddmmyyyy	Mandatory
BEFORE DATE	ddmmyyyy	Mandatory
OPTION	X, R, C or A	Mandatory

Description

This job sets the Biometric Retention Dates for existing person records.

It will select on PERSON-MASTER.DATE TIME STAMP and process records from 00:00:00 on the START DATE to 23:59:59 on the day prior to the BEFORE DATE. The parameter default is yesterday for the START DATE and today for the BEFORE DATE. This is because the job is normally run on a daily basis to process all person records which were updated on the previous day.

Parameter Options**MODE**

U = UPDATE (default)
R = REPORT

PRINT

Y = Print required (default)
N = Print not required

START DATE/BEFORE DATE

Both must be valid dates in the format ddmmyyyy. Any START DATE must be before the BEFORE DATE.

OPTION

X = Leave the parameter screen, use previous parameters and start job.
R = Reset all screen parameters to their original values.
C = Confirm parameter values, start job.
A = Abandon amendments to parameter values, leave parameter screen, do not start job.

If the parameter screen is not invoked the parameters will be set to default values:

MODE	U
PRINT	Y
START DATE	set to today's date minus 1 day
BEFORE DATE	set to today's date

Frequency

Daily.

Output

Report files are forwarded to Software Engineering Group.

3.12. NPADDR - ADDRESS STATISTICS AND DATA EXTRACTParameters**INPUT FORCE RECORDS TO BE CHECKED
STATISTICS ONLY REQUIRED**Value*nn*
Y or NStatusMandatory
OptionalDescription

This job reads all the addresses owned by or with a Home Force relating to the selected force. It then produces a statistics report and, optionally, a data file containing address details for transmission to the force. Usually only the records that lack a full postcode are required.

Parameter Options**INPUT FORCE RECORDS TO BE CHECKED**

This field contains the 2-digit force code to be looked for (e.g. 01 = MET, 20 = WEST MIDLANDS).

Frequency

Statistics only run - when required, for PNC Operations use only.

Data file run - on request from forces.

Output

Statistics only run - printout for PNC Operations use only, to be sent to BRM Team.

Data file run - sent electronically in one or more Excel spreadsheets prepared by BRM Team.

3.13. NPDAFR - DAF REPORTSParameters**INPUT RUN DATE**Value*ddmmyyyy*Status

Mandatory

Description

This job produces a report confirming each successful Names online update transaction for recipients as selected via the #QV transaction.

Parameter Options**INPUT RUN DATE**

Any date prior to current date.

Frequency

Daily.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information**DNA Reports – Section 7: Acquittals - Replacement Force Samples to be Submitted**

The wording of this report may be misleading. Its original purpose was to ask forces to send in a replacement DNA sample where the only sample held on the National DNA Database was due to be destroyed because the case had resulted in an acquittal and would consequently be deleted from PNC.

Since May 2001, DNA samples taken from subjects who have been acquitted or had their cases discontinued can remain on the NDNAD; since December 2005 the subject's record may also have been retained on PNC (see NPWARM in [section 3.29](#) of this chapter). Therefore this report may now be incorrect in suggesting that a DNA sample is due to be destroyed. In view of ongoing legal proceedings regarding the retention of samples for acquitted cases, changes to this report will be considered in due course.

3.14. NPDNAW - PoFA DNA DESTRUCTION

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
RUN DATE	<i>ddmmyyyy</i>	Mandatory
UPDATE MODE	U or R	Mandatory
PRINT REQD	Y or N	Mandatory
MAXIMUM RECORDS	0 to 99999999	Optional
UPDATE DTS	Y or N	Mandatory

Description

This job generates DNA destruction messages for Arrest/Summons reports on a person whose overall DNA Retention Date has passed. These messages are set up in the DNA-STAGING file for onward transmission to NDNAD by the normal mechanism.

Parameter Options**RUN DATE**

Valid date in the format ddmmyyyy. If not entered, it will default to today's date, which is the date that should normally be used. A date in the future is invalid.

UPDATE MODE

U = Update

R = Report only

PRINT REQD

Y = update report will be output, listing all records processed – for test purposes only

N = no records will be listed, only statistics and errors will be output

MAXIMUM RECORDS

If a numeric value between 1 and 99999999 is input, the number of DNA messages sent will be restricted to this value and processing will stop. Default is 10,000.

UPDATE DTS

Y = Update DATE-TIME-STAMP (only if Update Mode = U)

N = No update of DATE-TIME-STAMP

If the parameter screen is not invoked the parameters will be set to default values:

RUN DATE	set to today's date
UPDATE MODE	U
PRINT REQD	Y
MAXIMUM RECORDS	10,000
UPDATE DTS	Y

Frequency

Daily.

Output

Print reports retained by Computer Operations.

Copy of statistics sent to Software Engineering Group.

3.15. NPFFP1/2/3 - PoFA FINGERPRINT DESTRUCTION CSV FILESParameters

None.

ValueStatusDescription

The three jobs NPFFP1, NPFFP2 and NPFFP3, which must be processed in that order, generate a number of CSV files, one per PoFA force where at least one Fingerprint deletion for that force has been processed in NPFPCW. NPFFP3 will additionally create a statistics report.

NPFFP1 covers forces 01 to 33.

NPFFP2 covers forces 34 to 66.

NPFFP3 covers forces 67 to 99.

Parameter Options

None.

Frequency

Daily, after completion of NPFPCW.

Output

Split by force code and sent electronically in CSV format.

Additional Information

Incompatible for running whilst NPFPCW is running.

3.16. NPFPCW - PoFA FINGERPRINT DESTRUCTION

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
RUN DATE	<i>ddmmyyyy</i>	Mandatory
UPDATE MODE	U or R	Mandatory
PRINT REQD	Y or N	Mandatory
MAXIMUM RECORDS	0 to 99999999	Optional
UPDATE DTS	Y or N	Mandatory

Description

This job generates Fingerprint destruction messages for Arrest/Summons reports on a person whose FP Retention Date has passed.

Parameter Options**RUN DATE**

Valid date in the format ddmmyyyy. If not entered, it will default to today's date, which is the date that should normally be used. A date in the future is invalid.

UPDATE MODE

U = Update

R = Report only

PRINT REQD

Y = update report will be output, listing all records processed – for test purposes only

N = no records will be listed, only statistics and errors will be output

MAXIMUM RECORDS

This parameter should be used when large numbers of FP destructions are expected, so that the onward transmission of these to IDENT1 is not compromised.

If a numeric value between 1 and 99999999 is input, and Update Mode = U, the number of FP messages sent will be restricted to this value and processing will stop; if Update Mode = R, the number of records read will be restricted to this value. Default is 2,000. If zero is specified, no limits are applied.

UPDATE DTS

Y = Update DATE-TIME-STAMP (only if Update Mode = U)

N = No update of DATE-TIME-STAMP

If the parameter screen is not invoked the parameters will be set to default values:

RUN DATE	set to today's date
UPDATE MODE	U
PRINT REQD	Y
MAXIMUM RECORDS	2,000
UPDATE DTS	Y

Frequency

Daily.

Output

Print reports retained by Computer Operations.

3.17. NPIDOM - HOME OFFICE IDIOM DOWNLOAD

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
USE DATE BASED RUN	Y or N	Mandatory
PLEASE INPUT START DATE OF RUN	<i>ddmmyyyy</i>	Optional
PLEASE INPUT START TIME	<i>hhmm</i>	Optional
PLEASE INPUT END DATE OF RUN	<i>ddmmyyyy</i>	Optional
PLEASE INPUT END TIME	<i>hhmm</i>	Optional
If Date Range not specified, use ISN Range:		
INPUT START ISN (blank=1)	N8 or <blank>	Optional
ENTER END ISN (blank=99999999)	N8 or <blank>	Optional
QUIT	Y or N	Optional

Description

This job produces an extract for the Home Office of all persons with the Prolific and Priority Offender (PP) Information Marker, using either a date/time range or an Internal Sequence Number (ISN) range.

Parameter Options**USE DATE BASED RUN**

If Y is not selected, the job will use ISN values supplied

START DATE and START TIME

Must be a valid date and time from 0000 in hhmm format; must be minimum of 1 hour earlier than the system date/time.

END DATE and END TIME

Must be valid date and after start date/time.

INPUT START ISN

Default value = 1, otherwise an 8-digit number may be specified.

ENTER END ISN

Default value = 99999999, otherwise an 8-digit number may be specified.

QUIT

N = continue run

Y (or value other than N) = abandon run

Frequency

Daily.

Output

Output file is sent electronically to the Home Office.

3.18. NPIPRM - BATCH IP REMINDERS

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
AGE OF REPORTS TO BE OUTPUT (MONTHS)	0-36	Optional
DATE OF RUN	ddmmyyyy (Default=Today)Optional	

Description
 This job creates reports for owners of all impending prosecutions that have been created but not disposed of within the specified timescale.

N.B. An 'Impending Prosecution' is defined as an Arrest/Summons with one or more offences that have not been disposed of.

<u>Parameter Options</u>	
AGE OF REPORTS TO BE OUTPUT	This parameter controls the dates of the reports output by the run. If a value is input, e.g. 24, and the base line date is 27/04/2024, IPs within one month before the resultant date are produced (i.e. 27/03/2024 thru 27/04/2024). Up to five time parameters may be entered here.
DATE OF RUN	This parameter contains the date used as the baseline date, and is optional. If it is not input the current system date is used instead. It enables the job to be run retrospectively if, for any reason, the system is unavailable on the normal run date (26 th of the month) and cover the same period that would have been processed on the scheduled date.

Frequency
 Once a month (26th of every month).

Output
 Split by force code and sent electronically in text based PDF format.

3.19. NPMKPR - MAKEOVER-PRISON REPORTS

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
NUMBER OF DAYS PRISON RECORD IS IN THE PAST	<i>nn</i>	Mandatory
NUMBER OF DAYS MAKEOVER RECORD IS IN THE PAST	<i>nn</i>	Mandatory

Description

This job monitors the MAKEOVER/PRISON file and reports to the FP-BUREAU concerned any CRO Numbers for which:

- a) A Prison type MAKEOVER/PRISON record has been stored on the file for more than n days.
- b) #ND Makeover should have been performed by now, since a Makeover type MAKEOVER/PRISON record has been stored on the file for more than n days.
- c) #ND Makeover has been attempted on two CRO numbers for which there is a Makeover type MAKEOVER/PRISON record, but it was not allowed because one of the subjects still awaits BRC.

For cases b) and c), where the FP-BUREAU is Scottish, the URN is also shown for each CRO number from OTHER-REF on the PERSONS-MASTER file.

It also produces a statistics page for Computer Operations.

Parameter Options

Number of days Prison record is in the past	} Should be input as
Number of days Makeover record is in the past	} 7 until further notice.

Frequency

Once a week (Saturday).

Output

Split by force code and sent electronically in text based PDF format.
Copy of the statistics page to be retained by Computer Operations.

3.20. NPNFAR - EXTRACT AND REPORT PoFA NFA DISPOSALS

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
RUN DATE	<i>ddmmYYYY</i>	Mandatory
DELETE	Y or N	Mandatory
PRINT	Y or N	Mandatory

Description

This job will report all relevant PoFA No Further Action (NFA) disposals that occurred on the Extraction Date, which is one day before the Run Date. The NFA must be for a qualifying offence where the subject's Biometric retention was not shown as "Indefinite". The job will produce a printed Details Report for these Disposals and also write out a record for each Disposal to the relevant owner's Force file. A CSV file will be produced for all PoFA forces, including those for which no records were found.

Parameter Options**RUN DATE**

Defaults to the current day, as the job is intended for daily running. If required, the Run Date may be set to an earlier date, but not to a future date.

DELETE

Defaults to Y, meaning the job will delete all NFA Reports with a Creation Date that is 7 days before the Extraction Date. If set to N, no NFA Reports will be deleted.

PRINT

Defaults to Y, meaning the job will print a Details Report of all extracted NFA Reports from the current process, as well as an Error Report and a Summary Report.

If set to N, only an Error Report and a Summary Report will be produced, along with each force's CSV file.

Frequency

Daily.

Output

Split by force code and sent electronically in CSV format.

Additional Information

Explanatory notes about NPNFAR, including its potential benefits and the content of the output, are provided in the attachment to PNC L/O Letter 2015/081 and in L/O Letter 2018/048. The fields included in the output are Owner, PNCID, CRO Number, Filename, Date of Birth, FS/REF, NFA Date, Offence Code, Offence Description, Crime Ref, A/S Owner, A/S Number, FP Status, DNA Status, PoFA Retention Reason, FP Retention Date, DNA Retention Date, IP Count, WM Count, Officer in Case, DNA Barcode.

3.21. NPOFFP - OFFENCE TABLE PRINTParameters

START NPCC CODE
END NPCC CODE
START CCCJS CODE
END CCCJS CODE

Value

nnn nn nnn nn
nnn nn nnn nn
aannnnna
aannnnna

Status

Conditional
 Conditional
 Conditional
 Conditional

Description

This job produces a formatted report of the OFFENCE table.

Parameter Options

START NPCC CODE

Indicates the start of the range of NPCC Offence codes to be output. Only partial codes need to be entered. Null elements of the code will default to '0'.

END NPCC CODE

Null elements will default to '9'.

START CCCJS CODE

Indicates the start of the range of CCCJS Offence codes to be output. Only partial CCCJS codes need be entered. Will be padded with trailing null characters.

END CCCJS CODE

Will be padded with trailing '9s'.

Frequency

Monthly (7th of every month) for internal PNC Operations use.
 May also be requested by forces.

Output

Monthly file - retained by Computer Operations.
 Ad hoc request - sent electronically in CSV format with a semicolon (;) as separator.

3.22. NPOTFP - OUTSTANDING FINGERPRINTS STATUS

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
INPUT RUN DATE	<i>ddmmyyyy</i>	Mandatory
NUMBER OF MONTHS	1-9 <i>(Default value is the value from previous run)</i>	Mandatory
QUIT	Y or N	Mandatory

Description

This job produces a report that contains details of those Arrest/Summons reports where the fingerprint status has not been updated to indicate that the set of fingerprints taken at the time of the Arrest/Summons has been used to check the identity of the subject.

Parameter Options

INPUT RUN DATE	Any date current or past
NUMBER OF MONTHS	1-9 months (usually 6)

Frequency

Monthly (22nd of every month).

Output

Split by force code and sent electronically in text based PDF format.

3.23. NPPAFB - POSTCODE ADDRESS FILE BATCH UPDATE

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
ENTER UPDATE DATE	<i>mm yyyy</i>	Mandatory
TEST SYSTEM?	Y or N	Mandatory

Description

This job adds new addresses to the Postcode Address File system and removes outdated ones. It is run monthly.

Parameter Options

UPDATE DATE is the month to which the files refer, and is in the form mm yyyy. The default is one month after the last run was performed.

TEST SYSTEM is used to process data against the test system. It should always be 'N' for live running.

Input Media

Two input files (PA300J.CHANGES1 and PA300J.FPCHNGS2) are supplied by the Royal Mail on CD-ROM. They are uploaded from CD-ROM to the mainframe by NPADDI and are processed by this suite.

Frequency

Monthly (towards the end of each month) on delivery of CD.

Output

No output.

3.24. NPPMSC - PERSONS-MASTER DELETIONS

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
NEW RUN DATE RANGE IS FROM (Start and End Date)	(both in form dd/mm/yyyy)	Mandatory
PURGE PNCID-PERS-DEL RECORDS ON AND BEFORE START DATE	(Y or N)	Mandatory

Description

This job creates a disk file containing a list of Persons-Master records that were weeded between the specified dates. These records are taken from the PNCID-PERS-DEL (PPD) file. This job will also purge old records on the PPD file, if the Purge option is set to Yes.

Parameter Options

RUN DATE RANGE IS FROM (Start & End Dates)

The Start and End date must both be in the format dd/mm/yyyy.

The Start date must be before or equal to the End date. The End date must be before the current system date.

PURGE PNCID-PERS-DEL RECORDS ON AND BEFORE START DATE (Y/N)

If Y is selected then records on the PNCID-PERS file dated before the Start date are deleted. This is the normal setting.

If N is selected, no records are purged.

Frequency

Normally run weekly on Fridays, using the default dates set up by the previous week's run.

Output

File containing details of weeded records is sent electronically to Police Scotland and PSNI.

Copy of the run parameters and statistics page to be retained by Computer Operations.

3.25. NPPMST - PERSONS STATISTICS

Parameters

DATE

Value

ddmmyyyy

Status

Mandatory

Description

This job produces a variety of statistical information about Persons records held on the database. It produces a summary report covering the whole system.

Parameter Options

DATE

Any date prior to the current date

Frequency

Quarterly, for PNC Operations use only.

Output

Printed output only, retained by Computer Operations.
Copy sent to BRM Team at Hendon.

3.26. NPPRST - PROSECUTION STATISTICSParameters

None.

ValueStatusDescription

This job produces a variety of statistical information about prosecution records held on the database. It produces a summary report covering the whole system.

Parameter Options

None.

Frequency

Quarterly, for PNC Operations use only.

Output

Printed output only, retained by Computer Operations.

Copy sent to BRM Team at Hendon.

Copy sent to PNC Operations, Software Engineering Group, at Marsham Street.

3.27. NPREMJ - PoFA DNA AND FINGERPRINT REMINDERS

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
RUN DATE	<i>ddmmyyyy</i>	Mandatory

Description

This job will read through the ARREST-SUMMONS file and execute the following functions:

- update records for which DNA Overall Match investigation has expired
- update DNA/FP Force Match Investigations that have expired
- produce DNA and FP reminders for all the forces that have reached the Reminder Date

Parameter Options

RUN DATE

Valid date in the format ddmmyyyy, and it must be after the previous run date. If not entered, it will default to today's date. A date in the future is invalid.

Frequency

Daily.

Output

Print reports retained by Computer Operations.

Copy of statistics sent to Software Engineering Group.

3.28. NPSSC1/2/3 - PoFA SINGLE SEARCH REMINDERS CSV FILESParameters

None.

ValueStatusDescription

The three jobs NPSSC1, NPSSC2 and NPSSC3, which must be processed in that order, generate a number of CSV files, one per PoFA force where a Single Search Reminder has been processed for that force in NPREMJ.

NPSSC1 covers forces 01 to 33.

NPSSC2 covers forces 34 to 66.

NPSSC3 covers forces 67 to 99.

Parameter Options

None.

Frequency

Daily, after completion of NPREMJ.

Output

Split by force code and sent electronically in CSV format.

Additional Information

Incompatible for running whilst NPREMJ is running.

3.29. NPWARM - WEED ACQUITTALS REMINDERParameters**INPUT RUN DATE**Value*ddmmyyyy*Status

Mandatory

Description

This job removes those offences whose weed date has passed. Reminders are also produced for offences that have been retained under special rules following acquittal, six months ahead of the weed date being reached.

Parameter Options**INPUT RUN DATE**

Any date up to and including current date.

Frequency

Once a week (Saturday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

The classes of offence containing a weed date changed in December 2005. Due to legislation relating to retention of DNA and Fingerprints, most types of acquittal in England, Wales, Scotland, Northern Ireland and Guernsey no longer have a weed date. Categories that still automatically contain a weed date are broadly as follows:

1. Acquittals in Jersey and Isle of Man (also includes Result Unobtainable and NFA cases)
2. Stand-alone non-recordables (convictions and acquittals) in England, Wales, Northern Ireland and Guernsey without DNA/FP
3. Any stand-alone non-recordable in Scotland, Jersey and Isle of Man

Additionally, Scottish convictions are being given a weed date via the PFI DESCRO message sent by the Criminal History System. Scottish Result Unobtainable and NFA cases are given a weed date by a separate monthly process, following notification from Police Scotland, in order that they may be weeded by this job.

Output for Scottish forces from this job is no longer produced (see PNC L/O Letter 2008/100).

Broadly, the offences for which the job will currently produce reminders are as follows:

- Court acquittals for sexual offences where the weed date has been manually extended (Jersey and Isle of Man only)
- POT Offences (Scotland, Jersey and Isle of Man only)

Information about the retention/weeding of PNC Names records is contained in [Chapter 12, section 30](#) of this Manual, and in sections 5.7 and Appendix G of the Names Functional Specification.

3.30. NPWSIM - WARNING SIGNAL AND INFORMATION MARKER REMINDER REPORT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
INPUT RUN DATE	<i>ddmmyyyy</i>	Mandatory
WS / IM REVIEW	Y or N	Mandatory
WARNING SIGNAL / INFORMATION MARKER AGE IN MONTHS	<i>nn</i>	Optional
WARNING SIGNAL / INFORMATION MARKER OWNER	<i>aa</i>	Optional

Description

This job can be used in two different ways:

- either to produce a report of all Warning Signals and reviewable Information Markers (and their associated details) that have a review date more than a given number of months in the past, and belonging to a specific force(s).
- or to produce a report of all Warning Signals and reviewable Information Markers (and their associated details) that have a review date more than five years in the past. If the Warning Signal or Information Marker is not 'retained' by the user, which updates the review date, the Warning Signal or Information Marker will continue to be included each month in following reports.

The reviewable Information Markers are AS (Asset Information Sought), DP (Deportee or ERS), OV (Offend Vulnerable Person), PP (Prolific Offender), SO (Sexual Offender) and UD (Unconfirmed Dead).

Parameter Options

INPUT RUN DATE	Must be current day or in past
WS / IM REVIEW	Y = Warnings produced N = No warnings
WARNING SIGNAL / INFORMATION MARKER AGE IN MONTHS	Blank or 0 - 99
WARNING SIGNAL / INFORMATION MARKER OWNER	AA = Force

Frequency

Monthly (5th of every month).

Output

Split by force code and sent electronically in text based PDF format.

3.31. NW001J - WM WEEDParameters**ENTER RUN DATE**Value*ddmmyy*Status

Mandatory

Description

Weeds WM reports that have a case expiry date that is prior to the input date. Where a report to be weeded has a class of DETAINED reports with a Case Entered date prior to the case entered date on the DETAINED report (and do not have the Pre Arrest Retention marker set on) will be deleted. This does not apply to LOCATE/INFO and ORDER reports, which are not weeded until their expiry date is passed.

If the weeding of report(s) means that the Nominal details are no longer required (no other reports exist and no CRO Number exists) then the Nominal details are also deleted.

A reminder is issued periodically for cases which do not expire (e.g. WANTED FOR MURDER) and a pre-deletion reminder is issued for cases which are about to expire (i.e. that will be deleted by the next WM WEED run).

Parameter Options**ENTER RUN DATE**

This field contains the date used for weeding; this is normally set to the 18th day of each month. All records with an expiry date prior to this date will be removed from the database. Default date is Today's date.

Frequency

Monthly (18th of every month).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

The process produces a list of Wanted Missing reports that are to be weeded in the near future. The criteria that are applied are as follows:

- report classes ABSCOND, LOCATE/INFO, RECALL and WANTED for IMMIGRATION or ALIENS are ignored
- report classes MISSING, FOUND and NPF have reminders issued when their expiry dates are more than 1 month but not more than 2 months in the future
- all other report classes have reminders issued when their expiry dates are more than 2 months but not more than 3 months in the future (DESERT, LOCATE/NPF, LOCATE/SUMMONS, LOCATE/TRACE, WANTED other than IMMIGRATION/ALIENS)

Forces receiving these reminders are then in a position to prevent the deletion of these reports, if necessary, by using the appropriate transaction (#WR). The job outputs the personal details and the Wanted Missing report details of the selected reports.

The process also produces a list of 'continuation' reminders for reports which are at least three years old and which will not be weeded in the next three years. The reminders are produced on the anniversary of the date the report was entered on the system. The Wanted Missing report details output are:

FS/Reference, Class, Offence/Class qualifier, Offence location, Power of arrest, Warrant Backed for Bail, Location of WM case papers, Incident date(s), Report date, Expiry date, Date entered on PNC, Text.

3.32. NW220J - WM STATISTICS PRINT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
PRINT FORCE INDIVIDUALLY (YES/NO)	YES or NO	Mandatory
OR		
SELECT RECORDS BY FORCE/STATION CODE	nn*, nnn* or nnnn	Optional

Description

Produces statistics for all forces. If requested these statistics can also be broken down to report on individual forces.

Parameter Options

PRINT FORCES INDIVIDUALLY:	Y	(combined report for all forces together with individual reports for each force)
	N	(combined report for all forces only)
SELECT RECORDS BY FORCE/STATION CODE:	nnnn	(report for selected force/station)
	nnn*	(report for selected division)
	nn**	(report for selected force)

Frequency

Quarterly, for PNC Operations use.

Output

Quarterly file - retained by Computer Operations.

Additional Information

The statistics produced by the report include:

- the total number of WM reports owned by each force
- total number of WM reports for each offence/class qualifier (Wanted or FTA)
- the total of 'Wanted' and 'Wanted(FTA)' reports (also expressed as a percentage of the total number of reports)
- the totals for each type of 'Order' (also expressed as a percentage of the total)
- the totals for each type of Service for 'Deserter' reports (also expressed as a percentage of the total)
- the totals for each 'reason for location' for 'Locate' reports (also expressed as a percentage of the total)
- the totals for each type of institution or authority from which a person may abscond, for 'Abscond' reports (Care, Hospital, Detention, Remand, Prison, Youth Custody, School) (also expressed as a percentage of the total)
- the totals for each type of institution or authority to which a person may be recalled, for 'Recall' reports (Prison, Detention, Youth Custody, Hospital) (also expressed as a percentage of the total)
- the total number of 'Missing' reports (also expressed as a percentage of the total)
- the total number of 'Found' reports (also expressed as a percentage of the total)
- the total number of 'Detained' reports (also expressed as a percentage of the total)
- the total number of WM reports owned by the given force

3.33. PR503J - PROPERTY REPORT STATISTICSParameters

None

ValueStatusDescription

This job produces statistics of property reports held on the property database for each force.

Frequency

Quarterly, for PNC Operations use only.

Output

Printed output only, retained by Computer Operations.

Copy sent to BRM Team at Hendon.

Copy sent to Force/Station 02CC (5-17 Haverstock Hill, London, NW3 2BN).

3.34. PR602J - PROPERTY REPORTS WEED/REMINDER

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
None		

Description
 This job reads the Property file and generates reminders indicating that specific property reports are about to be weeded from the system.

Property reports that have reached their age limit and have already had the appropriate reminders sent out are deleted from the system.

Parameter Options
 None

Frequency
 Once a week (Monday).

Output
 Split by force code and sent electronically in text based PDF format.

Additional Information
 Reminders are produced for unconfirmed reports two weeks after their date of creation, and for confirmed LOS reports one month before they are due to be weeded.

3.35. PR604J - PROPERTY FOUND REPORTS PRINTParameters

None

ValueStatusDescription

This job reads the file which contains FOU reports that have been matched against LOS reports. The output is then sent to the respective owning forces.

Frequency

Once a week (Monday).

Output

Output is split by force code and sent electronically in text based PDF format.

Additional Information

The job also notifies owners of LOS reports if a previously paired FOU report is deleted. This change brings Property functionality in line with Vehicles functionality introduced in 2008.

3.36. PR605J - FIREARMS DOWNLOAD

Parameters

None.

Value

Status

Description

This job produces a disk file of all Firearms records with outstanding LOST/STOLEN reports using the BCS File Transfer facility (AFSender). This is produced for the Gun Trade Association and the Merseyside Police Force Intelligence Bureau.

Frequency

Once a week (Wednesday).

Output

Electronic data file, which is emailed to the Gun Trade Association and Merseyside Police FIB.

3.37. PR750J - PROPERTY DESCRIPTIVE SEARCH WEED

Parameters

None.

Value

Status

Description

This job reads the PROP-RESPONSES file and checks for records that have a date earlier than the current date. Records that meet this criterion are deleted.

Parameter Options

None.

Frequency

Once a week (Monday).

Output

No output produced.

3.38. PR820J - PLANT DOWNLOAD

Parameters

None.

Value

Status

Description

This job reads the Property file and produces an output file of confirmed stolen plant. The file-transfer facility is used to download the work file for despatch to the recipients.

Frequency

Daily Mondays to Fridays only.

Output

Printout is sent to PNC Operations, Database Administration team.

3.39. TA400J - TABLES PRINT

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
FS-CODE FORMAT	Format ('X')	Optional
FS-ID FORMAT	Format ('X')	Optional
CONTIG FORMAT	Format ('X')	Optional
STATION REPORT	Format ('X')	Optional
FORCE CODE	Format ('X')	Optional
FORCE REPORT	Format ('X')	Optional
POSTCODE REPORT	Format ('X')	Optional
COURT REPORT	Format ('X')	Optional
BROADCAST GROUP REPORT	Format ('X')	Optional

Description

This job has several functions depending on the parameters input.

1. Force/Station in Force/Station Code format.
2. Force/Station in Force/Station ID format
3. Force/Station Contiguous Areas.
4. Detailed Station Print.
5. Force Print.
6. Postcode Print.
7. Court Print.
8. Broadcast Print.

If a Detailed Station Print is chosen, the Force Code is mandatory. The acceptable parameters are either the Force Code (e.g. 07 for Cheshire) or ** for all forces.

Frequency

Run when required, for internal PNC Operations use.

May also be requested by forces.

Output

Retained internally as required.

Ad hoc request - sent electronically in CSV format with a semicolon (;) as separator.

3.40. VE503J - VEHICLES REPORT TYPES STATISTICS PRINTParameters

None.

ValueStatusDescription

This job provides statistics of all vehicle Report Types held on the Vehicles database.

Parameter Options

None.

Frequency

Quarterly, for PNC Operations use only.

Output

Printed output only, retained by Computer Operations.

Copy sent to BRM Team at Hendon.

Copy sent to Force/Station 02CC (5-17 Haverstock Hill, London, NW3 2BN).

3.41. VE511J - VEHICLE MAKE GROUPS PRINTParameters

None.

ValueStatusDescription

This job provides a list of vehicle makes which are in the same Make Group as each other, e.g. FORD(UK), FORD(EUROPE), FORD NEW HOLLAND, FORD(US/CAN/AUS) and FORDSON are in one group.

Parameter Options

None.

Frequency

Quarterly, for internal PNC Operations use.
May also be requested by forces.

Output

Quarterly file - retained by Computer Operations.
Ad hoc request - sent electronically; the data is presented in fixed width columns without a separator.

3.42. VE512J - VEHICLE MODEL GROUPS PRINTParameters

None.

ValueStatusDescription

This job provides a list of vehicle models which are in the same Model Group as each other, e.g. JAGUAR XJ6 2.8, XJ6 4.2, XJ6 DELUXE, XJ6 LWB etc are in one group.

Parameter Options

None.

Frequency

Quarterly, for internal PNC Operations use.
May also be requested by forces.

Output

Quarterly file - retained by Computer Operations.
Ad hoc request - sent electronically; the data is presented in fixed width columns without a separator.

3.43. VE560J - VEHICLES BLOCKED RECORD PRINTParameters

None.

ValueStatusDescription

This job is intended to be run once a year, producing a list of all BLOCKED records on the Vehicles database. It is available throughout the year for forces to request their own blocked vehicles, for auditing their locally held records; the earlier in the year this is done the more up to date the list will be.

Parameter Options

None.

Frequency

Annually in early January.

Output

Sent electronically; the data is presented in fixed width columns without a separator.

3.44. VE601J - VEHICLES BATCH UPDATEParameters**ENTER FILENAME FOR FILE TRANSFER**Value

<filename>

Status

Mandatory

Description

This job processes the input file from DVLA and updates the Vehicles database with details of all UK registered vehicles. The file contains details of New, Replacement, Cherished Transfers and Deleted vehicles.

Parameter Options**ENTER FILENAME FOR FILE TRANSFER**

This field contains the name of the file received from DVLA.

Input Media

Electronic file from DVLA.

Frequency

Tuesday to Saturday inclusive, on receipt of file from DVLA.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

If there are any reports, other than SEEN, associated with a vehicle record for which DVLA have sent a change to the keeper details, a report is sent to the owner of each report indicating that the registered keeper has changed since the report was created.

3.45. VE602J - VEHICLES REPORTS WEEDING/REMINDERSParameters

None.

ValueStatusDescription

This job generates reminders indicating that specific vehicle reports are about to be weeded from the system, and deletes those that are due for weeding.

For confirmed LOS reports, annual reminders will be generated until the reports are weeded, with the following text: LOST/STOLEN - ANNUAL REVIEW/REMINDER FOR YEAR n (where n is 1, 2, 3, 4 or 5).

Vehicle reports over a certain age that have already had the appropriate reminders sent out are deleted from the system.

Parameter Options

None.

Frequency

Once a week (Monday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

The job produces statistics detailing the number of confirmed and unconfirmed reports of each type owned by each force that have been weeded.

Reminders are produced for the following unconfirmed reports two weeks after their date of creation:

- Lost or Stolen (LOS)
- Information (INF)
- Removed (REM)
- Restricted (RES)
- Correction (COR)

Reminders are produced for the following confirmed reports four weeks before they are due to be weeded:

- Unpaired Lost or Stolen (LOS)
- Information (INF)
- Removed (REM)
- Restricted (RES)
- Correction (COR)
- Destroyed (DES)
- Action (ACT)

N.B. As the minimum lifetime of an ACT report is 2 days, reminders are not produced when the weed date is too soon to do so. The job will weed the ACT report during its first run after the weed date, which means that for short-term reports (of under 7 days) their lifetime will be between 1 and 7 days longer than the chosen weed date.

3.46. S.31(1) [REDACTED]

S.31(1)

[REDACTED]

3.47. VE604J - VEHICLES FOUND REPORTS PRINTParameters

None.

ValueStatusDescription

This job notifies owners of LOS reports that an associated FOU report has been inserted or subsequently deleted. It notifies owners of ACT reports that an associated REA report has been inserted or subsequently deleted.

It also identifies any records with LOS or ACT reports that have been subsequently scrapped, and generates a separate output for the owning force.

Parameter Options

None.

Frequency

Once a week (Monday).

Output

Split by force code and sent electronically in text based PDF format.

3.48. VE615J - REMOVAL OF LOS REPORTS FOR FAST-TRACK ANPRParameters**NUMBER OF DAYS**Value

Currently 90

Status

Mandatory

Description

This job reads the Vehicles file for all VRMs that are in the fast-track ANPR pool. It identifies those that are present because of the existence of an unpaired LOS report. If the LOS report is older than the number of days supplied by the parameter, it will remove the Vehicle from the ANPR pool provided that there is no other reason to keep it there (e.g. unpaired ACT report).

Parameter Options

Number of Days, which is currently set to 90 but can be modified upon user instruction.

Frequency

Once a week (Monday).



Appendix 1

AUTHORISED PERSONNEL FOR ALL PNC BATCH SERVICES FOR:

FORCE NAME:.....

FORCE NO:.....

Print Name and Position of Authorised Person	Email Address Email authority must have a secure email account, e.g. . PNN or .POLICE.UK	Contact telephone number of Authorised Person

Name of Countersigning PNC Liaison Officer/PNC Liaison Manager	Title & Rank	Email address & telephone number	Date

When completed please email to IT Now Service Desk [S.31\(1\)](#)

Please ensure a new authorised list is provided following any change in personnel.

Appendix 2

G = User Group Administration (Create Amend Delete)	ID = User ID Administration (Create Amend Delete) Requester can also add/remove User ID from a group.	R= User Password Resets Only

Security Administration Form Authorised personnel to carry out Administration tasks. Please complete in BLOCK CAPITALS Authorised Personnel must have secure email accounts, e.g. .PNN, .GSI.	Force: _____ Force No. _____

Name	Phone	Email Address for e-mail requests	Abilities (☒)		
			G	ID	R
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

When completed please email to IT Now Service Desk S.31(1)			
Name of Countersigning or PNC Liaison Officer or PNC Liaison Manager	Title & Rank	Email address & telephone number	Date

Appendix 3



Home Office

PNC Operations MLOG Request Form

Force Name:		Force Code:
Date for MLOG to be run	From:	To:
Search Parameters: Please refer to the PNC Manual, Chapter 7, section 2.20 .		
The turnaround time is calculated from the date the email request is received in accordance with the PNC SLA.		
MLOG Request Authority Required: Up to 15 months – PNC Signatory (there is no longer a requirement for an ACC's approval – see LOL 2016/018)		

Please state purpose:

Evidential: ☐ **Non Evidential:** ☐

MLog requests can be issued either in electronic or paper format.

YES ☐ **Electronic format****Statement Required:** **YES** ☐ **NO** ☐

The force receiving MLog data will be responsible for presenting the evidence at court. If a statement is required PNC Operations, Hendon Data Centre, will provide a statement to confirm the status of the PNC system at the time of running the report, i.e. PNC was working correctly at the time the MLog report was run. The force in receipt of the MLog would need to provide a statement of handling the evidential electronic copy if required by the court.

YES ☐ **Paper format****Statement Required:** **YES** ☐ **NO** ☐

Printed copies must be collected from Hendon Data Centre and PNC Operations, Hendon Data Centre will provide a statement for court if required.

Completed form to be emailed to: **S.31(1)**

Please ensure this form is completed correctly before submission to avoid delay as incomplete forms will be returned.

CHAPTER 8 - NAMES INTRODUCTION

1. OVERVIEW OF THE NAMES APPLICATION

The PNC Names application provides a comprehensive source of information for the Criminal Justice System in all parts of the British Isles except the Republic of Ireland. Major developments and minor enhancements have been, and will continue to be, implemented on a regular basis. In more recent years these have included interfaces to related external systems, such as the biometrics platform IDENT1.

The major milestones have been as follows:

- 1977 Criminal Names file introduced. Wanted/Missing Persons (1978) and Disqualified Drivers (1980) were subsequently introduced as separate files.
- 1985 Criminal Histories data added to the Criminal Names file, showing the three most recent convictions.
- 1991 All PNC Names files merged into a single, composite PNC Names database.
- 1995 Implementation of the Phoenix project. The two main effects were that forces took over the bulk updating of PNC from NIS, and considerably enhanced details were computerised for the first time.
- 1998 QUEST descriptive search tool introduced.
- 2000 National Automated Fingerprint Identification System (NAFIS) launched in England & Wales. This included an interface to the PNC Names file to keep updates automatically in step. In 2005 NAFIS was renamed IDENT1, a wider biometrics platform including palm prints. The Scottish fingerprint database was incorporated in 2006, and the Northern Ireland fingerprint database in 2013.
- 2001 Link established between National DNA Database and PNC Names file.
- 2002 Drivers Licence file, based on a copy of DVLA data, made available for enquiry through PNC.
- 2003 ViSOR launched, specialist database of detailed records on violent and sexual offenders.
- 2004 Bichard Inquiry Report published. Two of its main recommendations were the development of a national intelligence system and the transfer of responsibility in England & Wales from the Police Service to the Courts Service for the input of court results on PNC.
- 2005 Impact Nominal Index introduced, the first phase of the national intelligence system.
- 2007 National Firearms Licencing Management System launched, including an interface to PNC Names.
- 2008 Courts in early "Bichard 7" adopter forces started to update PNC with court results.
- 2010 PNC Services took over responsibility for management of the Microfiche Library.
- 2013 PSNI Link Project, to share historical and new Criminal Record and Fingerprint data with PNC/IDENT1.
- 2015 PNC linked to Schengen Information System (SISII) to share alerts with other European states. This access was withdrawn on 31 December 2020 when the Brexit transition period ended.
- 2016 European Fingerprint records associated with SISII alerts incorporated into IDENT1.

2017 Operational Information created for ORDERS & LOCATE/INFO data previously held under WM

The most significant change occurred when the Phoenix project came to fruition on 22 May 1995. The record keeping function of the National Identification Service (NIS) was largely replaced, with forces then becoming responsible for the entry and maintenance of information relating to arrests and to Court results. It became possible to record a much wider variety of descriptive and personal information.

The remaining national record keeping services provided by NIS have either ceased or been contracted out, primarily to the Metropolitan Police Shared Support Services (SSS). See [section 2](#) of this chapter for further details.

The offences entered onto PNC Names are recordable offences only, together with any other non-recordable offences in the same proceedings. From 1st April 1997 the scope of offences was increased to include some additional minor offences, the recording of which is necessary for police purposes.

The ability to search the Names database by parameters other than name or number, such as description, offence type, home address or other location, was made available from 1998 using QUEST.

As a consequence of the Phoenix project there is an option for forces to install a link between a local system and the PNC, known as a Phoenix Force Interface (PFI). By updating the local system with compatible data forces can send that information directly to the national Names file and avoid 'double keying'. Examples of PFI systems include the Scottish Criminal History System, NSPIS Custody and Niche. The precise details of the update facilities available through these PFIs cannot be described here, as they are highly dependent on the local system and the individual implementation. Even where this is comprehensive it is still necessary for some updates to be carried out via DCTs or SRG terminals.

It should be noted that PFI updates are not instantaneous; there is a delay between the update of the local system and the extraction of the data for transmission, a delay for transmission, and a delay for applying the updates received by PNC. However, as a result of PFI modernisation in 2013, the process is close to real-time and PNC updates should occur within 5 minutes. This must be borne in mind when a record created or amended over this type of interface is to be subsequently accessed or amended via a DCT or SRG terminal.

The quantity, timeliness and quality of information are essential to the success of PNC Names and QUEST. PNC is the definitive national record of convictions, and individual forces are responsible for the accuracy of their entries into that record. Proper quality control procedures must be instituted, and access to update facilities must be controlled. The output from the daily activity file (DAF) is an important facility for checking the quality, timeliness and validity of updates.

Issues in relation to data quality and compliance are described in the following documents:

- *Phoenix Data Quality*, published by the Police Research Group in 1998
- *PNC Compliance Strategy*, published in the ACPO Information Management Strategy in 2000
- *On the Record*, published by HMIC in 2000
- *PNC Data Quality and Timeliness*, published by HMIC in 2001
- *PNC Data Quality and Timeliness – 2nd Report on the Inspection*, published by HMIC in 2002
- *The Statutory Code of Practice for PNC*, effective from January 2005

PNC Names is a very valuable operational tool with intelligence and investigative capabilities. It will only be successful if accurate and complete information is collected at the time of arrest and entered onto the Names database. Many data items are described as optional. This should not be taken to indicate that there is no need to collect that information. The term 'optional' indicates that, technically, it is possible to create a record without that information. If only the mandatory items are collected and entered then the potential of Phoenix as an aid to operational policing will be reduced.

A record can be created for a number of reasons, including:

- A person who is the subject of a record originally created and held at the NIS.
- A person who has been arrested, charged or reported for summons for the commission of, or involvement in, a recordable offence.
- A person who is wanted for committing a specific offence.
- A person who is wanted for the non-payment of fines imposed by a Court.
- A person who has failed to appear at a Court in answer to a charge made against them.
- A person who has been excluded from entering certain establishments (e.g. football grounds, licensed premises etc) by a Court.
- A person who has been reported missing or has been found.
- A person who has absconded from, or who is subject to recall to, a detention centre, a prison, youth custody or a remand centre etc.
- A person who has deserted from the Armed Forces.
- A person whose whereabouts are sought for other police purposes, e.g. as a witness to an incident.
- A person who has been disqualified from driving a motor vehicle on a road by a Court.
- A person who is subject of a particular type of Court Order.
- A person who has an entry on the National Firearms Licensing Management System.

All the instances mentioned fall into one of the five categories below, which are further explained fully within this manual. At least one of these elements must be present for a record to exist:

- Offence Processing (dependent upon the Back Record Conversion programme)
- Wanted/Missing
- Disqualified Driver
- Firearms Certificate Holder
- Operational Information

Fingerprints should support any record with an Offence Processing element. Once taken, fingerprints are used to confirm the identity of the subject of a record against fingerprints previously obtained. Records may exist on the PNC without fingerprint support but it then becomes very difficult to prove a person's identity or conviction to the satisfaction of the Court without them.

Equally, if records are not supported by fingerprints, the result can be duplicate records existing for the same person. This is particularly a problem when subjects are added to the application with Wanted, Missing or Disqualified Driver elements, for which there may be no power to obtain fingerprints.

2. OVERVIEW OF NATIONAL RECORD KEEPING FUNCTIONS

2.1. Introduction

This section provides a summary of national record keeping functions that were previously carried out by the National Identification Service (NIS). Except where stated these are now carried out by the Metropolitan Police SSS.

2.2. Fingerprints

Home Office (Identification) - formerly the National Fingerprint Office within NIS - holds fingerprints up to the time that IDENT1 was implemented and also keeps a statistical record of fingerprints that have been rejected as sub-standard.

A register on the PNC provides a record of both existing and deleted CRO and PNCID numbers. The manual NIS fingerprint register has been retained but is no longer updated.

2.3. Microfiche Record Library

A microfiche library of some 5 million records is archived at the Hendon Data Centre. The need for microfiche records will be dependent upon the extent of Back Record Conversion (BRC). The microfiche are available on demand to supplement the information provided on the Names database, and must be requested on form MAR5 via the nominated force email address via

S.31(1) Until March 2011 a fee was payable for each microfiche provided, but this no longer applies (see PNC L/O Letter 2011/042 for further details).

A limited support service to the library, such as despatch, error correction and problem solving is available to support individual force needs. This operates 0800-1600 on Mondays to Fridays only, excluding bank holidays.

Subject to the proper procedures being followed, i.e. completed MAR5 form from an authorised signatory being emailed in advance, urgent microfiche requests can be accommodated. This can either be a telephone request for the microfiche to be emailed within an hour or, exceptionally and at the discretion of the Library Supervisor, the microfiche content to be provided by phone (see PNC L/O Letter 2010/030).

Forces are responsible for the Back Record Conversion of records when they come to notice. Similarly if the Disclosure Services (DBS, Disclosure Scotland and Access NI) get a match on a record in need of back record conversion, they will initiate the BRC procedure. ACRO will carry out the required BRC on their behalf. The email address for this purpose is S.31(1) To back record convert a record fully the data must still be obtained from the Microfiche Library, either by ACRO or forces.

2.4. Subject Access

ACRO provides a nationwide service for persons requiring subject access to personal data held on the Police National Computer under Data Protection legislation. Enquiries by police forces may be sent to S.31(1)

2.5. Maintenance of Records by Data Assurance and Reconciliations Team

There are instances where the contents of a file are called into question, i.e. suspected incorrect data, which is either removed, altered, or proved correct, and force access levels do not permit them to update the record. This work is carried out by the Data Assurance and Reconciliations Team. They also take action where the merger (makeover) of two or more records cannot be achieved at force level because of multi-ownership of records; amendments to PNC filenames (see PNC L/O Letter 2021/027) and other NASCH factors; gender reassigned; other specialist functions (see PNC L/O Letter 2012/060).

If, as part of the update action, a Names record which may be identical is found, the record should bear an Internal Cross-Reference of MAY BE IDENTICAL TO cross-referring both records.

2.6. Foreign Conviction Information

When forces and courts create or update PNC records for foreign nationals who have been convicted of recordable offences in England and Wales, DAF prints are generated. These are forwarded to the ACRO for processing. They will transmit all convictions which pass a risk assessment process to the country of nationality of the convicted person. Convictions of foreign nationals are transmitted with fingerprints when they are available and there is an agreement with the country to do so. In order for this process to work effectively forces must ensure that the NATIONALITY field on the person's PNC record is filled in with the correct country of nationality. Convictions of foreign nationals convicted in Scotland or Northern Ireland are notified to ACRO via a spreadsheet and are then dealt with as for England and Wales convictions for foreign nationals.

ACRO receives foreign convictions of UK nationals convicted overseas. This is achieved through EU Framework Decision 2009/315/JHA and the Interpol protocols. All convictions are updated on the PNC where an equivalent, recordable offence under England and Wales legislation can be identified. These can be recognised by the FR/qualifier preceding the offence title. Where a subject is identified as having a connection to either Scotland or Northern Ireland, information on the conviction will be transmitted to the appropriate authority (Police Scotland or PSNI respectively).

Police officers and other law enforcement officers can make requests through ACRO to check for foreign conviction information for persons subject to criminal proceedings in the UK. Where foreign convictions are received ACRO will assess them, and update the PNC with the most serious ones as determined by the Home Office Serious Offences List (HOSOL). Again these can be recognised by the FR/qualifier preceding the offence title.

All foreign convictions received by ACRO are made available to the requesting officer for the criminal proceedings for which the request was made. For convictions from EU countries, this is the only purpose for which the information may be used. Similarly, for convictions disclosed by non-EU

countries, only those appearing on HOSOL may be added to PNC. In addition, those non-EU convictions not input to PNC may instead be recorded on force intelligence systems and used for other purposes (see PNC L/O Letter 2015/021, which also contains the current version of HOSOL). It should be noted that forces themselves **must not** add any foreign conviction data they receive from ACRO to the PNC as this would be in breach of the EU Framework Decision and Home Office advice (see PNC L/O Letter 2010/067), except as part of the BRC process.

Since the implementation of the Coroners and Justice Act 2009 on 15 August 2010, foreign convictions for defendants, victims and witnesses may be taken into consideration in certain circumstances during criminal proceedings in the UK, in the same manner as domestic convictions.

2.7. Deportation

Persons deported from this country fall into two distinct categories, i.e. those against whom an official Home Office Deportation Order has been made and those who voluntarily agree to leave the country.

2.7.1. Home Office Deportees

In more serious cases (not necessarily criminal), the Home Office may issue an Executive Deportation Order, which makes the subject liable to arrest if found in the UK. In these cases the Information Marker DEPORTEE OR ERS is added to any existing PNC record by UK Visas & Immigration.

Before any arrest is made as a result of the DEPORTEE OR ERS Information Marker, enquiries with the Overseas Visitors Registration Office **must** be made to ensure that it is still valid. Revocation requires Home Office sanction, therefore early consultation with the local Immigration Office is strongly recommended when dealing with such a person.

2.7.2. Others

Aliens arrested for recordable offences (including Asylum & Immigration Act 1996 offences) may be prosecuted in the normal manner or returned to their own country prior to a court appearance.

Where the decision to prosecute is made, the decision of the court will be entered in the normal manner onto the PNC, including any recommendation for deportation.

If, as a result of the recommendation of the court, the Home Office issues an Executive Deportation Order, UK Visas & Immigration will be notified and the action specified above at [section 2.7.1](#) will be carried out. The fact that the subject of a criminal record has been deported from another country is generally no more than useful antecedent history. This information may be added to a record at the Record Other Details screen (see [Chapter 11, section 47](#)).

2.8. Extradition

In England, Wales, the Channel Islands and the Isle of Man, extradition proceedings are commenced at Central London Magistrates' Court by the arresting force, and PNC entries are made and managed by that force. For arrests in Scotland the subject should be shown as appearing at Edinburgh Sheriff Court, and in Northern Ireland at Belfast Magistrates' Court.

2.9. Prison Information

Prisoners released after serving part of their sentence are issued with documentation detailing conditions of early release and a copy of this information is sent by the prison, where the prisoner was released from, to Metropolitan Police SSS for update on PNC. Forces are entitled to update this information if local arrangements are in place.

If there is a local necessity to add release details to PNC as a matter of urgency the force should do so. If there is no perceived urgency, SSS will add the details to PNC upon receipt.

2.10. Phoenix Update

Details of persons who have been made subject of the Prevention of Terrorism Act 1996 are notified to SSS from the National Joint Unit of Special Branch. An EXCLUSION WM report is entered using the Fce/Stn code 65JU where appropriate.

These reports have an unlimited weed date, but can be reviewed by the Home Office. Orders applicable to the Channel Islands are subject to a three-year weed, entered in the Locate/Trace category and are pertinent to the Islands only.

Persons released on parole from penal establishments before the expiry of their full sentence are released on an order issued by the Secretary of State. Should this order be withdrawn, a Recall to Prison order is issued and a copy of the order is immediately passed to SSS, who are responsible for updating the PNC and instigating enquiries to have the subject arrested. They also process the documentation following notification of arrest. A RECALL WM report will be added to the PNC using the Fce/Stn code 02RC where appropriate. Recalls to Scottish prisons are added by Police Scotland.

Where an address for the subject is quoted a message will be generated from the Metropolitan Police to the Home Force, requesting enquiries.

If the subject is not arrested within 14 days the case will be published in the Police Gazette.

2.11. Police Gazette

The publication of Police Gazette is undertaken by the College of Policing. All references to cases will be entered onto the Police Circulation element of the relevant Names record.

2.12. National Method Index

The National Method Index, based at New Scotland Yard, collated information regarding persons convicted of offences where the method of operation in the commission of the offence was unusual or distinctive. The National Method Index closed in March 2006. MO Information Markers shown on PNC records are still live at this time but no action should be taken.

2.13. Liaison and Management Co-Ordination

The Metropolitan Police SSS provides a liaison and co-ordinating role to deal with difficulties that occurred after the introduction of computerised records on the PNC. During office hours contact S.40(2) or email S.31(1)

2.14. Terrorism Cases

The advice of Special Branch **must** always be sought at the earliest possible stage of an arrest with terrorist connotations. While all charges, whether terrorist or otherwise, may be dealt with in the normal manner, the update of PNC in cases which involve arrest initially under the Prevention of Terrorism Act (POT) will be dealt with by the Office of Security and Counter Terrorism on instruction from the National Joint Unit (NJU) at New Scotland Yard. If normal charge procedures are subsequently commenced, the force dealing will add the Arrest/Summons report to the record in the normal way. The review/deletion of cases under POT procedures are the responsibility of the NJU.

2.15. Manual Weeding of Records

Data Assurance and Reconciliations Team will undertake to weed records on behalf of forces if the record falls into one of the following categories:

1. It is an Exceptional case as defined by the Retention Guidelines for Nominal Records held on the PNC and the request has been considered by the ACRO Exceptional Case Officer, who has allocated a reference number.
2. It has been authorised by a Chief Constable to be deleted.
3. There is one minor unresulted conviction on the record, which has been there for a considerable time without being resulted.
4. An administrative error has occurred, e.g. a conviction has been shown in error when it was quashed or discharged prior to the Retention Guidelines coming into place on 1st April 2006 and under normal circumstances would have been deleted.

Records will not be deleted under any other circumstances.

3. IDENT1 (FORMERLY NAFIS)

All forces in England, Wales, Scotland and Northern Ireland are connected to the IDENT1 system. Fingerprints are scanned into IDENT1, either in paper format or electronically (via Livescan).

If the demographics received from PNC contain a CRO Number, the images are sent to the Bureau and displayed on the screen so that two Fingerprint Officers can compare this set against the set that was scanned in. If they are the same, the record is closed out onto the IDENT1 database and a Confirm message is sent to PNC, which updates the related Arrest record.

If the fingerprint images are different or the message from PNC doesn't contain a CRO Number, a search of the IDENT1 database is made. If a match is found those fingerprints are added to the record and a Confirm message is sent to PNC as above.

If no match is found a CRO Number will be issued to the newly created record, though if the fingerprints are of poor quality or administration information is incorrect the fingerprints can be rejected.

4. POLICE SERVICE OF NORTHERN IRELAND

In 2011 national stakeholders agreed that it would be beneficial for all UK police forces and law enforcement agencies to be able to access criminal history and fingerprint records held by the Police Service of Northern Ireland. Prior to this, PSNI had used PNC selectively to record the more serious offences committed by people in Northern Ireland.

Between 2012 and 2014 the Home Office funded PSNI Link Project set up the PSNI link with IDENT1 and conducted a back record conversion exercise to migrate approximately 240,000 person records and 740,000 cases onto PNC.

It should be noted that all these BRC'd cases contain 2013 or 2014 Arrest/Summons numbers irrespective of when the arrest took place, and a Process Stage of CHARGED; the records contain limited nominal and descriptive information; the Originator, Owner and Offence Location fields contain Force/Station Code 98XX.

The following L/O Letters provide further information about the PSNI Link Project:

2012/071 - project background and link to IDENT1

2013/063 - interim progress and PNC screen shots

2014/023 - business as usual phase

2014/043 - residual issues

2015/018 - Non-Court Disposals: Exhausted Date; impact on ViSOR, NSPIS; Disclosure Agencies

2015/073 - Non-Court Disposals: Exhausted Date

2015/080 - Non-Court Disposals: BRC of 50,000 Cautions into correct NCD code

NOTES

CHAPTER 9 – HELP FACILITIES

Several types of online help are available on the PNC. Additionally, a document known as the *Names Data Definitions* is a valuable source of reference when using the PNC Names application. A similar document known as the *Vehicles Data Definitions* is also available. These are explained in the following paragraphs.

1. HELP FIELD

On most PNC screens, a 4-character 'HELP' field appears on the bottom line near the centre. This field requires input of either a 4-character Force/Station code or a Force code preceded by 'F', e.g. 13DC or F45.

On pressing 'SEND', the relevant screen will be displayed, showing details of addresses and telephone numbers for the Station or Force. This is particularly useful where a code appears on a report, as contact may be made with the report owner without having to abandon the current transaction.

2. HELP SCREENS

Help screens are attached to each field on PNC applications. Their function is to assist an operator by describing the field and what the required input is. In some instances there may be assistance provided on how to deal with any errors that may have resulted from incorrectly entered data. Help screens are displayed by input of '?' in the first character position of the required field and pressing 'SEND'.

Pressing 'SEND' again will clear the Help screen.

3. HELP TABLES

On some Help screens, extra help is available in the form of tables that contain all the possible options for input to that field. The Help screen is accessed in the same manner as described above. When the Help screen is displayed access to information to populate the specific field becomes available. Most tables supporting Help screens are text accessed in one of two ways:

- By entering the first characters of the required input. *'COM' would output 'COMMUNITY REHABILITATION ORDER' on the Disposal Type help screen. If '*' is input in this case, a full list will be displayed.*
- A text string which may occur anywhere in the list. *'UNI' would output 'UNITED STATES' and 'TUNISIA' on the Nationality Table. Input of '*' in this case is not permitted.*

Operators must be aware which type of field is in use in a particular help table in order to find the relevant entry (e.g. in relation to the Method Keywording Help table for VICTIM, input is either of the above. Input of 'ELDERLY' in the 'First Characters' field will produce 'NO MATCHING VALUES', but input of the same detail as a 'Text String' will produce all entries containing 'ELDERLY', 'MALE ELDERLY' and 'FEMALE ELDERLY'.)

Several Help tables contain lists that continue over a number of pages and some have "levels" which give further detail of abbreviated entries. In these cases, the following may be input in the first character position:

- '+' If more than one page exists, this character will move to the next page. This is the default. Pressing SEND will advance one page.
- '-' May be input to return to the previous page. This is only valid after the '+' has been used.
- 'Q' Quits to a previous level or, if only one level exists, returns to the main Help screen.

- 'A' Abandons Help and returns to the input field.
- 'X' Used to mark any line, which will result either in moving to the next level or, where no further level exists, quitting Help and copying the marked entry to the input field.

As well as accessing the Help tables by the method described above, they can be reached by using the transaction codes #QO or #QN and specifying the table to view. Navigation around tables is as already described.

4. DATA DEFINITIONS

The document entitled *Phoenix System Data Definitions*, referred to as *Names Data Definitions* in this manual, is a comprehensive guide to the valid entries and their interpretation for every field that can be updated or displayed within the PNC Names application. It is maintained by PNC Operations and issued to customers on a periodic basis.

The Names Data Definitions may be particularly useful in the following circumstances:

- for additional detail when the Manual is restricted by space considerations
- for the most up to date source of entries in important fields such as MO keywords and Occupations (including those which were Notifiable – see [Chapter 11, section 44](#))
- to answer complex questions relating to areas such as offence processing and disposals
- when designing or developing interfaces between local systems and the PNC
- to provide advance information about future projects (note that the Names Data Definitions are updated when an entry becomes valid within development software, even if the entry or facility is switched off on the LIVE system)

The Vehicles Data Definitions document provides a similar guide to the format and valid content of data items which may be found in PNC vehicle records. It is not routinely issued externally, but is available on request via the ITNow Service Desk.

NOTES

CHAPTER 10 – HISTORICAL BACKGROUND TO RECORD KEEPING

1. INTRODUCTION

Many of the records held on the PNC were originally created and maintained manually at the National Identification Service (NIS) from source documents submitted by forces. Approximately 20% of the 5 million manual records have not yet been back record converted onto PNC and there are occasions where the archived manual records will have to be examined:

- To obtain full conviction information. All manually held records have a nominal entry on PNC but PNC does not hold all information on convictions for all records. The status of a particular record can be determined by examination of the AM page where BRC status is recorded.
- For serious offences to access historical intelligence.

In order to obtain full value from any such examination the reader should be aware of how the source papers were processed and this section seeks to provide an insight into the practices and procedures employed by the NIS.

The NIS was the central registry of persons convicted and/or awaiting trial for any REPORTABLE offence, i.e. one designated as suitable for central recording by ACPO (in consultation with the Home Office).

Records were kept in paper form at the Criminal Record Office (CRO), New Scotland Yard, backed by the fingerprint department of the Metropolitan Police.

In 1980 the records and fingerprints department merged in situ to form the centrally funded NIB (National Identification Bureau) which later became NIS. All the paper files were microfilmed and stored in transparent plastic envelopes known as microfiche “jackets”.

Each row was designated to hold specific data usually recorded on special forms, discussed in detail below. The first row held details of the arrest/reporting for summons of a person, for a reportable offence. This row was usually made up of copies of the form NIB74A.

The second row contained details of case results, which were usually obtained from forms NIB74B and should have corresponded to the documents and case information held on the first row.

The third row was utilised to hold useful antecedent information about the person (e.g. which schools they attended, what employment they were in and/or whom they lived with etc). This was normally recorded on the form NIB74C.

The fourth and fifth rows were used to store any other additional, miscellaneous information known about the person (e.g. Prison forms 99 regarding release from a prison etc).

While the “updateable” microfilm jackets themselves always remained within the NIS, non-updateable copies (diazos) were produced easily and sent to any authorised user on request, e.g. a force records department.

Names and basic descriptive details of all subjects were held on the PNC, together with brief conviction/impending prosecution histories of those convicted after 1980. This information can still be accessed where a record has not been the subject of BRC - see [Chapter 8, section 2.3](#) for details of the current procedure. A copy of the microfiche details will be sent by email.

2. PROCEDURES

In order to ensure source data came from authorised users, NIS only processed documents received on the specially designed forms NIB74A-G series. These are discussed in detail below.

2.1 NIB74A

When a person was reported for summons or charged with a reportable offence, the force dealing with that person notified the NIS using the form NIB74A (or its own equivalent form), which held descriptive details of the subject and details of the offence for which they were being reported. This form was usually accompanied by a set of fingerprints.

NIB74A forms received at the NIS fell into two distinct categories:

- those referring to people who already had reports recorded against them (recidivists)
- those who did not (first cases)

While both types were used to create a PNC Impending Prosecution (Conviction Standard only), it was the descriptive data taken from the first case NIB74As that was used to form the basis of the subject's PNC nominal record. Subsequent NIB74As (recidivists) only instigated amendments to the record.

The NIB74A and fingerprints were examined and if of a good enough standard they were processed at the NIS. Those that fell short of the required standard were returned to the originating force with a covering letter explaining the reason for the rejection.

If as a result of fingerprint analysis by the NIS it was discovered that a subject already had a record under another name, the force concerned was informed of the true identity and the new "false" name was then added to the record as an alias.

If the subject was not identified as a recidivist a new record was created and allocated a unique NIS (CRO) reference number to which all future updates/enquiries were addressed.

This unique reference number existed in one of two forms:

- Full NIS (CRO) number, used on records supported by fingerprints (still used)

It consisted of a sequential number up to 6 digits in length (leading zeros being omitted), followed by an oblique, then a year element relative to the year when the record was created. The final character was a computer generated check character, e.g. 123456/93Z.

- SF NIS (CRO), allocated where no supporting fingerprints were held (no longer used)

It consisted of the letters SF followed by a year element relative to the date the record was created, an oblique, then a sequential number of up to 6 digits (leading zeros being omitted) and the final check character, e.g. SF68/654321F.

2.2 Makeovers

Whenever it came to notice that a person had been allocated two NIS (CRO) reference numbers, the records were merged (this process is also known as a Makeover) as follows:

- I. NIS (CRO) and NIS (CRO): merged under the earlier number
- II. SF and SF: merged under the earlier number
- III. SF and NIS (CRO): merged under the NIS (CRO) number

Cases as at I) were always initiated by the fingerprint section of the NIS and those at II) and III) usually by the force having personal knowledge of the subject.

The NIS did not automatically make over all SF suggested merges and if any doubt existed about the suggested make over (i.e. a variation in colour or sex) the forms were returned to the force with copies of both microfiche records and a request to confirm.

The NIS did not request force confirmation in those cases where identity was supported by unique data such as a crime reference number.

Where an existing SF number was made over to a full NIS (CRO) record, but the case was not proceeded with or the subject was acquitted and the fingerprints destroyed, then the original SF record was reinstated.

2.3 NIB74B

Initially attached to the NIB74A was a form NIB74B containing a copy of the descriptive/offence data shown on the NIB74A and space on the reverse for details of the case disposal to be reported. This document was returned to the originating force confirming identity and also acting as a vehicle to report the disposal in due course.

Upon return of the completed NIB74B, the form was added to the subject's microfiche record and, if the record was of Conviction Standard, the disposal details were entered onto the PNC.

Care was exercised to try to ensure that offences and sentences corresponded and made a logical and complete addition to the file.

Due to limitations imposed by the PNC prior to the computerisation of NIS records, only results that were clearly convictions could be shown, and others had to be dealt with in one of the following ways:

- a) Destroy all PNC, fingerprint and microfiche reference to the subject (e.g. first case acquittals etc.)
- b) Destroy all PNC and fingerprint reference to the particular offence, but keep copies of the related NIB74s on microfiche marked "NOT TO BE CITED AS A CONVICTION" (e.g. recidivist acquittals etc.)
- c) Remove the associated Impending Prosecution on the PNC and enter a "Refer to File" marker (first case adjourned sine die etc.)

Occasionally Courts (especially Magistrates Courts) exceeded their legally permitted powers when sentencing offenders, e.g. too many hours community service. Provided it was not a gross error, the NIS policy was to record results as seen.

2.4 NIB74C

The form NIB74C (antecedent history) usually accompanied the NIB74A to the NIS. This form was added to the microfiche record only.

2.5 NIB74D

Used to add or amend data on subjects that were not currently being processed via forms NIB74A/B.

2.6 NIB74E

The form NIB74E was an internal NIS form used to consolidate previous convictions into a concise chronological list.

2.7 NIB74F

The NIB74F form was an aide memoire giving instructions for completion of the NIB74 series of forms.

2.8 NIB74G

This form was a notice used by the Central Court of Criminal Appeal to notify the NIS of successful appeals.

2.9 Prison Release Forms (Form 99)

Until October 1992, when a person was released from prison following a conviction for a reportable offence, brief details were submitted to the NIS on Form 99, together with fingerprints taken whilst in prison.

The form was added to the subject's existing microfiche record or, where no record existed, used as a source document to create a new NIS record. If no police report of the sentence was found, a copy of the form 99 was sent to the force concerned with a request that completed forms NIB74A/B be submitted.

As from October 1992 prisons took and sent copies of fingerprints to the NIS on reception into prison following conviction for ANY criminal offence.

On release from prison, a copy of the subject's "Release Papers" were sent to the NIS for addition to the subject's record in order to create a central record of persons "At Risk" under sections 32-51 of the Criminal Justice Act 1991. This work is now undertaken by the Metropolitan Police SSS.

2.10 Foreign Nationals

Under international agreement the NIS were obliged to supply the police authorities of any ICPO-affiliated country with a copy set of fingerprints of any one of their nationals convicted for the first time, within the UK, of a recordable offence. As part of this agreement NIS also created/updated files of UK subjects convicted of recordable offences in member-state countries. See [Chapter 8, section 2.6](#) for details of how this work is handled now.

2.11 Method Index

This section of the NIS was involved in the collation of information regarding the methods employed by offenders to commit crimes of a serious nature or unusual modus operandi. The information used to be obtained from the NIB74A, and was latterly collated from daily printouts from PNC of crimes that were of interest to the Method Index. This information was entered into a local computer, which was used in the speculative searching of those records contained in its database. The Method Index closed in March 2006.

2.12 Back Record Conversion

Considerable amounts of data are still held on the microfiche of persons who first came to notice before the computerisation of the NIS records. Ideally, all this data should be “converted” to the PNC, but cost constraints dictate that a more structured as-and-when-necessary approach be adopted.

A daily list is printed for PNC Operations showing records updated by forces which have not been BRC'd. If BRC is being undertaken note that **all** A/S entries must be BRC'd and not just the most recent one, otherwise the Disclosure and Barring Service will not be aware of the subject's full conviction history.

Particular care must be taken in respect of Scottish offences due to the different weeding criteria that apply (see PNC L/O Letter 2015/047 and the attachments to PNC L/O Letter 2010/087).

NOTES

CHAPTER 11 - THE NOMINAL ELEMENT

1. INTRODUCTION

Each record held on this application relates to one person and will contain any one or a combination of the following elements:

- Offence Processing (Criminal Record)
- Wanted/Missing
- Operational Information
- Disqualified Driver
- Firearms Certificate

Names are not held on the system unless they fall into at least one of the above categories. With each of these categories the record will contain some Nominal data, such as:

- the search factors (name, date of birth, sex, colour, height)
- other details which might aid identification, refer to the sources of information or warn of potentially dangerous characteristics
- references such as a system generated Police National Computer Identity number (PNCID), a Driver Vehicle Licensing Agency (DVLA) Driver number and a Criminal Records Office (CRO) number, if applicable.

Forces are responsible for the management of all aspects of nominal records. They should set any authority requirements (e.g. for the addition of Wanted reports, Operational Information reports, Warning Signals etc.) at an appropriate level to ensure that only those circulations deemed suitable for the national system are authorised.

This chapter will discuss how to enquire on the Names application, how to interpret information and maintain the Nominal data.

2. NAMES ENQUIRY TRANSACTIONS

2.1 Standard Names Enquiry (#NE)

The most common way of carrying out an enquiry in the Names application is to use the transaction code #NE. This enquiry can be made by using either formatted or unformatted screens. Both methods are described below. A search of the application can be carried out using a Name along with, where known, a Date of Birth, the Sex, Colour and Height of the subject (these items are collectively referred to as NASCH factors), or a permitted reference number. When a Name is used to search the Names application, the Names matching system is employed to produce a response. It is important to understand how the names matching system works if successful use is to be made of this application (see [Chapter 20](#)).

2.2 Other Names Enquiry Codes

In addition to #NE, there are several other ways of enquiring on a Names record. One of these is #NU (Names Update), which allows the operator to view one or more possible records in the same way as #NE, prior to deciding which to update (see [section 32](#)). The input may be NASCH factors, PNCID or CRO Number. The other codes are described briefly below.

Searches on NASCH factors or PNCID or CRO Number:

#NX - Government Department Enquiry. This transaction was originally designed for HMRC, and is now available to other authorised organisations such as CPS and the Prison Service. It returns records that contain any of the following: Impending Prosecution, Guilty Court Conviction, WM report, OI report, BRC status of N, indicating a convictions history exists on microfiche.

#LE - Step Down Enquiry. This transaction allows a Names enquiry but withholds conviction data which has been stepped down according to the national Retention Guidelines.

#LF, #LG, #LH - Names Enquiry for non-police organisations. In most respects these transactions work the same way as #NE, except with restrictions to view only the sections of the record relevant to the organisation's area of business. The details of the information provided by each transaction are shown in the table below.

INFORMATION	PAGE CODE	TRANSACTION		
		#LF	#LG	#LH
Nominal Details	NS	YES	YES	YES
Current Bail Conditions	BC	NO	YES	NO
Wanted/Missing	WM	YES	YES	NO
Operational Information	OI	YES	YES	NO
Arrest/Summons	AS	NO	YES *	YES *
Impending Prosecutions	IP	NO	YES *	YES *
Disposals Summary	DS	YES	YES	YES
Warning Signals	WS	NO	YES	NO
Aliases	AL	YES	YES	YES
Nicknames	NK	YES	YES	YES
Alias Dates of Birth	AB	YES	YES	YES
Description	DE	NO	NO	YES
Marks and Scars	MS	NO	NO	YES
Addresses	AD	YES *	YES *	NO
Occupations	OC	NO	YES	YES
Disposals History	DH	YES *	NO	NO
Custody History	CU	NO	YES *	NO
Administrative Information	AM	YES	YES	YES

* indicates access is restricted to summary information only, and drill-down to detailed information is denied. The AS Page is an exception, in that drill-down is permitted for the Arrest/Summons and denied only for Offences and Remands.

Search on NASC factors or PNCID or Driver Number:

#NQ - Cut Down Enquiry. This transaction is intended for use on mobile data terminals. It displays the information deemed most important operationally, such as Wanted/Missing reports, Warning Signals and Bail Conditions, and withholds less urgent data such as Arrest/Summons reports. Based on the codes listed in [section 7.3](#), #NQ displays WS, WM, OI, BC, DD, FC, MS, IM, IX, DE.

#NQ excludes AS, IP, DNA, DH, AL, NK, AB, AD (except Home Address), PH, LX, CH, OD, AM.

Search on NASCH factors or PNCID or Driver Number:

#NY - DVLA Enquiry. This transaction allows DVLA to enquire on persons with one or more DD reports.

Searches on NASCH factors only:

#NH - High Volume Enquiry (see [section 6.5](#)).

#NO - WM/DD Enquiry. This transaction may be used if the operator is interested only in records with a Wanted/Missing or Disqualified Driver element, or as a way to reduce the number of possibles after a #NE transaction has returned more than 50. Its output comprises the same as the #NE transaction.

#NZ - Government Department Enquiry. This transaction returns records that contain any of the following: Arrest/Summons report, CRO Number, WM report, OI report. Records with only DD or FCH elements will not be returned.

#DN - Simultaneous Drivers and Names Enquiry (see [section 30](#)).

#LH, #NY and #NZ do not permit the operator to view the WM or OI sections.

3. FORMATTED ENQUIRY

To carry out a transaction using the format, the first three fields of the data screen (i.e. Transaction Code, Originator and Reason Code) must be completed. (Full instructions for these elements are contained in [Chapter 1, section 7](#)). The relevant format is then produced for completion. The opportunity is given to enter a name, together with other optional descriptive details if known, or a permitted reference number.

4. SEARCH FACTORS

4.1 Name

All persons recorded on the PNC Names application are identified primarily by their names. This field **must** be completed, unless the number field is being used. The minimum input in this field is 2 characters (including the oblique stroke) and the maximum 54 characters. The surname is **always** entered first, followed by the forenames or initials where known, e.g.

COOK/ Note the oblique stroke to indicate the end of the surname.

COOK/E/A Surname and each forename or initial is separated by an oblique stroke.

COOK/EDWARD/ALAN The complete name.

The oblique stroke must **always** be included after the surname (except where it is 54 characters or more in length) and between each forename and/or initial. It is **not** included after the last forename or initial.

If a SURNAME is exactly 54 characters in length then the oblique stroke is omitted. If the name exceeding the maximum permitted 54 characters then the first 53 characters, including any oblique strokes, are inserted and a "+" inserted in the 54th character position to indicate that more characters exist but cannot be included in the computer record.

4.2 Nicknames

Nicknames can be recorded and searched on PNC. The input of a nickname is as it would be in written form, e.g. MICK THE KNIFE/.

4.3 Permissible Characters

All alpha characters A to Z

Full stop after "ST" or "STE" ONLY, e.g.

Hyphens, e.g.

Apostrophes, e.g.

Spaces, e.g.

Spaces do not have to be input.

**ST.JOHN
HALL-BROWN
O'CONNOR
DE HAVILLAND**

4.4 Titles

Titles such as "REV", "DR", "SIR", "LORD" or "PROF" must not be included in the NAME field.

4.5 Compound Names

On occasions where a compound (double or triple barrelled) surname is used, it should be input with a hyphen between each component, e.g. **BARTLEY-HILL-JONES/**.

4.6 Company Names

Company names may be searched in the same way, using the name of the company as the surname, followed by an oblique and the word "Company", e.g. **MARKSANDSPENCER/COMPANY**.

Internet companies may be recorded with DOTCOM/COMPANY as forenames, so it may be worth including "Dotcom" in the search, e.g. **SKY/DOTCOM/COMPANY**.

In order to ensure the best possible search, the following rules apply:

- Replace obliques and hyphens with spaces
- Convert "&" to the word "AND"
- Omit all non alpha-numeric characters
- Convert numeric to words e.g. "A2B Taxis" becomes "ATWOB TAXIS/COMPANY"
- Omit "Limited", "Ltd.", "Public Limited Company", "PLC", "CO" and "Company" from the surname element
- If still more than six words, delete the seventh onwards
- If more than 46 characters, remove 47 onwards

The computer will then search on all combinations of that name and produce responses accordingly. If any difficulty is experienced with unusual or foreign names or no record matching the search factors input is found, then various permutations of the names **should** be tried (see [Chapter 20](#)).

4.7 The use of "Information" as a Surname

In a few rare instances persons may come to police notice whose name is not known, e.g. in the case of a person having lost their memory or a body found. There may be occasions where a person refuses to supply their details when dealt with for an offence. These people can, **as a last resort**, still be added to the PNC provided the pseudonym of **INFORMATION** is used as their Surname and where possible an approximate Date of Birth. Forenames and exact Dates of Birth, because they are usually unknown, would have been omitted from the record. However other factors such as Sex, Colour, Height and as full a description as possible **should** have been added to the record when created. **Do not use other terms like DETAILS REFUSED or BODY FOUND as the surname.**

The QUEST facility should be considered to aid identification before using the pseudonym **INFORMATION**. Where a person refuses details and is entered as **INFORMATION**/ then as soon as they are identified the pseudonym **INFORMATION** must be deleted from the record **Data Assurance and Reconciliations Team**, by emailing **S.31(1)**

4.8 Names Enquiry - Other Data

The following data items may also be used as supplementary information to a names enquiry (#NE) if it is not used for number enquiries.

4.8.1 Date of Birth

A full date of birth should be entered if known but it is not essential. It may only be input in one of the following ways:

DDMMYYYY, e.g. 21011963
 MMYYYY, e.g. --011963 or ..011963
 YYYY, e.g. ----1963 or 1963

(where the . character represents a space).

The PNC **will not** accept non-existent dates, e.g. 29021943 or 31041946 or future dates. Combinations other than those shown above, e.g. DD..YYYY. 31--1963, are not permitted.

4.8.2 Sex

This information, if used, should be input as one of the single character codes below.

- M = MALE
- F = FEMALE
- U = UNKNOWN

4.8.3 Colour

This information, if used, should be input as one of the single character codes below.

- W = WHITE
- N = NON-WHITE
- U = UNKNOWN

4.8.4 Height

Height is entered in the following manner:

F510 (i.e. 5 feet 10 inches) or
M177 (i.e. 1 metre 77 centimetres)

Measurements of less than F200 (M061) or more than F811 (M272) will not be accepted by the system.

4.9 Number

Other than the valid numbers that may be input, as described in [section 2.2](#), the following information is applicable only to #NE. With the exception of PNCID numbers each type of reference must be preceded by additional characters, called **NUMBER TYPE INDICATORS**, to denote the nature of the reference (e.g. AS for an Arrest/Summons reference). Validation or Check characters are also required in some cases.

4.9.1 PNCID

Each record on the PNC is allocated a unique computer generated reference when it is first created on the system, which may be used to retrieve a record. This is called the PNCID and it consists of a two digit year element (relative to the year in which the record originated), up to a seven digit serial number (leading zeros are omitted), followed by one computer generated check letter, e.g. **90/570L**.

4.9.2 Arrest/Summons reference

This is a reference generated by the PNC and given to every new "CASE" (arrest/summons details) entered onto the system. The reference consists of a two digit year element, an oblique, a standard Force/Station identifier (made up of 4 characters, e.g. 13HQ, or 0000 if the reference has been generated by the PNC), and an oblique. This is then followed by a two character Force system number (if created by the PNC this will be seen as 00), an oblique, followed by a serial number of up to 11 digits concluding with a check character. When using this reference to enquire upon it must be preceded by AS and a space character, e.g. **AS 24/13HQ/01/234156H** or **AS 24/0000/00/56832J**.

4.9.3 CRO Numbers

CRO numbers were issued to records by NIS when it was their responsibility to match fingerprints to records. Since IDENT1 this is no longer the case. An entry made to PNC will be matched by IDENT1, which will issue a CRO number to the record if it is found that a record with supporting fingerprints does not already exist. The CRO numbers are made up as follows:

- Full CRO Reference

A full CRO reference is allocated to records where a fingerprint file relating to the subject exists. It consists of a sequential number up to 6 digits in length (leading zeros being omitted), followed by an oblique, then a year element relative to the year when the record was created. The final character is a validation or check character, e.g. **123456/93Z**.

- SF CRO Reference

An “SF” CRO reference consists of the letters SF (representing the term “Search File”) followed by a year element relative to the date the record was created, an oblique, sequential number of up to 6 digits (leading zeros being omitted) and a check character, e.g. **SF68/654321F**. These were allocated to records created by the NIS where either no fingerprints were forwarded to them, those received were illegible or the fingerprints have since been destroyed. These are no longer issued, but may be found on pre-1995 records.

N.B. Prior to 1965 “SF” references contained no year element, e.g. SF321456D. Upon introduction of PNC2 all pre-1965 “SF” CRO references were converted to contain a year element, thus standardising SF references. To retrieve a record with a modified pre-1965 SF reference, where the year element is not known, the reference should be quoted in full, with the same validation character, but in the format of a post-1965 reference. The year element may be replaced by two asterisks, e.g. **SF**/135246B**.

When enquiring on these references “CRO” and a space character must proceed them, e.g. **CRO 123456/98P** or **CRO SF92/654321F** or **CRO SF**/43234D**.

4.9.4 Driver Number

Driver Numbers are made up of the following:

- Up to the first 5 letters of the surname of the subject (if less than 5 letters exist in the surname then the number 9 is used to fill the remaining character spaces).
- The 6 character Date of Birth of the subject, constructed as follows: the decade and year of birth form the first and last numbers, e.g. 5MMDD8 = 1958.
- Month of birth forms the second and third numbers, e.g. 509DD8 = September 1958. In the case of a female subject, the second number should be increased by 5, e.g. 559DD8 would correspond to the male example above. A female born in October 1958 would be symbolised as 560DD8.
- Day of birth forms the fourth and fifth numbers, e.g. 509248 = 24th September 1958. In the case of a female subject 559248 would relate to the same date of birth.
- The first two forename initials follow the date of birth. If only one initial exists a number 9 is used as a second character.
- “Tie Breaker”. This is used to differentiate between two or more records pertaining to subjects who have the same first five letters of their Surname, Date of Birth, Sex and Forename initials. The tiebreak starts at the number 9. Subsequently DVLA created records descend the numerical scale, i.e. 8, 7, 6 etc.
- “Check Characters”. The preceding characters determine their construction.

When using this number to enquire upon it must be prefixed by DR then a Space character, e.g. **DR ROBIN512098KN9SJ** for a male or **DR ROBIN562098KN9SJ** for a female.

The #NE transaction can verify whether or not a Driver Number found on a driving licence is genuine. When used as the search factor it may either produce a record associated with it or a “NO TRACE” response. This indicates that the reference is valid and genuine. An “INVALID NUMBER” response means that the reference input is either a false one or that it had been entered erroneously by or given wrongly to the operator. In any case, further enquiries need to be carried out.

PNC can provide access to the subject’s Driver Record via the Drivers Application (see [Chapter 17](#)). In all other cases DVLA must be contacted by the use of a form DQ1. This form should still be used where a certified extract is required for court purposes. In all other cases a PNC print will suffice.

N.B. It is strongly recommended that all known search factors are entered to ensure comprehensive responses are generated. Partially entered data may result in an incomplete search.

6. RESPONSES

A valid enquiry will produce one of the following responses shown in inverse video at the top of the screen:

6.1 Insufficient Information

The response **"INSUFFICIENT INFORMATION"** relates only to NASCH detail enquiries and is shown together with the supplementary message below.

6.2 Try More Search Factors

The response **"TRY MORE SEARCH FACTORS"** indicates that additional search factors should be input if they are known.

6.3 No Trace

If more than a year of birth is input and no trace is found of a record, the PNC will automatically repeat the search using **only** the year of birth. If the response is still no trace, a supplementary message **"(INCLUDING YEAR OF BIRTH SEARCH)"** is displayed in inverse video at the top of the screen. Consequently there is no use carrying out the enquiry again using only the year rather than the full date of birth (see [Chapter 20](#)).

6.4 Trace - 1 Possible

The message **"1 POSSIBLE"** is returned with single records consisting in all cases of nominal details which may then be accompanied by further information of use to the enquirer, and one or more of the following elements discussed in detail at Chapters 12, 13, 14, 15 and 16 respectively:

[Offence Processing](#)
[Wanted/Missing](#)
[Operational Information](#)
[Disqualified Drivers](#)
[Firearms Certificate](#)

If relevant, a supplementary message will be displayed in inverse video at the top of the screen to the effect that the possible was found from the automatic year of birth search.

"1 POSSIBLE (OBTAINED USING YEAR OF BIRTH SEARCH)" means the system failed to find a match using the full date of birth input and has automatically repeated the search using year of birth only (hence allowing it to consider responses which may have been eliminated because of having the wrong day/month).

If a full date of birth was entered and a record was produced which matched the search factors, the following message will be seen:

"1 POSSIBLE (CONSIDER YEAR OF BIRTH SEARCH)"

If the record retrieved is not the one required, the enquiry should be repeated with the day and month omitted from the search factors.

6.5 Trace - More Than One Possible

"<number> POSSIBLES" is returned in the case of a multiple response. Up to four screens of one-line summaries of possible matching records (up to a maximum of 50 records) are displayed. Each

record is numbered. If the automatic year of birth search has been used, a supplementary message will indicate this where appropriate.

If more than 50 possible matches are found, the message “**BEST 50 OF <number> POSSIBLES**” is displayed on the summary with the total number of matches found, e.g. the best 50 of 325. Where a response exceeding 50 possible matches is returned, an online transaction (#NH) is available, dependent upon the level of authorisation of the user, to retrieve the best 999 records. The first entry on the list reflects the closest possible match to the information initially input.

6.6 Information Available on Summary Screen

For each record the following information may be present on the summary screen:

6.6.1 Name

This is the Name on which the match occurred, consisting of the surname followed by up to fifteen characters of the forename(s). A plus sign positioned immediately after the last name signifies that there is insufficient space to display all of the name(s) present on the actual record. An asterisk may precede the name if the match was on an Alias, or a plus character if the match was on a Nickname.

6.6.2 Date of birth

This six-character format relates to the date of birth found on the record retrieved. If no date of birth is known then the field will consist of hyphens. This item is preceded by an asterisk if the match was on an Alias Date of Birth.

6.6.3 Sex

This is a one-character display of **M** (male), **F** (female) or **U** (unknown).

6.6.4 Colour

This is a one-character display of **W** (white), **N** (non-white) or **U** (unknown).

6.6.5 Ethnic appearance code

This is appended to the colour character. It consists of a single numeric character between 0 and 6. For the purposes of QUEST searching it is important that the ethnic appearance is used to describe a person's appearance, i.e. how a witness might describe them. This is not to be confused with their ethnic classification, which is not currently recorded on PNC.

- 1 - White – North European
- 2 - White – South European
- 3 - Black
- 4 - Asian
- 5 - Chinese, Japanese or South East Asian
- 6 - Middle Eastern
- 0 - Unknown

6.6.6 Height

This is displayed in either Imperial or Metric dependent upon the standard used on the initial enquiry.

6.6.7 Place of Birth

Up to the first fourteen characters of the place of birth will be displayed. In instances where there are several places throughout the country with the same name e.g. Upton in Hampshire and Upton in West Yorkshire, the place of birth may be accompanied by a Force code, to distinguish in which area the place exists (e.g. Upton44 and Upton13). In the case of locations in foreign countries, the name should be followed by the name of the Country, e.g. New York USA.

A subject's place of birth is captured within PNC Description data in a 40-character free format text field. This is frequently unconditionally truncated when displayed on various PNC screens and reports due to display space constraints, which can result in specific partial 'words' being displayed in a way which may be considered offensive.

PNC Services defined specific levels of truncation for each field to maintain clarity of place of birth to the user, whilst ensuring the display would be non-offensive.

Users can still enter '+' in the final character position of Place of Birth (which is 40 characters in size) but now it can be displayed in other character positions to indicate truncation where the full Place of Birth cannot be displayed. This is to avoid offensive truncations of words and to make it clear that the displayed Place of Birth has had to be truncated to fit. (Please see PNC L/O Letter 2024/012 for further information).

6.6.8 Record Type Indicator

Up to a 5-character display identifying one or more of the following elements present in the record, **W** (Wanted/Missing), **O** (Operational Information), **D** (Disqualified Driver), **F** (Firearms Certificate) and **N** (Offence Processing).

6.7 Responses using Permitted References

By using a permitted reference the appropriate record should be retrieved. Alternatively one of the following messages will be displayed at the top of the screen:

6.7.1 Number Not Issued

"NUMBER NOT ISSUED" indicates that the number is in a valid format but has not been issued.

6.7.2 Invalid Number

"INVALID NUMBER" indicates that the number is NOT in a valid format, or that an incorrect number or check character has been quoted.

6.7.3 Number Requested Has Been Deleted

"THE NUMBER REQUESTED HAS BEEN DELETED" indicates that the record requested did exist on PNC but has been deleted. There will be an explanation of what happened to the record, e.g. it has been weeded. This response only applies to the entry on CRO/SF numbers and PNCIDs allocated to CRO records and to deletions after 21st May 1995.

7. MARKING, DISPLAYING AND PAGING WITHIN A RESPONSE

This section describes how individual records are retrieved from the summary and how, once they have been retrieved, the content of the record can be viewed.

7.1 The Names Summary Screen

Any number of the possible matching records may be viewed by marking the appropriate one(s) with an "X" in the left hand field adjacent to the record(s) or by entering a "D" to view that one record only. Where more than one page of Names summary is present, the Page field will default to a + symbol signifying the next page of the summary. On the last summary page, the default value is "D" (for display), seen at the bottom left hand corner of the screen. On any summary page, the default can be overwritten with a D or by another summary page number (1-4), as required. Records must be marked for display before they can be viewed. Any number of available records can be marked and there is no need to deal exclusively with one page at a time. When the D option is selected, the PNC responds by retrieving the first record in the list that has been marked. By using the Display Commands listed below in the Page field, all or particular records may be viewed.

INPUT	MEANING
• D	Display all marked records
• D(number)	Display record number requested

- D+ Display all records
- DW Display all records containing a Wanted/Missing report
- DD Display all records containing a Disqualification report
- DF Display all records containing a Firearms Certificate report
- DN Display all records containing an Offence Processing element
- - Displays the previous page. If used on the first page, the last page will be displayed
- + Displays the next page. If used on the last page, the first page will be displayed
- 1,2,3 etc Displays the appropriate numbered summary screen (only one number should be entered)

7.2 Paging

Once a record has been retrieved to view, there is an automatic page default sequence that will page through the entire record. If all elements are present on a record, the default sequence is as shown below in [section 7.3](#). Some Nominal/Descriptive information is concatenated onto the same screen (e.g. if Information Markers are requested, some Warning Signals may be displayed preceding the Information Markers).

A Status Line is present at the top of each nominal screen, which indicates the type and number of certain items present on the record. If there is no entry in the Status Line this indicates that the record does not contain information of that type. Items shown on the Status Line may be selected eventually by the page default sequence or by using the status-line caption, e.g. **WM** (for the first Wanted/Missing page) in the page field, or by use of the menus described below.

When viewing selected records from a multiple response, the last page of a record will show the default page **N** for the next selected record, **P** for a previously selected record or **S** for the Summary, if it is the last marked record. Any default page may be overtyped with **N** to move to the next selected record, **P** to go back to the previous selected record, or **S** to return to the summary screen. If a return is made to the summary screen before all marked records have been displayed, those which have already been viewed will be highlighted in inverse video on the summary screen, whilst those that have not will not be highlighted. Marks can be removed and/or new records on the summary marked as required. Those entries that are highlighted can also be marked again for viewing.

7.3 Default Order of Display

Page Code	Data Item	Max Nos
NS	Nominal Screen	1
BC	Bail Conditions (current)	999
CC	Conditional Cautions (current)	999
WM	Wanted Missing Reports	99
OI	Operational Information	99
DD	Disqualified Drivers Reports	20
FC	Firearms Certificate Reports	99
AS	Arrest/Summons History (including Remand History)	999
IP	Impending Prosecutions	999
DN	DNA Reports	1
BM	Biometric Match	1 per A/S report
DS	Disposal Summary	1
WS	Warning Signals	20
IM	Information Markers	20
IX	Internal Cross-References	10
AL	Aliases	255
NK	Nicknames	combined max for AL and NK
AB	Alias Dates of Birth	50
DE	Description	1
MS	Marks and Scars	999
AD	Addresses	999
PF	Places Frequented	999
KA	Known Associates (including Others Charged)	99 (98 OC per crime)
PH	Photograph Location	10
LX	Local Cross References	8
PC	Police Circulations	5
OK	Officers with Knowledge	10
ID	Identity Numbers	10
PA	Passports	10
OC	Occupations	99
CH	Characteristics	99
OR	Organisations	5
OD	Other Details	20
UU	Unconfirmed Updates	999
DH	Disposal History	999
CU	Custody History	999
AM	Administrative Data	1

WS, IM, IX, AL, NK, AB, DE and MS may all appear on the same screen as each other.

PH, LX, PC, OK, ID, PA, OC, CH, OR and OD may all appear on the same screen as each other.

The relevant page code may be typed in the page field from any point within the record, e.g. once on the Nominal page it would be possible to go straight to the Disqualified Driver Report page by typing in the page field **DD**. This would have the effect of bypassing the intermediate pages which would have been viewed next in the default sequence. When a page is displayed as a result of a direct paging request, it will still offer the appropriate default page request for the following screen. If the page requested does not exist, the system will display the message "INVALID PAGING REQUEST".

Where more than one page exists within an element (e.g. WM:3) the page default will be the "+" character. You may move forwards or backwards in a page group by using "+" or "-" characters.

Numbers may be used instead, to reach the required page or by using the menus described below.

At the completion of the enquiry to abandon the transaction, an A character or "END" may be entered in the PAGE field or A or Y in the Abandon Transaction field. The use of "END" does not work in update mode.

8. RECORD DISPLAY MENU

8.1 Main Menu

To access the record display menu use page code ME. This menu is known as the main menu. It lists all the different types of reports available on a record and, where applicable, a count of the number of occurrences.

Marking NS will start the display of the record from its first page (the Nominal Screen). Other options are NM, BC, WM, OI, DD, FC, AS, IP, DN, DS, DH, CU, PR, DF. CC is also a valid option in the PAGE field, but is not listed as an option on the main menu.

8.2 Descriptive File (DF)

DF was an online option to generate a microfiche request to NIS for historical information not held on PNC. This facility is no longer available but may still be selected on the ME page on PNC records created pre-migration and bearing a CRO number. A message will be displayed advising contact with the force PNC Liaison Officer for details of the local procedure for making a microfiche request. The screen will then default to the ME page.

8.3 Nominal Display Menu

Nominal information about a subject can occupy many pages. These are recorded on the NOMINAL DISPLAY MENU. Using the code NM in the Page field or using the system driven paging mechanism or marking the corresponding entry on the RECORD DISPLAY MENU will access the NOMINAL DISPLAY MENU.

8.3.1 Contents of Menu

This menu lists the various types of nominal information available on a record, along with the number of occurrences. Adjacent to the CHARACTERISTICS option may be seen a combination the letters D J M S signifying HABITUAL DRESS, JEWELLERY, HABIT/MANNERISMS and SKILLS are present on the record. A number count will be shown next to the words "Known Associates" if entered manually and/or next to "Charge Groups" if the entry occurred automatically as a result of the subject being "Others Charged" with the same crime.

Data of interest is marked with an "X" and the information will be displayed in the order shown on the menu. It is not possible to mark non-existent data or the MAIN MENU option along with other items.

8.4 Nominal Content of Names Records

8.4.1 General

Each record contains descriptive details relating to a particular individual, as well as any information that may assist an enquirer when dealing in any way with them. The following paragraphs describe the nominal data that may be present on a record.

8.4.2 Nominal Screen

A Status Line is present at the top of each screen, which indicates numbers and type of element present on the record. There is no entry on the Status Line for non-existent elements, which may result in a blank Status Line for records where the Offence Processing element has not yet been converted from the microfiche (known as a stub record). For further information about stub records and how to request the full contents of a subject's conviction history see the guidance issued via PNC L/O Letter 2020/022.

The Status Line can display a maximum of ten sections - providing they are all present on the record. A Status Line for a record possessing all elements will be displayed as follows:

BC: CC WM:n(D) OI:n DD:n FC:n AS:n IP:n DNA:n DH:n AL:n AB:n LX:n(I) OD:n

The meaning of each code is as follows;

• BC	=	Bail Conditions
• CC	=	Conditional Cautions
• WM	=	Wanted/Missing
• (D)	=	(Detained) – optional with WM, see Chapter 13, section 4.7
• OI	=	Operational Information
• DD	=	Disqualified Driver
• FC	=	Firearms Certificate Holder
• AS	=	Arrest/Summons
• IP	=	Impending Prosecution
• DNA	=	DNA Report Summary
• DH	=	Disposal History
• AL	=	Alias Names
• AB	=	Alias Dates of Birth
• LX	=	Local Cross-References
• OD	=	Other Details

The presence of a record on the PNC does not imply a right to arrest the subject of that record. In particular, WM on the Status Line does not necessarily mean Wanted. Similarly, DD on the Status Line may relate to a report that has expired and awaits weeding. It is imperative that operators read carefully and thoroughly the content of a record before passing information on to an enquirer.

8.4.3 Other nominal screen information

All nominal screens should contain the following information:

- **The Filename** of the subject. If the record was retrieved as a result of a match on the Filename it will appear near the top of the screen. However, if the match was on an Alias Name (which will be preceded by an asterisk), that will be displayed above the Filename.
- **PNCID**, along with **CRO** and **Driver Number** references, where known.
- **Date of Birth**, which may be a full or partial date. Also a place of birth to a maximum of the first 20 characters. A two-digit Force code may be present to clarify instances where two places of the same name exist in different areas of the country or the name of a country where the place is one abroad. If the record was retrieved as a result of a match on the File Date of Birth, this will be displayed under the Name used to obtain the match. However, if the match was on an Alias Date of Birth this will appear first, preceded by an asterisk. The File Date of Birth will be displayed below it.
- **Sex**, Male, Female or Unknown.
- **Colour**, White, Non-White or Unknown. (If the Ethnic appearance is known, the “Unknown” colour will not be displayed).
- **Ethnic appearance** (used to describe the APPEARANCE and not the *origin*). The literal “Unknown” will only be displayed on the Description Screen.
- The **time and date** of the last update to the record.
- A **HELP** field from which an operator can identify a Force or Force/station code.

Further information may be present on the Nominal Screen and on the record. The location of it is dependent upon the amount of detail and the data present. For this reason it is not always possible to state on which screens certain topics will be displayed.

If a record is viewed through its natural default paging, the data will be displayed at the appropriate screens. If however it is desired to view only certain parts of the nominal information, the Nominal Display Menu should be utilised.

9. WARNING SIGNALS

9.1 Introduction

Warning signals comprise a list of characteristics designed to assist the police or any other agency dealing with the recorded person. These signals can be used to protect front line staff who may come into contact with the individual or to protect the individual themselves. Whether or not a warning signal is warranted is subjective based on either factual information, such as a conviction, or intelligence. The information must be reviewed on a regular basis and if information no longer exists to support the signal then it should be removed. The requirements of the Data Protection Act must be carefully considered. For further guidance about reviewing Warning Signals see the attachment to PNC L/O Letter 2012/015.

Care should be taken to ensure that information of a trivial nature is not used to justify a warning signal. If a warning signal exists on a record it will mean that the individual may be dealt with differently if he/she comes into custody or is located in an operational situation and blanket use of the facility may undermine its effectiveness. As an example, minor assaults would not normally justify a Violent signal; they may however in a domestic violence scenario.

The PNC produces a batch print 5 years after the date of the input of the signal, to enable forces to manage the review of these signals. This should not be taken to mean that warning signals should be only reviewed every 5 years, as it would not be appropriate to retain some for that long. Conversely, it may be appropriate for some signals to be retained for the life of the individual. That judgement is for the owning force to make based on the information available at the time on a case by case basis (see Retention Periods in [section 9.4](#)).

An agreement exists between the Police Service and Prison Service to allow prisons to request their local force to add SH (Self Harm) and SU (Suicidal) warning signals. This is an interim arrangement until such time as the Prison Service has PNC update capability. For further details see PNC L/O Letter 2008/042 and its attachments.

On the Nominal Screen, if no more than two warning signals exist on the record, the type of warning and any associated text will be displayed here and also in full on the relevant Warning Signals page. If there are more than two signals on the record, the appropriate types of warning signal will appear on the first Nominal Screen and can cover a maximum of two lines. Each one is preceded by an asterisk character if there is further explanatory text available on the WS page of the record.

9.2 Type of Warning

The type of warning signals used on PNC are as follows:

AG - Alleges

This signal may be used to warn staff dealing with the individual that they may make false or unwarranted allegations against the police. It may be appropriate to create a separate signal for each time such an allegation is made to assist in the review process.

AT - Ailment

This signal may be used to cater for both ailments and disabilities. The ailment may be temporary or permanent and will provide advice to anyone dealing with the subject that they may suffer from a medical condition and/or require medication, e.g. epileptic, alcoholic, heart condition. This should not be used to record minor medical conditions which have no relevance to the future care of the individual in custody, and may not be used to record HIV or AIDS. Wherever possible, medical evidence should be obtained to support the information.

CL - Conceals

May conceal items when placed into Custody, including mobile phones, lighters etc, all of which pose an issue to health and safety of officers and individuals, or could have a detrimental effect on the investigation of crime.

The text must include the item and where it was concealed. It should not be used where the concealment refers to weapons or drugs, as this information should be added to the weapons or drugs markers accordingly. It may be appropriate to create a separate signal for each time a concealment is identified to assist in the review process.

CO - Contagious

The individual may be a hazard to others as a carrier of disease which is contagious. This warning signal may be particularly useful in drawing a custody officer's attention to a detainee who is suffering from hepatitis or Scabies.

Although use of this signal for short term illnesses is not recommended, it is acceptable in cases of Covid-19/Coronavirus for the length of time that restrictions have been imposed on the subject, in conjunction with an OI MISC report (see L/O Letter 2020/013). HIV or AIDS is not considered to be contagious in the context of this signal. Wherever possible medical confirmation of the nature of the disease or condition would be advantageous.

DR - Drugs

May be in unlawful possession of a controlled drug. The purpose of this signal is to alert anyone dealing with this person that they may have drugs with them. The type of drug or the reason for the possession should be recorded. The signal is not restricted to supply or production. It may for example be used to bring attention to the fact that they may have needles in their pockets.

This warning signal may also be used to highlight that the subject has taken action to obstruct searching under the Misuse of Drugs Act 1971, i.e. they swallow drugs.

Under Mandatory Drugs Testing legislation a person can be tested for heroin, cocaine or crack cocaine whilst in custody. If this is positive a DR warning signal must be created. Suggested text for this would be POSITIVE DRUGS TEST - <name of drug> as appropriate. Certain prescription drugs can give false readings however, and forces must have a system in place to remove the marker immediately if the positive drugs test is rescinded.

ES - Escaper

This signal is intended to indicate that the subject may attempt to escape from custody. Evidence of previous escape attempts along with details of those attempts should be recorded. Custody or HMP staff may take additional precautions, particularly when transporting such an individual.

FI - Firearm

Intelligence or Conviction information exists to suggest that the individual has used, may use or possess firearms or imitation firearms for the purpose of committing crime.

IF - F/Impers

(Historical – can only be viewed/deleted, cannot be created/amended)
The subject who was born a male may impersonate a female (cannot occur on Female record). If after review this warning signal needs to be retained it should be changed to IMPRSNATES.

IM - M/Impers	(Historical – can only be viewed/deleted, cannot be created/amended) The subject who was born a female may impersonate a male (cannot occur on male record). If after review this warning signal needs to be retained it should be changed to IMPRSNATES.
IS - Imprsnates	The subject may impersonate a person, profession, occupation, trade, vocation, e.g. police or ambulance. Can also be used to refer to individuals who groom others on the internet.
MN - Mentl Hlth	The subject is known to suffer from a mental condition or disorder. Psychiatric confirmation may be desirable. Likely behavioural activity or risks should be recorded.
SH - Self Harm	This signal should be used where information suggests that the subject may cause harm to themselves, but where the harm is not considered to be a suicide attempt. Self-mutilation history or deliberate harm in order to support allegations against the Police would be appropriate.
SU - Suicidal	Previous history or threats (not idle threats) indicate that the individual may make a determined effort to commit suicide. Information such as method likely to be used would be desirable. This signal is not restricted to suicide attempts while in custody.
VI - Violent	This signal can be used to indicate that an individual may be violent. It is not restricted to violent behaviour towards police alone. It may for example be used to indicate previous domestic violence or violence towards particular groups of people. A conviction for a common assault alone would not normally warrant a violent warning signal. It should be remembered that to record a signal for any minor violent act could undermine the effectiveness of this marker. This signal may be recorded for an individual who uses the fact that they are or may be suffering from a serious condition, such as HIV/AIDS or Covid-19/Coronavirus, to threaten police or other key workers by coughing, spitting or using another bodily fluid.
WE - Weapons	The individual has used a weapon to commit an offence or intelligence suggests that they may carry a weapon unlawfully. It may also be used to indicate if blades etc are deliberately secreted about their person when in custody. The type of weapon and information as to where it might be concealed should be recorded. This warning may also be used when a weapon is possessed unlawfully in the home.
XP - Explosives	May possess explosives for a criminal purpose.

Note that IF and IM may not occur on a record where the sex is Unknown.

Where records contain more than one warning signal, they will be displayed in the following order:
FI, WE, VI, ES, MN, XP, AG, CO, AT, SU, SH, CL, DR, IS, IM, IF.

If a warning signal occurs more than once, the most recent will show first.

9.3 Information Contained on Warning Signals

The following information will be seen:

- **A Force/Station reference** which leads to documentation supporting the authenticity of the warning. For migrated records this may be displayed as a Force number or a reference containing the literal NIB where the signal was created by them, e.g. 13BA/NIB74A.

- **A date when the warning was applicable** to the subject. This may be absent in the case of migrated records.
- **The date the warning was last updated** (which may be when it was created, amended or reviewed).
- A mandatory **text field** of up to 60 characters which is used to clarify the type of warning. As much information as possible should be contained in this field to enable suitable action to be taken in the event that the subject is dealt with by the police or any other agency. Further, more detailed, information may be recorded on the OD page or within the force responsible for the signal. This information should be readily available if required.

9.4 Retention Periods

The retention of a warning signal should be considered in the same way as when it is first input. Reference must be made to the information available which supports the signal. A conviction is good evidence to support the retention of a marker if it is still relevant. The severity of the incident or condition should be considered in the decision making process in order to justify deletion or retention of the marker. For example, use of a firearm in crime supported by a conviction may justify retaining the marker for life. If the warning signal is supported by intelligence alone then consideration must be given to the accuracy and relevance of that information.

The warning signals of Suicidal and Self Harm in particular are designed to protect an individual while they are in custody. Every effort should be made to retain these signals on that individual's record and, to that end, this should be considered when force records are reviewed. Every effort should be made to review warning signals on an ongoing basis. If up to date information comes to light which further justifies the inclusion of a signal, then that signal should be updated rather than create a new one for the same thing.

The latest College of Policing Warning Signal Review Process v2.0, issued via PNC L/O Letter 2021/012, provides further advice about reviewing warning signals. Each case must be considered on its own merits having regards to the Data Protection Act and the Human Rights Act.

10. INFORMATION MARKERS

These consist of useful and operationally important information about the subject. When there are no more than two information markers on a record supporting text will be displayed on the Nominal Screen (NS). If a record contains more than two information markers they will be preceded by an asterisk and any supporting text will be found on the Information Markers page (IM).

10.1 Type of Information Marker

AS Asset Information Sought	A force requires information regarding the assets, e.g. seeks financial circumstances of the subject, following a Confiscation Order issued under the Proceeds of Crime Act 2002, usually for drugs offences. PNC L/O Letters 2012/020 and 2013/034 contain further information on this subject.
BB Breaches Bail Conditions	The subject has in the past breached bail conditions such as a curfew etc.
CD Confirmed Dead	The subject has been reported as dead and that report has been confirmed. The addition of CD causes the automatic deletion of the UD marker and all Warning Signals.
DP Deportee or ERS	(UKVI only) A deportation order is currently in effect for the subject, or the subject is a serving prisoner removed from the UK to complete their sentence in their home country under the Early Removal Scheme (ERS). Contact with the local

Immigration Office must be made to ensure that the marker is still relevant and to ascertain what action they require taking.

DR DNA Required

A DNA sample for this subject is required for investigative or elimination purposes. This marker may not be added if a DNA report with status PROFILED or CONFIRMED already exists on the record. There is no power of arrest for the purpose of obtaining a sample.

FA Fails to Appear

The subject has failed to appear in answer to bail or a summons.

FL Foreign Licence

The subject holds a Driving Licence that was not issued in the United Kingdom. FL may be input only if at least one DD report exists for the subject. The FL marker will be automatically deleted when the last DD report is deleted.

GR Gender Reassigned

(Data Assurance and Reconciliations Team only) The subject has the protected characteristic of gender reassignment, as defined within the Equality Act 2010.

HD Home Detention Curfew

Following early release from prison the subject is or has been issued with an electronic tag under the home detention curfew scheme.

LL Life Licensee

(MPS SSS and Police Scotland) The subject has been released on licence following a sentence of life. If a breach of licence conditions may be involved the National Offender Management Service should be informed.

MO Modus Operandi

(Historical) Specific Modus Operandi details were recorded for this subject at the NIS. Due to the closure of the National Method Index references to this marker should be disregarded.

OB Offends on Bail

The subject is known to have committed an offence during a period whilst remanded on bail. This marker will appear on the Nominal Screen as an occurrence count when it is generated upon completion of the Offence detail of an Arrest/Summons report, by the system. It may also be created separately.

OV Offend Vulnerable Person

The subject has been arrested or otherwise dealt with for an offence against a child or young person, or one who is elderly, or who is mentally or physically disabled and may present a threat to any such person. This will include people cautioned, reprimanded or warned, and includes any other sanctioned detection. It may also include appropriate cases where no further action is being taken against the person.

The OV Marker can also be used to highlight that a subject has been or could be engaged in the grooming of children or other vulnerable persons. The creation of an OV Marker for grooming should be based on the existence of appropriately graded intelligence under the National Intelligence Model. Using the OV Marker in this way supports the findings of the **S.31(1)** thematic inspection 2011.

PP Prolific Offender

The subject has been identified as a Prolific and Priority Offender. In England & Wales this marker should be used for all levels of Integrated Offender Management (IOM)

subjects if inclusion on the download to IDIOM is required. See PNC L/O Letters 2012/055 and 2012/063 for further details. The marker may be used regarding any managed offender scheme, in conjunction with a MANOFF OI report.

RE Manual Weed Review

The record is to be retained until the date recorded with the marker, for manual review before it is weeded.

RF Refer to File

(Historical) May still be seen on pre-1995 records, to show that further information is available on microfiche.

SO Sexual Offender

This marker is used by non-ViSOR forces in conjunction with Wanted/Missing orders to identify persons who are required to register with Police as a requirement of Sexual Offences Act 2003. The marker should be removed on a come to notice basis if the VS marker is present.

UD Unconfirmed Dead

The subject has been reported as dead but the report has not yet been confirmed.

UN Uses Nominal Details of

The subject is known to use the details of another person (who is not a PNC subject) when arrested or dealt with.

VS ViSOR Subject

Marker generated by the ViSOR system to indicate that there is an entry for the subject on ViSOR. The text of the information marker shows the category of offender. The possible values are REGISTERABLE SEX OFFENDER, OTHER SEXUAL OFFENDER, VIOLENT OFFENDER, OTHER DANGEROUS OFFENDER, SOC OFFENDER, TACT OFFENDER, VIOLENT(VOO), PDP, DOMESTIC ABUSE, STALKING.

When the ViSOR record is archived, the text is prefixed by ARCHIVED VISOR RECORD.

TERRORIST and TACT OFFENDER will be used synonymously until the records are updated in slow-time to the latter value.

Some historic entries exist on PNC with the following alternative wordings:

- NON REGISTERABLE SEX OFFENDER
- DANGEROUS OFFENDER
- POTENTIALLY DANGEROUS PERSON
- UNKNOWN OFFENDER CATEGORY

The following are dummy Information Markers generated by the system:

**RELEASED SUPERVISED
RELEASED UNSUPERVISED**

(Two-tier system generated marker) This is not an Information Marker but is displayed like one. It is shown on the first screen of an online display if the person has been released from prison on licence for supervision by the Probation Service, and has a Release entry on the Custody History page with a Licence Type of any value. If the Start and End Dates of the supervision period cover today's date RELEASED SUPERVISED - SEE CUSTODY HISTORY is shown. When the subject's licence reverts to a non-supervised 'at risk' period, and the Sentence Expiry Date is in

the future, RELEASED UNSUPERVISED - SEE CUSTODY HISTORY is shown. This marker will also be shown for a subject who is released with no supervision but whose licence shows they are at risk of being returned to prison.

Note that if the subject has three or more Information Markers the Nominal Screen display will be abbreviated to RELEASED SUPERVISED or RELEASED UNSUPERVISED, as appropriate.

Although exceptional, it is possible for a subject to have both markers displayed simultaneously if the relevant licence details and dates are recorded in separate Custody History (CU) entries. In these cases examine the CU page carefully and seek clarification from NOMS if necessary. See PNC L/O Letter 2011/088 for further details.

TS DNA E+W Take Sample	No DNA profile is held on the National DNA Database (England and Wales only).
SR DNA E+W Recommended	DNA test method requires upgrade (England and Wales only).
NS DNA E+W Not Required	DNA profile is held on the National DNA Database (England and Wales only).

The dummy Information Markers Released Supervised, Released Unsupervised and system generated Offends on Bail are only shown on the Nominal Screen (NS) of #NE and similar transactions. They do not appear on the Information Markers (IM) screen or in the Police Print.

The dummy Information Markers TS, SR and NS are shown on the NS and IM screens of #NE and similar transactions. The date shown on the IM screen will be today's date. The text will be automatically populated; the FS/Reference and Date Last Updated fields will be empty. Only one of these three Information Markers may be present. If a record has at least one Arrest/Summons report, but none owned by an English or Welsh force, the marker TS will be displayed.

Note that the creation of DP, GR and LL Information Markers is restricted to specific organisations.

The order of priority when displaying Information Markers is as follows:

VS, SO, OV, HD, RELEASED SUPERVISED/UNSUPERVISED, PP, DR, TS, SR, NS, UD or CD, FA, OB, BB, LL, UN, GR, AS, MO, DP, RF, FL and RE. Note that the system generated OB marker will be displayed first if any offence on the subject's record was committed on bail, with the count of such offences.

The only Information Markers that may exist more than once are AS, OB, OV and UN, for which each one must refer to a different non-PNC subject.

10.2 Other Details Contained

The following information will be seen:

- **The date** when the information was applicable, which may not be in the future (except for RE). This will not be seen where the marker was migrated.
- A mandatory **Force/Station reference** which leads to supporting documentation regarding the authenticity of the marker. This may be displayed as only a Force identifier or "NIB74" for PNC migrated records, e.g. 13BA/NIB74, or be absent altogether.
- **The date** the marker was last **updated** (which may be the date on which the marker was created, amended or reviewed).
- A mandatory **text field** of up to 60 characters to clarify the marker displayed.

10.3 Dead Markers

It is the responsibility of the force taking the report of a death to ensure that the appropriate dead information marker is input onto PNC when a Names record exists. Forces who have opted to receive the appropriate DAF print will be notified after the entry of these information markers.

10.4 Sexual Offenders

The Sexual Offences Act 2003 requires that offenders convicted of certain sexual offences must register with Police in the area that they reside within 3 days of the requirement being made. The SO (Sexual Offender) Information Marker is used to identify the records of individuals subject to such a requirement, where the owning force does not have access to ViSOR. In addition, the requirement should also be recorded in the OI class of Orders (SEXREG) described in [Chapter 14, section 4.1.1](#).

10.5 Prolific and Priority Offenders (formerly Persistent Offenders)

The Narrowing the Justice Gap programme allows forces to identify and target individuals who are prolific offenders (e.g. they may have been arrested on five separate occasions) or are otherwise a priority. They may be identified on PNC using the PP Information Marker (see [section 10.1](#)). Forces should consider creating a force/station code containing PO (e.g. 30PO) to make identification of prolific and priority offenders easier. Provided the correct #QV setting is used a DAF printout will be produced whenever the record is updated.

Prior to the introduction of the PP marker, use of the LX Interest marker was recommended for this purpose. As the LX marker comprises only 11 characters, one of which must be '/', this was not considered adequate to indicate that the subject was a prolific and priority offender as well as directing the viewer to the location of the local information. Use of the text SEE OD/PAGE was recommended, so the Other Details page should be checked as it may contain historical information about the reason why the subject was regarded as a prolific and priority offender and a reference to the local information.

10.6 Intensive Supervision and Surveillance Programme (ISSP)

ISSPs may be issued where a young offender is appearing at court charged with or convicted of an offence who:

- On 4 or more separate dates within the last 12 months has been charged, warned or convicted and has received at least one community or custodial penalty; or
- Who faces a current charge or sentence relating to an offence which is sufficiently serious that an adult could be sentenced to 14 years imprisonment or more; or
- Has a history of repeat offending on bail and is at risk of a secure remand under s.130 Criminal Justice & Police Act 2001.

Where such an order is made, details will be recorded on local police intelligence systems in accordance with NPCC guidance. In such cases an entry will also be made on the Local Cross-Reference (LX) field of the PNC using the 'Interest' marker. This will ensure that the owner of the report is notified if there is any activity on the record (e.g. the addition of data).

11. INTERNAL CROSS-REFERENCES

These references link the subject's record with that of other PNC subjects. If there are no more than two such cross-references on the record they will be displayed in full on the relevant page and in brief on the Nominal Screen. Here they will consist of the type of cross-reference and details of the person they are linked to. If there are more than two, up to a maximum of ten such cross-references will be contained in full on a different screen accessed either through the paging system or by employing the NS menu. The Nominal Screen in this instance will only list the types of cross-references existing on the record.

11.1 Information on Internal Cross-Reference

11.1.1 Types of Internal Cross-Reference

Code	Type	Meaning

NS	Not Identical to	Used when there may be confusion over the identity of two similarly recorded persons.
MI	May be Identical to	Used where there are records belonging to two subjects who may in fact be the same person.
AB	Accompanied by	Used where two subjects recorded on the PNC may be in each other's company when dealt with for any reason.
UP	Uses the Particulars of	Displayed where it is known that this subject uses the identity of another recorded person.
PU	Particulars Used by	Displayed when it is known that this identity is used by another person with a record.
MT	Waits Makeover To	Used to indicate the details of this record are about to be transferred to another record. This will be carried out by forces/ Data Assurance and Reconciliations Team once either or both the Destination and Source records have been Back Record Converted.
MF	Waits Makeover From	Used to indicate that data from another record is about to be transferred to this record. This will be carried out by forces/ Data Assurance and Reconciliations Team once either or both the Destination and Source records have been BRC'd.

11.1.2 Other Information

- **The PNCID** of the record to which the subject is cross-referred.
- **The checkname** (i.e. up to the first 12 characters) of the subject to which they are cross-referred.
- **The Force/Station code** of the originator of the cross-reference.
- The **date** the information was last **updated** (which includes the date on which the marker was created, amended or reviewed).

12. ALIASES

12.1 Names/Nicknames

PNC lists up to 255 names by which the subject is known. They can be either ALIAS (AL) names, i.e. any name used by the subject which differs from the Filename (the name in which the record was first created), or one DVLA alias (this is entered onto the PNC by the DVLA). A NICKNAME (NK), i.e. a name which does not readily fall into the format of an alias, e.g. "Mick the Knife". The Alias Names are always displayed as per the standard PNC names format, e.g. surname, forename etc, but a Nickname is entered and displayed as written. If present, the DVLA alias will be shown first with the legend "(DVLA)" displayed adjacent to the name. The rest of the aliases and nicknames are split into those individual categories and are each displayed in surname alphabetical order. Also present on the screen will be the Force/Station code of the "OWNER" of the name and the date it was last updated.

Both Aliases and Nicknames can be used to retrieve a record. If such a name is used to retrieve a record then the name on the Nominal Screen will be preceded by an asterisk to indicate that the name is in fact an Alias or a plus symbol in the case of a Nickname. Displayed below this name will be the Filename.

12.2 Dates of Birth

These are any Dates of Birth used by the subject which differ from that recorded as the File Date of Birth (the one used on creation of the record) for the subject. If a record is accessed using an Alias Date of Birth, the Nominal Screen will display an asterisk preceding the date of birth, and lower down the screen will be displayed the "File Date Of Birth". The information consists of eight characters and is displayed in the DD/MM/YY format. Also present on the screen will be the Force/Station code of the owner of the data and the date it was last updated.

13. DESCRIPTION

This screen contains information that may be of assistance when trying to identify the subject. Some records may not contain full descriptive details. However, the field names will still be displayed for the missing data. There is only one page for this entire group of components, which are detailed below.

13.1 Height

This is the recorded height of the subject without footwear. The standard used during the initial enquiry will determine how the height is subsequently displayed. If the initial enquiry was carried out using the Imperial standard, then that standard will be displayed first with its equivalent in the Metric standard displayed next in brackets. The Imperial standard is denoted by the prefix F immediately before the numeric, e.g. F507 means 5 feet 7 inches; the metric standard is denoted by the prefix M immediately before the numeric, e.g. M170 means 170 centimetres or 1.70 metres.

13.2 Build

This is the apparent relationship between the subject's height and weight.

13.3 Shoe Size

This is the subject's shoe size expressed in both British and European sizes. The measurement will be prefixed with either B for the British or E for the European standard, e.g. B11.5 = British size 11½, whilst E49 is the corresponding European size. When the shoe size B10 is input, it is always converted to B9.5 as both are E44.

13.4 Eye Colour

This is the apparent colour of the subject's eyes. It is possible to see up to a maximum of two colours where the subject has eyes of differing colours, but usually only one colour will be displayed. If the subject has eyes of differing colours then this will be displayed with the right eye colour first and the left eye second, e.g. BROWN/GREEN.

13.5 Glasses Worn

This field describes whether the subject wears either glasses, contact lenses or no glasses.

13.6 Handedness

This describes whether the subject is right or left handed, or ambidextrous. The appropriate legend will be displayed.

13.7 Hair

This field describes the style, characteristics and colour of the subject's **head** hair. The style or characteristics of the subject's hair may be displayed in up to a maximum of three items. Each item describes the type of hair, the colour then the feature(s) of it, for example the type may be "collar length" and the features "streaked" and "thinning". It will also indicate if the natural hair colour has been dyed and if the subject is greying.

13.8 Facial Hair

This item describes the style or characteristics of the subject's facial hair. A maximum of three separate facial hair details may be recorded. Each occurrence may consist of up to five separate items. These describe the type of facial hair, the normal colour, whether it is dyed or greying (if it is "dyed" there will be an artificial colour), and finally the feature of the hair.

13.9 Accent

This item describes the subject's accent.

13.10 Nationality

This item identifies the country to which the subject holds legal citizenship. Up to three nationalities per subject may be displayed to cater for those holding dual or triple nationality.

13.11 Marks/Scars/Abnormalities

A numeric count of the types of physical identifiers present on the record appears on the first Nominal Screen, e.g. TATT 2 indicates that two tattoos are described later in the record. To view the identifiers enter MS in the page field.

The description takes the form of the type of identifier

- LACKing
- MARK
- PECUliar
- PRCD (pierced)
- SCARred
- TATTtoo

The following are used to identify the part of the body on which the identifier can be found:

ABDOmen	EARS	HAND	SCALp
ANKLe	ELBW (Elbow)	HIPS	SPEEch
ARMS	EYBW (Eyebrow)	KNEE	TEETH
BACK	EYES	LEGS	TOES
BRST (Breast)	FACE	LIPS	TONGue
BROW	FEET	NECK	WRST (Wrist)
BUTTocks	FINGER	NIPPlE	
CHESt	GAIT	NOSE	
CHIN	GENItals	PENIS	

The following are used to locate the identifier more precisely:

R-Right, L-Left, C-Centre, U-Upper, W-Lower or - (not applicable)

There may also be seen up to four KEYWORDS used to classify and categorise the Mark/Scar etc, and free text used to describe the identifier further. There are no Keywords for PRCD category. This will not be completed in all cases, especially that of migrated records.

14. ADDRESSES

Five different types of address categories can be recorded for each subject:

- Home
- No Fixed Abode
- Other
- Business
- Not Known

If there is only one address (i.e. Home, No Fixed Abode or Other), known for the subject, this will be displayed on the Nominal Screen. Priority is given to the latest Home address. No Fixed Abode will only be seen if there are no Home Addresses on the record. An Other address will only be displayed if there are no Home or No Fixed Abode addresses present on the record. Whichever is displayed, it will be listed as the Last Known Address. Also present will be the date when the address was known

to be correct and what type of address it is, e.g. HOME, OTHER etc. As much of the known postal address will be displayed along with the Force/Station code of the police station responsible for that location.

If the address is recorded as NO FIXED ABODE (NFA), there may also be an indication whereabouts in the country they were last known to be NFA, e.g. Brighton area. Other addresses can be accompanied by text giving an indication of the type of accommodation (Bail Hostel etc).

By utilising the Addresses page, further addresses (including Business addresses) pertaining to the subject may be viewed, in order of the most recent one first. Contained in pages of further information are details of the Force/Station owning the details and the date they were last updated. It is important to remember that the address displayed on the NS page is not necessarily the last known address.

Telephone numbers may be recorded but care should be taken in the use of this data as the number is only relevant on the day it was recorded. PNC should NOT be used as a telephone directory. The recording of Business phone numbers should be avoided when the subject is not the principal of the business.

This whole item or parts of it may be missing from records which have been migrated, or where the information was not available at the time of creation/update.

15. PLACES FREQUENTED

This is a list of any places regularly frequented by the subject. The data displayed is similar to that on the address screen. It contains the Force/Station code of the owner of the information and the date it was last updated, along with as much of a postal address as is known.

16. KNOWN ASSOCIATES

This item lists details of known associates of the subject, i.e. any person known to associate with the subject of a PNC Names record in connection with the suspected or potential commission of crime. The associate may or may not also be recorded on the PNC. This information may be displayed along with details of "OTHERS CHARGED".

The information will contain details of the associate's PNCID (if recorded on the PNC), name (displayed Checkname or surname/forename), the Force/Station code of the owner of the information along with the date of last update. The last known address will also be displayed, if known. In the case of a PNC recorded associate the address displayed will be that which appears on the Nominal Screen of the associate's record. The date when the address was known to be correct will be displayed, together with text describing the relationship of the subject to the associate. If an entry exists on the subject's record, there will also be one on the corresponding associate's record.

17. OTHERS CHARGED

This information may be displayed in conjunction with details of the subject's known associates. However, the data is presented differently and is generated from the creation of an Arrest/Summons report. These details are obtained when an Arrest Summons report has been created for two or more persons recorded on the PNC and the same Crime/Offence Reference has been entered on both/all records. The display will contain the Crime/Offence Reference with which they have been jointly charged, the PNCID and Checkname of the person(s) with whom they have been jointly charged. A corresponding entry will be present on the record of the other person(s) charged jointly with the subject.

18. PHOTO LOCATION

This information will normally be generated by the creation of an Arrest/Summons report containing input of photograph details. It will contain details of the Force/Station code of the location of a custody photograph of the subject, the date it was taken, the Arrest/Summons report it is linked to if applicable, the Force/Station code of the owner of the information and the date it was last created/updated.

19. LOCAL CROSS-REFERENCES

This refers to a reference maintained on the PNC which identifies the existence of further Police information about the subject, not recorded on the PNC. Any reference displayed here may also be used to access the record via the #NE transaction.

There are three types of local reference:

19.1 Intelligence

This is indicated by an "I" character on the Status Line following the count of Local Cross-references (LX) and by the appropriate legend displayed next to the reference on the respective screen. It indicates that a Force/Station is actively seeking information about the subject. Any officer dealing with the subject whose record displays this mark must inform the owner of an Intelligence Cross-reference of sightings and any current information they have about the subject.

19.2 Interest

This means the owner of the reference requires notification of any activity on the record. Should activity take place on the record of the subject, e.g. the addition of data, the Force/Station listed as having the interest will receive notification from PNC Operations of the activity on the record via the DAF printout. See also [section 10.5](#) on the former use of this facility to identify prolific and priority offenders and [section 10.6](#) for identifying people who are subject to an Intensive Supervision and Surveillance Programme (ISSP).

19.3 Information Held

The final type of reference is the basic one informing the user that if further information is required about the subject then the Force/Station listed should be contacted and they will if able provide that information.

19.4 Other Information

Details of these references MUST NOT be transmitted via insecure channels, e.g. radio. The screen content consists of the local Force/Station reference, the date on which it was current, possibly followed by the type of reference, e.g. Intelligence, the Force/Station code of the owner of the information and the date it was last updated.

20. POLICE CIRCULATIONS

Details of the police circulation or publication containing information about crimes and/or criminals related to the subject are recorded here. The content of the screen will consist of the title and date of the publication, a reference within the publication, the Force/Station code of the owner of the information and the date it was created/updated.

In the case of a Police Gazette reference it identifies a particular issue of the Police Gazette which contains information about the person. This information will only be present on subjects whose record contains a WM element and/or a record of disposals. The Police Gazette reference consists of the date of the document's issue, followed by a 3-character number indicating the item within the issue (or "SUP" if a supplement is referred to) and "P" if a photograph is included.

21. OFFICERS WITH KNOWLEDGE

This item lists details of police officers who have knowledge of the person. These should be officers with a good knowledge of or a relationship with the person, not merely an officer who can identify them. The screen may contain details of the officer's Rank, Number, Name, and Territorial/Sub Divisional identifier along with the Force/Station code of the owner of the information and the date it was created or last updated.

22. IDENTITY NUMBERS

This area of PNC is used to record and display any reference other than PNCID, CRO, Driver Number or Local Force References, which lead to further information about the subject. Typical examples are National Insurance Number and Overseas Visitor Record Office reference.

Any reference displayed here can be used to access the record via the #NE transaction. However, because they are not necessarily unique, the use of them may produce several responses. The screen content for this item consists of text describing the reference, the actual reference and a date when it was valid. Also present will be the Force/Station code of the owner of the information and the date it was created or last updated.

23. PASSPORTS

Information about passports held by the subject can be recorded and displayed here. The details may consist, where known, of the Passport number, the Force/Station code of the owner of the information, the date the entry was created or last updated, the country of issue, the issuing office, the date it was issued and the date it expires, along with text to impart any other relevant details. The passport number is not a searchable identity number from the passport page, so it is recommended practice to record the passport number in the Identity Number (ID) page, which makes it searchable. The type should be recorded as "Passport", or the country of issue followed by "Passport" if there is space and the country of issue is known (maximum 20 characters).

Under the Sexual Offences Act 2003 (Notification Requirements) (England and Wales) Regulations 2012, the passport is the only personal document that should be recorded on PNC. See L/O Letter 2012/064 for further details.

24. OCCUPATIONS

Used to record and give details of occupations, both current and historical, held by the subject and the date the information was relevant. The status of "unemployed" is included in this item as a valid occupation.

These are displayed in the order of the most recent position first. The information consists of the date when it was known to be valid, the job title, the Force/Station code of the owner of the entry and the date it was created or last updated.

25. CHARACTERISTICS

This item may consist of several sections. Each one is described below.

25.1 Dress

Text to describe the clothing habitually worn by the subject and is likely to provide a means of identifying the subject, e.g. "always dresses in combat type clothing".

25.2 Jewellery

This is a description of the jewellery or other adornments normally worn by the subject. It consists of the type of jewellery and may include a description of it.

25.3 Habits

Text to describe any habitual behaviour or mannerisms displayed by the subject.

25.4 Skills

This item is used to record any special skills or knowledge the subject has which may be used in the commission of crime. Examples of such skills or knowledge are "alarm trained, firearms, locksmith, security employee" etc.

Adjacent to each individual item is the Force/Station code of the owner of the entry and the date it was created or last updated.

26. ORGANISATIONS

This item lists organisations with which the subject is involved. These are not necessarily organisations that are involved in criminal activities or social disorder but may include such bodies as charitable organisations. It is not intended that this should show that a subject has membership of political, social or any other organisation as a matter of course, however the information held about a conviction can be significantly more meaningful when coupled with information in this category.

When intending to make use of this facility, forces should ensure that entries

- have a value in police investigative terms
- are in compliance with the Data Protection Act 2018 requirements
- are justifiable by the force in relation to the above guidelines.

The information may consist of the name of the organisation, the address, the nature/purpose of the organisation, the relationship between it and the subject, along with the Force/Station code of the owner of the entry and the date it was created or last updated.

27. RECORD OTHER DETAILS

This item is used to impart any further relevant details about the subject not covered elsewhere in the record. Information from migrated records which was not transferred to specific fields may be seen here, e.g. PNC2 INF, NIB DATA.

It may also be used as an overflow page from other areas such as WS. However, if this is the case, it is necessary to tell users to go to the OD page in the text of the item that overflowed, e.g.

WS AILMENT – ASTHMATIC, NEEDS SPECIFIC INHALERS, SEE OD PAGE.

Any information displayed will be accompanied by the Force/Station code of the owner of the entry and the date it was created or last updated. When intending to make use of this facility, forces should ensure that entries

- have a value in police investigative terms
- are in compliance with the Data Protection Act 2018 requirements
- are justifiable by the force in relation to the above guidelines.

27.1 Text

Description: This field is used to record any further relevant information about the subject that is not held elsewhere in the record.

Input: Up to twenty entries each of up to 64 free text characters to record any information to be added to the record. Input should be concise, yet clear and unambiguous, with due regard to the Data Protection Act 2018 .

28. UNCONFIRMED UPDATES

This screen contains details of all nominal data that has been created or updated at the same time as an Arrest/Summons report has been created. It may be displayed over several pages, dependent upon how much nominal data has been affected. There will be present a BEFORE and AFTER VALUE, showing the old data before it was replaced with the new. Once IDENT1 confirms the subject's identity by fingerprints, the Unconfirmed Updates data relative to that A/S report is removed from the record. If a subject is confirmed by fingerprints as being another PNC subject, the AFTER VALUES will be transferred to the correct record and the BEFORE VALUES will go back onto the original record.

29. ADMINISTRATIVE DATA

This screen contains details of the administrative data pertaining to the record. It includes details of whether or not the record has been Back Record Converted, the DNA and Fingerprint Retention Dates, who last updated the Description data (including the MSA), NASC factors, Place of Birth/Nationality and Driver Number and when it was done.

Even though both Place of Birth and Nationality appear on the Description screen, they are treated as separate entities for the purpose of the Administrative Data. If the record is a migrated one, information may be present on this screen regarding the Date and Place they first came to notice.

The BRC status indicator found on the Administrative Data screen describes the current state of the subject's record, showing to what level the data has been or is being converted.

It is displayed as a literal as follows:

Display text	Possible Numeric value
Created post-migration	None
No Convictions on PNC	None, 1, 2, 3.
PNC2 Convictions level only	None, 2, 3.
Full Policing data	None

If one of the above numeric values is shown, this indicates the data is currently being BRC'd as follows:

1	-	Convictions being added
2	-	Full details being added
3	-	Priority for full details.

If blank, this indicates that the subject had only WM or DD details prior to migration.

30. SIMULTANEOUS DRIVERS AND NAMES ENQUIRY (#DN)

30.1 Introduction

The #DN transaction has been introduced in order to compensate for the potential withdrawal of the Disqualified Drivers section from PNC Names records. It allows you to do one search to check a person simultaneously on the Drivers and Names files, instead of using #DL and #NE, and works more effectively when the Driver Number is present on the Names record. Where a subject has an alias name, it may be necessary to conduct more than one search to ensure that they are definitely not on either of the databases.

Use of #DN is only permitted in the same circumstances as #DL, i.e. under the [Motor Vehicles \(Access to Driver Licensing Records\) Regulations 2001](#). Essentially this is where production of a driving licence could have been required under s.164 of the Road Traffic Act 1988. When the status of a driver's licence is checked via #DN it means that crucial operational information, such as any Warning Signals, can be ascertained and communicated immediately.

Up to two separate lists of names are created, one containing possible matches from the search of the Names database and the other the possible matches from the search of the Drivers Licence database. The interpretation of the data and paging within individual Names and Drivers Licence records is identical to that described respectively in the earlier sections of this chapter and in [Chapter 17](#).

The remainder of this section deals with formatted and unformatted #DN enquiries, the possible types of response, navigation between the two summary lists, navigation between Names and Drivers screens and warning messages. Note that the latest #DN guidance document, version 4, was issued via PNC L/O Letter 2012/025.

30.2 Formatted Enquiry

To carry out a transaction using the format, enter #DN in the Transaction Code field, complete the Originator field as per force policy, suffixed with +TRAFFIC MATTER, and put 1 in the Reason Code field. The relevant format will be displayed, allowing the input of the NASCH factors, as described in [sections 4.1 to 4.8](#) of this chapter. Two fields are mandatory, Name and Sex, with M and F being the only permitted options for the latter.

30.3 Unformatted Enquiry

As an alternative to using the format, the relevant details may be entered on the data line. The Transaction Code, Originator and Reason Code fields should be completed as stated in the previous section. The order of data entry on the data line is the same as in the formatted enquiry, but here it is necessary to separate each element by a field separator (either a colon or a semi-colon). For example:

N A S C H

HOLMES/SARAH:08101970:F:W:F508

Trailing (semi-)colons may be omitted, thereby making the following example permissible:

HOLMES/S;08101970;F

However, any data missing between the factors, after the surname, must be replaced by semi-colons, e.g.

HOLMES/S::F:W:F508

N.B. It is strongly recommended that all known search factors are entered to ensure comprehensive responses are generated. Partially entered data may result in an incomplete search.

30.4 Responses

Up to 50 responses to each search will be presented, on separate summary screens for Names (PNC) and Drivers Licences (DVLA). At the top of the screen a message is displayed stating how many hits were found for each search, separated by a colon. Examples of this message are:

1 POSSIBLE PNC : NO TRACE DVLA
BEST 50 OF 113 POSSIBLES PNC : 47 POSSIBLES DVLA

Each summary screen will be headed either PNC RESPONSES or DVLA RESPONSES, and the PNC Names responses will be displayed first if matches were found for both searches.

Searches on the PNC Names database will generally return a wider range of possible matches than on the Drivers database, which requires a more exact match on the name and date of birth.

30.4.1 Possible responses to search of Names database

#DN Response	Meaning
NO TRACE PNC	No trace on Names database
1 POSSIBLE PNC	Single response on Names database
X POSSIBLES PNC	Multiple responses on Names database
1 POSSIBLE PNC (USING YEAR OF BIRTH SEARCH)	Single response on Names database (obtained using YOB)
X POSSIBLES PNC (USING YEAR OF BIRTH SEARCH)	Multiple response on Names database (obtained using YOB)
1 POSSIBLE PNC (CONSIDER YEAR OF BIRTH SEARCH)	Single response on Names database (consider using YOB)
NO TRACE (INCLUDING YEAR OF BIRTH SEARCH)	No trace on Names database (including YOB search)

BEST 50 OF X POSSIBLES PNC

More than 50 responses on Names database

BEST 50 OF X POSSIBLES PNC (USING YOB)

More than 50 responses on Names database (using YOB search)

30.4.2 Possible responses to search of Drivers Licence database

#DN Response

NO TRACE DVLA

1 POSSIBLE DVLA

X POSSIBLES DVLA

Meaning

No trace on Drivers database

Single response on Drivers database

Multiple responses on Drivers database

30.4.3 Other possible responses

#DN Response

ERROR(S) - RE-ENTER BELOW (Cursor flashes in field containing error)

INSUFFICIENT PNC INFORMATION - TRANSACTION COMPLETED

Meaning

Invalid parameter in one or more fields

Not enough information to generate few enough responses for them to be displayed

Text below appears in centre of map:

TRY MORE SEARCH FACTORS

NOTE: A HIGH VOLUME SEARCH ON THE SAME SEARCH FACTORS WILL ALSO RESULT IN AN INSUFFICIENT INFORMATION RESPONSE.

30.5 Navigation between Summary Lists

When the summary list of Names records is displayed (headed PNC RESPONSES) it will be possible to switch to the display of the Drivers records summary by entering DL in the PAGE field.

When the summary list of Drivers records is displayed (headed DVLA RESPONSES) it will be possible to switch to the display of the Names records summary by entering NA in the PAGE field.

When an attempt is made to display a non-existent list the message INVALID PAGING REQUEST will be displayed.

30.6 Navigation between Names and Drivers Records

One or more Names records may be marked for selection using X, with their display determined by the same paging options as described in [section 7](#) of this chapter. For example, putting DD in the PAGE field will cause all records with the Disqualified Driver element to be selected for display.

One or more Drivers records may be marked for selection using X, with their display determined by the same paging options as described in [Chapter 17, section 4](#). For example, putting D+ in the PAGE field will cause all screens of all records in the summary to be displayed in sequence.

Within #DN it will be evident whether a Names or Drivers Licence record is being displayed, as a Names record will show the PNCID number towards the top right hand side of the screen and a Drivers Licence record will show the DRIVER NUMBER.

When a Names record is being displayed it will be possible to navigate to the Driver record for that person (if a Driver Number exists) by entering DR in the PAGE field.

When a Drivers record is being displayed after entering DR in the PAGE field of the corresponding Names record, it will be possible to navigate back to that Names record by entering NR in the PAGE

field. When an attempt is made to enter N (Next record), P (Previous record) or S (Summary screen) the message PAGE NUMBER DOES NOT EXIST will be displayed, because the Drivers record being displayed has been selected via the PNC Names summary screen.

N.B. If a Names record does not indicate the presence of a disqualification from driving (DD) report it is important to check the Drivers record as well, because some forces do not update the DD part of the PNC Names database.

30.7 Warning Messages

In certain circumstances #DN will display a message prefixed by WARNING: to indicate that the Names and Drivers records may relate to different people, or a Driver record cannot be found.

Warning Message	Scenario
NAME DOES NOT MATCH DRIVER RECORD	When name on Names record does not match name on Drivers record
DOB DOES NOT MATCH DRIVER RECORD	When DOB on Names record does not match DOB on Drivers record
NAME AND DOB DOES NOT MATCH DRIVER RECORD	When name and DOB on Names record does not match Drivers record
NO TRACE OF DRIVER NUMBER ON DVLA	When a Names record contains a Driver Number which cannot be found on the Drivers database

31. NATIONAL POLICY ON NOMINAL DATA MAINTENANCE

This section looks at the ways in which Nominal data can be added to a record, the rules regarding the entry of the information and how it can subsequently be maintained.

31.1 Creation

Nominal data cannot be created until a report has been entered. You **must** thoroughly search the system prior to creating a new record. Failure to do so may result in duplication. Adding details to the wrong record may ultimately lead to a wrongful arrest. If no matching record is found then a new record must be created. In the cases where a possible match cannot be confirmed a new record must be created. The Internal Cross-Reference "May be identical to" can be added. If subsequently the subject's identity can be confirmed, the data can be transferred. If an existing record for the offender is found, then a further report and any relevant supplementary Nominal data must be added to it.

All data must comply with the requirements of the Data Protection Act 2018 . Data must be relevant, accurate and necessary and all forces should ensure appropriate audit processes exist to support this objective.

31.2 Amendments and Updates

The amendment or update of Nominal data is dependent upon ownership of the data, level of authorisation of the user, the type of data and the status of the record.

31.2.1 General Rules

- Any discrepancies identified in data owned by another force might require liaison between the forces concerned, in order that it can be rectified.
- PNC will automatically check FS codes against ownership rules and levels of authority of the user.
- The PNCID is system created and can never be amended.
- Once created, CRO and SF numbers can only be amended **Data Assurance and Reconciliations Team** in conjunction with IDENT1.
- Driver numbers are issued by DVLA but they can be amended or deleted on PNC by forces.

- Forces entering an Arrest/Summons Report initially create the fingerprint status. Some elements can be amended by forces, others by **Data Assurance and Reconciliations Team** and Fingerprint Bureaux only.
- The creator can amend the following at any time up until fingerprints have confirmed the identity of the subject. After this time only the **Data Assurance and Reconciliations Team**, in conjunction with IDENT1, can update the items:
 - Filename (see note below)
 - Date of Birth
 - Sex
 - Colour

N.B. **Data Assurance and Reconciliations Team** will accept requests to change Filenames if they satisfy one of the following criteria, as described in PNC L/O Letter 2021/027:

- change relating to Gender Reassignment (see [section 33.10.1](#))
- twin using the other's details when they first came to notice
- offender giving false details relating to another individual who is adversely affected
- acknowledged administrative error occurring during the initial creation of the record

31.2.2 Number of Occurrences

These items can occur more than once, but can only be updated by the original creator (see [section 7.3](#)).

- * Bail Conditions
- * Wanted/Missing
- * Disqualified Driver
- * Arrest/Summons
- * Impending Prosecutions
- * DNA Reports
- * Disposal History
- * Alias Names
- * Alias Dates of Birth
- * Local Cross-References

31.2.3 Group Items

The items listed below exist as a group and anyone can update any of them; having updated any item they automatically become responsible for the accuracy and validity of the whole group of items.

- * Ethnic Appearance
- * Height
- * Build
- * Place of Birth
- * Hair Colour
- * Hair Description
- * Facial Hair
- * Eye Colour
- * Glasses Worn
- * Shoe Size
- * Handedness
- * Accent
- * Nationality
- * Marks/Scars/Abnormalities

32. TRANSACTION INTERPRETATION

There are two methods of carrying out maintenance on a subject's record:

- * Using the #NU transaction.
- * Using one or more of the "BYPASS" transactions relative to the Nominal Data Elements, which enable a single update type per transaction.

32.1 Names Update Transaction (#NU)

The #NU transaction is used to create a NEW Names record and to update existing records. The transaction can be used either formatted or unformatted mode.

32.1.1 Formatted

Leave the Data line blank and a format requiring the following will be produced:

- * Force/Station Code and NASCH factors or Force/Station Code and PNCID or CRO No. and Checkname.

32.1.2 Unformatted

Enter the following details directly onto the data line using separators as described earlier in this chapter at [section 5](#):

- * Force Station Code: NASCH factors

32.1.3 New Records

A new person record can only be created using NASCH factors and the appropriate option to indicate what type of report is to be created, in addition to the above input factors.

- * A Arrest/Summons Report
- * W Wanted/Missing Report
- * D Disqualified Driver Report

An automatic search of the database is carried out for possible matching records and one of the responses described below may be generated.

32.2 Responses to #NU Transaction

32.2.1 Insufficient Information

“INSUFFICIENT INFORMATION”

The operator will be warned that if they continue to create a new record based on this information, it is unlikely that it will ever be retrieved by a future NASCH enquiry, e.g. SMITH/. Once created, however, the record may be retrieved using the PNCID.

32.2.2 No Trace

NO TRACE

A format (dependent upon which report has been selected) is presented for completion. Once the report has been created and accepted by the system the opportunity is then given to create any relevant nominal details. The system produces the NOMINAL UPDATE MENU for selection of the required items. It is possible to mark all 21 Nominal data items and progress through each one as presented by the system.

Alternatively, the menu may be bypassed in favour of entering the appropriate item code in the page field (e.g. AD for ADDRESSES, PF for PLACES FREQUENTED etc).

The NASCH factors already entered can be amended if necessary, once the report has been created and before fingerprints are confirmed, by electing to update the DESCRIPTION screen. However, this may result in the rejection of the fingerprints, e.g. when they are received by your Fingerprint Bureau, but the Year of Birth has been subsequently changed.

32.2.3 Trace

TRACE

A full record or up to four summary screens of possible matching records will be returned, and the choice to add reports and/or maintain the record is displayed. However, the possible matches may be rejected and a new record created using the field described below:

- * **CREATE NEW RECORD?** This field appears on the first NOMINAL page and if a Y for Yes is entered then the record, or summary currently on display, is rejected and the appropriate report screen format is presented to create a new Names record.

Alternatively, where a record already exists, the record may be accessed using the PNCID and Checkname, or the CRO reference and Checkname. The following responses may be displayed:

- * **CHECKNAME INCOMPATIBLE WITH FILENAME.** This indicates that a valid PNCID has been quoted but that it is not consistent with the Filename on the stored record.
- * **THE NUMBER REQUESTED HAS BEEN DELETED.** This indicates that a record did exist on the PNC but has been deleted. There will be an explanation of what has happened to the record, e.g. it has been weeded.
- * **NUMBER NOT ISSUED.** This indicates that the number is in a valid format but has not been issued.
- * **TRACE** - one possible.

Upon reaching the required page the display will show the existing data with several options which will be discussed later, or a format to commence updating. If new data is to be entered, where data exists 'Y' is entered in the "CREATE" field and the "COMMENCE UPDATE" field. If data exists adjacent to each item there will be a field displaying several options (these are discussed later). These options relate to the items to which they are adjoined. Each update screen has an ABANDON UPDATE and ABANDON TRANSACTION field, which may be utilised, either to terminate that update but still proceed to the next update, if applicable, or to terminate the whole transaction, respectively.

32.3 After Creation

At the completion of updates, abandon once to redisplay the record in enquiry mode at NS, with full paging, displaying and printing functionality. Abandon once more to leave the record. The reason why the PNC displays the record again is to provide an opportunity to review the updates made.

33. THE NOMINAL FIELD RULES FOR UPDATING

The rules regarding the completion of the formats are reproduced below. The first three fields are common when creating or updating some other data items. The following rules apply wherever they are found.

33.1 Create More

CREATE MORE? N

Description: This is a mandatory field used to indicate to the system that more screens are required for update.

Input: The automatic default for this field is N to indicate that no further formats are required for completion. If further formats are required, the default should be changed to Y.

33.2 Abandon Update

ABANDON UPDATE? N

Description: Utilisation of this mandatory field allows the current update to be abandoned but any

remaining updates to be continued if required. The whole transaction is generally abandoned if the update is being carried out via a BYPASS transaction code.

Input: The default for this field is N to indicate continuation with the update. Enter Y to abandon the update and cause the record to revert to its original state.

33.3 Abandon Transaction

ABANDON TRANSACTION? N

Description: This field terminates the entire transaction even where further items have been requested for update.

Input: This automatically defaults to N. If this is changed to Y or A (ABANDON) then the whole of the update will be abandoned.

If Abandon Transaction is used following an update using #NU, the system returns the user to the Nominal Screen at an enquiry level to review the work carried out.

33.4 Warning Signals

There is a maximum of 20 warning signals allowed per record and they will, if all types are present, be displayed in the system generated order. It is possible to create several warnings of the same type on one record, e.g. two WEAPON signals, one for knives and another for baseball bat. Whenever a warning signal is created the originator must be able to substantiate the existence of the entry.

The format consists of four fields per warning signal, to a maximum of four per screen. To create more once the first screen has been filled enter the Y character in the "CREATE MORE?" field. This will provide a format for a further four warning signals to be input. This process can be repeated until the maximum number of permitted signals, i.e. 20, is reached. Once the maximum has been reached, the force needing to add another occurrence will have to contact the owners of the oldest/least relevant and request its removal before they can append the new one.

The signal IF is not permitted on the record of a female subject (nor IM on a male). Neither is permitted if the subject is unknown.

33.4.1 WARNING

Description: This is a mandatory field in which a two-character code is input to describe the type of Warning Signal to be attributed to the subject.

Input: Two characters, dependent upon the type of warning to be described.

Full details of all current Warning Signals are found in [section 9.2](#) of this chapter, Names Data Definitions and Help Screens.

33.4.2 TEXT

Description: Although this is an optional field, explanatory text **should** be provided.

Input: Up to 60 characters of free text.

If there is insufficient space within the text box, the text box should include 'SEE OD PAGE' and any further text be added to the OD page (see [section 27](#)).

33.4.3 DATE

Description: This is a mandatory field and relates to the date on which the Warning Signal was current.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 31012024.

33.4.4 F/S REFERENCE

Description: A reference that enables supporting documentation to be retrieved.

Input: A valid Force/Station identifier followed by an oblique, then a free text reference of up to 14 characters, comprising alpha, numeric, oblique or hyphen.

N.B. the Force/Station code used identifies the owner of the warning signal.

33.5 Information Markers

This item is used to record useful and operationally important information about a subject. The format consists of four fields that are described below.

33.5.1 MARKER

Description: This is a mandatory field requiring a two-character input code used to specify the type of Information Marker to be attributed to the subject. Full details of available markers are found in [section 10.1](#) of this chapter, Names Data Definitions and Help Screens.

Input: Two characters, dependent upon the type of marker to be created.

N.B.

- * Only one type of marker can be entered, except in the case of OB, UN or AS. The USES NOMINAL DETAILS OF marker **must not** be linked more than once to the same non-PNC subject.
- * The CONFIRMED DEAD marker can only be input if an UNCONFIRMED DEAD marker already exists on the record. The input of these two markers is restricted to a limited number of users; check to see that you are authorised to enter them.
N.B When NFLMS sends PNC a Cancellation of a Firearms Certificate record due to death, the CD marker is added even if the UD marker is not present.
- * The FOREIGN LICENCE marker can only be created if a Disqualified Driver report exists on the record.
- * The marker LIFE LICENSEE can only be entered by the Metropolitan Police SSS and Police Scotland (National Systems Support).

The marker REFER TO FILE is no longer input online but may still be seen on migrated records. If UN is used an alias name and date of birth must be created on the record.

33.5.2 TEXT

Description: This optional field is used to describe/validate any further information regarding the marker.

Input: Up to 60 characters of free text.

N.B. The marker UN **must** have supporting text.

33.5.3 DATE

Description: This mandatory field is used to record the date on which the evidence for the Information Marker was current, except for the marker RE, for which the date must be in the future.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 31012024.

33.5.4 F/S REFERENCE

Description: This mandatory field is a reference to source documentation that substantiates the relevance of the Information Marker to the subject.

Input: A valid Force/Station identifier followed by an oblique, then a free text reference of up to 14 characters, comprising alpha, numeric, oblique or hyphen.

N.B. The Force/Station identifier used, identifies the owner of the Information Marker.

33.6 Internal Cross-References

These items are used to link the PNC record of one subject to that of another PNC recorded subject. When an Internal Cross-Reference is added to a subject, a corresponding Cross-reference is automatically added to the related record. There is a maximum of ten such references permitted per record. Five different types of cross-reference are available. It is therefore possible to place ten of the same type of Internal Cross-Reference onto one record. The same type of reference cannot be linked to the same record more than once. There are three fields to be completed in this format and they are detailed below.

33.6.1 XREF TYPE

Description: This is a mandatory field used to describe the type of internal cross-reference relating to the subjects.

Input: A two-character code to indicate the literal to be displayed to the enquirer. Full details of codes and meanings are found in [section 11.1](#) of this chapter, and are available in the Names Data Definitions and on Help Screens.

PU should only be used with Internal Cross-References where the person referred to is a PNC subject. An alias name and date of birth must be added to the corresponding records. The Markers WAITS MAKEOVER TO and FROM are both system-generated (not operator input) when the makeover process is hindered because the Back Record Conversion of the records is incomplete.

When both subjects hold full CRO numbers, NOT IDENTICAL TO can only be inserted by **Data Assurance and Reconciliations Team** in conjunction with IDENT1.

The Internal Cross-Reference NOT IDENTICAL TO and MAY BE IDENTICAL TO the same subject, are mutually exclusive.

33.6.2 PNCID

Description: This is a mandatory field used to indicate to which record the subject is cross-referred.

Input: The PNCID of the person being cross-referenced.

33.6.3 CHECKNAME

Description: This is a mandatory field used to input up to the first 12 characters of the surname to which the above PNCID relates.

Input: Up to the first 12 characters of the surname of the subject of the record being cross-referred.

N.B. Ensure that the Checkname input actually relates to the subject's FILENAME and not any other name used by them.

33.6.4 OWNER

Description: The user must enter here details of the Force/station code originating the information relating to this item. This field is common to many data input screens and the rules for the completion remain the same for each item. Consequently it will not be repeated.

Input: A valid four-character Force/Station code of the owner of the information, e.g. 33BA. If nothing is entered, the system automatically uses the Force/Station code used at the commencement of the transaction.

33.7 Alias Names, Nicknames and Company Names

Alias Names and Nicknames are used to record other names used by the subject. They are displayed and entered as separate items. There is a combined maximum of 254 Aliases/Nicknames which can be added to any one record (this does not include a DVLA Alias). Any name other than the Filename or Company Name under which the record is first created is classed as an Alias or Nickname. Aliases and Nicknames erroneously entered cannot be amended. They must be deleted then re-input.

When a Company is prosecuted for a recordable offence, it will be necessary to record the details of that Company and the prosecution details on PNC.

33.7.1 ALIAS NAME

Description: This is an optional data item. An Alias is classed as any name used by the subject other than the Filename or Nickname.

Input: Surname/Forename(s).

N.B. The names under which the subject has been processed are not to be input as an Alias as they will be automatically picked up by the system as being alias names and added to the record.

33.7.2 NICKNAME

Description: This is an optional item and is used to catalogue any name, by which the subject is known, which is not already recorded and does not conform to the standard surname/forename format. There is a combined maximum of 254 Alias/Nicknames which can be input per record (excluding the DVLA Alias).

Input: As for the surname of the Filename, input the Nickname followed by oblique, e.g.
MICK THE KNIFE/
CHUNK/

N.B. The nickname must not duplicate any existing Filename, Alias, or Nickname. Nicknames cannot be amended. If necessary they must be deleted and re-input.

When updating, consideration should be given to the spelling of nicknames to allow a greater chance of a hit in the future. For a Nickname such as CORKY, more than one entry should be made such as CORKIE, KORKY and KORKIE.

33.7.3 COMPANY NAME

Description: When a Company is prosecuted the Company Name is created in the same way as an individual's name.

Input: The actual name of the company is entered as the surname, followed by an oblique and either "Company" or "Dotcom/Company" as forenames, e.g.

LEGALANDGENERAL/COMPANY
YAHOO/DOTCOM/COMPANY

Note that the growth of internet companies being convicted for recordable offences has led to the use of DOTCOM to distinguish these. This name should be used on PNC regardless of what the actual website suffix is, e.g. ".com", ".co.uk", ".net" etc.

The following additional rules apply:

- * Replace obliques and hyphens with spaces
- * Convert "&" to the word "AND"
- * Omit all non alpha-numeric characters
- * Convert numeric to words e.g. "A2B Taxis" becomes
ATWOB TAXIS/COMPANY
- * Omit "Limited", "Ltd.", "Public Limited Company", "PLC", "CO" and
"Company" from the surname element

The use of the above rules should ensure that Company Names can be found when searched for when using QUEST and in accordance with the advice found in [section 4.6](#) of this chapter.

33.8 Alias Dates of Birth

Description: This is an optional data item utilised for any date of birth used by the subject which differs from that recorded as the FILE DATE OF BIRTH. There is a maximum of 50 occurrences permitted.

Input: This is an 8-character format (DDMMYYYY), which requires either a full date of birth (e.g. 09121958) or a partial date of birth (e.g. --121958 or ----1958).

N.B. Duplicates of either the File or other Alias Dates of Birth are not permitted.

33.9 Description

This item can consist of up to 16 different individual data items. Apart from the Filename, Colour, Sex and Ethnic Appearance, the items are all optional. If the record has an Arrest/Summons or FCH report, then the NASC factors can only be updated by **Data Assurance and Reconciliations Team**. There is no direct ownership of the other items, therefore any authorised operator can create or update any one of them, but then becomes responsible for all of them. It is necessary to enter 'Y' in COMMENCE UPDATE prior to gaining access to the screen.

33.9.1 Date of Birth

Description: This field is used to enter the date of birth of the subject. This then becomes the File date of birth.

Input: This is an 8-character format (DDMMYYYY), which requires either a full (e.g. 09121958) or partial date of birth (e.g. --121958 or ----1958) to be entered.

Validation rules prevent a #NU transaction from continuing in certain circumstances. For example, if an attempt is made to create a record where the Date of Birth makes the subject at least 100 years of age, the following message will be displayed:

TRANSACTION ABORTED - AGE IS 100 YEARS OR GREATER

If an attempt is made to create a record where the Date of Birth makes the subject under 10 years old for an unsuitable entry, e.g. Wanted for recordable offence, the following message will be displayed:

CLASS/OFFENCE INCOMPATIBLE WITH D.O.B - TRANSACTION ABORTED

If the requirement is genuine, create the record with a blank (or incorrect) Date of Birth, then amend it to the correct date via the DE page.

N.B. Check that the date is not a duplicate of an Alias Date of Birth which already exists on the record.

33.9.2 Sex

Description: This field is used to describe the sex of the subject.

Input: A single character input to indicate the sex of the subject:

- * M = Male
- * F = Female
- * U = Unknown

33.9.3 Colour

Description: This field is used to describe the skin colour of the subject.

Input: A single character input to indicate the colour of the subject:

- * W = White
- * N = Non White
- * U = Unknown

33.9.4 Ethnic Appearance Code

Description: This field is used to indicate the ethnic appearance of the subject, **not** their ethnic origin. As it may be used in speculative searches of the National DNA Database it is important for this field to be populated. To encourage this, a DAF print is sent to the owner of the associated A/S report if a DNA sample is successfully profiled for a person with unknown Ethnic Appearance. Forces should check these prints and update the Ethnic Appearance on PNC wherever possible. This update will automatically send the new value to NDNAD.

Input: A single digit is input to indicate the appearance of the subject as follows:

- * 1 White – North European
- * 2 White – South European
- * 3 Black
- * 4 Asian
- * 5 Chinese, Japanese or South East Asian
- * 6 Middle Eastern
- * 0 Unknown

33.9.5 Height

Description: This field is used to record the height of the subject.

Input: A four-character input consisting of an alpha character identifying the standard used, i.e. metric or imperial, followed by the numeric value of that particular standard, e.g.

- * M172 = metric standard of 172 centimetres
- * F508 = an imperial standard of 5 feet 8 inches

N.B. Check the value is not greater than F811 (M272), or less than F200 (M060).

33.9.6 Build

Description: This item is used to describe the apparent relationship between the subject's height and weight (their stature).

Input: Two characters or text literal as follows:

- * FT or FAT

*	HE	or	HEAVY
*	SY	or	STOCKY
*	BR	or	BROAD
*	PR	or	PROPORTIONATE
*	ME	or	MEDIUM
*	TH	or	THIN
*	SL	or	SLIM
*	ST	or	SLIGHT
*	SM	or	SMALL

33.9.7 Shoe Size

Description: This field is used to indicate the subject's shoe size in either British or European standard format.

Input: Up to five characters input, dependent upon the standard used. The British format is prefixed B, followed by the size (one or two characters) or nn.5 for half sizes. The European format is prefixed E, followed by two characters, e.g.

British

*	B6	=	British size 6
*	B06.5	=	British 6½
*	B0	=	British child's size.

European

*	E48	=	European size 48
*	E00	=	European child's size.

The minimum and maximum sizes are:

*	British	0	European	00	(child's)
*	British	16	European	53	

The standard chosen for input is converted by the system and both are subsequently shown on the record. Certain British half sizes do not have a separate European equivalent. These half sizes will be acceptable input, but when the information is displayed in the enquiry mode, they will be seen as a full size, e.g. an input of B8.5 will be displayed as B8.

When the shoe size B10 is input, it is always converted to B9.5 as these are both E44.

33.9.8 Eye Colour

Description: This field is used to describe the apparent colour of the subject's eyes.

Input: Up to two fields of two alpha characters or the literal text. Where each eye differs in colour from the other, e.g. right eye blue/left eye green, the right eye colour is entered in the first field.

*	BL = Blue
*	BR = Brown
*	GN = Green
*	GY = Grey
*	HA = Hazel
*	PI = Pink
*	UN = Unknown

33.9.9 Glasses

Description: This field is used to give an indication whether the subject normally wears glasses, contact lenses or neither.

Input: A single character as follows:

- * G = Glasses worn
- * C = Contact lenses worn
- * N = Neither Glasses nor Contact lenses worn

33.9.10 Handedness

Description: This is an indication of whether the subject is right/left handed or ambidextrous.

Input: Enter a single character code.

- * A = Ambidextrous
- * L = Left handed
- * R = Right handed

33.9.11 Hair Type

Description: This field is used to describe the characteristic of the subject's head hair.

Input: This field is mandatory if hair features are to be recorded, and is used to describe the type of hair the subject has.

- * BALD (BA)
- * COLLAR LENGTH (CL)
- * CROPPED (CR)
- * RECEDING (RE)
- * SHORT (SH)
- * SHOULDER LENGTH (SL)
- * VERY LONG (VL)

33.9.12 Hair Colour

Description: This item consists of three sub-fields used to describe the colour of the subject's head hair, including whether it is dyed and/or greying.

Input: The format consists of up to five sub-fields and the user is required to input either a 2-character alpha code or literal text to a maximum of 29 characters.

- The first sub-field describes the normal colour of the hair.
- The second sub-field describes, if applicable, whether the normal hair is greying or dyed.
- The third sub-field describes the artificial colour of the hair.
- The last two sub-fields describe features of the hair.

The permitted normal colours are as follows:

- * AUBURN (AU)
- * BLACK (BK)
- * BLONDE (BD)
- * BROWN (BR)
- * DARK BROWN (DB)
- * FAIR (FA)
- * GINGER (GI)
- * GREY (GY)
- * LIGHT BROWN (LB)
- * MOUSEY (MO)
- * RED (RD)
- * SANDY (SA)
- * WHITE (WH)

DYED (or D) and GREYING (or G) are permitted inputs for the second sub-field.
The artificial colour includes all the earlier normal colours and the following:

* BLUE	(BL)
* GREEN	(GN)
* MULTI	(MU)
* ORANGE	(OR)
* PINK	(PI)
* PURPLE	(PU)
* YELLOW	(YE)

N.B. Where GREYING is entered in the second sub-field no further input into the third sub-field is permitted. Where DYED is input in the second sub-field an artificial colour must be input.

33.9.13 Features

Description: This field is used to describe the style or characteristics of the subject's head hair.

Input: The format may consist of up to two sub-fields or a total of up to 17 characters.

The first and second fields are used to describe the features of the subject's hair. These are optional fields. Valid inputs are as follows:

AFRO	(AF)	PLAITED	(PL)	STREAKED	(SD)
BEEHIVE	(BH)	PONYTAIL	(PT)	TEDDY	(TE)
CURLY	(CU)	PUNK	(PK)	THINNING	(TH)
CURTAINS	(CT)	RASTA	(RA)	UNTIDY	(UN)
DIRTY	(DI)	SHAVEN	(SV)	WAVY	(WA)
GREASY	(GR)	SKINHEAD	(SK)	WIG	(WI)
MOHICAN	(MO)	SPIKED	(SP)		
PERMED	(PM)	STRAIGHT	(ST)		

e.g. DI TH = Dirty and Thinning.

33.9.14 Facial Hair

Description: This consists of up to five sub-fields and is used to describe the type, colour and features of any facial hair the subject has.

Input: The input in the first sub-field for the type of facial hair can be one of the following literals or one-character codes:

* MOUSTACHE	(M)
* BEARD	(B)
* LONG SIDEBURNS	(L)
* CLEAN SHAVEN	(C)

The colour of the facial hair is input into the second sub-field. This can either be a literal or the two-character code used to describe hair colour.

The third sub-field is used to indicate whether the hair is dyed or greying. The input for this field is either a literal or the corresponding single character:

* DYED or D
* GREYING or G

Only one or other of these is permitted on each record.

If the third sub-field has been completed with the code D the artificial colour should be input into the fourth sub-field. The permitted input here is the same codes and literals that are used to describe hair colour.

The fifth available field is used to describe the features of the facial hair. The input consists of up to ten free text characters.

e.g. B MO D LB Bushy = Beard, mousey, dyed, light brown and bushy

N.B. An artificial colour is only permitted if it is preceded by the D code.
If CLEAN SHAVEN is used as the type, no other facial hair occurrences are valid.
A maximum of three different occurrences is allowed.

33.9.15 Accent

Description: The subject's accent.

Input: One of the following text strings or the associated two-character code:

American	(AM)	Irish	(IR)	Oriental	(OR)
Asian	(AS)	Italian	(IT)	Other Foreign	(OF)
Australian	(AU)	Liverpool	(LI)	Scottish	(SC)
Birmingham	(BI)	London	(LO)	Southern	(SO)
Cultured	(CU)	Manchester	(MA)	Spanish	(SP)
East Anglia	(EA)	Midland	(MI)	Welsh	(WE)
English	(EN)	Northern	(NO)	West Country	(WC)
French	(FR)	North East	(NE)	West Indian	(WI)
German	(GE)	North West	(NW)	Yorkshire	(YO)
Glasgow	(GL)				

Local is not a permitted accent. OTHER FOREIGN only relates to foreign accents not covered by the above. It is not to be used for unlisted UK or unidentified accents.

33.9.16 Place of Birth (POB)

Description: This field is used to input the place where the subject was born.

Input: Up to 40 characters of free text. Permitted characters are:

Alpha	Numeric	Space
Hyphen	Apostrophe	Full stop
Oblique	Ampersand	Comma
Semi-colon	Parentheses	Plus

In all cases, where place names are common or not widely known then a two-digit Force Code **must** be entered to identify the police area where the place is situated, e.g. UPTON13. Where the place of birth is abroad, the appropriate name of the country should be appended to the place name, e.g. NANTES FRANCE.

33.9.17 Nationality

Description: The country in which the subject holds legal citizenship. It is possible to record up to three different nationalities where the subject claims dual/triple nationality.

Input: A 3-digit code or text literal of up to 33 alpha characters.
A copy of the details is available on the help screen associated with this data item.

N.B. Nationalities may not be duplicated.

New countries, e.g. Montenegro, are shown and the #QN transaction provides the latest list of valid entries. Records containing historical countries, e.g. Yugoslavia, are not automatically converted to the new countries.

33.9.18 Driver Number

Description: This field is used to enter the subject's Driver Number as issued by the DVLA. There does not need to be a Disqualified Drivers report on the record for this item to be added.

Input: This field consists of 16 characters, the appearance of which is determined by the DVLA. If the details on the Driver Number record do not match those of the record but do relate to the subject, consideration must be given to the addition of an alias name and/or date of birth where applicable.

33.9.19 Marks/Scars/Abnormalities

This feature consists of three component items that are used to describe physical identifiable features of the subject. There is a permitted maximum of 999 occurrences per record. By creating or updating any of these items the user automatically becomes responsible for the accuracy and validity of all of the occurrences (including the Description) already present. The rules for each component are reproduced below.

33.9.19.1 MSA TYPE

Description: This is a mandatory item that indicates the type of feature attributed to the subject. It is made up of three sub-fields.

Input: The first sub-field is used to describe the type of feature. It consists of a four-character input as follows:

LACKing	PRCD (pierced)
MARK	SCARred
PECUliar	TATToo

The second sub-field consists of one alpha character and describes the position on the body where the identifier is found. The valid inputs are as follows:

R (Right)	L (Left)
C (Centre)	U (Upper)
W (lower)	- (not applicable)

The third sub-field is used to indicate the part of the subject's body on which the feature can be found. The permitted input is four characters as follows:

ABDOmen	EARS	HAND	SCALp
ANKLe	ELBW (Elbow)	HIPS	SPEEch
ARMS	EYBW (Eyebrow)	KNEE	TEETH
BACK	EYES	LEGS	TOES
BRST (Breast)	FACE	LIPS	TONGue
BROW	FEET	NECK	WRST (Wrist)
BUTTocks	FINGER	NIPPlE	
CHESt	GAIT	NOSE	
CHIN	GENItals	PENIs	

For full details of MSA keywords see [Appendix 1](#), Help Screens, Names Data Definitions or #QN.

N.B. Only certain combinations are permitted.

33.9.19.2 MSA Keywords

Description: This is an optional field used to categorise and clarify the TYPE input above. PRCD is the only category that does not permit the entry of KEYWORDS.

Input: Up to four separate KEYWORDS per TYPE may be entered. Each KEYWORD must not exceed 14 characters. Keywords are held on a help table on the system. Enter a type on the help screen to be presented with available keywords.

N.B. Check that the maximum number of characters has not already been entered.
Only one Mark/Scar/Abnormality should be described per occurrence.
If a keyword is ever amended, consideration must be given to amending any related text.

33.9.19.3 MSA Text

Description: This is an optional field used to clarify further the TYPE of feature and elaborate upon the KEYWORDS used. It should only be completed where further explanation of the keyword entered above is thought to be necessary.

Input: Up to 60 characters of free text to describe the feature in question, e.g.
MERMAID SITTING ON A ROCK

Each text description should accurately and clearly elaborate upon the keyword. Care should be exercised to spell words correctly or as they appear in a tattoo.

N.B. Text can only be entered if one or more Keywords are entered, except with PRCD for which text is always allowed, as no Keywords are associated with this MSA Type.

33.10 Gender Recognition Act 2004

Since April 2005 the Gender Recognition Act 2004 has allowed people who have lived in their preferred gender for at least two years to change their sex lawfully by applying for a gender recognition certificate (GRC) and, if a UK citizen, a new birth certificate. A person granted a GRC and birth certificate assumes all of the legal entitlements of a person of the same birth sex, for example employment, marriage and pension rights. They will also be dealt with within the criminal justice system as a person of that sex when it comes to gender specific sexual offences.

If applicable the gender recognition of an individual is identified on PNC by the Gender Reassigned (GR) Information Marker. The notifying force will be shown as the 'owner' of the information. All original associated records such as fingerprints, court records etc. will remain in the person's original filename if they were created when the person was using that name. New records will be in their new filename.

33.10.1 Gender Reassignment Field Rules (Self Notification)

Description: A person, who already has a PNC record, may notify the police to have their PNC record updated, subject to documentary confirmation. Data Assurance and Reconciliations Team must be contacted, via S.31(1) with:

Full Name (both previous and new, if different), Date of Birth, Change of Sex (M to F or F to M), CRO No. or PNCID, Local Reference (including Force/Station Code) and confirmation that the subject has produced the required verification documents.

Details of the valid documents are shown in PNC L/O Letter 2015/008.

Input: This is carried out by Data Assurance and Reconciliations Team, who will:

1. Add a GR Information Marker with text
SELF NOTIFICATION TO POLICE - GENDER RECOGNITION

2. Change the Filename and Gender to reflect the new identity
3. Record their former Filename as an Alias Name.

33.10.2 Gender Reassignment Field Rules (Police Notification)

Description: If as a result of police interaction a person, who already has a PNC record, is shown to have a different gender identity to that shown on their record, **Data Assurance and Reconciliations Team** must be contacted, via **S.31(1)** with:

Full Name (both previous and new, if different), Date of Birth, Change of Sex (M to F or F to M), CRO No. or PNCID and Local Reference (including Force/Station Code).

If the subject has a firearms certificate this should also be mentioned. **Data Assurance and Reconciliations Team** will ask the owning force to remove it from NFLMS temporarily so they can change the PNC filename. This process should only take a short time to complete.

Input: The force should add the subject's new name as an Alias Name. **Data Assurance and Reconciliations Team** will add a GR Information Marker with text
POLICE NOTIFIED - LIVING AS FEMALE
or POLICE NOTIFIED - LIVING AS MALE

33.10.3 Change of Identity

There is no legal obligation on any person in possession of a GRC and/or a new birth certificate to inform the police that they have changed their name or gender. It is, therefore, quite possible that an arrested person could be released or otherwise dealt with before any link to their previous offending history is known (through confirmation by fingerprints).

This situation may arise currently whenever a person uses a false or assumed name. Legislation does allow for fingerprints and DNA to be taken after arrest and before charge for any offence (see [Appendix 9, section 33](#)). If there is any doubt over the identity of an arrested person forces are encouraged to take and check fingerprints at the earliest opportunity.

33.10.4 Disclosure of Gender Reassignment information

Under s.22 of the Act it is an offence for a person who has acquired protected information in an official capacity to disclose the information to any other person. It is not an offence under this section to disclose protected information relating to a person who has applied for a GRC if, among other reasons, the disclosure is for:

- i) the purpose of instituting, or otherwise for the purposes of, proceedings before a court or tribunal
- ii) the purpose of preventing or investigating crime

It is vital, therefore, that gender change information is handled sensitively and professionally, and is **not communicated** to any person inappropriately where the purpose of the disclosure is not in accord with the legislation above. This is particularly important where communication is made over insecure channels, or where printouts are used.

34. THE BYPASS TRANSACTIONS

Once a record has been created it is possible to maintain it by using any of the nine following bypass transaction codes as an alternative to using the #NU code. In all cases the format of the bypass code requires the entry of either the PNCID and Checkname or CRO reference and Checkname along with the Force/Station code of the user. Not all operators will have access to the bypass codes and those who do will only be allowed to use them if they have rights of ownership on the particular item they wish to maintain. Each update screen has an ABANDON UPDATE and ABANDON TRANSACTION field. Depending upon which screen the operator is viewing, the use of either of these fields within bypass codes will generally cause the transaction to be abandoned.

For nominal updates associated with an AS for which the fingerprints are taken and not yet confirmed, #AV must be used (see [Chapter 12, section 4.7](#)).

34.1 Nominal Update (#NN)

This transaction allows the update of nominal and descriptive data. This includes all singly occurring nominal, descriptive and reference fields, e.g. eye colour, driver number, build etc.

34.2 Warning Signal Update (#NW)

This transaction will produce all of the existing Warning Signals with several occurrences permitted per page and potentially more than one page of them. Each occurrence is displayed in full. The option is also available to create new signals by utilising the CREATE field at the bottom of the screen. Once the maximum of 20 has been reached, the force needing to add another occurrence will have to contact the owner of the oldest/least relevant and request its removal before they can append the new one. Alongside each occurrence, dependent on level of authority and ownership of the Warning Signal, the following options may be available:

- A Amend the content (e.g. supporting text or reference) of a Warning Signal owned by that Force/Station. Where a Warning Signal has been selected for amendment, the current data is displayed. Amendments are accepted, validated and, if suitable, applied to the record and updated.
- R Review. Warning Signals can remain for the entire life of a record. However, they must be reviewed within five years from the date of creation or last update. Prior to this date, a printout will be generated from the Hendon Data Centre to the owning force and it is necessary for the Force/Station responsible for its existence on the PNC to decide whether it is still required to remain on the system. If this is the case, the option is taken and the Warning Signal may exist for a further five years before it requires reviewing again.

If a signal is chosen for review, it is displayed and confirmation is required that the signal is to be retained. Where confirmation is given the review date is updated, otherwise no action is taken. If the signal has been reviewed, and it has been decided that it is no longer relevant, then the D option must be used to delete it.

- D Delete a Warning Signal owned by that force. This may be because it has been reviewed and deemed no longer accurate or relevant etc. When a Warning Signal is selected for deletion, it is presented for confirmation of the deletion, otherwise no action is taken.

Before selecting the appropriate option, the RECORD OTHER DETAILS data must be viewed as there may be information there relating to Warning Signals and/or Information Markers, which was added upon migration. Any number of occurrences may be marked for any type of update. If there is more than one page of signals the page default will be for the next page of that section. When all the occurrences for update have been marked, enter 'Y' in COMMENCE UPDATE field. Updates may begin from any page. The system actions the requests in screen display order. Then, if the CREATE field has been utilised to create a new signal, the format for the creation of up to four Warning Signals is produced for completion. More formats are available, allowing up to 20 occurrences to be entered.

34.3 Other Bypass Transaction Codes

The transactions listed below follow the same rules described above at #NW, except there is no option to review Marks/Scars/Abnormalities, Local or Police Circulation References, Photograph Locations or Addresses.

* #NA	Address Update
* #NC	Police Circulation Reference Update
* #NI	Information Marker Update
* #NK	Method (MO) Keyword Update
* #NL	Local Reference Update

* #NM	Description and Marks/Scars/Abnormality Update
* #NP	Photograph Location Update

By creating or updating any Mark/Scar/Abnormality, that Force/Station automatically becomes responsible for the accuracy and validity of all other such data present in that section (including the Description) on the record at that time.

35. ADDRESS INFORMATION

This item is used to record addresses associated with the subject, excluding places frequented by them. There is the facility to record a maximum of 999 occurrences per record. They are displayed in the order of the most recently entered, displayed first, and the oldest last. This item consists of up to eight fields. These are discussed below. The Owner is the Force/Station code supplying the information. When creating or amending address types H (Home), B (Business) and O (Other) a facility exists within #NU and #NA to look up the postcode and validate it using the Royal Mail PAF. See [section 35.4](#) for more details.

35.1 Date At Address

Description: This is a mandatory field used to indicate the latest date on which the subject was known to be associated with the given address.

Input: A standard 8-character date in the format DDMMYYYY.

35.2 Type

Description: This is a mandatory field when an address is being entered and it requires the inputting of a code to indicate what type of address the subject is associated with.

Input: A single alpha character to indicate the type of residence as follows:

H = Home	B = Business
N = No Fixed Address	U = Unknown
O = Other	

The free text field must be used to clarify entries in the 'Other' category, and may also be used to indicate the general area for a 'No Fixed Address' entry, if known.

35.3 Address

Description: The postal address associated with the subject.

Input: Five sub-fields of 32 characters each for the complete postal address (excluding the postcode, for which the next item caters).

Check that the input contains only the following permitted characters:

Alpha	Numeric	Space	Oblique	Hyphen
Apostrophe	Comma	Full stop	Parentheses	Colon
Ampersand				

If the address is one abroad, it can be entered in this field.

In the case of the Unknown option above, text cannot be entered into the ADDRESS field. In the case of No Fixed Address, the ADDRESS field can be used to indicate the area in which the subject is living, e.g. "The Brighton Area".

35.4 Postcode

- Description:** This is an optional field for the postcode, if it is known, of the address where the subject resides. The inclusion of postcode information is **essential** if forces are to gain maximum benefit from QUEST. It is also a performance indicator for Names data input. Postcode information can be obtained using the #QA transaction (see [Chapter 5, section 2.1](#)). This functionality is also available within the update transaction for certain address types, by filling the address fields described in the previous section and placing '?' in the Postcode field. Alongside the desired record press 'P' to use its postcode to update the PNC address record, or either 'F' or 'X' to use the full address to update it.
- Input:** This field requires the input of up to seven alpha/numeric characters. The first part of a postcode, e.g. LS1, would suffice instead of LS1 7RE if that is the only information available. However, **every effort must be made to obtain postcode information in full.**
- N.B.** Only alpha/numeric and space characters are permitted.
Check that the first part of the postcode is a valid code.

35.5 Home Force

- Description:** This field contains details of the police force and station responsible for the area in which the address is situated, and must be completed.
- Input:** A valid four-character Force/Station code of the police station responsible for the area in which the address is situated, e.g. 33BA, or a valid two-character force code.

35.6 Telephone

- Description:** Utilisation of this optional field allows the operator to enter up to five telephone numbers which the subject regularly uses and which are associated with that address.
- It should be recognised that mobile phone numbers are not associated with an address and may change frequently. The purpose for holding them is for intelligence that relates to a specific date. Mobile phone numbers should therefore be recorded in the Identity Numbers field.
- Input:** There are four sub-fields.
- * The first sub-field is used for the name of the town or telephone code area associated with the number. The input consists of up to 30 alpha, space, hyphen, apostrophe or full stop characters.
 - * The second sub-field is used to input the area dialling code of up to 6 digits.
 - * The third sub-field requires input of the specific telephone number of up to 8 digits.
 - * The final sub-field is used to input any extension number of up to 5 digits, e.g. 0191 386 4929 2363.

- N.B.** Input must consist of at least the Town and Number or Area Code and Number.

36. PLACES FREQUENTED

This is an optional item used to inform enquirers of places the subject is known to frequent regularly. There is the facility to record 999 such occurrences per record. It consists of items similar to that in the ADDRESS field, i.e. a postal address sub-field, and a postcode sub-field. The same rules apply to these and are reproduced below.

36.1 Location

Description: The postal address of the place frequented.

Input: As for address page.

36.2 Postcode

Description: This is an optional field for the postcode, if it is known, of the address of the place frequented. The inclusion of postcode information is **essential** if forces are to gain maximum benefit from QUEST. Postcode information can now be obtained using the #QA transaction. For full detail see [Chapter 5, section 2.1](#).

Input: This field requires the input of up to seven alpha/numeric characters. The first part of a postcode, e.g. LS1, would suffice instead of LS1 7RE if that is the only information available. However, every effort must be made to obtain postcode information in full.

37. KNOWN ASSOCIATES

This item will contain details of any person who is known to associate with the subject of a PNC Names record in connection with the suspected or potential commission of crime. It can consist of up to four component parts that are described below. Entry must consist of the Name, Address and one relationship if the associate is not recorded on the PNC, or PNCID, Checkname and two relationships if the associate is recorded on the PNC.

It is not necessary for the associate to be recorded on the PNC Names application for this item to exist. When an occurrence has been created on the subject's record, there will be a corresponding occurrence automatically appended to the associate if they are recorded on the PNC. There is the facility to record a maximum number of ten such occurrences per record.

37.1 PNCID of Associate

Description: If the associate is already recorded on the PNC, the PNCID and Checkname must be input. This action alleviates the need to enter an address, as the latest one existing on the Nominal Screen of the associate's record will automatically be displayed on the subject's record. (This is not necessarily the most recent address shown on the Associate's AD page)

Input: A standard PNCID reference.

37.2 Checkname

Description: This is a mandatory field if a PNCID has been entered, and is used to input up to the first 12 characters of the surname to which the above PNCID relates.

Input: Up to the first 12 alpha characters of the surname of the associate.

N.B.

- * Ensure that the Checkname input actually relates to the subject's FILENAME and not any other name used by them.
- * If the associate is also a recorded subject and the update being performed fails, check that the associate's record does not already contain the maximum number of occurrences. If it does, contact with the owner of one of the items should be considered, to ask them to delete it if less significant or no longer relevant.

37.3 Associate's Name

Description: This item is only completed where the associate is not recorded on the PNC, and requires the input of the name of the associate.

Input: As for FILENAME.

N.B. Check the first two fields - they should have no data in them.

37.4 Associate's Address

Description: The postal address where the associate resides. This is only completed where the associate is not recorded on the PNC.

Input: As for Address page.

N.B. An address may not be added if the input in the previous sub-fields was a PNCID and Checkname.

Other information

- * "NO FIXED ABODE" and "NOT KNOWN" are permitted literals in the address field.
- * If the address is abroad, it can be entered in this field.
- * There is no validation of this field in respect of the layout of the address, so there are no designated fields for the street or town.

37.5 Postcode

Description: This field is only completed where the associate is not recorded on the PNC.

Input: As for address page.

37.6 Relationship

Description: This field is used to describe the relationship between the subject and the associate.

Input: Up to 30 characters of free text to describe the relationship, e.g. Friend. Alternatively, where the associate is recorded on the PNC two relationships, subject to the associate (in the first field), e.g. Nephew, and associate to subject (in the second field), e.g. Uncle, can be entered. An "*" character may be used in the second relationship field to indicate to the system that the relationship applies in both directions, e.g. Cousin.

N.B. If two relationships have been entered, check that only the PNCID and CHECKNAME fields have been completed. Otherwise delete the second RELATIONSHIP.

38. PHOTO LOCATIONS

Generally when an Arrest/Summons report is created, details of any custody photograph relating to the subject and an associated Arrest/Summons report are recorded on that report at the time of creation. However, there may be instances when a Photograph exists and it has not been linked by the system to a recorded A/S report. Details of these Photographs can be recorded at this section. When this section of the record is viewed, both system-linked entries and those entered manually will be displayed.

There is a maximum of ten occurrences permitted within this section. Should an eleventh need to be added to the record, the force wishing to add it should contact the owner of the oldest one and arrange for it to be deleted. However, if the data is added as the result of the creation of an Arrest/Summons report the system will automatically replace the oldest entry with that new entry.

The screen consists of four fields, one of which is the Force/Station code of the photo location Owner with the date of the PNC update. The rules regarding the completion of the other fields are as follows:

38.1 Location

Description: This field is used to identify the location of the custody photograph taken in relation to this entry.

Input: Standard four-character Force/Station identifier, e.g. 13HQ.

38.2 Date of Photo

Description: This field requires entry of the date on which the photo was taken.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 31012024.

38.3 Arrest/Summons Reference

Description: This optional field is used to identify the Arrest/Summons report with which the Photograph is associated.

Input: This is a reference generated by the PNC upon creation of an Arrest/Summons report.

N.B. Ensure that the Reference actually exists on the record and that it has been entered in the correct format.

39. LOCAL REFERENCES

These are references maintained on the PNC that identify the existence of police information held elsewhere about the subject. They can be used with the #NE transaction to access the record. There is a maximum of eight occurrences allowed per record.

There are three types of reference:

- * INTELLIGENCE reference. Indicates that a Force/Station is actively seeking information about the subject. Details of Intelligence references **must not** be transmitted via insecure channels, e.g. radio.
- * INTEREST reference. This means the owner of the reference requires notification of any update to the record. Should an update take place on the record of the subject, e.g. the addition of data, the Force/Station listed as having an interest marker will receive notification of the activity from Hendon, via the DAF printout.
- * INFORMATION HELD reference is used to advise the operator to contact the listed Force/Station code if further information about the subject is sought.

39.1 Force/Station Code

Description: This item requires the code of the Force/Station relating to the reference.

Input: A valid four-character Force/Station code of the police station responsible for the area in which the address is situated, e.g. 33BA. If nothing is entered, the system uses the default Force/Station code of the transaction originator.

39.2 Reference

Description: This is a reference relating to the information that the above Force/Station can provide or requires.

Input: An alpha/numeric reference consisting of up to 11 characters. One of these characters **must** be an oblique.

39.3 Intelligence Indicator

Description: This mandatory field indicates to the system the type of marker that is required against the reference. If the Force/Station requires information from others regarding the subject, this indicator is utilised.

Input: A single character input of either Y if the indicator is required or N if it is not.

39.4 Interest Marker

Description: This mandatory field is utilised so that whenever data is added, amended or deleted from it the interested Force/Station is automatically notified of the action by way of printout.

Input: A single character input of either Y if the marker is required or N if it is not.

39.5 Date

Description: This field is optional and requires input of the date on which the reference was current.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 31012024. Alternatively this field can be left blank and the system will automatically insert the current date.

40. POLICE CIRCULATIONS

This item is used to enter details of police circulations or publications that contain information about crimes and/or criminals related to the subject. There is a maximum of five occurrences allowed per record. The format consists of three sub-fields.

40.1 Title/Source

Description: This field is used to indicate the name of the publication in which the subject is referred to.

Input: The input for this field consists of up to 34 free text characters. If necessary it should also contain a Force/Station code and/or originator's name.

40.2 Date of Issue

Description: This field requires entry of the date on which the publication was circulated.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 31012024.

40.3 Case Reference

Description: This field is used to indicate any reference relevant to the circulation/publication.

Input: Up to 18 free text character of a reference. This may include a Force/Station code if there is insufficient space in the Title sub-field.

41. OFFICERS WITH KNOWLEDGE

This item lists details of police officers with a good knowledge of or relationship with the subject, not merely an officer who can identify them. The screen format requires details of the officer's Rank, Name, and Territorial/Sub-Divisional identifier. There is a maximum of ten occurrences per record for this item.

Name and Rank, Name, Rank and District, Rank and Number or Number and District (see below) are acceptable minimum entries. Number and District are permissible input together, but if used they must be sufficient to identify the officer within that force, being mindful individuals move on and their number can be reallocated.

41.1 Name

Description: This is the surname of the officer having knowledge of the subject.

Input: The input consists of up to 16 alpha, space, hyphen, apostrophe and full stop characters of the officer's surname.

41.2 Rank

Description: This field is used to identify the rank of the officer having knowledge of the subject.

Input: This field requires the input of up to eight characters to denote the rank of the officer.

Commissioner	COMM
Deputy Commissioner	DCOMM
Assistant Commissioner	ACOMM
Deputy Assistant Commissioner	DAC
Commander	CDR
Chief Constable	CC
Deputy Chief Constable	DCC
Assistant Chief Constable	ACC
Chief Superintendent	C/SUPT
Detective Chief Superintendent	D/C/SUPT
Superintendent	SUPT
Detective Superintendent	D/SUPT
Chief Inspector	CI
Detective Chief Inspector	DCI
Inspector	INS
Detective Inspector	DI
Sergeant	PS
Detective Sergeant	DS
Constable	PC
Detective Constable	DC
Special Superintendent	S/SUPT
Special Chief Inspector	S/CI
Special Inspector	S/INS
Special Sergeant	SPS
Special Constable	SC
Civilian (all grades)	CIV
Honorary Policeman	HP
Private Prosecution	PP
Police Community Support Officer	PCSO

41.3 Number

Description: This is an optional field used to display the number associated with the officer, e.g. collar number.

Input: Up to seven digits.

41.4 District/Division

Description: This optional field requires the district or division where the officer is stationed.

Input: Up to two alpha/numeric characters identifying the officer's normal place of duty.

42. IDENTITY NUMBERS

This item is used to display any reference other than PNCID, CRO, Driver Number and Local Force References, which lead to further information about the subject. Typical examples are National Insurance Number, Aliens Registration Office reference, other Driver Numbers and CPS File Number. Any reference displayed here can be used to access the record. However, because they are not necessarily unique, the use of them may produce several responses. This is an optional item and can occur a maximum of ten times per record.

42.1 Type

Description: This field is used to clarify what the reference refers to.

Input: This is a free text field of up to 20 characters used to describe the earlier mentioned reference.

42.2 Number

Description: This field requires input of the reference that leads to further information about the subject.

Input: Up to 18 free text characters. All numbers should be entered without spaces and punctuation marks. National Insurance numbers should be input in the format AANNNNNNA where A is an alpha character and N is a numeric, with no spaces.

43. PASSPORTS

The passport details group consists of up to six component parts and is used to record details of passports used by the subject. There is a maximum of ten occurrences permitted per record.

Details of expired passports should not be added to the PNC. Of the six components only two of them, the Passport Number and Country of Issue, are mandatory items. All of these parts are described below.

43.1 Passport Number

Description: This is a mandatory sub-field used to record the permitted reference allocated by the issuing authority to the subject's passport.

Input: Up to a 20-character permitted reference. Valid characters are alpha/numeric, hyphen, space, oblique and full stop. Do not enter the single letter "N" in the passport number field on PNC to indicate that there is no passport. This is because it has caused matches against the Semaphore system Please refer to PNC L/O 2022/045

43.2 Country of Issue

Description: This mandatory field should identify the country responsible for issuing the subject's passport.

Input: A three-digit code or literal text describing the country of issue. For more details of the codes and literals see the Help screen associated with this field.

For passports issued in England, Scotland, Wales or Northern Ireland, the United Kingdom should be entered as the country of issue.

43.3 Issuing Office

Description: This is an optional field requiring details of the location of the office that issued the passport.

Input: This field will accept up to 46 characters of free text. The name of the town/city in which the office is situated will suffice. The postal address is not necessary.

43.4 Issue Date

Description: This optional field is used to record the date on which the subject's passport was issued.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 30031998.

43.5 Expiry Date

Description: This optional field is used to record the known expiry date of the subject's current passport.

Input: A standard 8-character date in the format DDMMYYYY.

43.6 Other Details

Description: If any other information relating to the subject and their passport needs recording this optional field should be utilised, e.g. if the passport also includes details of spouse and/or children.

Input: Up to 150 free text characters.

44. OCCUPATIONS

PNC can record a maximum of 99 occupations per record and a date when that particular occupation was correct. The status of Unemployed is included in this list. The occupations input must be one of those listed in the associated table and in the format laid down by the NPCC Standards. The officer in the case **must**, wherever possible, obtain accurate details of the subject's present and past occupations. Where they are classed as UNEMPLOYED, attempts must be made to identify what occupation they have actually had in the past and when, so it can also be recorded.

If the subject states they are, for example, an "ex (or unemployed) mechanic", the occupation of MECHANIC should be input with a suitable date, followed by the occupation UNEMPLOYED with an appropriate date. By taking this action, future searching of the database will be assisted and better results obtained by the enquirer.

Until March 2015 certain occupations were classed as NOTIFIABLE, i.e. the relevant body was to be informed when the subject in one of those occupations was arrested or charged. The PNC still automatically identifies when a subject in one of the relevant occupations comes to notice adversely, and generates a printout to the forces affected by the incident.

On 25 March 2015 the Notifiable Occupations Scheme (NOS) was superseded by CLPD (Common Law Police Disclosure) arrangements, and Home Office Circular 6/2006 was withdrawn. CLPD focuses on disclosure where there is a public protection risk, rather than a blanket approach of passing on all information to employers whether relevant or not. The threshold for disclosure is now one of "pressing social need", which is considered to be the same as that required for the disclosure of "non conviction information" by the DBS under Part V of the Police Act 1997 (as amended). Unlike the NOS, CLPD is not limited to a specific list of occupations.

A full list of occupations is available through the Names Data Definitions (showing those which were notifiable) and #QN.

44.1 Date

Description: This field is optional and requires input of the date on which the reference was current.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 31012024.

44.2 Occupation

Description: This field is used to record the occupation of the subject, including the position or rank held if applicable. Unemployed is a permitted input.

Input: Acceptable input can be found by utilising the associated Help Table, or by entering the known details of the occupation.

45. CHARACTERISTICS

This item consists of a group of up to four components. They are used to describe specific qualities and skills of the subject. There is a combined total of 99 occurrences allowed per record. The characteristics to be created must be specified before the appropriate formats are displayed for completion.

45.1 Dress

Description: This item is used to describe clothing which the subject habitually wears and is likely to assist in identifying them at a later date.

Input: Up to 100 characters of free text to describe the dress worn by the subject, e.g. DRESSES IN COMBAT TYPE CLOTHING.

45.2 Jewellery

Description: This item consists of two fields and is used to describe any jewellery or adornments normally worn by the subject. The first sub-field requires a literal input relating to the type of jewellery worn and the second field is used, if necessary, to describe the item.

Input: The first field is used to classify the type of adornment worn. It requires the input of a text literal as follows:

BRACELET	BROOCH	EARRING
NECKCHAIN	PENDANT	PIN
RING	WATCH	OTHER

The second field is used to detail the type input above. It is an optional item unless the Type specified is OTHER, in which case it becomes mandatory. Up to 30 free text characters are permitted in this field.

45.3 Habits/Mannerisms

Description: This optional field is used to describe any mannerism or habitual behaviour of the subject.

Input: Up to 100 free text characters can be input to describe the habit/mannerism, e.g. STAMMERS or BITES NAILS etc.

45.4 Skills

Description: This field is used to record any special skill, knowledge or ability the subject has which is likely to be used in the commission of a crime.

Input: Up to 70 free text characters to describe the skill, e.g. KNOWLEDGE OF DRUGS, FORGER, LOCKSMITH.

46. ORGANISATIONS

Forces making use of either this or the Record Other Details categories should ensure that entries:

- * have a value in police investigations
- * are in compliance with Data Protection Act 2018 requirements that the information should be accurate, relevant and current
- * are justifiable by the force in relation to the above guidelines

The use of this category holds a great potential for causing embarrassment to the Police Service. It is not intended to show that the subject holds membership of political, social or any other organisation as a matter of course. However, the information held about a conviction can be significantly more meaningful when coupled with information in the ORGANISATIONS category, e.g. a conviction for assault or carrying an offensive weapon if the subject is a member of 'The Firm' (an organisation of antisocial football supporters).

For membership of terrorist groups forces should pass this intelligence to their Special Branch, who will make a decision as to its relevance on the PNC.

PNC can record details of up to five organisations per record with which the subject is involved. The item consists of up to four component parts.

46.1 Organisation Name

Description: This mandatory field is used to record the full name of the organisation or group to which the subject is linked.

Input: Up to 70 free text characters input to impart the name of the associated organisation.

46.2 Address and Postcode

Rules as per AD Page.

46.3 Nature of Organisation

Description: This field is used to clarify the apparent purpose of the organisation with which the subject is associated.

Input: Up to 100 free text characters to make clear what the supposed objective of the organisation is.

46.4 Relationship of Subject

Description: This optional field is used to clarify what relationship the subject has with the organisation/group. It should be used whenever possible.

Input: Up to 150 free text characters.

NOTES

CHAPTER 12 - THE OFFENCE PROCESSING ELEMENT

1. SOURCES OF OFFENCE PROCESSING DATA

When a person is dealt with by a law enforcement agency, e.g. the Police, Department of Work and Pensions, for a recordable or certain categories of minor offence, details of that offence and its progress through the judicial system must be recorded on the PNC. In accordance with the *PNC Code of Practice* the data relating to the Offence, Court Case, final Disposal at court etc., is held in the Offence Processing section of the PNC Names record. Information used to create a record on the PNC containing an Offence Processing element can be received from several sources.

All data must be correctly and accurately transferred from its source onto the PNC. The data must be of sufficient quality and quantity to enable the creation of a worthwhile report.

In order to view the full *PNC Code of Practice* document, click the link below.

[Code of Practice for PNC and LEDS | College of Policing](#)

The main timeliness targets are as follows:

- **Start of Process** - create 90% of A/S reports within 24 hours, and 100% within 3 days
- **Discontinuation/Conclusion of Process** - add 75% of case results within 7 days of receipt from court

1.1 Source Input Document

The majority of information required to create a record/report will be provided by completion of a Source Input document. Those forces which do not use an input document must ensure that wherever the data originates from it must be accurate and as complete as possible.

When a person is dealt with for an offence which is likely to be recorded on the PNC, the officer arresting and/or dealing with the offender must complete the document whilst the subject is **still present**. Forces must establish quality control processes to ensure the accuracy of data contained in this document.

The input form requires the completion of items relating to nominal detail about the subject, including Name, Date of Birth, Sex and Colour. Additional information regarding the physical appearance of the subject, addresses used or frequented by them, details of the offence for which they are being dealt with, the method used to commit the offence and how they were dressed at the time of committing it are also required. This list is not complete but gives a brief outline of the type of information required by this document. There is a common model for source input documents but most forces currently use a form of their own design.

Non-police agencies that do not have their own update access to PNC are required to use the specified Non Police Agencies source input document (NPA01) for the purpose of submitting information to the local police force for them to add to PNC. This form must not be altered locally, and must not be used for adding non-police cautions to PNC as this contravenes current policy.

In order to provide greater flexibility, e.g. in the use of colour, drop down menus and automatic display of the correct number of sections for multiple offences (up to a maximum of 8), form NPA01 is now in Excel format. The latest version was issued with PNC L/O Letter 2018/005.

1.2 Courts

Once the police have dealt with an offender, that person may appear at a court in relation to the relevant offence(s). The court will adjudicate and decide upon guilt or otherwise. A court has the power to defer dealing with the offender at the time they appear, and may allow them to leave the

hearing on bail to reappear at court at a later date. Alternatively, the court may remand the offender in custody until they next appear at court. If the offender is found guilty of an offence, the court will usually sentence them.

The manner in which a case may be disposed of is wide and varied and often depends upon the offence and offender dealt with. Regardless of whether or not the case is adjourned to a later date, or is heard in a different police area, and irrespective of the type of disposal decided, the police force owning the Arrest/Summons is responsible for the update to PNC with the details of the adjournment or disposal.

In many cases the relevant information is transferred from the Court electronically to PNC or to the correct force destination, e.g. in England and Wales via Libra (Magistrates' Courts) and via XHIBIT (Crown Courts).

1.2.1 Ownership of Court Warrants

The responsibility to manage Magistrates' Court warrants on PNC by the owning force is set out in the Criminal Warrants Protocol for Magistrates' Courts, which was attached to PNC L/O Letter 2017/018.

No equivalent document exists for Crown Court warrants. The P4G has agreed that the ownership of these on PNC rests with the force that owns the A/S report. Crown Court warrants must be circulated on PNC as a matter of urgency, with any ownership issues addressed subsequently.

The exception to the above is when the owner is ACRO, who create A/S reports on behalf of NPPAs, so the responsibility to manage their warrants lies with the force in which the Court is located.

1.3 Prison Service

If following an appearance at court the offender is sentenced to a term of imprisonment, the Prison Service will become responsible for supplying certain information to the police regarding the subject.

Examples of this data are the type of establishment the sentence has been served at, its duration, and details regarding the release (this will include details regarding those prisoners who are still considered "AT RISK" following early release). The information will be provided to the Metropolitan Police SSS (Referencing & Vetting) or forces, who are jointly responsible for the entry of the data onto the PNC on behalf of the Prison Service. Forces wishing to update PNC urgently with a prison release licence they have received should follow the relevant process detailed in the guidance issued via PNC L/O Letter 2012/067.

For guidance about updating End of Custody Temporary Releases (ECTR) and Special Purpose Licences (SPL) see the documents issued via PNC L/O Letter 2020/015

Similar action is taken on receipt of details of persons released from Mental Institutions, provided a PNC record exists for the subject.

1.4 Non-Police Prosecuting Agencies

In addition to the police service there are several non-police prosecuting agencies (NPPAs) with powers to prosecute for recordable offences, which do not have online access to update the PNC in relation to those offenders. For many of these the creation of A/S reports and addition of disposals is carried out on their behalf by ACRO. The latest list may be found in PNC L/O Letter 2019/051. They also provide this function for the Train Operating Companies specified in PNC L/O Letter 2021/011.

In order to improve the consistency in the way arrest, summons and disposal information is managed and recorded on PNC, NPCC have drawn up a guidance document called *National Standard for Recording NPPA Prosecutions on the PNC*. This was issued via PNC L/O Letter 2011/010, and NPPAs should refer to it in conjunction with the *PNC Code of Practice* and the *PNC National Standard Operating Rules*. Note that summons information is entered by the local force for non-ACRO supported organisations.

Local arrangements dictate how the information is captured and entered onto the PNC. Ideally forces receive the relevant information using the form NPA01. It is imperative that prosecutions of a subject for a recordable offence, by any law enforcement agency, are recorded on the PNC.

The creation and maintenance of such information is the responsibility of the police force in whose area the charge originated or, in instances where cases are heard in other force areas, the force receiving the result of the hearing. The force entering the information onto the PNC is initially liable for its accuracy and relevance. They may, however, be indemnified against liability by the Prosecuting Agent.

1.5 European Arrest Warrants

From April 2009 the Metropolitan Police Extradition and International Assistance Unit no longer dealt with persons arrested on a European Arrest Warrant outside their force area. The arresting force is now responsible for all matters, including transportation to the venue of the repatriation flight and the circulation of any FTA warrants issued. Separate guidance documents are available - see PNC L/O Letters 2009/013 and 2012/065, which superseded it in England and Wales.

The rules for the recording of an arrest on European Arrest Warrant are as follows:

1.5.1 General

- When an EAW request is received from a SISII member state with fingerprints, the Wanted Missing PNC record will already have an A/S entry. This would have been created by **S.23(1)** to hold the non-UK fingerprints on IDENT1. In all cases this entry should be ignored and a new A/S created on arrest of the subject in the UK.
- It is recommended that forces create a specific Force/Station code to be used for all EAW arrests to allow for ease of management of any Impending Prosecutions or other issues.

1.5.2 Creating an Offence

- The Offence Qualifier FR should be entered.
- The offence code should be the nearest UK equivalent. If no offence is apparent a text offence can be created, however this will prevent resulting.
- Offence Location FS-Code should be entered as your own Force/Station code.
- Offence Location description should be the foreign location.
- A/S CREATED FOR ARREST ON EAW or similar text should be entered in the A/S Text field.

1.5.3 Court and Disposal Details

- The subject should be shown as appearing at one of the following courts:

Arrests in England or Wales	- Central London Magistrates' Court (2570)
Arrests in Scotland	- Edinburgh Sheriff Court (9741)
Arrests in Northern Ireland	- Belfast Magistrates' Court (9008)
- Where cases are not resulted electronically via Bichard 7, they should be resulted as Extradited (4022) or if the extradition is not ordered they should be shown as Discharged (1019). If the warrant is withdrawn by the issuing country after arrest then this should be resulted as Withdrawn Final (2063).

1.6 Voluntary Attendees

The NPCC lead for Forensics has determined that an Arrest/Summons Number should not be created on PNC as a means to record fingerprints and DNA when these have been 'volunteered' by a Voluntary Attendee, if there is no arrest or no necessity to arrest, unless the person is informed that they will be reported for a recordable offence. An Arrest/Summons may be created if the Voluntary

Attendee is dealt with by a caution or postal requisition, but not for an NFA or Restorative Justice outcome. The data may instead be recorded on the Police National Database.

2. OFFENCE PROCESSING ELEMENT - RECORD AND REPORT CONTENT

The following information will only be available if the subject has at least an Arrest/Remand History or Disposals recorded against them. Enquiry access to the Offence Processing element is generally gained using the #NE transaction as described in [Chapter 11](#). Once a record has been retrieved, either the Nominal Menu or the appropriate page code may be used to progress through the content.

Once the Offence Processing element has been reached, the manner in which the record may be displayed differs slightly from the method used in relation to the rest of a record. A record containing any of the Offence Processing elements may contain several pages of information of varying lengths and detail. They all have dates in common. The date can be used as another method of navigating around this particular element. All elements are displayed in reverse chronological date order, i.e. the most recent incident is the first to be displayed. Within the Arrest/Remand History, remands are stored by appearance date in chronological order against each individual Arrest/Summons. Within the Disposal History section, subsequent appearances are displayed after the disposal/appearance date.

- * Arrest/Remand History and Impending Prosecutions are stored by process date.
- * Disposal History is stored by the Disposal/Appearance date.
- * Custody History is stored in chronological order of Start of Custody date.

Placing either a year (2024) or a month and year (052024) in the page field can assist paging. The effect of using the date method varies slightly depending which part of the Offence Processing element is being viewed. Entry of 2024 will display the commencement of the last information recorded in 2024. Entry of 052024 will display the commencement of the last information recorded for May 2024. If none exists the response will either be INVALID PAGING REQUEST (if there is no data recorded earlier than that) or the earlier data will be displayed as an alternative.

2.1 Arrest/Summons Report

Each time a subject is processed for a recordable offence by way of Charge, Report, Summons, Arrest or Penalty Notice for Disorder a PNC report is created.

If present, the first part of the Offence Processing element to be displayed will be the Arrest/Remand History screen, which will display details of:

- * the offence(s) and date(s) thereof
- * the process stage
- * the Fingerprint and DNA status
- * the Arrest/Summons number generated by the system
- * remand details, if any

It is possible to mark any of those elements to obtain further information.

2.1.1 Biometric Match Summary (BM)

The Biometric Match summary screen (BM) appears in #NE, #NU and in the display mode of bypass transactions which display the full page set. It shows all A/S reports where Biometric Match Status or Match Investigation data exists, namely:

- where a DNA or FP Match Investigation Flag has been added (including those with the Investigation marked as Complete or Time Expired)
- where a DNA Match has been reported to PNC by NDNAD but an Investigation Flag has not yet been added.

If none of the subject's Arrest/Summons reports contain Match Status or Match Investigation data, the screen will not be displayed and Page code BM will be invalid. The BM page is not available via the main Menu (ME) or Nominal Menu (NM) screens. It is not yet available on the Police Print.

The data on the BM page is read-only. If any updates are required, these have to be done via the existing AS update screens.

Each A/S where Match Investigation data exists may be selected for viewing by marking it with X. This is an alternative to displaying the same data via the VIEW MATCH STATUS? option on the A/S full display screen (AS page). This option may only be entered for one A/S at a time.

2.1.2 Biometrics for PSNI A/S Reports

Due to the current process for taking DNA samples, PSNI cannot send the DNA TAKEN message to PNC when sharing their profiles with the National DNA Database used throughout the UK. Should an investigator researching a Northern Ireland nominal see the DNA Status NOT TAKEN they are advised to contact the PSNI Gazette Office or PVI using the contact details shown in Chapter 1, Appendix 4 to check whether a confirmed profile is held in Northern Ireland and/or the NDNAD. Should PSNI confirm that a profile is on record locally, the assumption should be that it is also on the NDNAD. Although such contact may be infrequent it is important that any investigative opportunities are not missed. Further background details are provided in PNC L/O Letter 2018/054.

2.2 Offence Details

If one of the offences is marked for display then the following information may be present:

Details of the Arrest/Summons reference and the Court reference relative to the charge if it has been linked to a court case; a warning that the offence was COMMITTED ON BAIL, if applicable, and the following information:

- * STATUS - the position the case is in at that time, e.g. PENDING or UNLINKED to a Court Case or Pending disposal, CAUTION, NFA, REPRIMAND or WARNING, as well as GUILTY, NOT GUILTY OR NON CONVICTION.
- * PLEA - the plea entered by the subject, but only if that stage has been reached in the proceedings. This may be GUILTY, NOT GUILTY, NO PLEA TAKEN, CONSENTED, RESISTED or NOT KNOWN.
- * ORIGINATOR - the Force/Station code of the originator of the offence.
- * CRIME REF - the crime/offence reference relating to the offence.
- * TIC - the number of offences Taken into Consideration at the same time as the primary charge was dealt with, but only if that stage has been reached in the proceedings.
- * OFFENCE - the offence for which the subject is being dealt with.
- * DATE/TIME - the date(s) and time(s) the offence was committed.
- * LOCATION - the location where the offence was committed.

At the bottom of the screen the option is given to view further data (providing the information is present on the record) such as the METHOD, KEYWORDS, OTHERS CHARGED and DISPOSALS. These are discussed further below.

2.3 Method

The first item identifies the Arrest/Summons reference and number of the offence associated with the following information. The METHOD field is used to describe the manner in which the offence was committed.

The DRESS field is used to describe the type of clothing worn by the offender at the time of committing the offence.

2.4 Use of Method Data in connection with Evidence of Bad Character

All users of PNC data must be aware of the appropriate use of the method field, and understand how the data is collected and recorded. The Offence 'Method' field is normally collected at the time of initial arrest or charge and is rarely if ever amended either in the light of new information gained subsequently in the investigation or following court proceedings. Although in a few rare cases amendment may be considered appropriate, the field is meant to reflect the police understanding at the time of arrest or charge of the method of the commission of the offence and may not be specific to an individual. It does not purport to be a definitive and authoritative description of the facts of the case as either presented by the prosecution or determined at court.

With the increasing use of PNC data for disclosure in areas such as evidence of 'Bad Character' (e.g. under Criminal Law Act 2003 or under the Criminal Procedure & Investigations Act 1996), care must be taken that this data is not provided to prosecutors or other agencies as being definitive or incapable of challenge.

2.5 Keywords

If the option to view keywords is available, selecting will display a list of keywords selected from a pre-defined list, which are appropriate to the offence. The keywords will have been selected by the force owning the offence, by reading through relevant items of paperwork such as Crime Reports, Witness and Victim Statements.

2.6 Others Charged

This information will only be present in cases where the subject has been jointly charged with another PNC subject. The information is system generated upon entry of the same Crime/Offence reference on several records when the offence details of the Arrest/Summons report are input. The page will show the A/S reference and the relevant offence number. Below that will be the PNCID and the Checkname of the co-accused. There may be up to 99 "OTHERS CHARGED" per offence.

2.7 Disposals

It is possible to view the Offence Details, by marking the appropriate option, to access a display of the disposal relating to that offence, if applicable at that time. The display will contain details of the relevant Arrest/Summons reference and the offence number it relates to. It will be accompanied by the sentence (disposal) imposed by the court for that particular offence, alternatively with Refer To Court Case/Result Unobtainable or NFA, Caution, Reprimand, Warning, POT/Deport data where appropriate. There may be up to ten different disposals per offence displayed.

2.8 Arrest/Summons Reference

If the Arrest/Summons reference is marked, the Arrest/Summons reference that the data relates to is displayed at the top of the report followed by:

- * **A/S NAME** - the name in which the subject was processed
- * **A/S DOB** - the date of birth given by the subject when processed
- * **FINGERPRINTS** - whether the subject's fingerprints were TAKEN. Alternatively the following may be displayed: NOT TAKEN, REJECTED, ADMIN REJECTION, FORCE, MISSING, CONFIRMED, RETURNED, DESTROYED or UNCONVERTED (seen only on a few Back Record Converted records)
- * **PROCESS STAGE** - the process stage (the status, e.g. CHARGED, REPORTED, SUMMONSED, ARRESTED, POSTAL), accompanied by the time and date on which it was applicable.
- * **PHOTOGRAPH** - whether a photograph of the subject was taken and, if so, when, and where held.

- * **DNA STATUS** - Whether the subject has had DNA TAKEN. Alternatively the following may be displayed: NOT TAKEN, FORCE, REJECTED, MISSING, LOST or DAMAGED, CONFIRMED, PROFILED or DESTROYED.

In all instances, except where the status is NOT TAKEN, the following items will be present:

- Sample Barcode – the unique number given to a sample taken from the DNA sample kit
- Sent to Lab – shows which laboratory the DNA sample was sent to. See [section 6.6.5](#) for the list of valid entries.
- Date of Sample – date the sample was taken
- Sample Type – the type of DNA taken from the subject, either hair, swab or blood.
- DNA F/S ref – a reference number allocated by individual forces as a reference when dealing with this sample of DNA
- Test Method – the method of testing/analysing the DNA sample (SGM or SGMPLUS). Where this field is empty it will be displayed as UNKNOWN if DNA Status is C or P.

If held in Force a Fce/Stn Code will also be included to show where the DNA is held.

- * **ARRESTING OFFICER** - details of the officer arresting the subject
- * **PROSECUTING AGENT** - the agency responsible for prosecuting the offender
- * **TEXT** - up to 256 characters of free text to clarify the report details
- * **LAST UPDATED** - the date when the report was last updated

2.9 Remand Information

If this item is marked on the Arrest/Remand History, information relating to that Arrest/Summons reference will be displayed. It provides more information about the remand of the subject, e.g. whether on bail to appear at a particular court or police station on a certain date, along with, if applicable, any imposed conditions of bail; or, remanded in custody at a certain place until they appear on a particular date and at a specified court. If, as a result of the Remand hearing, Bail Conditions were imposed there will be an opportunity to view those conditions.

If as a result of the appearance a period in care is imposed, there will be an opportunity to view details of the authority in the case, the Social Worker and their details, in addition to any bail conditions and care address.

In the case of a person being remanded in custody, there will be an opportunity to view the Custody details held in respect of that Arrest/Summons report and Offence.

If there is a Period in Institution associated with the Remand details, it cannot be viewed from the Arrest/Remand History screen. Access can only be obtained via the Custody History section of the record.

2.9.1 Bail Conditions (BC)

The Current Bail Conditions page (BC) contains all outstanding remands with conditions. This covers all remands on bail, remands in care and remands on police bail where ALL of the following apply:

- bail conditions or a bail address exist
- next appearance date has not yet passed

- the Arrest/Summons contains one or more unresulted offences or offences resulted with a Sentence Awaited disposal

Note that more than one remand from the same Arrest/Summons may be displayed where these rules apply. Within each A/S the most recent remand record will be shown first and, for each remand, clarification text on the header line denotes whether it is the most recent remand or an earlier one.

2.10 DNA Report Summary

The information is provided for this screen by the creation of the Arrest/Summons. The screen displays a history of DNA samples taken and their current statuses. The screen includes:

- The AS number to which the sample refers
- DNA status
- Sample barcode
- Laboratory to which sample sent
- Date of sample
- Type of sample
- Force reference number
- Test Method

Amendments to this screen can be carried out through the AS page where permitted. The further updating of this screen is carried out directly by a link to the National DNA Database. When a sample is taken and recorded as such by the force concerned, the PROFILED indicator will be applied via the NDNAD when profiling is achieved. Upon entering a guilty adjudication, the system will automatically change Profiled to Confirmed.

2.11 Impending Prosecution

The information is provided for this screen by the creation of the Arrest/Summons. Any offence not linked to a disposal group (e.g. Court Case, Caution, Reprimand, Warning and NFA) will be highlighted in inverse video here. Once the offence has been linked to a Court Case Disposal Group the highlight will be removed from the Impending Prosecutions screen until the case is resulted, at which time that particular impending prosecution will be removed from the screen. The Impending Prosecution includes details of:

- * the Arrest/Summons Reference and the date the subject was processed
- * the offence(s) for which they are awaiting trial and the date(s) on or between which the offence was committed
- * the court and date at which they are to appear

It is possible to mark the first two items to view further information relating to the report or offence. The screens displayed will be the same as described above from the Arrest/Remand History. The ability to view associated Method, Keywords and Others Charged, where they exist, is also provided. It is possible to have keywords against an offence prior to a court adjudication. There is no opportunity from this screen to view any Remand detail. There is a maximum of 999 Impending Prosecutions.

2.12 Disposal Summary

The creation of an Arrest/Summons report, the Disposal Group it is linked to and the ultimate disposal of the offence generate the information contained within this item. The existence of a Disposal Summary is not apparent from the Status Line display but there will always be one on the record, even if there are no actual disposals held. The Disposal Summary is provided to present a summarised version of the NPCC Data Standards classification of offences the subject has committed, as well as the number of disposals within each Offence Group and the years during which the first and latest of those offences was committed. Also present is a count of offences dealt with by way of Caution, Reprimand, Warning, Penalty Notice, NFA, POT or Deportation, as well as those for which no result could be obtained. The PNC caters for Arrests made under the Prevention of Terrorism Act 1996 and for Executive Deportations using the disposal group named "POT/Deport"

(this is used as a method of disposing of offences which are not handled through the normal judicial processes, e.g. Court Case, Caution etc).

Note that the procedural work-round for adding Penalty Notices puts them in the Non-Conviction category. Only cases added using the proper Penalty Notice disposal group (made available in 2009) are included in the Penalty Notice count.

There are 20 different groups of offences in use. These are displayed in the order reproduced below. If a disposal does not exist on the record for a particular group of offences then that group will not appear on the summary.

OFFENCE GROUP

1	Offences against the person	11	Offences related to Police/Court/Prison
2	Sexual offences	12	Drugs offences
3	Children, young persons and sexual offences	13	Offences against immigration
4	Offences against property	14	Drugs & Immigration offences
5	Fraud and kindred offences	15	Firearms/shotguns/offensive weapons
6	Theft and kindred offences	16	Firearms/explosives & related offences
7	Dishonesty offences	17	Miscellaneous offences
8	Poaching offences	18	Historical Legislation
9	Offences against the state	19	Foreign offences
10	Public Disorder offences	20	Non recordable offences

2.13 Disposal History

This screen displays information regarding the disposal of any recorded resulted offence the subject has been involved in. In some cases this data was migrated from both the PNC2 records and from Back Record Converted microfiche records (where the information did not appear on the PNC2 record). In other cases the "Prosecuting Forces" input the information when they update the subject's record with details of the way in which an offence was disposed.

The existence of a Disposal History is apparent by the existence of DH on the Status Line with a numerical value. Offences dealt with by way of NFA do not increment the DH Status Line count.

The details contained in this item include the date when the case was dealt with, the name of the court involved (if applicable), the offence(s) which were disposed of, a court or Force/Station reference (if applicable) and the method of disposal. Access can also be gained to much of this information via the Arrest/Remand History. In the case of offences that were dealt with by way of Caution, Reprimand or Warning, there will be details of the case reference, the date the Caution was administered and by whom, and the Force/Station code where it was administered. These are accessed by marking the appearance data on the Disposal History screen. By marking the associated offence, details of the offence, e.g. Method Used, Keywords and Others Charged, will be displayed.

There is a maximum of 999 disposals. They are displayed in the order of the most recent disposal first and the oldest one last. An asterisk appearing adjacent to the offence indicates that it was added to the record as an additional offence at court. The literal (ADDITIONAL) will also be seen after the offence when it is viewed in full.

2.14 Custody History

When a person has been detained in custody, either as a result of a remand or a sentence, details of that period in custody should be recorded on the PNC. This information is found on the Custody History screen. In cases where the person has been remanded in custody, the Custody History screen will show this as "REMAND IN CUSTODY". When a remand is added the Custody History is

automatically updated. Alternatively "IN CUSTODY" will be displayed. These may be viewed in more detail by marking the occurrence with an X. If the "REMAND IN CUSTODY" occurrence is viewed, the resulting screen will contain remand custody details, which identify the Arrest/Summons reference, the date that custody started and the date of the remand. There may also be present further text, possibly explaining the reason for the remand in custody, e.g. "FOR THEIR OWN SAFETY AT HMP (L) DURHAM".

2.15 Sentence Custody

If the "IN CUSTODY" occurrence is marked and viewed, the display will contain the date custody began, the Court Reference, the fingerprint status, and date if applicable, and there may also be present some further explanatory text.

In either of the above cases, if the "HELD AT" occurrence is marked and viewed, details of the institution or police station where the subject has been remanded or sentenced to, along with the date the custody started and ended, where applicable and known, will be shown.

Where a prison is displayed as the place "HELD AT", an additional code is displayed. This identifies the type of institution, e.g.

HMP (L)	=	Local Prison
HMP (C)	=	Closed Prison
HMP (O)	=	Open Prison
HSP	=	National Resource Hospital
JVI	=	Juvenile Institution
PRH	=	Pre Release Hostel
RMC	=	Remand Centre
SPU	=	Special Unit
SPU (A)	=	Additional Special Unit
SSI	=	Short Sentence Institution
VPJ	=	Vulnerable Prisoner Unit
YOI (C)	=	Closed Young Offender Institution
YOI (O)	=	Open Young Offenders Institution

If there is information on the Custody History screen relating to the release of the subject from an institution, this can be found by marking with an X the "RELEASED (DATE)" occurrence. This screen will contain details relating to the final release of the subject from an institution. Movement and transfers within the Prison Service are not recorded on the PNC at this time.

The detail displayed will consist of the Date and Reason for the release. There may also be present a Sentence Expiry Date, which may show a date in the future where the subject has, been released early but on a Licence. If this is the case, the Type of Licence will also be displayed. Other information that may be present includes:

- a Recall Order Date of Issue (where the Home Office have issued an Order of Recall against the subject)
- a Parole Reference (where the subject has been released on parole: this is subject to the data being supplied to the Metropolitan Police SSS)
- an Address Released To and any additional text which will be used to clarify any ambiguity within the Custody data.

If there are Licence details associated with the release, they can be accessed from the Release details screen. This contains any conditions associated with the licence and any supervisory detail (i.e. name and address of contact and supervision start and end dates) present on the record relating to that release.

3. NATIONAL POLICY ON RECORD KEEPING

3.1 General

The police force responsible for the area in which a recordable offence was committed is generally responsible for entering the appropriate data onto the PNC, even if the offender is arrested in another police area or in the circumstances described in s.31 or s.41 of the Police & Criminal Evidence Act 1984

(see [section 3.4](#) below for details). There are a few occasions when this guideline will not apply, e.g. Court Case update and Disposals. These circumstances are described elsewhere in this manual.

The credibility of the PNC rests upon the reliability of the records kept on it. It is important that users abide by the rules and conventions specified in the following sections.

3.2 Ownership

When a record is first created the matter of ownership of the record is a relatively simple one. All of the information added at that time to the system has been from one force. Therefore all of the data input by them is the responsibility of that force. They 'own' the data and must ensure its accuracy and relevance.

As soon as any other force adds data to the record the situation becomes more complex. It is possible for the bulk of a record to be owned by one force and a very small amount by another. Certain information, once input, is owned by the same force regardless of what other data is added, until the owner or the system removes it.

Forces who have no reports on the record may own some items, e.g. they may create and maintain a Warning Signal. They will own this particular item until the record is deleted, or they or the system removes the data they own. Each item of a record will be discussed in detail below.

The following details will always be owned by the force that originally entered the information onto the system; consequently no other force can update them:

- * **Arrest/Summons** reports, including offence detail, method used, dress, and subsequent updates relating to the progress of those reports, e.g. remand details. This does not include Impending Prosecutions.
- * **Final Disposal details**
- * **Local Cross-references**
- * **Other Identity Numbers**

However it is possible for other forces to create additional information relating to other, new data items mentioned above. The force entering the data is regarded as the owner and is responsible for its accuracy and continuing relevance. Force procedures must ensure that these requirements are met. To assist with this PNC Operations produces various printed reports (see Batch Printouts in [Chapter 7](#)).

3.3 Arrests by National Forces and Agencies

Particular care must be taken when dealing with detainees arrested by certain national police forces and agencies that have their own access to PNC and remain responsible for entering offence data, updates and eventual disposal details onto the PNC.

The following national forces and agencies have the ability to create an Arrest/Summons (AS) number and an Impending Prosecution (IP):

1. British Transport Police (93)
2. Ministry of Defence Police (24)
3. Service Police Crime Bureau (15)
4. HM Revenue & Customs (88)
5. Royal Mail Security (71)
6. Medicines and Healthcare Products Regulatory Agency (72)

Forces should issue local guidance to their custody officers to ensure detainees from these organisations are processed using the 'Out of Force' or 'Dealt with on Behalf of Another Force' facility within their custody system, as this prevents the automatic creation of an AS and an IP.

Officers from the national force or agency should contact their PNC bureau for the AS to be generated as this will be required when taking fingerprints using the Livescan system. DNA samples (and paper based fingerprint forms where used) should be handed to officers from the national force or agency for submission by means of their own procedures.

3.3.1 Handshake Transaction (#HS)

In order to alleviate the manual processes required for transferring the ownership of an AS report and its associated biometrics from one force to another, a more effective, automated process has been made available. The #HS transaction is essentially designed to allow the arresting force to take ownership of the AS after its initial creation in the custody suite of a different force. For full details of the business rules, process flows and forces eligible to use #HS, see PNC L/O Letter 2015/051.

The #HS transaction provides five options:

1. Request new transfer of AS Report from your force (the other force may accept or reject it)
2. Request new transfer of AS Report to your force (the other force may accept or reject it)
3. List requests requiring action by your force
4. List associated requests awaiting action by another force
5. Show recently completed or rejected transfer requests

In order to request a transfer to or from a force, the PNCID, Checkname and A/S Reference are needed. These details, the two forces involved and the status (e.g. Rejected, Completed) are shown in the response to the other three options.

N.B. A list of forces that are using #HS, including email contacts, is available on the PNC site on Knowledge Hub.

3.4 Section 31 & Section 41 of the Police & Criminal Evidence Act 1984, as amended by the Serious Organised Crime and Police Act 2005

Responsibility for entering details of an offence in a force area is linked to the application of Sections 31 & 41 of PACE. The following matrix is offered as a guide but reference should always be made to PACE in order to understand the full implications of that Act:

Circumstances	Recommended Procedure
a. Local arrest in own force area.	Local force procedures apply to the generation of AS & IP.
b. Local arrest in own force area and agreement to deal with an offence from another force area.	Local force procedures apply to the generation of AS & IP. One A/S covers all offences.
c. Local arrest by or on behalf of a national force.	Local force records as 'Out of Force' or 'Dealt with on Behalf of Another Force'. Detention is authorised and all custody processes completed. DNA samples should be handed to officers from national forces for submission by their own force. A/S is generated by the national force or NPPA PNC Bureau and used to link Livescan fingerprint record.
d. Arrested in another police area (in England & Wales) in order to return detainee to local force area.	Arresting force records as 'Out of Force' or 'Dealt with on Behalf of Another Force'. Detention is authorised to await escort from other force.
e. A person is in police detention in a police area in England & Wales ("the first area") and his/her arrest for a recordable offence is sought in another police area in England & Wales ("the second area") and s/he is taken to the second area for the purpose of investigating that offence, without being questioned in the first area in order to obtain evidence in relation to it.	i) Local force procedures apply to the generation of the AS & IP in respect of the offences committed in the 'first' area. ii) On completion of local investigations and procedures, and finalisation of the custody record, a second custody record should be commenced using the 'Out of Force' or 'Dealt with on Behalf of Another Force' options to await escort from the 'second' force. PACE time limits apply – see Section 41(5).
f. Arrested in police area 'A' for a local offence by officers from police area 'A' but taken to the nearest custody unit which is	Police area 'B' records as 'Out of Force' or 'Dealt with on Behalf of Another Force'. Detention is authorised and all custody

in police area 'B' to complete custody procedures.

processes completed. DNA samples should be handed to officers from police area 'A' for submission by their own force. A/S is generated by the PNC Bureau in police area 'A' and used to link the Livescan fingerprint record.

* Area refers to a force.

N.B. As PACE does not apply in Scotland, detainees linked to national police forces and NPPAs should be processed as set out in [section 3.3](#).

3.5 Amending Arrest/Summons Errors

The inappropriate creation of AS numbers on PNC is discouraged as resource intensive interventions are required to ensure national records are accurate. AS numbers cannot be amended but 'ownership' details can be changed by [Data Assurance and Reconciliations Team](#), although this is a limited facility. Please note the 'originator' details will not be amended due to the complexity of other linked data on the PNC.

3.6 Immigration Cases

When a police officer arrests a person using the administration powers of s.141 of the Immigration and Asylum Act 1999, the arrest **must not** be recorded on PNC. This is because the power of arrest has a different legal basis to PACE and its Scottish equivalent.

Fingerprints may be taken in order to establish identity, and if an IDENT1 match is found PNC may be cross-checked to ascertain whether further police action is required. A check of the fingerprints may also be made on the Immigration Asylum Biometrics System (IABS) to see if the person is known to have an immigration history. Police custody suites have access to IABS.

Photographs may be taken for identification purposes only, then destroyed along with the fingerprints, but DNA may not be taken.

Further background details and guidance about this subject may be found in PNC L/O Letter 2019/034, along with the associated Police Investigation proforma.

3.7 Duplicate Person Records

For a variety of reasons the number of potential duplicate person records on the PNC Names database more than doubled between 2013 and 2017 to over 200,000. The causes included the linking of PNC with local force systems (e.g. custody, criminal justice) and the bulk creation of PNC records from sources such as NFLMS and PSNI. The impact of the Protection of Freedoms Act 2012 also increased the number of duplicate persons, for two reasons:

1. PoFA deletions meant forces were creating new records because if the existing record no longer had fingerprints they could not be sure it related to the same person.
2. The duplicate persons batch job (NP270J) included possible matches (which actually referred to different people) that it used to discard because both had different CRO Numbers. NP270J could no longer discard the match because one of those CRO Numbers had been deleted by PoFA.

In order to assist forces by reducing the number of unhelpful potential matches, two changes were made to NP270J in May 2018, which reduced the total of potential duplicates by more than 50,000. As deleted CRO numbers are held on the CRO Register, the job now checks this and excludes matches that the Register indicates could not have been duplicates. It also no longer uses Nicknames as a factor for identifying potential duplicates.

A guidance document to assist with the management of possible duplicate persons was produced in 2012 - see PNC L/O Letter 2012/072. The salient points are as follows:

- As well as producing the annual national list of potential duplicate persons, batch job NP270J is available to individual forces on an ad hoc basis, optionally to target only records with a Firearms Certificate Holders element. The ad hoc run indicates if a record contains a serious offence.

- The merger of records without biometric matching is only advisable when there is a high level of certainty that both relate to the same person. This will require comparison with multiple data sources and photos, where available. The use of intelligence information should take account of the 5x5x5 grading of data quality.
- It is recommended practice to retain full police prints of records prior to merging them, in case subsequent separation is required. In general the older of two records will become the primary record after the merger. If one record holds associated fingerprints it will become the primary record, irrespective of its age, if the other record does not.
- When either of the Internal Cross-References MI (May Be Identical To) or NS (Not Identical To) is present on a record, it will not appear in the output of the job NP270J as it will be regarded as having been dealt with previously.

N.B. Unless both potential duplicates have associated biometrics to confirm identity, it can be difficult to justify merging records.

4. OFFENCE PROCESSING ELEMENT MAINTENANCE

4.1 General

Only the police service and selected other organisations (as listed in [section 3.3](#)) have access to the PNC in order to maintain reports relating to a subject's progress through the judicial system. Access codes govern what data can be created and maintained by individual operators. Not all operators have full unrestricted access to either the #NU transaction or the bypass transaction codes. This is a matter for individual forces to resolve. For example, an operator may have the ability to create or maintain an Arrest/Summons report but no access to the MO Keywords.

4.2 Offence Details

It is possible from this screen to opt to view the Recorded METHOD, KEYWORDS, OTHERS CHARGED and DISPOSALS for that offence (by changing the "N" default to a "Y"), with a view to either (A) Amending or (D) Deleting the data already present.

In relation to the Offence details, the available options are:

- A Amend** - if this option is selected, the appropriate information is displayed for amendment. There is also the facility to Create/Amend associated Method/Dress. This may also give access to the Method Keyword input screen, dependent on authority. Alteration of the Crime/Offence Reference will adjust the "Others Charged", where appropriate.
- I Insert an offence** - where this option is used the relevant format is displayed for completion. If an offence is added to a resulted A/S report, that offence will not be added to the Disposal History. It will remain as an unlinked Impending Prosecution until it is properly disposed of. Also given is the option to copy an offence already recorded on the PNC.
- D Delete the Offence** on display. When the "Delete" option has been selected, an offence will be presented with a screen giving more detail of the offence. The deletion must then be confirmed by changing the default to Y. Deletion of the offence will result in the deletion of any associated METHOD or DRESS, KEYWORDS and OTHERS CHARGED. If the offence has been disposed of or linked to a disposal group, it must firstly be de-linked before it can be deleted from the Arrest/Summons report. If this action will lead to the deletion of the person's record, the reason for deletion will be required.

4.3 Arrest/Summons Report Details

If the A/S Reference entry is marked for display with an "X" the following options may be available:

- A Amend** - this option results in the presentation of the screen format with access to all fields with the addition of an "FP STATUS (2ND SET)" field. This is only completed where the first set was rejected and the status of a second set needs to be held.

From this screen Remand updates may be selected.

DNA updates may also be selected. This includes the ability to add a further sample when re-sampling is permitted following rejection. When amending a sample following rejection, a subsequent entry will be made on the DN page. For all other amendments, existing details on the DNA page will be overtyped.

If amendments to the barcode and demographic details are required, they should be carried out as two separate transactions to prevent errors with the NDNAD data messaging.

From this screen adding further offences may be selected.

- T Transfer** (forces can only use this with non-fingerprinted Arrest/Summons reports). This option results in the transfer of the particular Arrest/Summons report from that record to another. The destination record must be identified by quoting the PNCID and Checkname or electing to create a new record. The NASCH details of the destination record are displayed and the transfer must be confirmed. Any data which already exists on the destination record will remain, but any new data will be automatically added. This includes the creation of Alias Names and Dates of Birth where applicable.
- Q Request Fingerprints** for Witnessed Destruction. Under the Criminal Justice and Police Act 2001 there is no longer a requirement to destroy fingerprints that have been lawfully obtained. System changes will be introduced to reflect this.
- R Reject the Fingerprints.** If the option to "Reject" the fingerprints is selected (this is only available to Fingerprints Bureaux), the letter "R" is entered in the relevant Fingerprint Status field.

There is no facility to delete an Arrest/Summons report. This can only be done by deleting all of its constituent offences.

Where an Arrest/Summons report has been added to a recidivist's record and IDENT1 identifies that the report was appended to the wrong record, it will either create a new record or transfer the data onto the correct recidivist's record, as necessary. Any nominal data added to the record during the creation of the Arrest/Summons report will also be moved as a result of the makeover. Data added at any other time by any other transaction code except #AV will not be linked to the Arrest/Summons report and will not automatically be transferred to the other record.

4.4 Remand Details

Remand details existing on the Arrest/Remand Update summary screen can be viewed by marking the details with an "X". Each time a subject appears at a court and is remanded (either on bail or in custody) to appear at court on a later date, **new** Remand details must be added to each Arrest/Summons to which they apply.

The available options are:

- A To amend the Remand detail.** If selected, the relevant information is produced on the Amend Remand Details screen format. All fields are accessible. The option is given to view any Custody or Bail information associated with the Remand and create or amend it as necessary. If further Remand detail is to be added to the record, because the subject has re-appeared at court and been remanded to appear on another date, either the A/S Ref. on the Arrest/Remand update screen can be amended to create a new Remand, or the 'I' option can be used at the Remand details on the Arrest/Remand Update screen.

By opting to amend a Custody detail, a Period in Institution may also be created. However the option to amend any associated Period in Institution will not be available via this course of action. In order to amend that, the "HELD" occurrence must be selected for amendment.

- I To insert further Remand details.** The CREATE REMAND DETAILS FOR ARREST/SUMMONS format is displayed for completion. New Bail, Local Authority, Address, Breach, or Custody details can be added here.

UPDATE IMPENDING PROSECUTION DETAILS can be set to Y to transfer the new court date to the Impending Prosecutions screen.

- D To delete the Remand detail.** Confirmation of the deletion is required by changing the default to Y. There will be a warning that any associated Bail, Local Authority Details or Custody/Release details will also be deleted if confirmation is given.
- C Copy the entry to another AS.** This facility is used to copy a remand to another AS within the same record.
- N.B. If, as part of the judicial process, a subject is remanded from one force area to a court in another force area, the second force area becomes responsible for the updating of further remands up to and including disposals.**

4.5 Held Details

Period in Institution ("HELD") details associated with the A/S report may also be viewed and/or marked for update. The opportunity to Amend, Insert and Delete are all options which may be available.

By electing to Insert data, the ADD PERIOD IN INSTITUTION DETAILS format will be displayed. There is also the opportunity to create Release details and, subsequently, Supervisor details.

4.6 Release Details

It is possible, using #AU, to update Release details which are present on the Arrest/Remand History. However, when using the #NU transaction any associated Release details are displayed on the Custody History Update screen. From there, any necessary updates relating to the Release data already present may be carried out. The opportunity to Amend, Insert and Delete, are all options which may be available.

By electing to Insert data, the ADD RELEASE DETAILS format will be displayed. There is also the opportunity to create a Release Address and Supervisory details. Upon completion of the updates the record will be redisplayed in the #NE format starting with the Arrest/Summons section of the record.

4.7 Amend Arrest/Summons Descriptive Detail (#AV)

This transaction code should only be used with Arrest/Summons reports where the subject's fingerprints have been taken but their identity has not yet been confirmed via fingerprints.

When a fingerprinted Arrest/Summons is added to a record via the #NU transaction, any updates carried out at the same time to the nominal details of the subject are applied to the record, and they are also "audit trailed" (recognised and marked as being part of one transaction). In the event of the fingerprint identification showing that the Arrest/Summons report was added to the wrong record, the updates may be automatically undone by the system and transferred to the correct record. This action can only be carried out by Fingerprint Bureaux (in the case of records with associated fingerprint support). Where fingerprints have not been taken, subsequent updates will not be linked. Therefore any additions to the record do not need to be added using this transaction code. If it is necessary for any subsequent updates to a record to be linked to the associated Arrest/Summons report, they must be carried out using the #AV transaction.

Updates performed at any other time (i.e. not immediately after the creation of an Arrest/Summons and as part of the same transaction, e.g. the addition of an Address) will not be "linked". **This transaction should not be used as a substitute for the #NU transaction, except where it is necessary to link data to an Arrest/Summons report.**

The #AV transaction is available to amend or delete details entered at the same time as an Arrest/Summons report was created, or to add further details to be linked to the Arrest/Summons

report creation. In this case, use of the #AV transaction code will ensure that the extra or amended detail is “audit trailed” and subsequently undone and re-applied to the correct record if necessary. Once a person’s identity has been confirmed via fingerprints, this transaction code should not be used in relation to the Arrest/Summons report associated with that fingerprint identification. Any further updates relating to that Arrest/Summons report should be carried out using #NU. The #AV transaction code can only be used again for other Arrest/Summons reports added to the record and awaiting confirmation of identity by IDENT1.

When utilising this transaction the Arrest/Summons Reference together with the Checkname and FS code must be entered. The relevant record will then be displayed for updating, amending or deleting. At the end of the update the record will be displayed in the #NE format for viewing and checking. Viewing the UU pages will display those updates awaiting confirmation and attachment to the audit trail.

4.8 Create Disposal Group (#CI)

This transaction is used to create a “Disposal Group” into which one or more offences can be added. By entering the PNCID or CRO reference together with the Checkname and Fce/Stn code a format will be displayed to specify which type of disposal is required, e.g. a pending Court Case, Caution or NFA.

A screen will be displayed to specify which type of disposal is required, i.e. Court Case, Caution, Reprimand, Warning, Penalty Notice, NFA or POT/Deport. The POT/Deport option is only available to **Data Assurance and Reconciliations Team**. For pre-Phoenix records, the Enter Pre-Phoenix Results option will also be available - see [section 4.8.1](#).

The system will then display the appropriate format for completion, e.g. the CREATE COURT CASE DETAILS screen etc. Following the completion of the appropriate format, e.g. the Court, Caution, Reprimand, Warning, NFA, or POT/Deport details, a list of Impending Prosecutions will be displayed for selection by entering S adjacent to the appropriate offence(s). This action causes the offence(s) to be promoted to the Disposal Group selected. If the Court Case is selected, the offence will be promoted into the Disposal History to await resulting. Other options will show the offence resulted in the appropriate manner (e.g. NFA), at the Disposal History section.

At the completion of the updates the record will be displayed in the #NE format, starting at the Pending Court Cases or Disposals, depending on the type of Disposal Group created.

Note that, except in the case of the pre-Phoenix results option:

- this transaction code will only work if Impending Prosecutions are present on the record
- it is not possible to create a new offence via this transaction; this must be done via the Arrest/Summons facility, then linked to the Disposal Group.
- court results cannot be entered by using this transaction; this must be done using #CU or #NU.

4.8.1 BRC Pre-Phoenix Results (available through #CI or #NU)

The option to Enter a Pre-Phoenix Result will also be available on pre-Phoenix records, and has two alternatives:

a) To BRC the record to Convictions standard by entering information from the microfiche.

This allows a force to enter court case, offence and disposal details and will automatically create corresponding Arrest/Summons details. Cases may be added regardless of which force owns the data as shown on the microfiche. Once added, normal PNC ownership rules apply except that validation has now been relaxed so that the force which carried out the initial BRC of the record, as well as the force owning the data, is now allowed to update it.

b) To Result Pre-Phoenix Impending Prosecutions.

The Crime/Offence Reference(s) of any Pre-Phoenix (migration) Impending Prosecution(s) will be displayed and an S must be input to select the occurrence to be updated. If there are no Impending

Prosecutions on the record, a Crime/Offence Reference must be entered. This should only be used to result Impending Prosecutions which were outstanding at the time Phoenix went live in 1995.

4.9 Maintain Disposal Group (#CU)

This transaction allows creation and maintenance of disposals in relation to an offence. It is utilised by entering the PNCID or CRO reference together with the Checkname, Fce/Stn code and Case Reference, e.g. Court Case or Crime/Offence reference (for pending or resulted court cases), or Fce/Stn reference (for NFAs, POT/Deports and Cautions).

The AMEND DISPOSAL HISTORY screen which contains details for the specific Pending/Resulted Court Case, Caution, Reprimand, Warning, POT/Deport or No Further Action disposal group is displayed. The first line has abbreviated details of the court, the appearance date and the Court Reference. This is followed by a list of abbreviated offences. In some cases one or more subsequent court appearance may also be present where applicable. Where there is insufficient room to display the whole of the offence a plus symbol will be displayed as the last character of the text. This indicates that further text will be seen if the offence is viewed. Alongside each entry is a field. The Disposal Group input options are:

- * A - Amend
- * R - Result the case (Pending Court Cases only)
- * N - Used to result a case as "Result Unobtainable"
- * S - Add a subsequent appearance (resulted Court Case or Penalty Notice only)

Once all selections have been made amend the COMMENCE UPDATE default to Y.

At the completion of the updates the record will be displayed in enquiry format commencing with the Disposal History screen.

4.9.1 Amending a Case

The AMEND IMPENDING PROSECUTION DETAILS screen will be presented. All except the Court Ref. field may be amended. This screen will also allow the addition of further offences, e.g. when a new charge is being presented at or prior to the Court hearing. If it is a Resulted Court Case the screen will allow the addition of a subsequent appearance. When a case has been resulted it can still be amended, however this time the AMEND COURT CASE DETAIL screen is presented as opposed to the Amend Impending Prosecution screen mentioned above. Here all fields except the Court Ref. and Case Owner may be amended. The opportunity is also given to create a Subsequent Appearance. If this option is taken, the CREATE SUBSEQUENT APPEARANCE screen is presented into which basic details of the appearance are entered. This also happens where option S is taken from the AMEND DISPOSAL HISTORY screen. See [section 4.9.4](#) for details.

4.9.2 Resulting a Case

The RESULT COURT CASE screen will be displayed. The Adjudication Date, Name Convicted and Others TIC fields can be amended if necessary. The 'Others TIC' field is used to identify the cumulative total number of offences within the court case, which have been 'Taken Into Consideration'. The opportunity is also given to carry forward the offence to a new Court Case, e.g. when the subject is dealt with for more than one offence, and one or more are not dealt with at the first court but are carried forward to another court.

Alternatively the offence can be referred to another Court Case. An example of this is when a subject has appeared at court charged with one offence and they are dealt with for a different, usually a lesser offence, e.g. Attempted Rape being reduced to Indecent Assault. When completed, the format requiring entry of the disposal details will be displayed for completion.

Cases **must** be fully resulted (which includes Carried Forward to New Court Case) by the **force receiving the result**.

Forces who interface with Libra will not receive the results of cases that their local area deals with that have been remitted from other areas. The dealing Court will send the result back to the remitting Court for notification to the force which originated the case and who created the A/S report.

4.9.3 Result Unobtainable

Where all possible avenues of enquiry have been exhausted and it has been decided that the result of a court case is not available or known it is permitted to deal with the Impending Prosecution by resulting it as "Result Unobtainable". This requires entry of the letter N adjacent to the relevant Court of Appearance. The three fields require entry of a Force/Station Reference, a Date and a free text entry explaining the occurrence.

4.9.4 Add a Subsequent Appearance

This option can only be selected where the case has been originally resulted at Court or as a Penalty Notice.

For cases originally resulted at Court, it allows the addition of a variation of the original court decision, the entry of an appeal and sentence following a deferral or committal to Crown Court (S.38 Committal). If this option is taken the CREATE SUBSEQUENT APPEARANCE screen is presented for completion. The Court Case Ref. cannot be altered. Once the format has been completed a list of offences, both from existing court cases and those which remain as Impending Prosecutions, are displayed for selection.

For each offence selected the original disposal will remain, automatically updated with the variation or appeal. Final disposals will be required for the Subsequent Appearance.

For cases originally resulted as a Penalty Notice but then Heard at Court, it allows details of the Court decision to be entered. All offences linked to the Penalty Notice are automatically included in the Heard at Court appearance (i.e. the user is not presented with a selection screen and no new offences can be added). The user must enter the Court details (see [section 12](#)). A new Court Case Ref. will be allocated. For each offence the user must then insert the disposals from the court appearance (see [section 23](#)).

If a Subsequent Appearance exists on a record, the only option available for the subsequent appearance is **A (to amend)**. If this option is selected the basic details will be displayed for amendment. It will not allow the amendment of the result. The screen also allows the addition of more offences into the appearance. For each offence, the latest disposal must be inserted. Whatever the type of appearance other offences, not already linked to the case, can be linked from the existing Arrest/Summons reports and disposals must be added.

Offence Details

The following options are available in relation to the offence:

- A **Amend** the information held (except disposals). This will include Method and Keyword information (if authorised).
- R **Amend result** (Court Disposal only). The disposals held are presented so that the Plea, Adjudication and Disposals for the offence can be amended. Disposals entered as a code will be displayed as a literal to check; confirm by entering "Y".
- D **De-link** (de-link offences). A screen giving more details of the offence will be displayed and confirmation of the de-linking will be required.

Offences marked for de-linking will only be de-linked from the case and will not be physically deleted from the record. They will in effect become Impending Prosecutions once again. Deletion of offences may only be carried out on the A/S page, subject to individual authority level.

Offences marked for deletion which are within a Subsequent Appearance will only be de-linked from that appearance and not the previous court appearance. For a Penalty Notice Heard at Court (where the previous appearance was the original imposition of the Penalty Notice), the case will revert to being a Penalty Notice.

Offences are only de-linked from the latest subsequent appearance, where applicable.

Where a record of In Custody is linked to this case, it must be deleted first before the last offence can be de-linked from the case.

- I **Insert a new offence** (Impending Court Case only). The format to create a new offence will be displayed. This is not a permitted option where the case has already been disposed of.
- L **Link an existing offence.** The offences, which at that time remain unlinked, will be displayed. The appropriate offence(s) is selected by entering S adjacent to it. This action causes the offence to be linked to the court case.
- W **Extend the Weed date** (where applicable). The option to extend the weed date of the disposal is only available for certain types of offences and disposals. Where this option is available and taken, the new weed date is displayed for confirmation.

4.10 Makeover (#ND)

If a person is identified as being the subject of more than one record, they can be merged using the "Makeover" transaction #ND.

There are eleven possible permissible combinations of makeover, seven of which may be carried out by forces online, and the remainder only by **Data Assurance and Reconciliations Team** upon request in writing or by a facsimile message. The overriding principle to be applied in all instances is that the record to be merged must be to the oldest record, except where it is the only one supported by fingerprint identification, in which case the record will be merged to that one irrespective of age.

4.10.1 Possible Makeover Merger Variants

Listed below is the group of merger variants permissible for forces to undertake. In order to make the merger description as brief as possible the following abbreviations are defined:

- * Phoenix - the project name for the 1995 replacement of the Names Application.
- * SF - denotes a file created prior to Phoenix which was not supported by Fingerprint Identification.
- * CRO - denotes a record supported by positive Fingerprint Identification.
- * PNC - denotes a record created post-implementation of Phoenix.

4.10.2 Records which may be Merged Online (by Forces)

These types of makeover may be carried out by forces if they own both records and full BRC has been completed:

- * SF to CRO
- * SF to SF
- * SF to post-Phoenix CRO
- * PNC no fingerprints to CRO
- * PNC no fingerprints to post-Phoenix CRO
- * PNC no fingerprints to PNC no fingerprints
- * PNC no fingerprints to SF

4.10.3 Makeovers involving Firearms Certificate Holder

If the record to be made over has a Firearms Certificate Holder (FCH) report present the makeover will fail and the following error message will be displayed:

THE FCH REPORT IN THE FROM RECORD MUST BE TRANSFERRED BY NFLMS

When this occurs you will have to instruct the Firearms Licensing Officer concerned to remove the FCH report to the record to which it is to be made over and for them to confirm when this has been done. Following the makeover the Firearms Licensing Officer must review the consolidated record to reconsider the fitness of the person to have the Firearms Certificate.

If the records have multiple owners **Data Assurance and Reconciliations Team** will be one of the requesting bureaux and the current makeover process applies.

5. THE BYPASS TRANSACTIONS

Once a record has been created it is possible to maintain it by using any of the BYPASS transaction codes as an alternative to using the #NU code. In all cases the format of the bypass codes requires the input of certain data and certain actions to be carried out. These are discussed with the relevant codes below.

5.1 Arrest/Summons Update (#AU)

This transaction is used to maintain a specific Arrest/Summons report on the record. It cannot be used to create a new Arrest/Summons report, which can only be done using #NU. The format for this transaction requires entry of the Arrest/Summons Reference, Checkname and the user's Fce/Stn code.

The system presents an abbreviated display for the chosen Arrest/Summons. This will contain an abbreviated entry for each related offence. It will indicate the type of offence committed the Arrest/Summons reference, whether or not the subject was charged and their fingerprints taken. If any remand hearing details relating to that Arrest/Summons are held, brief data regarding them are also displayed. Where the remand result is "IN CUSTODY" there may be associated "PERIODS IN INSTITUTION" and "RELEASE DETAILS". More than one screen display may be required to show all the abbreviated information.

Alongside each entry is a field into which a code may be entered. Any number of occurrences may be marked for any type of update, subject to having the right to perform it and subject to not selecting an invalid combination. Additionally, any of the abbreviated entries may be marked with an X to view the full details of the entry. The codes available are as described at [sections 4.2, 4.3 and 4.4](#) of this chapter.

When all required updates have been selected, the COMMENCE UPDATE field must be completed. This may be done from any of the summary pages. The updates selected will be processed in the order in which they appeared on the abbreviated screen.

Operators with the AUD entitlement may use the #AU transaction to delete an A/S report. If the Fingerprint status is CONFIRMED note that the deletion of the A/S from PNC will not automatically delete the FP record from IDENT1, potentially causing data integrity issues. Therefore in ALL such cases a request must be sent to NFO using the NFO Enquiry Form attached to PNC L/O Letter 2017/032.

5.1.1 Updating PoFA Match Investigation Information - Background

As a simpler alternative to #NU, the #AU transaction is also suitable for updating the Protection of Freedoms Act 2012 (PoFA) Match Investigation status.

PNC L/O Letters 2014/013 and 2014/019 covered the provisions of PoFA in allowing a 'single search' to be made on biometric databases, prior to their deletion, of DNA profiles and fingerprints that do not meet the retention criteria set out under PoFA. These searches establish whether such biometrics match any existing scenes of crime DNA or fingerprints and, if they do, the status of such 'match investigations' should be flagged on the relevant A/S report on the subject's PNC record.

The permitted time period for conducting match investigations is 2 months. After one month a reminder report is generated, which will be one month before the expiry date. By updating the Match Investigation flag the expiry date may be extended by one month. If this is not done before an investigation is concluded, the DNA or fingerprints concerned will be destroyed.

The outcome of the single search may indicate that the person was legitimately at the crime scene, in which case the status of the flag should be changed to show No Action is required. If, however, it indicates the person was not legitimately present at the scene of an unsolved crime, and a decision is made to process them, a new A/S report should be created and the flag updated accordingly.

5.1.2 DNA Process

Use #AU (or #NU) to create or amend the DNA MATCH UNDER INVESTIGATION flag on the relevant A/S report, by putting A alongside it.

Enter Y against COMMENCE UPDATE?

Enter Y against AMEND MATCH STATUS?

Enter Y against CREATE DNA MATCH STATUS ENTRY? to indicate that a match is to be investigated by the force. Five fields will be displayed; only OFFICER IN CASE needs to be entered – the surname element may be a unit or department name. The F/S code of the owner may be amended; the Status, Reminder Due and Expiry Date are system generated and may not be updated.

If Match Investigation entries exist, the Match Data Summary will be shown. Enter A alongside an entry to amend it, or D to delete it (confirmation will be required). The three options for amending the status are:

- * EXTEND INVESTIGATION EXPIRY BY 1 MONTH
This applies when the investigation is still ongoing.
- * CHANGE STATUS TO INVESTIGATION COMPLETE – NEW A/S ADDED
The new A/S number must be specified and its validity will be checked.
- * CHANGE STATUS TO INVESTIGATION COMPLETE – NO ACTION
This means PoFA retention rules will be applied to the DNA profile.

Completed updates may be viewed in enquiry mode via the second level AS screen, by entering Y in the VIEW MATCH STATUS? Field.

5.1.3 Fingerprints Process

Use #AU (or #NU) to create or amend the FP MATCH UNDER INVESTIGATION flag on the relevant A/S report, by putting A alongside it.

Enter Y against COMMENCE UPDATE?

Enter Y against AMEND MATCH STATUS?

Enter Y against CREATE FP MATCH STATUS ENTRY? to indicate that a match is to be investigated by the force. Five fields will be displayed; only OFFICER IN CASE needs to be entered – the surname element may be a unit or department name. The F/S code of the owner may be amended; the Status, Reminder Due and Expiry Date are system generated and may not be updated.

If Match Investigation entries exist, the Match Data Summary will be shown. Enter A alongside an entry to amend it, or D to delete it (confirmation will be required). The three options for amending the status are:

- * EXTEND INVESTIGATION EXPIRY BY 1 MONTH
This applies when the investigation is still ongoing.
- * CHANGE STATUS TO INVESTIGATION COMPLETE – NEW A/S ADDED
The new A/S number must be specified and its validity will be checked.
- * CHANGE STATUS TO INVESTIGATION COMPLETE – NO ACTION
This means PoFA retention rules will be applied to the Fingerprints.

Completed updates may be viewed in enquiry mode via the second level AS screen, by entering Y in the VIEW MATCH STATUS? Field.

5.2 Maintain Custody/Release Details (#NG)

A subject's record may contain a Custody History that shows periods spent in institutions, whether resulting from remand or sentencing. The Remand part of the history is also available at the Arrest/Summons section of the record via the #AU or #NU transaction.

The #NG transaction can be used to create/maintain the Custody/Release details and requires entry of the PNCID or CRO reference and Checkname together with the user's FS code. The system displays abbreviated Custody details, each of which may be followed by a number of abbreviated "Periods in Institution", which may also be followed by a number of "Releases". Each Custody detail will indicate whether it resulted from Remand or Sentencing. Any entries may be marked with the following options or an X to view further information about that particular item. The available options are:

A - Amend. The relevant information is produced on the screen. From here, the option is given to add lower level detail to that Custody information. For example, if amending Custody detail it is possible to add a "Period in Institution" or to amend a "Period in Institution", in which case it is then possible to add a "Release" detail to that period.

D - Delete. If this option is selected, confirmation is required on a subsequent screen.

I - Insert further entries (Periods in Institutions and Release only). This is used to indicate that a new Custody detail is to be added.

Once the updates have been completed the system produces the information in the #NE format for validation, starting at the Custody History section.

5.3 Maintain MO (#NK)

This transaction allows the creation and maintenance of details in relation to the method used by the subject to commit the offence for which they are being dealt with. The use of this transaction is fully described in [Appendix 10, section 1.2](#).

To update using #NK the required input is a PNCID/CRO, Checkname, FS Code, Crime Ref and FS Code of the Owner. Currently available keywords can be found through the Help Screens, #QN and in the Names Data Definitions issued by PNC Operations.

6. ARREST/SUMMONS REPORT FIELD RULES

6.1 Process Stage

Description: This mandatory field is used to give an indication of the stage of the Process pending against the subject.

Input: A single character input only. Enter one of the following:

- * A = Arrested
- * C = Charged
- * Q = Postal Requisition
- * R = Reported
- * S = Summoned

The ARRESTED process stage must be used for all cases not dealt with in any of the other four ways and where a person has been in police detention in consequence of their arrest for a recordable offence. Where a person is cautioned, reprimanded, warned or issued with a penalty notice for a recordable offence the REPORTED option will be used.

The process stage should reflect the time the person first came to police notice (e.g. 'arrested' or 'reported') together with the relevant date – see [section 6.2](#). Once this has been completed it will not be necessary to update that process stage (e.g. amending 'arrested' to 'charged' or 'reported' to 'summoned').

Postal Requisitions are used instead of Summons by police forces and certain non-police prosecuting agencies, currently DVLA and the Department for Work and Pensions. If a force is contacted by one of these agencies for the creation of an Arrest Summons entry for a recordable offence, they should update the "Process Stage" field with "Q". Proceedings are deemed to have commenced on the printing of the Postal Requisition by the police force or agency.

6.2 Process Stage Date/Time

Description: This is a mandatory field used to record the Date and Time relevant to the Process Stage. For Postal Requisitions it will be the date posted.

Input: There are two sub fields to this item. The first requires entry of an 8-digit date in the format DDMMYYYY. The second sub-field requires entry of a 4-digit 24-hour time in the format HHMM. If no time is available from existing documentation this field should be left blank.

6.3 Photo Location

Description: This is an optional field used to identify the location of the custody photograph taken of the subject in relation to this report.

Input: Standard 4-character Force/Station identifier, e.g. 13HQ.

6.4 Photo Location Date

Description: This optional field is used to record the date when the custody photograph of the subject was taken.

Input: Standard date format DDMMYYYY.

This field must be completed if the PHOTO LOCATION has been entered.

6.5 FP Status

Description: This mandatory field is used to indicate the current status of fingerprint information on the subject relating to the current Arrest/Summons report.

Input: Input consists of one of the following characters:

- * T Taken
- * F Force (non-IDENT1 only)
- * N Not taken
- * R Rejected (technical rejection)
- * C Confirmed
- * Q Returned
- * D Destroyed
- * E Destroyed due to PoFA (system generated)
- * M Missing
- * A Administrative rejection
- * U Unconverted

Although F (Force held) is a valid input in the FP Status field on the creation or amendment of an Arrest/Summons report, this should no longer be used by forces in England, Wales, Scotland and Northern Ireland who use IDENT1. Such forces should therefore only input N (Not taken) or T (Taken) and they must leave the Force FP Location field blank.

The only valid inputs at the creation of an Arrest/Summons report are N, T or F.

E denotes fingerprints destroyed under the Protection of Freedoms Act legislation. It is automatically generated by PNC software and is not valid for user input.

Check that the character input is valid and that the progression is a permissible one, e.g. N to T or T to R etc.

Only the National Fingerprint Office (66FF) and Scottish Fingerprint Service (96FP) may update the value to C.

U was generated only for a few records during the initial BRC process.

6.6 DNA Status

Description: This mandatory field is used to indicate the current status of DNA information on the subject related to the current Arrest/Summons report.

Input: Input consists of one character:

- * T DNA taken and sent for profiling
- * F DNA taken and held in Force
- * M DNA missing
- * S DNA rejected
- * L DNA lost or damaged in force
- * D DNA destroyed
- * N No DNA taken

The following values may also be found, that cannot be input directly by the user:

- * C DNA confirmed
- * P DNA profiled
- * R DNA rejected
- * E DNA destroyed due to PoFA
- * Z Unknown

Check that the character input is valid and that the progression is a permissible one, e.g. N to F or T, F to D, M, N or T.

Normal force users will only have access to options N, T, F and M.

The only valid inputs at the creation of an Arrest/Summons report are N, T or F. Characters D, L and M can be used when carrying out an amendment.

S, C, P, and R can only be carried out automatically via the NDNAD to PNC link.

The status of M and D can also be updated via the NDNAD to PNC link if appropriate.

S and L can only be changed if a new sample is taken, to T or F with a new barcode.

Z was generated only for a few records during the initial BRC process and is no longer used.

6.6.1 Force DNA Location

Description: Optional field used to show where in Force DNA is being held that have not been forwarded to a forensic provider. This field is only to be used when DNA Status is entered as F.

Input: The Force Station Code where DNA has been kept.

6.6.2 Sample Barcode

Description: Used to record the barcode from the DNA sample kit.

Input: The eight-digit barcode from the sample kit, beginning with 9. Codes starting with 8 (DNA/2 kits) are no longer used. An evidential sample is now taken using a PACE sample kit (3 or 9 series barcode). The system will only allow each number to appear once. If the number entered is incorrect **do not** use Destroyed to remove and re-enter. Once destroyed, the number cannot be reused.

6.6.3 Date of Sample

Description: Used to record the date at which DNA taken. This field mandatory except when DNA STATUS is N.

Input: Standard date format of DDMMYYYY

6.6.4 Sample Type

Description: Used to describe the type of DNA sample taken from the subject. Field is mandatory except when DNA STATUS is N.

Input: One of the following numeric values:

01 – Blood

03 – Swab

08 – Hair

6.6.5 Sent to Lab

Description: Shows which laboratory the DNA sample was sent to; can only be used when DNA STATUS is T.

Input: One of the following three character lab codes

CMK – Cellmark

DUN – Dundee

EFS – Eurofins Forensic Services

FDS – Forensic DNA Services

FER – Food & Environment Research Agency

FNI – Forensic Service Northern Ireland

FSS – Forensic Science Service

FYA – Forensic Access

KCA – Coventry RapidHIT0088

KFS – Key Forensic Services

KNB – Norwich RapidHIT0024

KNC – Norwich RapidHIT0084

KWC – Warrington RapidHIT0067

KWD – Warrington RapidHIT0021

LGC – Laboratory of the Government Chemist

MLA – MPS Forensic Services

6.6.6 DNA FS/Ref

Description: This field stores a local reference number relating to the DNA report. This field is mandatory except when DNA status is N.

Input: A valid Force/Station identifier, followed by an oblique then a free text reference of up to 14 characters.

6.6.7 DNA Test Method

Description: The method of testing or analysing the DNA sample. This can aid decisions such as whether a new sample should be sent for profiling, which duplicate to retain or whether to request that a profile be upgraded.

Input: One of the following codes

SGM

SGMPLUS

6.6.8 DNA Verification

Once the details regarding the arrest have been entered, the system produces a screen replicating the DNA information but does not show the barcode. You are required to re-type the barcode number. If this code does not match that on the input page, you will get an error message 'ACCURACY NOT CONFIRMED – PLEASE RE-ENTER SAMPLE CODE'. The system will not proceed unless the number matches the input page. If an error has been made you cannot return to the input page. Either abandon and start again, else type in the error number, proceed and then return to the AS page and amend the number.

6.6.9 DNA Issues

Any errors detected in the DNA data passing through the link between the PNC and the National DNA Database (NDNAD) are written to the DAF and sent to the owner of the A/S report. These errors are also recorded in the A/S report itself, so that anyone viewing the record can see an audit trail of potential problems with the DNA sample for the subject. This should affect only a very small number of records.

When appropriate the information is conveyed by a marker DNA ISSUES in the middle of the A/S full display screen and the DNA Report summary screen. This screen also allows access within #NE and #NU to full details of the errors, if any exist, up to a maximum of 5. Within #NU an option exists to remove the DNA ISSUES marker when all discrepancies have been resolved. This option can only be carried out by the DNA Data Quality and Integrity Team (DQIT).

For further information on any errors shown in a PNC record contact DQIT (66XX), who have the facilities to investigate and reconcile PNC and NDNAD data.

6.7 A/S Name

Description: This field is used to enter the name under which the subject was processed.

Input: The filename or the name used when processed.

Care should be taken when entering the filename and file date of birth as incorrect entry, misspelling or other mistakes will result in an Alias being created. On creation of the first Arrest/Summons on a new record, the A/S Name is completed by the system with the name used to carry out the search.

6.8 A/S Date of Birth

Description: This is used to record the Date of Birth given by the subject at the time of arrest/charging/reporting. It may be the same as a Date of Birth already present on the record or it may be a new one. In the case of a new date being entered, this will automatically be added to the list of Alias Dates of Birth on the record.

Input: Standard date format of DDMMYYYY should be input. A partial date is acceptable but the unknown digits must be replaced by space or hyphen characters, e.g. --081958 or ----1958. A year of birth is a minimum requirement. A mixture of spaces and hyphens is not permitted. On creation of the first Arrest/Summons on a new record, the A/S Date of Birth is completed by the system with the Date of Birth used to carry out the search.

6.9 Prosecuting Agent

Description: This is used to record the name of the agency/person responsible for raising the prosecution.

Input: Up to 54 characters of free text. The permissible characters are:

Alpha

Apostrophe

Full stop
Hyphen

Space
Oblique

The system default for users in England and Wales is CPS (Crown Prosecution Service) and for Scottish users PF (Procurator Fiscal). These may be overwritten if necessary with other agencies, e.g. RSPCA, National Rivers Authority.

6.10 Arresting Officer

Description: This requires entry of details of the officer responsible for the arrest of the subject. If necessary, the TEXT field on the Disposal screen should be used to clarify on whose behalf a civilian is acting, if this is not apparent from the PROSECUTING AGENT data.

Input: Input consists of up to four fields, of which the minimum number that must be completed is two. The minimum permissible combinations of fields are Name and Rank, or Rank and Number or (providing it gives unique identity within the force) Number and District, or Name, Rank and District. The first field requires input of up to the first 16 characters of the officer's surname. The second field, of up to eight characters, requires the officer's rank. Full details of acceptable ranks can be found in [Chapter 11, section 41.2](#). The third field requires the officer's collar/shoulder number, consisting of between one and seven digits inclusive, if applicable. The fourth field requires the Division, Sub-Division or District to which the officer is attached. This consists of either one or two alpha/numeric characters (these must be entered as either AA, AN or A - a single numeric is not permitted).

Number and District are permissible input together, but if used they must be sufficient to identify the officer within that force.

6.11 Report Owner

Description: This requires entry of the Force/Station code of the originator of the information contained in the Arrest/Summons report.

Input: A four character Force/Station code. If a FS code is not input, the system will default to the code used when initiating the transaction.

7. CREATING AN OFFENCE

Upon completion of the Process Stage format, a second screen is displayed to provide details of the offence.

Only Recordable offences are to be entered on their own. If a **non-recordable** offence is to be added to a record, it must be entered after a recordable offence has been created. A warning will be displayed for confirmation either that fingerprints or DNA were lawfully provided at the time of arrest, that it led to a conviction resulting in a prison sentence or it accompanies one or more recordable offences. If it does not fall into one of those three categories, it should not be added to the PNC record.

DNA and fingerprint samples must **not** be taken for non-recordable offences without prior written consent of the subject, otherwise there is no power to take and retain them. Note that the Serious Organised Crime and Police Act 2005 provides wider powers of arrest for non-recordable offences, resulting in the potential for more persons to be sampled. This is only lawful if written consent is obtained, and the consent should accompany samples sent for processing to avoid ambiguity. Where fingerprints and DNA have not been obtained, non-recordable offences should not be entered on PNC unless they are linked to a recordable offence, as described above.

The opportunity exists to create new offences or to copy existing offences. It is possible to COPY an offence that exists on any recorded Arrest/Summons report. By taking this option the relevant

reference of the Arrest/Summons report to be copied and the number of the offence within that Arrest/Summons report must be input.

The system will display them with a copy of the offence. If it is desired also to copy METHOD/DRESS, Y must be inserted in the appropriate fields of the format. The relevant screen is then presented for amendment of the METHOD/DRESS if required. If the offence is being copied to the same person's record and keywords are present on the Method, they too will be copied, otherwise they must be re-input (see [Appendix 10](#) for full description of MO keywords).

If a new offence is to be created, the first two fields discussed above are left blank and the relevant fields on the rest of the format are completed.

Two or more offences for the same person quoting the same Crime/Offence Reference and originator will share the same METHOD and KEYWORDS and will be automatically linked to each other. There is therefore no requirement to add METHOD and KEYWORDS to the copied offences unless they differ.

Any update to the METHOD or KEYWORDS via one offence will automatically update the METHOD and KEYWORDS attached to the other offence(s).

Where two or more persons have been charged under the same Crime/Offence reference within one force area, the system will automatically link them as OTHERS CHARGED. This link can only be avoided by entering a different Crime/Offence reference.

Private Prosecutions may be added to PNC for recordable offences. Use the relevant method for how it was commenced (e.g. Summons). Even though having no power of arrest, the private citizen or law firm bringing the prosecution may be recorded as the ARRESTING OFFICER, with PP in the RANK field. A Force/Station Code ending in NP to denote non-police prosecution may be used.

7.1 Copy Offence: A/S Reference

Description: This optional field is utilised when it is desired to copy offence data from any other recorded A/S report.

Input: The reference generated by the PNC upon creation of an Arrest/Summons report. Alternatively an asterisk may be entered, signifying that a previous charge for the current A/S report is to be copied. This will not work if it is used for the first offence.

7.2 Offence Number

Description: This field is mandatory if the COPY facility is being used. It identifies the particular offence belonging to the A/S report entered in the previous field it is desired to copy, or an asterisk will copy a previous charge of an A/S reference.

Input: Up to three digits identifying the offence to be copied. Ensure the A/S report specified in the previous field has the associated number of offences related to it. Check that the previous field has been completed correctly. The asterisk cannot be used if it is the first offence. When an offence has been copied it may be necessary to amend some of the detail, simply by overtyping.

7.3 Originator

Description: This field is utilised to indicate the Force/Station code of the originator of the OFFENCE DETAILS.

Input: A four-character Force/Station code. If a code is not input, the system will default to the code used when initiating the transaction.

7.4 Crime Offence Reference

Description: This optional field requires entry of a unique force Crime/Offence reference.

Input: Consists of up to 15 alpha/numeric characters separated by oblique, hyphens or spaces. The NPCC recommended format consists of three parts, each separated by an oblique or space. The first part indicates the Force/Station area where the crime occurred, the second is a serial number of up to seven digits and finally the year in which the crime was committed (as two digits, but see note below). This field is mandatory if the user wishes to associate METHOD USED, DRESS, or OTHER CHARGED data with the offence information.

N.B. Under the Home Office counting rules, when a number of offences are committed against the same victim each offence will be given the same crime reference number. PNC will accept this entry but when each arrest report is entered the content of the method field is transferred to the previous arrest. Thus a person arrested for assault and indecency could be acquitted of one offence, leaving the method of that offence on the conviction record for the other offence.

In order to prevent this happening, whilst still complying with the counting rules, forces should allocate a single crime reference number to each charge within an arrest/summons except for a unique alpha character after the year. Thus, linked assault and indecency charges could appear as 35CS/C12345/04A and 35CS/C12345/04B. This will prevent the method being overwritten and conform to the Home Office counting rules.

7.5 Committed On Bail

Description: This mandatory field is used to indicate whether or not the offence was committed whilst the subject was Remanded on Bail.

Input: Y **(YES)** if the offence was committed whilst the subject was remanded on bail. This action may generate a warning that there is no data on the record to corroborate the input. The opportunity is given to change or confirm the value of the COMMITTED ON BAIL marker. Confirmation has the effect of incrementing the OB (OFFENDS ON BAIL) count. The OB Information Marker must be added to the record separately by the operator.

N **(NO)** if the offence was not committed whilst the subject was remanded on bail. This may generate a warning too. If it appears to the system that the offence was committed whilst the subject was on bail, a warning to this effect will be automatically generated. The system allows the operator to maintain the N following this warning.

7.6 Offence Qualifier

Description: This optional field is used to enter a suitable Qualifier which may indicate that the subject did not commit the full offence but was involved in some way, e.g. conspiring to commit an offence, or that it is a foreign offence

Input: A maximum of two Qualifiers may be entered with an NPCC Offence Code (see next item). The codes for these qualifiers are:

First Qualifiers

AT	(Attempt)	C	(Conspire)
I	(Incite)	AA	(Aid and Abet)

Second Qualifiers

FR	(Foreign Offence)	NR	(Non Recordable)

The first four are not valid when a CJS code is input. In these cases, the suffix (eighth) character should be used to indicate the qualification.

7.7 NPCC/CJS Code

- Description:** An NPCC Standard Offence or CCCJS code that is unique to the specific offence recorded. If the offence is a non-standard one (i.e. there is no code available for it), the following field **must** be utilised, until the appropriate code is ascertained. Every effort must be made to allocate a current NPCC or CCCJS code (these are available via the online Help tables).
- Input:** The Offence Code consists of a maximum of 13 characters, ten digits incorporating up to three full stop characters, e.g. 05.05.006 = Theft From Vehicle. This could be entered as 5.5.6 or alternatively using the CJS code TH68A01. If there is no NPCC Standard code available for the offence the Offence Description field must be utilised. Free text is not permitted in conjunction with an Offence Code. Once the data has been entered as a code, a corresponding literal is displayed on a confirmation screen. If not confirmed, the previous screen is redisplayed for amendment to be made to the code.

7.8 Offence Description

- Description:** This field can only be utilised if the previous two fields are blank. It is used to describe, in text, a non-standard offence and is a temporary measure until an appropriate code can be entered.
- Input:** Up to 108 free text characters can be input to describe the offence. It is not possible to result an offence until an NPCC /CCCJS code has been entered. This can be carried out using the transaction codes #NU, #AV or #AU.

7.9 Start Date/Time

- Description:** The first (earliest recorded) date on which the offence was committed, followed by the time at which the offence commenced. There is no facility to deal with unknown dates.
- Input:** A standard eight-character date in the format DDMMYYYY and a standard time input in the format HHMM using the 24-hour clock, e.g. 2115. The START DATE is a mandatory field but the START TIME is optional.

7.10 End Date/Time

- Description:** These optional fields are used to record the last (latest recorded) date on which the offence was committed and the time at which the offence ceased.
- Input:** A standard date in the format DDMMYYYY and a standard time in the format HHMM using the 24 hour clock, e.g. 2115.

7.11 Offence Location Force/Station Code

- Description:** This field is used to identify the FS code responsible for the location where the offence was committed.
- Input:** Standard four-character Force/Station identifier, e.g. 13HQ. If the offence occurred abroad the ICPO code of 67IP will be used.

7.12 Mark to Enter an Offence Location Address

- Description:** This optional field is used where a full address will be input for the offence location. Once this format has been completed and the offence verified, if this field is used another format will be presented for completion. If a postal address is not known, the LOCATION DESCRIPTION must be completed.

A full address is an address which includes a full or partial postcode, e.g. a recreation Ground in Birstall, Leicester, could be entered as such with postcode LE4.

Postcodes recorded as part of the offence address are searchable using QUEST. Location descriptions are not searchable.

Input: A 'Y' character. Ensure that the LOCATION DESCRIPTION has not also been completed. Input either one or the other, not both.

7.13 Location Description

Description: The location where the offence was committed if a postal address is not applicable or known, e.g. where the precise location is not known because the offence occurred on a train. The use of this field is conditional upon the OFFENCE ADDRESS being used.

Input: Up to 64 free text characters. This field should only be completed if the previous Offence Address field is blank.

7.14 Add Method/Dress?

Description: This is used to indicate that information is to be added regarding the METHOD used to commit the offence and/or the DRESS of the subject at the time of committing the offence.

Input: Y (Yes) to create a METHOD/DRESS report, otherwise the default is N (No).

7.15 Create More?

When the earlier fields have been completed, further offence details may be entered if applicable, by using this field.

Description: This is a mandatory field used to add a further offence to the record.

Input: Y (Yes) to add another offence, otherwise the default is N (No).

7.16 Offence Verification

Once the details regarding the offence have been input, the system produces a screen with the offence entered, displayed as a literal. The offence may be confirmed by entering 'Y' in the CONFIRM field. If not confirmed the ADD OFFENCE DETAILS screen is redisplayed so that the necessary amendments can be carried out. This process continues until either the update/transaction is abandoned or the offence is confirmed.

8. CREATE OFFENCE ADDRESS

If, when adding Offence Details to an A/S report, a request has been made to add a postal address for the offence, a screen is displayed showing a list of Offence Addresses for selection (if an address already exists for that Crime/Offence Reference) or a format for address creation.

8.1 Offence Address

Description: The postal address where the offence was committed.

Input: Five sub-fields of 32 characters each for the complete postal address (do not include the Postcode in this field, see next field). Check that the input has used only permissible characters. If the postal address is not known, this format should not be completed. The operator should use the OFFENCE LOCATION field instead. The '+' character can only be used if it is the last character of a sub-field, to indicate truncation.

8.2 Postcode

Description: This optional field is used to record the postcode of the address where the offence occurred. Every effort should be made to identify the postcode.

Input: Up to a seven-character input. A partial postcode, e.g. LS1, would suffice instead of LS1 7RE. Every effort must be made to use the full postcode. Postcode information can be obtained from PNC using the #QA transaction (see [Chapter 5, section 2.1](#)).

9. METHOD/DRESS

If the METHOD/DRESS? field was marked with a Y on the ADD OFFENCE DETAILS screen, the system will produce the relevant screen format for completion. This screen may in fact contain some text if a method has already been entered for another offence with the same Crime/Offence Reference for the same person. The rules regarding completion of the format are produced below.

9.1 Method

Description: This is an optional field used to describe the method employed by the subject when committing the offence.

Input: Up to 768 characters of free text. As much detail as possible is required in this field to assist in the future speculative searching of the database. Text should be brief, accurate and concise because of limited space. Any report regarding an offence against the person or involving vulnerable victims **must** include details of the victim's age and gender.

The method should not include victim's names. Vehicle Registration details can be included only if significant.

9.2 Dress

Description: This is an optional field used to describe the clothing worn by the subject at the time of committing the offence.

Input: Up to 100 characters of text using only the permitted characters Alpha, Space, Full stop and Hyphen. This field is not to be used for "habitual dress" unless it relates to the commission of this offence.

Dependent upon authority, a screen for input of METHOD keywords may then be displayed. This only applies to certain categories of offence and is discussed in greater detail in [Appendix 10](#).

10. ADDITIONAL INFORMATION

Once the previously mentioned data (and any supporting Keywords) have been input a screen is displayed allowing input of further text if applicable in relation to the case.

10.1 Text

Description: An optional text field used for holding any information about the case that is not held elsewhere, e.g. further Method details, other officers in the case, exhibit references.

Input: Up to 256 free text characters.

11. HOW THE OFFENCES ARE TO BE DEALT WITH

Description: This item describes the means by which the offence(s) are being dealt with.

Input: Enter 'X' against any of the options on the screen. Dependent upon which option is marked, the appropriate screen will be produced next for completion. If the method of disposal is not yet known, this field may be omitted. The offence(s) will then remain unlinked to a disposal group and will be seen on the Impending Prosecution screen highlighted in inverse video. It is possible to deal with several offences by selecting the disposal options above. The POT/DEPORT option is only available to **Data Assurance and Reconciliations Team**

11.1 Link All Offences etc

Description: By using this field offences relating to this report may be linked to a court case etc. It is possible to link all of the new offences to the case or select only certain ones to be linked.

Input: A single character:

- * A - this automatically links all the outstanding offences to the disposal.
- * S - this is used to select only some of the list of offences for linking.

11.2 Add Remand Details

Description: This mandatory field is used when the COURT APPEARANCE option has been selected, to indicate that the subject has been dealt with by way of Remand, and further information regarding it is to be added to the record.

Input: A single alpha character of either Y (Yes) or N (No).

12. COURT APPEARANCE

If the option selected on the previous screen is that of COURT APPEARANCE the system presents the following format for completion. An indication will be present upon completion of this screen of whether there are any offences outstanding, i.e. not linked to a court case. The opportunity is given to select any of the outstanding offences and link them to the court case.

12.1 Court Code

Description: This conditional field requires a code relating to the name and type of court at which the subject is due to appear.

Input: A four-digit code relating to the court of appearance, e.g.

0413 = Central Criminal Court (Old Bailey)

9998 = Miscellaneous Unlisted Court (e.g. for court-martial cases or where the court is not yet known)

See the Help Table associated with this field for full list of available codes. This field must be completed, but if the code used is 9998 the next data field (Court Name) must also be completed.

12.2 Court Name

Description: This conditional field is used to record the name and type of only non-standard court at which the subject is due to appear.

Input: Up to 71 free text characters to identify the court. This field can only be utilised when the code entered in the above field is 9998.

12.3 Appearance Date

Description: This field is used to record the date the subject is due to appear at the above-mentioned court.

Input: Standard date format DDMMYYYY. This field can be left uncompleted where the date is not known, e.g. when appearing at Crown Court.

12.4 Force/Stn in Case

Description: This field requires entry of the Force/Station code for the police area where the initial remand (in custody or on bail) took place.

Input: A standard four-character Force/Station identifier, e.g. 13DC. Upon completion of the above format, and once it has been accepted by the system, a unique Court Case Reference is generated and displayed.

13. REMAND INFORMATION

Data relating to the Remand of a subject can be entered using either the #NU or #AU transaction codes. If the subject is remanded, as a consequence of the Arrest/Summons report, that information must be entered on the format if the details are known at that time.

13.1 Result of Appearance

Description: This item is mandatory when remand details are being entered. It is used to record the result of the above remand appearance.

Input: A single alpha character to indicate the result of the appearance as follows:

- * A = Adjourned, e.g. in the case of Fail to Appear etc
- * B = On Bail to Court
- * C = In Custody
- * O = Other – Remanded in Care of the Local Authority.
- * P = Police Bail under Section 37(7) or Section 47(3) of PACE
- * Q = Postal Requisition
- * U = Under Investigation (see [section 13.11](#))

Where the case is adjourned as a result of Failing to Appear, an Information Marker and, if applicable, a Wanted report must be added.

13.2 Remand/Hearing On

Description: This field is mandatory when remand details are to be entered. It is used to record the date on which the subject was remanded by the court in relation to the A/S report.

Input: Standard date format DDMMYYYY.

13.3 Remand/Hearing At (Fce/Stn Code)

Description: This field is used only when the subject's remand appearance was at a police station.

Input: A standard four-character Force/Station identifier, e.g. 01AR. If this field has been completed the next two fields should not be, and vice versa.

13.4 Court Code

Description: This field is used to record the code of the court at which the subject was remanded

Input: A four-digit code relating to the court at which the remand appearance took place, e.g.

2994 = Pontefract Magistrates Court

9724 = Dumfries Sheriff Court

13.5 Court Name

Description: This field is used when the entry made in the previous field is 9998. It is used to identify the non-standard court at which the remand appearance took place.

Input: Up to 71 free text characters to identify the court.

13.6 Next Appearing On

Description: This optional field is used to record the date the subject's next remand appearance is due to take place.

Input: Standard date format DDMMYYYY, e.g. 31012024.

Check that the date is later than the Remand Date above, but not more than 3 years later.

When the appearance date is not known, e.g. when committed to Crown Court for trial, then the field can be left uncompleted.

13.7 Next Appearing At (Fce/Stn Code)

Description: This field is used only when the subject is remanded to return to a police station under Section 37(7) or Section 47(3) of PACE.

Input: A standard four-character Force/Station identifier, e.g. 01AR. If this field has been completed the next two fields should not be, and vice versa.

13.8 Court Code

Description: This field is used to record the code of the court at which the subject is next due to appear.

Input: A four-digit code relating to the court at which the next appearance will take place, e.g.

2994 = Pontefract Magistrates Court
9724 = Dumfries Sheriff Court

13.9 Court Name

Description: This field is used when the entry made in the previous field is 9998. It is used to identify the non-standard court at which the remand appearance took place.

Input: Up to 71 free text characters to identify the court.

13.10 Update Impending Prosecutions

Description: This field allows the operator to request an update screen to amend any impending cases for the offences linked to this remand. This enables the IP page to be updated without having to visit the DH page.

Input: Y to request the option, else defaults to N

Errors: Y is invalid if result of appearance is P, Police Bail.

The opportunity exists at the bottom of the screen to indicate that further information is to be added to the record regarding the Remand. These details include the addition of:

- * BREACH OF BAIL DETAILS, if Result of Appearance = A B C O P or Q
- * ADD BAIL ADDRESS, if Result of Appearance = B, C, O or P
- * ADD BAIL CONDITIONS, if Result of Appearance = B, C, O or P
- * ADD CUSTODY DETAILS, only if Result of Appearance = C
- * ADD LOCAL AUTHORITY DETAILS, only if Result of Appearance = O

In all of the above instances it is necessary to change the default to Y (Yes) when additional data is to be added to the record. The appropriate format will be produced for completion as a consequence of selecting any of the options. It is permissible to add more than one type of detail, e.g. Address and Conditions.

13.11 Under Investigation

The remand status of Under Investigation was introduced to cater for the Policing & Crime Act 2017. This legislation, which applies in the UK except Scotland*, took effect in April 2017 with the aim of reducing the number of people on pre-charge bail, and increasing the accountability and transparency associated with it when used. For further information see PNC L/O Letters 2017/005 and 2018/013, which contains an attachment from the Office of the Biometrics Commissioner about the ramifications for biometrics of the changes.

There is now a presumption that suspects will be released without pre-charge bail. When it is imposed there is an expectation that it is both necessary and proportionate. It is subject to an authorisation process: up to 28 days authorised by an Inspector; up to 3 months by a Superintendent; for over 3 months by application to a Magistrates' Court.

The value U is used when the result of a remand appearance is that the suspect is released Under Investigation but is not on bail. This may be changed to P (Police Bail) or vice versa. If a Court decides Police Bail is not appropriate the details do not need to be recorded on PNC. The status should be changed to U, with the relevant start date and Force/Station Code.

Under Investigation entries do not have an end or review date, and have to be managed by local processes. Entries will be reflected on PNC screens and online prints as Impending, and included in the output to batch job NPIMPJ. The status of Under Investigation means that Police may lawfully retain biometrics, for which the Retention Reason is shown as Impending Case.

* Legislation with broadly similar powers exists in Scotland, namely the Criminal Justice (Scotland) Act 2016. Recording of pre-charge investigative liberation orders and any associated conditions imposed is undertaken on the Scottish Criminal History System and not PNC.

14. FURTHER REMAND DETAILS

If, following the creation of an Arrest/Summons report, information regarding a further Remand of the subject is subsequently received (e.g. they have returned to court and been remanded once again), it is possible to add this data to the record using the #AU or #NU transactions.

Each time a subject appears at a court and is remanded (either on bail or in custody) to appear at court on a later date, new Remand details **must** be added to the record.

This option **must** be used in preference to merely amending the current Remand data to reflect the latest position. If a remand exists then option 'I' to insert further remands is selected. If none exists then option 'A' to amend A/S results should be used.

It is essential that Remand information be kept up to date by forces. It is in their own interests for the benefit of Patrol and Custody officers.

15. BREACH OF BAIL DETAILS

When a person has attended court and has been subsequently released on bail to reappear at that or another court, the court may impose conditions on the bail granted to the person. If the person concerned subsequently breaks a condition of the bail, this is known as a "BREACH OF BAIL". When a person has breached a bail condition and there is no subsequent remand, then the nature of the breach should be entered within the text of the Bail Conditions and a Breaches Bail Information Marker added/updated.

The force which owns the original case on PNC for which the bail has been imposed will take responsibility as to what action to take regardless of where the bail conditions are to be observed. However, if immediate action is required the force where the breach occurs must do so.

If an individual breaches bail imposed by a court in one force area whilst residing in another force area, then the force where the breach takes place may take immediate action if required. If not, then they will notify the force where the court where the conditions were imposed in order that the force consider what action to take. If a PNC circulation is required, then the force where the conditions were imposed will take responsibility for this. See L/O Letter 2024/038

15.1 Date Conditions Imposed

Description: This field is used to record the date the subject's bail condition(s) were imposed.

Input: Standard date format DDMMYYYY.

15.2 Date of Breach

Description: This field is used to record the date the subject breached the bail condition(s) imposed at a previous appearance.

Input: Standard date format DDMMYYYY.

15.3 Nature of Breach

Description: This field is used to describe how the previously imposed Bail Conditions were breached.

Input: Up to 150 free text characters.

16. ADD BAIL CONDITIONS

Instances may arise where a person has been remanded on bail by the police or a court, and additionally they have imposed restrictions on that person's liberty by stipulating conditions which they must adhere to whilst they are on bail. Any conditions so imposed must be added to the record and subsequently be maintained in the event of the conditions changing or ceasing.

16.1 Add Bail Conditions

Description: When the operator has elected to add bail conditions to the record they must utilise this field to describe what conditions were imposed.

Input: There are four blocked areas available for the input. Each block consists of a maximum of 200 free text characters. Examples of conditions that may be imposed are as follows:

- * A CURFEW BETWEEN THE HOURS OF (time) AND (time)
- * TO REPORT TO THE (name) POLICE STATION AT (time/date)
- * NOT TO INTERFERE WITH WITNESSES IN THE CASE

The first line of the initial Bail Conditions should include the text "CONDITIONS VALID UNTIL" followed by the date of next appearance. An opportunity exists to create further conditions if necessary, utilising the ADD MORE CONDITIONS field.

As bail conditions always apply until the next appearance, text should be added to the effect that they apply until the date of the next appearance. This date must be specified. In the case of Crown Court appearances, dates may not be known. If possible, in the interim the words "UNTIL CROWN COURT APPEARANCE" should be used.

17. ADD BAIL ADDRESS

Where, as a result of conditions being imposed by police or a court when releasing/remanding a person on bail, they stipulate that the subject must reside at a particular address, this information must also be added to the record. They may be offered a list of existing addresses to choose from, and this may be done by entering 'S' adjacent to the appropriate address. Alternatively, a new address may be created, using the normal address rules.

18. ADD LOCAL AUTHORITY DETAILS

When a person has been remanded into the care of a Local Authority, this field and the subsequent screen must be utilised. Select a Local Authority code by using Help tables, else complete a free text field of up to 70 characters. The following details may be included: whether or not it is a Secure Unit, the name and other details in relation to the Social Worker (free text 54 characters) and the Contact Number for the Social Worker.

19. ADD CUSTODY DETAILS

When a person has been remanded in custody, this field and the subsequent screen must be utilised. The screen is used to add text to the REMAND INFORMATION that is not covered elsewhere. If there is no further text to be added, this screen is still utilised to initiate the creation of a PERIOD IN INSTITUTION.

19.1 Owner

Description: Details of the Force/Station code originating the information regarding the text.

Input: A valid four-character Fce/Stn code of the owner of the information, e.g. 33BA.

19.2 Text

Description: This field is used to record any additional information not catered for elsewhere in the REMAND INFORMATION above, e.g. "Remanded in Custody for own Safety at HMP (L) Durham".

Input: Input consists of free text characters. Upon completion of these two fields of the format, the opportunity is given to add information relating to a PERIOD IN INSTITUTION.

19.3 Create Period In Institution

Description: This field is utilised to request a screen to add Period in Institution details to the record.

Input: Y (Yes) if data is to be added, otherwise N (No).

The result of electing to create a PERIOD IN INSTITUTION is discussed below. This action may also be followed by the creation of Release Details.

20. PERIODS IN INSTITUTION

If the information has been brought to the attention of the police for the first time and there is no A/S report relating to the information present on the system, **Data Assurance and Reconciliations Team** will be responsible for the creation of the record, or the addition of the information to an existing one.

The creation and maintenance of Custody and Period in Institution detail is carried out using either #NU or #NG.

20.1 Date of Detention

Description: This is an optional field requiring entry of the date on which the subject's period of detention began at a particular Prison/Institution.

Input: A standard eight-character date in the format DDMMYYYY, e.g. 31012024

20.2 End of Detention

Description: This optional field requires entry of the date on which the subject ceased or completed detention at a particular Prison/Institution. It is not used when the subject is expected to complete the sentence.

Input: A standard eight-character date in the format DDMMYYYY.

20.3 Institution Code

Description: This optional field is used to record details of the Prison/Institution at which the subject was detained.

Input: Input consists of a three-character alpha code representing the institution at which the subject has been detained. A full list of the permitted codes can be found on the associated Help map. With the code is displayed the name and a code of up to four letters. This identifies the type of institution, e.g.

* HMP (L)	=	Local Prison
* HMP (C)	=	Closed Prison
* HMP (O)	=	Open Prison
* HSP	=	National Resource Hospital
* JVI	=	Juvenile Institution
* PRH	=	Pre Release Hostel
* RMC	=	Remand Centre
* SPU	=	Special Unit
* SPU (A)	=	Additional Special Unit
* SSI	=	Short Sentence Institution
* VPU	=	Vulnerable Prisoner Unit
* YOI (C)	=	Closed Young Offender Institution
* YOI (O)	=	Open Young Offenders Institution

Check that the following field (POLICE DETENTION AT) has not been completed. Both cannot exist together.

20.4 Police Detention At

Description: This optional field is used to record the location where the subject was detained in custody in police cells as opposed to a Penal Institution (even if this is in lieu of a Penal Institution).

Input: A standard four-character Force/Station identifier. If this field has been completed the previous field should not be.

20.5 Prisoner Number

Description: This is an optional item used to record the number allocated by the Prison/Institution in which the subject was detained.

Input: This may conform to any one of three formats:

- * Up to a six-digit number
- * A single alpha character from ABCDEFGHJKLMNPRTVWXYZ, followed by up to five digits
- * Two alpha characters from ABCDEFGHJKLMNPRTVWX, followed by up to four digits
- * Up to five digits followed by a single alpha character from ABCDEFGHJKLMNPRTVWXYZ

20.6 Create Release Details

Description: This field is utilised to indicate that a screen is required for input of RELEASE details to the record.

Input: Y (Yes) if required, otherwise N (No).

21. RELEASE DETAILS

Every time a convicted subject is released from an institution the fact must be recorded on their record. This information may assist in the investigation of offences where the subject is a suspect or is believed to have associated with a suspect whilst in an institution. The data is also useful to forces wishing to manage record of Early Release subjects who reside in their police area.

The Metropolitan Police SSS and individual forces are responsible for entering data onto the PNC relating to those persons having served all or part of a sentence. The recording of the transfer within or temporary release of persons from prison institutions is not at this time recorded on the PNC.

Where a person is released from a mental institution SSS will, when notified of the release, add the data to the PNC provided that a record already exists for the subject. The rules relating to the completion of the Release Details format are set out below.

21.1 Release Date

Description: This item is used to record the date on which the subject was released from custody.

Input: Standard eight-character date in the format DDMMYYYY.

21.2 Reason for Release

Description: This is an optional field requiring entry of the reason for the subject being released from detention.

Input: Enter either one of the two-character codes or a valid text string found on the Help Screen associated with this field. Where the reason for release is given as Abscond/Escape, consideration must be given to the creation of a Wanted/Missing report and/or a Warning Signal.

21.3 Date Due Back

Description: This is an optional item used to record the date on which the subject should return to detention from release.

Input: Standard eight-character date in the format DDMMYYYY, e.g. 31012024.

21.4 Date Returned

Description: This is an optional item used to record the date on which the subject actually returned to detention from release.

Input: Standard eight-character date in the format of DDMMYYYY.

21.5 Sentence Expiry Date

Description: This is an optional field. However, **if Early Release details have been entered this item must be completed.** It requires the entry of the calculated date on which the subject's current period in custody formally ends. It is used to establish the "AT RISK DATE" (as discussed at Sections 32 to 51 of the Criminal Justice Act 1991).

Input: A standard eight-character date in the format DDMMYYYY.

21.6 Recall Date of Issue (MPS SSS and Police Scotland function)

Description: This is an optional field used to record the date on which an Order revoking a licence and Recalling the subject to the Prison/Institute was issued.

Input: A standard eight-character date in the format DDMMYYYY.

21.7 Parole Reference

Description: This is a mandatory field where the Early Release details are recorded. It requires entry of a unique reference assigned by the Parole Board in relation to the issue of the licence.

Input: Up to a seven-character input (two alpha followed by up to five numeric), e.g. AB1273.

21.8 Licence Type

Description: **This field is mandatory if Early Release details have been entered.** It requires entry of the type of supervision or licence under which the subject has been released.

Input: A three-character alpha code describing the type of licence or supervision applicable:

* NOT	At Risk Notice
* ACR	Automatic Conditional Release Licence
* SUP	Supervision
* SPL	Standard Parole Licence
* SNL	Standard Non-Parole Licence
* ADP	Automatic Conditional Release Deport Licence
* PDP	Parole Deport Licence
* NPD	Non-Parole Deport Licence
* LLC	Life Licence
* HSP	Hospital Order Release

21.8.1 Conditions

Description: This is an optional field requiring entry of a description of any extra licence conditions imposed at the time of release on supervision/licence.

Input: Up to 256 free text characters describing the conditions.

21.9 Text

Description: This field is used to record any additional information not catered for elsewhere in the RELEASE details above.

Input: Input consists of free text characters.

21.10 Enter Release Address

Description: This field is utilised to request a screen for input of a RELEASE ADDRESS to the record.

Input: Y (Yes) if required, otherwise N (No).

Where as a result of the subject being released from a Period in an Institution it is desired to add a release address to the record, the field mentioned above must be utilised. This will result in the production of a list of addresses already present on the record from which one may be selected, or a new one created.

22. SUPERVISORY RELEASE DETAILS

Upon completion of the RELEASE ADDRESS format, the opportunity is given to add to the record details of any supervision the person may be subject to following their early or conditional release from an Institution.

22.1 Supervisor

Description: This field is used to record details of the person and/or organisation supervising the subject's conditional release and must be completed when data is entered regarding the early release of the subject on licence etc.

Input: Free text details of the supervisor's name or organisation.

22.2 Address

Description: This field is utilised when early release details are recorded, and entry is required of the postal address of the Supervisor, while the subject is on release from detention.

Input: Supervisor's postal address as per normal address rules.

22.3 Supervision Start Date

Description: This is an optional field, unless Early Release details have already been entered, in which case this item must be completed. It requires entry of the start of the period of supervision or licence for a subject released before the end of the full sentence period.

Input: Standard eight-character date in the format DDMMYYYY.

22.4 Supervision End Date

Description: This is an optional field, unless Early Release details have already been entered, in which case this item must be completed. It requires entry of the end date of the period of supervision or licence for a subject released before the end of the full sentence period.

Input: Standard eight-character date in the format DDMMYYYY.

23. COURT DISPOSALS

Any offence not resulted is considered an Impending Prosecution. It is not until the case is resulted or disposed of by other means, e.g. NFA, that it becomes a Disposal.

Sentencing is a matter for the presiding Courts. The PNC is used to record those sentences imposed. In the event of a Court passing an "unlawful" sentence, the police **will** record the sentence accurately describing the disposal.

Cases should be resulted without delay, and the current NPCC target for recording disposals on PNC is 75% of the force's total finalisations to be entered within 7 days of receipt. **It is the responsibility of the force receiving court result information to result the case** even though the case may have originated in another force area.

It is possible to append up to ten disposals per offence charged. Information regarding the disposal relating to an offence can be added to a record by using the #NU or #CU transaction codes. From the DH page enter an '**R**' to result the appearance details and a '**Y**' to commence update.

The relevant field rules are described below.

- * The first page after commence update is the Result Court Case screen.
- * The Court Reference cannot be changed.
- * The adjudication date - the date of the case will be present but can be overwritten if necessary.

- * The Court name cannot be amended from this screen. To do this enter A to amend, then go back to the DH page and enter R to result.
- * Name convicted contains an asterisk that can be overtyped if the name convicted differs from the filename.
- * Number of offences is a numerical count and cannot be amended

23.1 Resulting of Court Cases

The RESULT COURT CASE screen, TIC field, records the total number of TICs for a particular court appearance, that are not directly connected to a specific offence.

The ADD DISPOSAL screen allows the recording of the number of TICs (TIC field), relevant to a specific charge.

If more than one offence is present a further option is presented for marking any offence which is:

- * carried forward to new court case
- * refer to court case.

If the first one is selected the option is given to enter the new court case details and new appearance date, before moving to the ADD DISPOSAL page.

If the second one is selected the option to supply a RCC reference used to identify the offence(s) as disposed of by Refer Court Case. The court case reference number and adjudication date, which cannot be amended, will be presented. A free text field to describe or clarify the reasons for RCC is also available, e.g. pleaded guilty to lesser offence.

Both options progress to the ADD DISPOSALS page, and the CARRIED FORWARD TO COURT CASE or REFER COURT CASE must be disposed of by use of the appropriate codes. The Court Ref., Offence Number, Offence and Date Offence Committed are all presented, none of which can be changed. The cursor settles at the first item that can be amended, which is the disposal date.

When the date of conviction is different from the date of disposal the case disposal should be dealt with as a subsequent appearance.

When resulting a court case that involves a period of imprisonment, the Custody History **must** also be updated. Failure to do so means that the last period in custody provided on system prints may not be reflected accurately.

23.2 Disposal Date

Description: This is a mandatory item when the result of a court case is recorded. The field requires entry of the date on which the subject was convicted at court of the offence in question.

Input: Standard date format DDMMYYYY.

23.3 Plea

Description: This item is used to record the plea entered at court by or on behalf of the subject, for the offence. This field must be completed when court disposal information relating to the offence is being created. The exception to this rule is when an offence is being disposed of as a "CARRIED FORWARD TO NEW COURT CASE", or "REFER TO COURT CASE", as no plea is entered or held.

Input: Enter either a single character code or the appropriate text literal, as follows:

- * 0 NOT KNOWN
- * 1 GUILTY
- * 2 NOT GUILTY
- * 3 NO PLEA TAKEN

- * 4 CONSENTED
- * 5 RESISTED

23.4 Adjudication

Description: This field is used to record the finding of the Court. It is a mandatory field in all cases except where the disposal is "REFER TO COURT CASE" or "CARRIED FORWARD TO COURT CASE", in which case the field is not completed.

Input: Enter either a single character code or the appropriate text literal, as follows:

- * G or GUILTY
- * N or NOT GUILTY
- * O or NON CONVICTION

Examples of Non Convictions are Adjourned Sine-die, Lie on file, Desert Pro Loco and Not Proven.

23.5 TIC

Description: This is an optional item used to indicate the number of offences which were taken into consideration at the time of conviction, which can be attributed to this particular charge.

Input: A one to four digit value (between 1 and 9999) representing the number of offences taken into consideration.

23.6 Other TIC

Description: This field is used to indicate the number of offences which were taken into consideration at the time of conviction which are not attributable to a particular charge.

Input: A one to four digit value (between 1 and 9999).

23.7 Disposal

Description: This field is used to record the type of sentence imposed by a court in respect of an offence with which the subject was charged.

Input: Consists of a four-digit input. A list of the available Disposal Codes and permitted qualifiers can be found on the Help screens, e.g.

1002 - Imprisonment
1015 - Fine

The system does not permit the use of code 4005 (Sentence Deferred) more than once in a disposal. The practice is to insert only the last deferral date and the result.

The code 1115 should be used for all suspended prison sentences. Use the DURATION field to record the length of the sentence (e.g. 3 months) and the TEXT field to show the period of time for which the sentence is suspended (e.g. 12 months).

If a Court determines that an offence included a hate crime element, under s145 or s146 of the Criminal Justice Act 2003, the code 3308 (offence aggravated by statutory characteristics) should be used. See PNC L/O Letter 2020/030 for further information.

23.8 Duration of Sentence

Description: This field is used to record the length of a sentence imposed by a court in relation to an offence where the subject has been found guilty.

Input: The information is entered in the coded format that signifies the element of time, followed by the value of time:

Y	=	Years	M	=	Months
W	=	Weeks	D	=	Days
H	=	Hours			

For example, M6 = six months, Y2 = two years, Y999 = Life.

23.9 Date

Description: This field is used to record the date relating to certain disposals (e.g. Pardoned, Subsequently Varied, Committed to Crown Court for Sentence etc), imposed by a court in respect of an offence with which the subject was charged.

Input: Standard eight-character date in the format DDMMYYYY.

23.10 Amount

Description: This field is used to record the monetary amount relating to a disposal (Fine, Compensation, Back Duty etc) imposed by a court in respect of an offence which the subject was found guilty of committing. The amount must be less than £10 million.

Input: Enter the value of the amount as a numeric up to 99999999.99. There is no requirement to enter the £ symbol.

23.11 Units

Description: This is an obsolete field.

Input: Leave this field blank

23.12 Text

Description: This field is utilised when clarification of a disposal is required, e.g. "To serve a minimum period of" or "Foreign Disposal" etc. The text field will be displayed following completion of the Disposal screen.

Input: Initially the 'Y' character, then when the text field is displayed up to 64 characters of free text. The text field can be used with any disposal.

23.13 Qualifier

Description: This field is used to indicate the presence of a qualification of the given Disposal data, e.g. in the case of a prison sentence being suspended.

Input: Up to four qualifiers may be given per disposal. If the qualifier is one of either partly or fully suspended, a duration is also required (e.g. wholly suspended for two years). This is entered in the DURATION field (see [next section](#)).

The input for the qualifiers consists of either one or two alpha characters, e.g.

*	C	=	Concurrent
*	S	=	Wholly Suspended
*	F	=	Consecutive
*	CU	=	As part of a Combination Order
*	BT	=	Drug/Alcohol Treatment by Doctor

See the associated Help screen for more available qualifiers. Check that where two or more qualifiers have been used they are not mutually exclusive, e.g. a sentence cannot be partly and wholly suspended.

There is no requirement to use the qualifier Concurrent, as it is assumed that a sentence is concurrent unless otherwise stated, but Consecutive must be used if applicable (see PNC L/O Letter 2010/033).

23.14 Duration of Suspension Period

Description: This field is used to state the duration of the Partly or Wholly suspended sentence qualifier mentioned in the previous field.

Input: The input consists of a time element code, e.g. M = months, followed by the value of time, up to three digits.

The disposals entered, as a code, will be re-displayed, as text, for checking and confirmation by the input of a 'Y' character. If not confirmed the system will default to the ADD DISPOSALS screen for amendments to be made.

23.15 Subsequent Appearance

If a Subsequent Appearance is to be added to a resulted Court Appearance, a screen in which to enter basic details of the appearance will be displayed. Additional fields exist for the Reason for the Appearance and the Appearance Owner. The rules for both of these fields are discussed below.

Where a penalty notice has been issued and subsequently contested, the court appearance should be dealt with by way of a Subsequent Appearance of the initial penalty notice disposal, using the original offence details created with the arrest summons.

Do **not** delete the original penalty notice disposal.

23.16 Reason For Appearance

Description: This mandatory field is used to indicate the reason for appearing at court again for an offence which has already been dealt with.

Input: Consists of a single alpha character:

- A = Appeal
- V = Subsequently Varied
- S = Sentenced

For Penalty Notices Heard at Court, a value of P (Heard at Court) is automatically generated and does not need to be input.

23.17 Appearance Owner

Description: This mandatory field is used to identify the originator of the Subsequent Appearance information.

Input: A standard four-character Force/Station identifier, e.g. 13BA.

24. NO FURTHER ACTION

Offences are not always dealt with by way of a court appearance. As an alternative, the creation of information regarding "No Further Action" relating to an offence can be carried out using the transaction codes #NU or #CI. The data can be maintained using either #NU or #CU. Where the option to take no further action against the subject has been taken (rather than one of the other disposal methods), details regarding the discontinuance of the case must be entered in the relevant format discussed below.

It will be necessary when using the #NU transaction, **to create a new disposal** from the AMEND DISPOSAL HISTORY screen or by utilising the #CI transaction. Once completed there is a

requirement to identify the offence subject of the No Further Action. This action will result in the original Impending Prosecution being deleted.

24.1 Force/Station Reference

Description: This is a mandatory field if details of a Discontinuance are to be entered. It is used to record a reference that identifies the particular group of offences disposed of by the taking of no further action.

Input: A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters, comprising alpha, numeric, oblique or hyphen.

24.2 NFA Date

Description: This mandatory field is used to record the date on which the charges were discontinued, i.e. when the decision was made or recorded that pending charges would not be proceeded with.

Input: Standard date format DDMMYYYY.

N.B. If no data is entered, the system automatically records the current system date.

24.3 Text

Description: This field is used for holding any useful information about the No Further Action not held in any other data item, e.g. "Insufficient Evidence" or "Criminal Justice Arrestee" (see [Appendix 9, section 33](#)).

When a youth is arrested, taken into custody for a recordable offence and dealt with by a Youth Restorative Disposal (YRD) or equivalent, the PNC arrest entry should be resulted as NFA with the text "Dealt with by Youth Restorative Disposal (YRD)" or similar wording. Fingerprints should be taken to assist with future identification, and the taking of DNA should be considered (see PNC L/O Letter 2009/025).

Input: Up to 64 free text characters.

In the event of a court case being discontinued with, the action to be taken differs from that discussed above. A court disposal must be added to the record.

25. POT/DEPORTATION DETAILS

Information relating to offences disposed of under the Prevention of Terrorism Act 1996 (POT) or a Deportation Order was formerly added to records by the Metropolitan Police. This is now an historical process. These offences are now dealt with by the local force, which adds either the NFA or a generic terrorism charge to PNC under the normal Arrest/Summons process. The offence code to be used in England and Wales is 6.2, in Scotland 26.2 and Northern Ireland 47.2.

26. CREATE CAUTION DETAILS

The PNC has the capacity to record offences and subjects who have been dealt with by way of a Police Caution. When an Arrest/Summons report has been dealt with by way of Charge, Report or Summons but it is decided that the offence should be dealt with by way of Caution instead of a court case, a NEW disposal should be created at the AMEND DISPOSAL HISTORY screen. The method of disposal, i.e. Caution, should be selected. The offence(s) subject to the decision should also be selected. Caution details can be created and maintained using the #NU or #CU transaction codes.

Since July 2010 it has also been possible to record conditional cautions as arrest disposals. This ensures that they are correctly displayed on PNC prints and DBS certificates under the Caution

heading rather than as Convictions (see PNC L/O Letters 2010/058 and 2010/097). The previous workaround using a pseudo court disposal is now obsolete.

N.B. Other than for the Royal Mail Group, cautions administered by non-police prosecuting agencies must **not** be entered on PNC (see PNC L/O Letter 2012/068).

26.1 Force/Station Reference

Description: This is a mandatory field used to record a reference which identifies a particular group of offences that were disposed of by means of a Police Caution (not a court hearing).

Input: A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters.

26.2 Date of Caution

Description: This mandatory field is used to record the date the subject was cautioned.

Input: Standard date format DDMMYYYY.

26.3 Cautioning Officer

Description: This mandatory field requires entry of details of the officer responsible for administering the caution to the subject.

Input: Input consists of up to four fields, the minimum number of which must be completed is two. The minimum permissible combinations of fields are Name and Rank, or Rank, Name and District, or Rank and Number, or Number and District (providing it gives unique identity within the force).

- * The **first field** requires input of up to the first 16 characters of the officer's surname.
- * The **second field** requires the officer's rank as up to an eight-character input, as per Help screen and previous rank tables (see [Chapter 11, section 41.2](#)).
- * The **third field** requires the officer's collar/shoulder number consisting of between one and seven digits inclusive, if applicable.
- * The **fourth field** requires the Division, Sub-Division or District the officer is attached to. This consists of either one or two alpha/numeric characters.

26.4 Name Cautioned

Description: This mandatory field is used to enter the name under which the subject was cautioned.

Input: As for FILENAME. However, the screen presents an asterisk if the name details are correct - they need not be retyped. If the Name Cautioned differs from the filename, the details should be typed into the field and the system automatically adds them to the list of Alias Names on the record.

26.5 Type of Caution

Description: This mandatory field is used to record the type of cautioned to be administered.

Input: Select one of
Caution
Youth Caution (for young offenders aged 10 to 17)
Conditional Caution

Youth Conditional Caution (for young offenders aged 10 to 17)

If one of the latter two options is selected, up to 20 Conditions may be entered and it is mandatory to enter at least one. Further guidance about how to record more than 20 conditions, failure or partial failure to comply with conditions and data disputes is provided in PNC L/O Letter 2011/074. For more detailed information about Youth Cautions see PNC L/O Letter 2015/015 and its attachments. Note that the BRC exercise it mentions was completed in January 2018.

Under the provision of the Legal Aid, Sentencing and Punishment of Offenders Act 2012 certain out of court disposals may be recorded on PNC. Conditional Cautions may be added for Foreign National Offenders who are either required to leave the country within 16 weeks or who may not re-enter the UK within 5 years. See PNC L/O Letter 2013/023 for further details.

Conditional Cautions comprise the following elements:

- * Condition Text - up to 200 characters of free text
- * End Date - date by which the condition must be met / date until which the condition applies (mandatory - cannot be before Date of Caution)
- * Date Completed - date on which the condition was met / no longer applies (optional - if entered must be today or in the past)

The overall status of the Conditional Caution will be shown, either as Outstanding (with the latest individual End Date) or Completed (with the latest individual Date Completed).

27. CREATE REPRIMAND AND FINAL WARNING DETAILS

The Reprimand and Final Warning scheme introduced by the Crime and Disorder Act 1998 was replaced by Youth Cautions in the Legal Aid, Sentencing and Punishment of Offenders Act 2012. The PNC still has the capacity to record offences and subjects who have been dealt with by way of a Reprimand and Final Warning for cases prior to 8th April 2013.

When an Arrest/Summons report has been dealt with by way of Charge, Report or Summons but it is decided that the offence should be dealt with by way of a Reprimand instead of a court case, a NEW disposal should be created at the AMEND DISPOSAL HISTORY screen. The method of disposal, i.e. Reprimand, should be selected. The offence(s) subject to the decision should also be selected. Reprimand details can be created and maintained using the #NU or #CU transaction codes.

27.1 Force/Station Reference

Description: This is a mandatory field used to record a reference which identifies a particular group of offences that were disposed of by means of a Reprimand or Warning (not a court hearing).

Input: A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters.

27.2 Date of Reprimand or Warning

Description: This mandatory field is used to record the date the subject was reprimanded or warned.

Input: Standard date format DDMMYYYY.

27.3 Officer Administering Reprimand or Warning

Description: This mandatory field requires entry of details of the officer responsible for administering the reprimand or warning to the subject.

Input: Input consists of up to four fields, the minimum number of which must be completed is two. The minimum permissible combinations of fields are Name and Rank, or

Rank, Name and District, or Rank and Number, or Number and District (providing it gives unique identity within the force).

- * The **first field** requires input of up to the first 16 characters of the officer's surname.
- * The **second field** requires the officer's rank as up to an eight-character input, as per Help screen and previous rank tables (see [Chapter 11, section 41.2](#)).
- * The **third field** requires the officer's collar/shoulder number consisting of between one and seven digits inclusive, if applicable.
- * The **fourth field** requires the Division, Sub-Division or District the officer is attached to. This consists of either one or two alpha/numeric characters.

27.4 Name Reprimanded or Warned

Description: This mandatory field is used to enter the name under which the subject was reprimanded or warned.

Input: As for FILENAME. However, the screen presents an asterisk if the name details are correct - they need not be retyped. If the Name used for the Reprimand or Warning differs from the filename, details should be typed into the field and the system automatically adds them to the list of Alias Names on the record.

27.5 Failure to comply with Rehabilitation Programme following Final Warning

There is a requirement to record on PNC a young person's failure to comply with a rehabilitation programme that has been set up following a final warning. This update should only be carried out when the force owning the original Warning record has been notified of the failure to comply by the Youth Offending Team. See [Appendix 9, section 31](#) for details of the update procedure.

28. CREATE PENALTY NOTICE FOR DISORDER DETAILS

The PNC has the capacity to record offences and subjects who have been dealt with by way of a Penalty Notice for Disorder.

When an Arrest/Summons report has been dealt with by way of Charge, Report or Summons but it is decided that the offence should be dealt with by way of a Penalty Notice for Disorder instead of a court case, a NEW disposal should be created at the AMEND DISPOSAL HISTORY screen. The method of disposal, i.e. Penalty Notice, should be selected. The offence(s) subject to the decision should also be selected and the Penalty Notice Amount assigned to each. Penalty Notice details can be created and maintained using the #NU, #CI or #CU transaction codes.

28.1 Force/Station Reference

Description: This is a mandatory field used to record a reference which identifies a particular group of offences that were disposed of by means of a Penalty Notice for Disorder.

Input: A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters.

28.2 Date of Penalty Notice for Disorder

Description: This mandatory field is used to record the date the subject was issued with the Penalty Notice for Disorder.

Input: Standard date format DDMMYYYY.

28.3 Penalty Notice Number

Description: This optional field is used to record to number on the Penalty Notice ticket.

Input: Input is a free text field of up to 20 characters.

28.4 Penalty Notice Amount

Description: This optional field is used to record the monetary amount of the Penalty Notice.

Input: As for Disposal Amount. Enter the value of the amount as a numeric up to 9999999.99. There is no requirement to enter the £ symbol.

28.5 Penalty Notices Heard At Court

Where the case is heard at Court as a result of the subject challenging the Penalty Notice or failing to pay, this should be recorded by adding details of the court case and the outcome to the record. See [section 4.9.4](#) of this chapter.

29. CUSTODY HISTORY

The Custody History section of a record is a hierarchy of information comprising one or more Custody Details (Remand or Sentence), each of which may have any number of PERIODS IN INSTITUTIONS (whether as part of a Remand or Sentence), each of which may have any number of RELEASES. Access to the information may be gained through the #NU or #NG transactions, and in the case of the Remand part of the History via the #AU transaction.

If a new Custody period relating to a Sentence only is to be created, a blank format is presented for completion. From this screen, related PERIODS IN INSTITUTION and from that resulting screen related RELEASE details, may be added.

If Custody History data already exists on the record, the screen will show an abbreviated display of that information. It may be viewed in greater detail or new information may be created. Alternatively it may be amended or deleted. The rules relating to the completion of the Custody Detail fields are reproduced below.

29.1 Custody Date

Description: This is an optional field used to record the date on which the period of detention for the subject (either Remand or Sentence) commenced. Use of this field is recommended (see [section 23.1](#)).

Input: Standard eight-character date in the format DDMMYYYY.

29.2 Court Case Reference

Description: This is an optional field used to identify the Court Case to which the Custody detail is associated.

Input: Up to 15 characters, in the format of two digits for the year element, followed by an oblique, then a Court Code, an oblique, a unique serial number of up to six digits, and finally a check character, e.g. 22/0446/2634D.

29.3 Owner

Description: Details of the Force/Station code originating the information regarding the Custody detail.

Input: A valid four-character Fce/Stn code of the owner of the information, e.g. 33BA.

29.4 FP Status

Description: This field is updated by the IDENT1 system to record the current status of fingerprint information on the subject of the Arrest/Summons.

Input: Input consists of one character, either:
R (rejected) or C (confirmed).

29.5 FP Bureau

Description: This field is updated by the IDENT1 system to indicate the Force/Station code of the Fingerprint Bureau recording the status of the fingerprint data.

Input: A valid four-character Fce/Stn code of the owner of the information, e.g. 66FF.

29.6 Text

Description: This is an optional field used to record any other details not held in existing fields about the subject's period in custody.

Input: Up to 256 characters of free text.

29.7 Create Period In Institution

Description: This field is utilised to indicate to the system that a screen is required to add Period in Institution details to the record.

Input: Y (Yes) if required, otherwise N (No).

If the option 'Y' is taken, the format described earlier is displayed.

29.8 Create More

Description: This field is utilised to request further input screens.

Input: Y (Yes) if required, otherwise N (No).

30. RETENTION OF DATA

The decision to retain or weed a PNC Names record, and/or its associated biometrics, is determined by the prevailing legislation in each jurisdiction of the British Isles where PNC is used. Such legislation, and its regional variations, is subject to regular review and change. Broadly speaking, the PNC rules applied between the advent of Phoenix (the enhanced Names database), in May 1995, and December 2003 were similar in all jurisdictions, in that all acquittals were weeded. This is no longer the case. The background to and impact of the main legislative changes relating to data retention are described below.

The existing framework for the taking, retention and destruction of fingerprints, footwear impressions, DNA samples and the profiles derived from such samples is set out in Part 5 of Police & Criminal Evidence Act 1984 ("PACE"). The amendments to PACE made by the Criminal Justice and Public Order Act 1994 ("the 1994 Act") enabled DNA samples to be taken from anyone charged with, reported for summons, cautioned or convicted of a recordable offence, and allowed profiles obtained from such samples to be retained and speculatively searched against other profiles obtained from victims or scenes of crime. A recordable offence is defined in s.118 of PACE. In practice, all offences punishable with imprisonment are recordable offences, as are around 60 other non-imprisonable

offences that are specified in regulations made under s.27 of PACE. If the person was acquitted, samples and profiles were required to be destroyed. The passage of the 1994 Act led to the creation, in April 1995, of the National DNA Database in England and Wales.

The Criminal Justice & Police Act 2001 further amended PACE so as to remove the obligation to destroy a DNA sample or profile when a suspect was not prosecuted for or was acquitted of the offence with which he or she was charged. The power to take and retain DNA samples and profiles was further widened by the Criminal Justice Act 2003, which enabled a DNA sample to be taken from any person arrested for a recordable offence and detained in a police station, whether or not they are subsequently charged. Any such sample, and the profile derived from it, could be retained indefinitely.

In December 2008, in the case of *S & Marper v UK* [2008] ECHR 1581(2), the European Court of Human Rights ruled that the provisions in PACE (and equivalent legislation in Northern Ireland), permitting the 'blanket and indiscriminate' retention of DNA from unconvicted individuals violated ECHR Article 8 (right to privacy). In response to this judgment, the then Government brought forward provisions in what became s.14-23 of the Crime and Security Act 2010 ("the 2010 Act") which, amongst other things, allowed for the retention of fingerprints and DNA profiles of persons arrested for, but not convicted of, any recordable offence for six years. S.14-18, 20 and 21 of the 2010 Act established a separate approach to the retention of DNA profiles and fingerprints by the police for national security purposes and made provisions for the extended retention of DNA and fingerprints on national security grounds. These provisions of the 2010 Act were not brought into force, and were in fact repealed under Part 1 of Schedule 10 to the Protection of Freedoms Act 2012.

The equivalent legislation in Scotland is contained in s.18-20 of the Criminal Procedure (Scotland) Act 1995 (as amended).

In summary, following the Criminal Justice Act 2003 all records for England, Wales and Northern Ireland, including acquittals, were retained on PNC (unless covered by the Exceptional Case Procedure). In 2010 Guernsey switched to the retention of acquittals.

The document entitled *Retention Guidelines for Nominal Records on the Police National Computer*, which replaced the previous *ACPO General Rules for Criminal Record Weeding on Police Systems* in March 2006, was superseded by the NPCC document [Deletion of Records from National Police Systems \(PNC/NDNAD/IDENT1\)](#) in March 2015. It should be noted that any 'stepping down' of data held on the PNC as referred to in the *Retention Guidelines* was done manually, and that after the 'Five Chief Constables' case in October 2009 no further stepping down of PNC records took place. Since 2009 all records that were subjected to manual step down have been reinstated to the PNC.

Legislative changes regarding the retention of DNA and Fingerprints began to take effect in 2012 under the Protection of Freedoms Act 2012 – see [section 30.2](#) for more details.

30.1 Principles of Data Retention

When a nominal record is created or updated on the PNC by virtue of an individual being the subject of a Conviction, Penalty Notice for Disorder, Acquittal or CJ Arrestee (as defined by the *Retention Guidelines*), the record will contain relevant personal data together with details of the offence which led to it being created originally. The record will be retained on PNC until that person is deemed to have reached 100 years of age, unless an earlier weed date is applied to it (see [Chapter 7, section 3.29](#)). Where a subject is shown to have more than one date of birth, the earliest date will be used to determine when 100 years of age has been attained.

Forces are encouraged to refer any enquiries about these principles to their Information Management Team, or ACRO via the contact details shown below.

Telephone: S.31(1)
Email:
Address:

30.2 Protection of Freedoms Act 2012 (PoFA)

The Protection of Freedoms Act 2012 determines the retention of biometric data (DNA and fingerprints) and is largely applicable to England and Wales only. However, certain provisions of PoFA in relation to matters of national security (e.g. retention of biometrics under the Terrorism Act 2000) apply also to Scotland and Northern Ireland. PNC Liaison Officers and relevant colleagues in all forces should be aware of the impact of PoFA provisions on PNC and national police forensic databases.

Note that foreign convictions, and those from British jurisdictions outside England and Wales, do not contribute to the decision about retention of biometrics under PoFA.

The various stages involved in meeting the requirements of PoFA, and other key issues, were communicated to forces in a series of PNC L/O Letters. For reference purposes, the table below sets out the details of the most important ones.

PNC L/O LETTER	SUBJECT
LOL 2012/078	Destruction of Force held DNA Samples (see also LOL 2013/028)
LOL 2012/081	Deletion of unreconciled DNA profiles and Fingerprint records
LOL 2013/022	Stage 1a and 1b Deletions (single arrest resulting in NFA)
LOL 2013/035	Destruction of legacy DNA samples older than 6 months by forensic service providers
LOL 2013/039	Stage 2a and 2b Deletions (single arrest resulting in not guilty, non conviction or Penalty Notice for Disorder)
LOL 2013/051	Stage 3a and 3b Deletions (multiple arrest records that meet PoFA criteria)
LOL 2013/064	Application to Biometrics Commissioner for retention of biometric data (see also LOL 2013/066)
LOL 2013/074	Addition of new arrests to records and makeovers
LOL 2013/077	Application to Court for extended retention of biometrics (see also LOL 2014/005)
LOL 2013/080	Destruction of paper Fingerprint forms held in national archive
LOL 2014/005	Application process for Biometric Retention
LOL 2014/010	Implications of Antisocial Behaviour, Crime & Policing Act 2014
LOL 2014/013	Single Search Match Investigation screens, including Help maps
LOL 2014/017	Single Search TRNG records
LOL 2014/019	PoFA Single Search latest guidance, process flows, PNC screens
LOL 2014/032 LOL 2014/038	Stage 6 software changes – Biometric Match (BM) and Match Investigation data; new dummy Information Markers
LOL 2014/042	Single Search Supplementary Guidance; Lawful Match Guidance
LOL 2014/044	Use of Proceedings Stayed (disposal code 2061)
LOL 2015/041	Discontinuances and PoFA software (disposal code 2053)
LOL 2015/042	Incorrect retention by Wanted/Missing rectification process
LOL 2015/045	Deletion of Records from National Police Systems
LOL 2015/081	New PoFA batch job NPNFAR – extract and report of NFA disposals
LOL 2015/087	New Biometric Retention values and upgrade to DNA sampling guidance Information Markers
LOL 2017/013	New Biometric Retention Reason AWAITS DNA PROFILE
LOL 2017/030	Victims Right to Review (VRR)
LOL 2018/012	Amendment to retention calculation involving non England & Wales cases

30.2.1 Victims' Right to Review (VRR)

Under the Victims' Right to Review scheme, which applies to qualifying cases from 5th June 2013 onwards, following a review the CPS may reverse a previous decision to take no further action and decide to recommence proceedings.

If the subject had no previous offence history, their biometric data associated with the original A/S report would have been deleted under PoFA rules soon after the NFA decision. This means that if this A/S were to be used when the case reopened, and the subject were convicted at court or had a

police disposal (e.g. conditional caution), their biometric data would not be held on IDENT1 or the NDNAD. The opportunity to link the subject to unrelated investigations in the future would be lost.

The process for dealing with VRR cases where the outcome is changed is detailed in PNC L/O Letter 2017/030. A summary of this is as follows:

1. Create a new A/S report to record the resumption of the case, and link any biometrics taken in connection with the resumption to this new A/S.
2. In its A/S TEXT field record the original ASN and the fact the resumption is due to VRR.
3. Amend the Disposal text of the original A/S to record that the case has resumed under VRR.
4. In the A/S TEXT field of the original A/S, enter the new ASN and the fact that the case has resumed under VRR.
5. The new A/S will be updated as the case progresses under normal criminal justice procedures.

NOTES

CHAPTER 13 - THE WANTED/MISSING ELEMENT

1. OVERVIEW OF WANTED MISSING

The Wanted/Missing element of the Names application is used to record details of a person falling into the categories described below. It is also intended to provide assistance to police forces in the possible identification of those persons. If a person falls within these categories they may, at the discretion of the force concerned, be added to the PNC Names application. This chapter identifies the circumstances of when and how the person should be recorded on the system and the rules and conventions applicable to the use of the application.

2. SOURCES OF DATA

2.1 Police and Other Agencies

Most data involved in the creation of a Wanted/Missing report is initiated by the police service. Additionally the information may come from Courts, who pass information to the police relating to persons for whom they have issued a warrant or summons.

Other organisations that add WM reports include the [S.23\(1\)](#) ACRO, HM Revenue & Customs, the Service Police Crime Bureau, who add entries relating to members of the armed services classed as Deserters, and UKVI for persons in connection with immigration offences or surrender under a European Arrest Warrant.

ACRO and the [S.23\(1\)](#) are responsible for the creation of records and associated reports of people coming to their attention via foreign police forces and the Home Office. Foreign police forces pass to them details of people wanted abroad in those countries. The Home Office gives them information relating to people excluded from entering the country.

3. NATIONAL POLICY REGARDING REPORT MAINTENANCE

3.1 Creation

Records and reports can be created and maintained using the #NU transaction code. Once a record exists on the PNC, Wanted/Missing reports can be created and maintained using any of the five bypass transaction codes described below in [sections 7.6 to 7.10](#). Before creating a new record, a PNC search for existing records must be made using the name under which the subject has been brought to the attention of the police. Any other names known to have been used by the subject, together with any alternative dates of birth, should also be searched. It is important to avoid the risk of creating duplicate entries on the application, and a thorough search must be made in the first instance.

If no matching record is found then a new record should be created. Where a record exists that may relate to the subject of the update, but identification cannot be confirmed, a new record should be created. A 'MAY BE IDENTICAL WITH' Internal Cross-Reference should be added to one of the two records, in order to link them to each other (see [Chapter 11, section 11](#) for more details regarding Internal Cross-References). When the matter is resolved, however, it may be necessary to transfer the report to the previously existing record.

When a matching record for an offender is found the Wanted/Missing report must be added to that record. A further WM report may be added to an existing record and this process may be repeated as additional incidents occur, up to a maximum of 99 reports. The Daily Activity File printout notifies report owners of the addition and deletion of Internal Cross-References.

Failure to add a report to an existing record that has been identified as the subject may result in the duplication of records on the application. This will hinder further searches but, conversely, the addition of a report to the "wrong" record carries with it the double risk of the possible wrongful arrest of one person and the failure to arrest another.

If it is established that an arrested person has an existing WANTED or DESERT report, then a DETAINED report **must** be entered immediately in all cases. This allows forces with a current report to be alerted to the fact that the subject they are interested in has been detained. It is the responsibility of the arresting force to enter the Detained report. The existing reports will be marked with the legend WEED WITH DETAINED REPORT.

HM Courts Service are exempt from entering DETAINED reports as they have no powers to deal with offenders wanted by police forces. HMCTS protocols state that they should make best endeavours to contact WM report owners whilst the subject is under their responsibility.

If a force wishes to add a Wanted/Missing report to a record that already has one or more WANTED report(s) together with a DETAINED report, they should enter the new WM report in the normal way. The weed date will show a date in the future on this new report, and it will not weed with the old reports.

Only one Detained report may be present on a record. On the rare occasions when it becomes necessary to add a subsequent DETAINED report, forces should make urgent arrangements for the existing DETAINED report and associated WM reports to be removed by the owners (see note below). When this is done a new Detained can be added to make the record relevant and up to date.

N.B. A DETAINED report may be updated or deleted by any user provided that they are entitled to update any of the other Wanted/Missing reports on the record concerned.

Forces must ensure that reports are removed from the application once they cease to be relevant.

3.2 Missing Person with an Unknown Date of Birth

Due to the historical link between PNC and SISII it is no longer possible to circulate a missing person on PNC with no date of birth. In the cases where this information is not available the force needs to assess the risk and if necessary circulate the missing person with a 'best guess' date of birth, for example 01/01/1980. This would cover 5 years either side when someone conducts a search. If necessary the force may need to create further alias dates of birth to cover further decades, for example 01/01/1970, 01/01/1990 etc. It is then important in the text of the missing person report that the wording 'unknown date of birth' is used to highlight to an enquirer that the date of birth is not known. This scenario has been passed onto the NLEDP team to ensure it is catered for in LEDS and further work is ongoing on PNC to establish if the mandating of this information can be reversed.

Further updates or makeovers can then be performed on PNC once more information is obtained regarding their correct date of birth as the missing person investigation progresses. Please see L/O Letter 2024/014.

3.3 Ownership of Data

A force is considered to own, and therefore be responsible for the accuracy and relevance of, reports that they have entered. Force procedures must ensure that these requirements are met. To assist with this, PNC Operations produces various printed reports, and to make full use of these forces will need to maintain local records of WM reports. The owner of each report is indicated by the Force/Station code present in the FS/Reference field.

3.4 Report Life

Every report held on the application has an expiry date associated with it. This date (which may be UNLIMITED) is determined by the system, (except in the case of ABSCOND and RECALL reports, where the operator must enter a Weed date) when the report is created. In all cases, an operator can subsequently amend the weed date.

The addition of a DETAINED or LOCATED report will cause all Wanted/Missing reports already present, including itself, to be weeded between 8 and 38 days after its creation. This is apparent by

the literal WEED WITH DETAINED or WEED WITH LOCATED in the weed date field of the report, unless that WM report is subsequently retained.

All reports except DETAINED, LOCATED, ABSCOND and RECALL can be retained beyond their Weed date by their originator. However, the report must be in the last twelve months of its natural life. Any report not subsequently retained will be removed automatically by the system. All reports except DETAINED, LOCATED, ABSCOND and RECALL can be retained by a further twelve months. NPF reports, however, may only be extended once.

The retention period initially assigned for each of the various report class/offence combinations is shown in [Appendix 3](#).

Prior to the weed date being reached, a report is generated from PNC Operations to the report owners so they can review the need for the data to remain on the PNC. If the reports are not then retained, they will be automatically removed from the application once the weed date is reached. Careful control should be exercised in respect of the facility to extend the life of a report. Once a report has ceased to be relevant (e.g. a missing person has been found), it **must** be deleted from the record as soon as possible. This may also result in the deletion of the record if the report was the sole reason for its existence on the PNC.

3.5 Amendments and Updates

The ability to amend or delete details within an existing record depends on report ownership and the level of authorisation. **Data Assurance and Reconciliations Team** are responsible for the entry and maintenance of all reports in the WANTED (EXCLUSION) category.

If, when amending a report, text is identified which could be added elsewhere to the record, e.g. physical descriptions or jewellery worn, it should be transferred to the appropriate sections of the record, i.e. Description or Characteristics etc.

The consequence of any amendments or updates to a report is that several printouts will be generated by the system and distributed by PNC Operations to those affected. A duplicate report is produced for the report owner if different from the transaction originator, and for the person's home force if different from the originator and report owner.

3.6 Transfer of Reports

The system allows the transfer of a report from one record to another. **Detained and Located reports cannot be transferred.** One of the consequences of transferring a report is that several printouts will be generated by the system and distributed by PNC Operations to those affected. A printout is produced for the report owner if different from the transaction originator.

If the transfer results in the removal of one or more Internal Cross-References on the source record, a report of each cross-reference deletion is produced for the owners of reports on the affected records. A duplicate report is produced for the destination record's home force if different from the originator and report owner.

3.7 Record Deletion

If, as a result of the use of any delete transaction, the record is left with no elements (i.e. no Offence Processing, Wanted/Missing, Operational Information, Disqualified Driver or Firearms Certificate elements) then the entire record, including the nominal detail, is automatically deleted from the system. If Internal Cross-References are present at this time, they will be automatically removed from any cross-referred record. A message will be displayed that other report owners on all affected records will be informed of the deletion(s) via printout. A duplicate printout is produced for the report owner if different from the transaction originator. A duplicate printout is produced for the person's home force if different from the originator and report owner.

If only an Offence Processing element is left on a record, and all other reports (i.e. WM, OI, DD or FC) are deleted, the nominal information already present on the record will remain.

4. CATEGORIES OF WANTED/MISSING PERSONS

The category into which they fall must be chosen from the following list, which also defines the circumstances under which each of the options should be used. Each category is known as a “CLASS”. These are each broken down into “QUALIFIERS”, i.e. additional data supplementing the class. An explanation of the valid Qualifiers in each Class is provided below.

4.1 Abscond

QUALIFIER	EXPLANATION
CARE	A young person who is absent from Local Authority care, who is the subject of a care or supervision order under the Children Act 1989.
DETENTION	An absconder from a Detention Centre.
HOSPITAL	An absconder from a hospital who had been detained as a formal patient under the provisions of the Mental Health Act 1983. If they were at the hospital as an informal patient they must be classed as MISSING.
PRISON	An escaper from prison. In England & Wales it may also be used for subjects released from prison 18 days early on a Governor's licence, who have failed to comply with the terms of that licence.
REMAND	An absconder from an Assessment Remand Centre whilst on remand either for reports or to appear in court at a later date.
SCHOOL	An absconder from a 'List D' school. Applicable in Scotland only (similar to an Approved School in England and Wales).
YOUTHCUST	An absconder from a Young Offenders Institute (formerly known as Youth Custody Centres and Borstal Institutions).

In relation to absconders from Bail Hostels, it is the responsibility of the force in whose area the court (which imposed the condition of residence on the subject) is situated to add a WANTED report to the PNC. This is regardless of where the subject absconded from, e.g. if a person fails to reside at a hostel in Force A's area but was sent there by a court in Force B's area it is Force B who must place the entry onto the PNC.

In relation to absconders from Prison who have failed to comply with the terms of their End of Custody Licence, it is the responsibility of any force receiving the information to check the PNC record and, if necessary, to add it. The overriding consideration is the protection of the public (see PNC L/O Letter 2008/085).

4.2 Desert

QUALIFIER	EXPLANATION
ARMY, NAVY, RAF, MARINES	When the subject is a deserter from the Armed Forces. Can only be entered by Service Police Crime Bureau (15), or in exceptional circumstances by Data Assurance and Reconciliations Team .

4.3 Locate

The LOCATE class may be used either for criminal-related matters or for reasons not connected with crime. Police forces may not use it to circulate defendants on behalf of non-police prosecuting agencies, unless a national agreement is in place, e.g. with the UK Visas & Immigration (see PNC L/O Letter 2008/059).

4.3.1 Locate for Criminal Purposes

QUALIFIER	EXPLANATION
NPF	It is desired to locate the subject on whom a fine has been imposed and who has failed to make payment.
SUMMONS	When the police need to locate a person for whom a summons has been issued by a court.

TRACE	The police need to locate a person who is wanted for an offence and the force requiring them is not prepared to travel to deal with them, therefore they cannot use the WANTED report, or when they do not wish to circulate them as WANTED for any other reason. The report text should explain the entry and the action to be taken. If a power of arrest exists for the offence, and the force wants the subject to be dealt with wherever they are found, they should be circulated as WANTED.
TRACE	A foreign police authority wants the subject and the request is received through the International Criminal Police Organisation (ICPO). Can only be entered by ICPO (67IP).

4.3.2 Locate for Other Reasons

QUALIFIER	EXPLANATION
INFO	Retention of biometric information under the process of application to a Magistrate's Court as outlined in the Protection of Freedoms Act 2012. The Force/Station Reference is validated and must end UM (e.g. 42UM).
INFO	Retention of biometric information under the process of application to the Office of the Biometrics Commissioner as outlined in the Protection of Freedoms Act 2012. The Force/Station Reference is validated and must end UZ (e.g. 42UZ).
TRACE	A Ward of Court who has been removed from the jurisdiction of the Court.
TRACE	A witness to an incident, or whom the police wish to interview for elimination purposes in investigations, or to assist them in connection with complaints against police.
TRACE	Owens property held by police and whom it is desired to locate in order to return the property.
TRACE	Where specific action is required if the subject of the entry comes to notice. It must not be used solely for the purpose of collecting information relating to a named person.
TRACE	The subject's whereabouts are sought for service of a Non-Molestation Order and the relevant force requires information. See PNC L/O Letter 2014/035 for further details.

4.4 Recall

QUALIFIER	EXPLANATION
DETENTION HOSPITAL PRISON (excluding Scotland) YOUTHCUST	When the Home Office has issued an Order of Recall for a person who has been released on licence from appropriate establishment (e.g. Detention Centre, Prison, Hospital or Youth Custody), or is subject to supervision and is in breach of the conditions of the licence/ supervision. Recalls to Detention, Prison and Youth Custody can only be entered by Metropolitan Police, or in exceptional circumstances Data Assurance and Reconciliations Team. Recalls to Hospital may be entered by any force under the Supervised Community Treatment scheme (see PNC L/O 2010/081).
PRISON (Scotland)	In Scotland Recalls to Prison are entered by Police Scotland, and may be used in the following circumstances: 2) Revocation of parole/licence by Scottish Ministers/Police Scotland under Prisoner and Criminal Proceedings (Scotland) Act 1993 3) Revocation of Home Detention Curfew Order, as above 4) Prison release on High Court bail pending appeal; if the appeal is refused at first and second sift the High Court issues an apprehension warrant to return the individual to prison.

4.5 Wanted

QUALIFIER	EXPLANATION
NPCC OFFENCE CODE	For committing a specific offence. A European Arrest Warrant may optionally be created when a person is sought for extradition for an offence in one of the following categories: A - Offences Against The Person B - Offences Against Property C - Economic and Financial Offences D - Terrorism-Related Activity E - Drug Offences F - Illicit Immigration G - Illicit Trafficking (not Drug Related) H - Offences against Public Order and Safety I - Offences against Public Trust (e.g. Fraud) J - Sexual Offences against Adults K - Sexual Exploitation of Children (including Pornography) L - Cybercrime
NPCC OFFENCE CODE	For failing to appear at court
NPF	For the non-payment of fines where a warrant has been issued
WITNESS	As a witness (hostile) at court
EXCLUSION	For exclusion from the country. Can only be entered by National Joint Unit (65JU).

In all instances, there **must** be a warrant, or alternatively a power of arrest or detention, for the offence and the person **can** be legally arrested or detained and held anywhere in the country.

4.6 Classes that do not Require Qualifiers

CLASS	EXPLANATION
DETAINED	When a subject is arrested and brought into custody, a check of the PNC should be made immediately. If it is established that the arrested person has an existing WANTED or DESERT report, then a DETAINED report must be entered immediately, taking priority over the entry of an Arrest/Summons report onto the PNC. In all cases the arresting force must enter a DETAINED report on PNC, even if they do not own any reports on that record, in order that other forces are made aware of the arrest by way of the associated Broadcast message which is subsequently generated. The DETAINED report must contain the maximum amount of information known to the arresting force at the time.
FOUND	This report class is used to enter details of the following types of person: * a child who has been found * a person suffering from loss of memory * a victim of an accident * a dead body These reports can be added to the PNC even when the subject's real name is not known. In this instance, the pseudonym INFORMATION must be used as the Surname. See NASCH rules in Chapter 11, section 33 , for further information.
LOCATED	The LOCATED report must contain the maximum amount of information known to the arresting force at the time.

	It may be used when a subject is located who has a domestic MISSING, ABSCOND, RECALL or LOCATE report. This is not compulsory, as the WM report may simply be deleted by the owning force.
MISSING	The subject has been reported and recorded missing. Consider using the facilities of the UK Missing Persons Unit, in particular for national circulation of the person's photo. For further clarification see the current NPCC guidance on Missing Persons, which may be found via the S.23(1)

5. WANTED/MISSING REPORT CONTENT

The existence of a Wanted/Missing report on a record is evident by the appearance on the Status Line of the code WM followed by a numeric, signifying the number of reports associated with that record. Up to 99 reports may be present on a record, but only one DETAINED report is permitted. Its presence on a record is apparent by the (D) on the Status Line next to the WM count, e.g. WM 2(D) indicates that there are two Wanted/Missing reports on the record, one of which is a DETAINED report. They are displayed one per page in order of system generated priority. This order is dependent on the category of report. If all types of report are present they will be displayed in the following order:

- Detained / Located
- Wanted (in report date order, oldest first)
- Locate (all types except NPF) }
- Desert }
- Abscond } in date order
- Recall }
- Missing
- Found
- Wanted (Non Payment of Fine)
- Locate (Non Payment of Fine)

If a DETAINED or LOCATED report has been added to a record and other WM reports are subsequently added before the earlier reports are deleted, they will be displayed before the DETAINED or LOCATED report in the order shown above. Where DETAINED is present, the addition of further reports will result in the (D) being suppressed on the Status Line, providing the report date on the new WM report is not older than the existing reports and that the added report is either WANTED, ABSCOND, RECALL or DESERT.

All reports present **must** be viewed in order to ensure that correct action is taken, as retained reports may exist behind a DETAINED or LOCATED report.

When a DETAINED report is present and another one is required, to deal with subsequently added WM reports, the force that requires it should email the owner of the existing DETAINED report and ask them to remove it (see PNC L/O Letter 2010/005). Up to two LOCATED reports, or one DETAINED and one LOCATED report, may exist on a record.

Not all reports are the same in appearance. Dependent upon the type of report additional data may be present. All reports contain details of the number of WM reports present, the number of the page being viewed and a description of the reason for the report's existence. Examples of other descriptions may be:

- WANTED FOR NPF OF £100
- LOCATE SUMMONS
- LOCATE TRACE
- MISSING
- FOUND
- DESERT FROM ARMY
- ABSCOND FROM PRISON

The other information present is described below.

5.1 Date

The date on, or dates between which, the incident gave rise to the creation of the report, e.g. "ON 25/06/23". For the DETAINED or LOCATED reports it is the date of the arrest. For a RECALL report it is the release date, not the date of the recall order. For a Failing To Appear WANTED report it is the date the offender failed to appear at court and not the date of the offence.

5.2 Location

The location where the incident occurred giving rise to the creation of the report, e.g. "BOOTS, HIGH STREET, LOUGHBOROUGH". In the case of a Warrant for Failing To Appear at court in answer to a charge or to appear at court as a witness, the name of the court where they failed to appear is used.

5.3 Power

The POWER associated with the report. This is only present in the WANTED category. It may be either a result of the offence carrying the power of ARREST or from a WARRANT, e.g. as in the case of Failing To Appear at court.

Police Scotland may use the POWER of CONДАРREST. This is where conditions have been attached to the arrest and should be described in the text of the report. This may not be used in England and Wales as the rules of PACE apply (see note below). A court may attach conditions of execution to a warrant, in which case the POWER would be CONDWARRANT - again this should be described in the text of the report.

N.B. s.31 PACE Act 1984 means a force may need to ignore any conditions and arrest anyway. The requirements of s.31 may need special consideration, e.g. when a person is under arrest at a police station for an offence and it appears that if released he would be liable to arrest for some other offence, then he **must** be arrested for that offence.

Where the POWER is WARRANT or CONDWARRANT, there will be an indication as to whether or not it is backed for bail, i.e. can the subject, once a warrant has been executed, be bailed to appear at a court and released from police custody? This information will be seen adjacent to the POWER.

When a European Arrest Warrant has been issued, **POWER WARRANT (EAW - <country>)** will be displayed in the POWER field.

5.4 FS Reference

The Force/Station reference of the station making the entry, followed by a local reference, e.g. a local document number, crime number or warrant number. This number **must** relate back to supporting paperwork. All new reports, or amended migrated reports, display the location of the CASE PAPERS relative to the report as a Force Station code. It is this station which should be contacted for further information.

5.5 Reported

This is the date the incident was reported to the police.

5.6 Weed By

This is the earliest date on which the report will automatically be removed from the application. It may indicate that, because of the nature of the report, it should be retained indefinitely. If the weed date has passed then this will be indicated as "EXPIRED".

If a DETAINED report is present on the record, any report entered prior to the DETAINED report will display "WEED WITH DETAINED" in this field, unless it has been retained beyond the weed of the DETAINED report. In this case the literal "RETAINED BEYOND DETAINED WEED" will be shown.

If a LOCATED report is present on the record, any report entered prior to the LOCATED report will display WEED WITH LOCATED in this field, unless it has been retained beyond the weed of the LOCATED report. In this case the literal RETAINED BEYOND LOCATED WEED will be shown.

5.7 Text

Up to three lines of free text, each of up to seventy characters, may be seen to provide additional information **not** supplied elsewhere in the record. This text must give enough detail for an officer to carry out lawful procedures, for example if a subject is WANTED for Theft, the value and description of the item(s) stolen. If a WANTED for FTA then the original offence they failed to appear for and any details of the person or department dealing with the case should be entered here (see [section 9](#) on **Wanted/Missing Text Requirements** for more detail).

6. OFF-LINE SEARCHES

It is possible to carry out an off-line descriptive search of the WM category when a name is not known, using batch job NW240J (see [Chapter 7, section 2.15](#)). In some cases an online QUEST search may be used instead. Requests for NW240J searches should be submitted by an authorised signatory to the ITNow Service Desk, who will answer any questions relating to the search or its parameters. A Force/Case reference, an officer or department dealing and a telephone contact point must be included.

A search may be carried out on all or any of the following:

- * Wanted/Missing classification
- * A period before or since an incident
- * Sex: Male; Female; Unknown
- * Colour: White; Non White; Unknown
- * Ethnic Appearance Code: 0 - 6
- * Height Range: Metric or Imperial
- * Marks Scars Tattoos: Type; Position; Part of Body

7. UPDATING WM REPORTS

7.1 The #NU Transaction

When creating a new record and WM report using the #NU transaction, the input should consist of the Force/Station code and as many of the known NASCH factors, followed by W to indicate that a WM report is to be created. Where a record already exists the W should be omitted.

When a report is to be added to a record which already exists on the PNC, access can be gained to it by the use of the #NU transaction code and entry of the Force/Station Code and known NASCH factors or PNCID/CRO number and Checkname. The option to create a record is not given when the record is accessed using a PNCID/CRO number and Checkname. An automatic search of the database is carried out for possible matching records.

Once the WM screen has been reached, the display will either state that no Wanted/Missing reports exist, or those reports already present on the record will be displayed for amendment, or the option to create a new report can be taken. Once this format has been completed and accepted, a second screen format is displayed for completion. Its appearance is determined by the data entered in the first screen.

If reports already exist on the record, they will be presented in order of system determined priority. In addition, other fields may be present at the bottom of each screen. Only those options that the operator is entitled to use will be displayed for selection.

7.2 Update

UPDATE? (A/R/T/D). This field is displayed on each WANTED/MISSING report page, and relates specifically to the WM report on screen at the time. The various options mean:

- * A - Amend
- * R - Retain
- * T - Transfer
- * D - Delete

A full description of the functionality of each option is described in the by-pass transaction codes given below.

7.3 Create

CREATE? (Y/N)

This field is displayed on each Wanted Missing page.

If it is desired to create a NEW Wanted/Missing report, rather than amend the existing report being displayed, then Y (for Yes) should be entered in this field.

7.4 After Creation

When a new record has been created, the PNC will automatically retrieve the full record for inspection.

7.5 Bypass Transactions

As an alternative to using the #NU transaction, one or more of the five “bypass” transactions described below may be used. These enable a single update within one transaction. The same functionality for each of these transactions is available within the #NU transaction.

7.6 Inserting a report (#WI)

This transaction requires the input of the following information before producing the appropriate format for completion:

- PNCID/CRO number
- Checkname
- Fce/Stn code.

Upon successful completion of the two screen formats the report is added to the record.

If a DETAINED or LOCATED report is added to an existing record which already has other WM reports owned by other forces, a screen containing information about the person and the DETAINED or LOCATED report will be presented, with further fields requiring completion. This information is used by the system to send automatically a Broadcast to each force owning a WM report for the person.

At the completion of the report creation, the system automatically displays the record, starting with the WM element, in the #NE enquiry mode, complete with the standard paging and printing facilities offered by that transaction.

7.7 Amending a report (#WA)

This transaction requires entry of the following:

- PNCID/CRO number
- Fce/Stn code
- Checkname
- FS/REF of the report to be amended

This allows the nominated report owned by that force to be amended. The system displays the report and allows its contents to be updated. Certain restrictions are present when amending the fields of a Wanted/Missing report:

- * WANTED may be exchanged with LOCATE, and vice versa.
- * ABSCOND may be exchanged with MISSING and vice versa.

- * Where the class/qualifier is NPF, it may not be changed to any other qualifier. Similarly, if it is not NPF it cannot be changed to be NPF.

Following alteration of the Class and Qualifier fields, other fields may need completing, e.g. weed dates for an ABSCOND report which were system generated with MISSING, or OFFENCE LOCATION for WANTED which was not present for LOCATE. Upon pressing SEND, these additional fields are automatically displayed for update. Conversely, data that was present, but is no longer required, is automatically removed by the system when the screen refreshes. It is possible for the weed date to be extended for up to one year. However with LOCATE or immigration offence WANTED reports the weed date may be extended indefinitely.

At the completion of the update, the system automatically displays the record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

7.8 Deleting a report (#WD)

This transaction allows a nominated report to be deleted. The following fields are presented:

- PNCID/CRO number
- Checkname
- Force/Station code
- FS/REF of the report to be deleted must be entered

Provided the deletion can be made, a request for approval of that deletion is displayed along with the report specified. The response Y will lead to deletion of that report. If as a result of the use of any delete transaction the record is left with no elements (i.e. no Offence Processing, WM, OI, DD or FC elements) the entire record, including the nominal detail, is automatically deleted from the system. If the source record contains other reports the nominal details are unaffected. In this case, at the completion of the update, the system automatically displays the record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction. **This is not an alternative procedure to the proper use of Detained reports.**

7.9 Transferring reports from one record to another (#WT)

The #WT transaction permits the transfer of a single report from one record (source) to another (destination). **It is not possible to transfer a DETAINED or a LOCATED report.**

Upon entry of the transaction code #WT the following fields in relation to the report to be transferred (source) are presented:

- PNCID/CRO number
- Checkname
- Fce/Stn Code
- FS/REF

The system presents a screen containing the Status Line and NASCH factors present on the record. With this will be a format requesting input of:

- PNCID or CRO number
- Checkname

of the destination record. The system then displays the selected report for confirmation of the transfer. This is achieved by changing the N default to Y and pressing SEND.

If confirmed, the report is deleted from the source record and added to the destination record. If the source record contains other WM reports, or has DD reports, or has an Offence Processing element, the Nominal details are unaffected. If the transferred report is the last report on the source record, and the record contains no other elements, the source record will be deleted from the application.

If the source record contains other reports, the nominal details are unaffected. At the completion of the update, the system automatically displays the DESTINATION record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

If this update is performed as part of the #NU transaction, the source record is displayed at the completion of the transaction, starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

7.10 Retention of reports (#WR)

When a report has almost reached the recorded weed date, its life can be extended by retaining it. The report **must** be in the last year of its life. **DETAINED, LOCATED, ABSCOND and RECALL** reports **cannot** be retained.

Where a DETAINED report is present, normally any report preceding it will be weeded at the same time as the DETAINED report (i.e. after one calendar month). The #WR transaction allows a Wanted/Missing report to be retained beyond its weed date. It is used to retain a report beyond the weed of the DETAINED where an item is required to remain on a record after the DETAINED report has been removed. #WR works the same way for LOCATED reports as it does for DETAINED.

Entry of the #WR transaction requires the following input:

- PNCID/CRO number
- Checkname
- Fce/Stn code
- FS/REF of the report to be retained

If the use of this transaction would leave the retained report with less than three months' life, the option to extend the weed date by a year will be given.

At the completion of the update, the system automatically displays the record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

8. WANTED/MISSING ELEMENT FIELD RULES

The creation of a Wanted/Missing report is split across two screens. This is to allow the PNC to "tailor" the second screen to the requirements of the report being created. If a field is not required for a particular report type it is not displayed, e.g. if Class is Locate and Qualifier is NPF, this will supply an amount field on the second screen.

8.1 Class

Description This mandatory field identifies the classification of the displayed report.

Input Any one of the following nine classifications can be entered into this field:

WANTED	MISSING	FOUND	RECALL	DESERT
ABSCOND	LOCATE	DETAINED	LOCATED	

The following classifications are interchangeable once a report has been finally created:

MISSING to ABSCOND
ABSCOND to MISSING

The following classifications are interchangeable once a report has been finally created:

LOCATE to WANTED
WANTED with an NPF Qualifier to LOCATE

RECALL is entered by the Metropolitan Police SSS or Police Scotland only. DESERT is entered by the Service Police Crime Bureau only.

Where the ABSCOND class is used, consideration **must** be given to adding an ESCAPE Warning Signal to the subject's record, as well as updating the Custody History with both the date of escape and return to the institution.

8.2 Offence/Class Qualifier

Description This field is used to provide further information relating to the CLASS.

Input Dependent on class.

To use the NPF qualifier with the WANTED class, a warrant must have been issued with a power of arrest or conditional arrest given by the court. The warrant must be:

- issued in connection with the non-payment of: fines, Court costs, Compensation Orders or Legal Aid
- able to be executed anywhere in the country

The force or court entering the report must be prepared to collect the subject from anywhere in the country.

Local protocols may be put in place by police or courts to determine the level of fines appropriate for circulation on PNC.

8.3 F/S Reference

Description This mandatory field will contain the Force/Station code and Reference number applicable to this entry.

Input The input consists of two parts, separated by an oblique character. The first is the Fce/Stn code, the second is a unique local reference, comprising alpha, numeric, oblique or hyphen characters, ending with a year element, e.g. 05B2/6712/24.

The F/S REF used for a DETAINED report **must** differ from that used on any of the other recorded WM reports for the same person, otherwise the transaction will abort and the Detained report will **not** have been added.

Dependent upon the report class specified on the previous screen, some or all of the following fields will be presented for completion.

If an offence code was used in screen 1, it is expanded to show the full offence on screen 2. If an error is observed at this point in any field, it is possible to use the "PREVIOUS SCREEN" option to return to screen 1, in order to correct the error before proceeding further.

Second Screen

8.4 Case Papers

Description This mandatory field is used to indicate the location of the relevant information supporting this report, which should be available on a 24-hour basis.

Input An acceptable Fce/Stn code must be entered, e.g. 07A1.

8.5 Power of Arrest

Description This mandatory field is used to specify the category of POWER that can be used with the WANTED classification.

Input One of the following literals:

- * ARREST A power of arrest exists.
- * CONDARREST Scotland only - as for arrest but the force owning the report has placed conditions on enforcement.

* WARRANT	A court warrant has been issued for a specific offence.
* CONDWARRANT	As for warrant but the issuing court has imposed conditions which limit enforcement.

The requirements of s.31 PACE Act 1984 may need special consideration, i.e. when a person is under arrest at a police station for an offence and it appears that if released they would be liable to arrest for some other offence, then they **must** be arrested for that offence.

8.6 Warrant Backed for Bail

Description	This field is used only if the POWER is either WARRANT or CONDWARRANT and indicates if backed for bail.	
Input	Y	is used only where the WARRANT or CONDWARRANT is backed for bail to a court, i.e. subject can be bailed.
	N	is used if the WARRANT or CONDWARRANT is not backed for bail to a court, i.e. subject cannot be bailed.

8.7 Failed To Appear

Description	This optional field is used only in conjunction with the WANTED class where the subject has failed to appear at court and is, therefore, wanted. Usually a WARRANT or CONDWARRANT will have been issued.
Input	The letter Y will be entered in this instance only, otherwise leave it blank.

8.8 Incident Date

Description	The date, or dates between which, the incident occurred.
Input	The date, or dates are entered in the format DDMMYYYY. The second date field is left blank unless applicable.

DETAINED reports must be entered showing the date of the arrest. The Metropolitan Police SSS or Police Scotland will enter the release date in respect of RECALL, not the date of the recall order.

8.9 Report Date

Description	This mandatory field requires entry of the date the incident was reported to the police.
Input	Standard date format DDMMYYYY.

8.10 Weed Date

Description	This field only appears at the time of original creation, in ABSCOND and RECALL reports. It is present when any report is subsequently updated and indicates the expiry date of the report. After this date the report will automatically be deleted from the record.
Input	The weed date is entered in the format DDMMYYYY. In most instances this date is computer generated upon creation of the report. However, in respect of ABSCOND and RECALL Appendix 4 must be consulted and the weed date input manually, e.g. ABSCOND/HOSPITAL, subject to the Mental Health Act 1983, Section 35 will be entered as 99999999 (unlimited weed date).

[Appendix 3](#) shows the relationship of the initial retention period of a report to its Class/Offence details. In the case of the report having an unlimited life, check that the input is in the form 99999999.

8.11 Offence Location

Description	This mandatory field requires entry of the address of the location where the incident occurred.
Input	Enter as full an address or location description as possible to enable a lawful arrest to be made. In the case of a warrant being issued, the location is the issuing Court.

9. WANTED/MISSING TEXT REQUIREMENTS

The text field is used for:

- * providing sufficient information regarding an offence to enable a **lawful** arrest to be executed (see also [section 9.1](#))
- * clarifying or amplifying information in other fields
- * including important information not provided for in other fields.

The following criteria apply:

- * Where the subject is WANTED, in order that a lawful arrest may be made, the text **must** contain sufficient information to ensure that legal precedents are complied with, e.g. Christie v Leachinsky 1949, R v Telfer 1976, R v Wizard 1983. Details of offence, property stolen and any other pertinent information should be included.
- * Where a warrant is in existence, the text should contain the location of the warrant and any conditions attached to it.
- * In LOCATE classes the text must be used to make clear to enquiring officers what action they should take. Note, this must **not** be 'Arrest'
- * Further explanation of Information Markers, Marks and Scars etc. can be catered for within the Nominal part of the record.
- * Any other relevant details, e.g. vehicles used, clothing or jewellery worn, description of MO used etc should all be added to other sections available within a record, e.g. Characteristics and Record Other Detail.
- * You can now use Brand names in Wanted/Missing Reports. See PNC L/O Letter 2024/044 for further details

IMPORTANT NOTE

Abbreviations may be used but only when absolutely necessary to conserve space. Any abbreviations used must appear on the list of standard abbreviations issued by NPCC. This list is incorporated into [Chapter 1, Appendix 1](#).

9.1 General Text

Description	Text is required in all reports. It must provide sufficient detail to justify any action being suggested by this report, e.g. where any warrant is located and relevant conditions, as well as further description of the clothing worn by the subject at the time etc. Do not include a physical description, as this should be entered onto the Nominal section of the record. The implications of the Data Protection Act 2018 and R v Telfer (which dealt with the need to provide the subject with sufficient reason for an arrest) should be remembered.
Input	Up to 210 characters of free text, which would assist in the lawful apprehension and detention of the subject.

It is now the responsibility of the **arresting officer** (as opposed to the circulating officer) to be satisfied that they have sufficient powers under s.110 of the Serious Organised Crime and Police Act 2005 to effect an arrest (in cases where a warrant has not been issued) and express that to the arrested person and custody officer. The current process for circulation of people who are WANTED will largely remain unchanged with one notable exception. It will be the responsibility of the circulating force to supplement the wanted report with any information that they have at their disposal, which would provide a future arresting officer with appropriate justification for an arrest.

Given the limitations of three lines of text this will be, by its very nature, brief and some examples are given below:

- * Has given false name/address
- * Has made false statements
- * May contact witnesses
- * Evidence needed by questioning.
- * May disappear

This cannot be entirely comprehensive, but seeks to ensure that arresting officers have sufficient justification to make a lawful arrest. When the arrested subject has been dealt with, the force responsible for the DETAINED report should update/amend the report to include such details as:

- * the subject's present location, if retained in custody
- * any bail conditions, if released on bail
- * the date and location of the next court appearance
- * the officer or department now in charge of the case.

9.2 Previous Screen

Description	This optional field can be utilised if it is desired to return to the previous screen to change any of the data already entered at that time, e.g. Class, Qualifier, FS REF. This data cannot be directly amended from screen 2.
Input	Enter Y to return to the previous screen, should a correction to those fields be required.

10. NPF SCREENS

The following fields are shown if the Class Qualifier used is NPF (Non-payment of Fine).

10.1 Court

Description	This mandatory field is used to record the name of the court at which the non-payment of fine occurred.
Input	The full name of the court must be entered, e.g. LEEDS CROWN.

Only standard abbreviations for the court type are acceptable, e.g. MAGS = Magistrates'.

10.2 Amount

Description	This mandatory field indicates the value of the fine as stated in the warrant.
Input	It will be entered either as a whole number of pounds or as pounds and pence, e.g. 135 or 135.40.

Fines over 99999.99 are shown as 99999+. The pound sign is automatically computer generated. The true value of the fine **must** be clarified in the Text field.

10.3 Warrant Date

Description This mandatory field indicates the date on which the non-payment of fine warrant was issued.

Input Standard date format DDMMYYYY.

11. DETAINED REPORT AUTO BROADCAST

Upon creation of a DETAINED report, a format for the completion of an auto Broadcast Message is displayed.

11.1 Officer Dealing

Description This mandatory field is used to record details of the officer or department dealing with the arrest of the subject, so that enquirers have a point of contact should further information be required.

Input Sufficient free text to identify the officer(s) dealing with the subject.

11.2 Telephone

Description This mandatory field is used to record a telephone number from where an enquirer can obtain further information about the subject or the arrest.

Input Up to 22 alpha/numeric characters to record a telephone number obtainable 24 hours a day, where further information can be obtained. The STD dialling code **must** be included in the number, along with any relevant telephone extension.

Once the format has been successfully completed and "SENT", a warning is displayed that an auto Broadcast Message has been generated. The message number will be displayed, as will a reminder that a Broadcast Receipt message will follow in 10 minutes' time. Broadcast is described more fully in [Chapter 4](#).

NOTES

CHAPTER 14 – OPERATIONAL INFORMATION

1. BACKGROUND

The Operational Information (OI) element of a PNC Names record provides an opportunity to record useful data about people that was formerly held under the Wanted/Missing (WM) part of the record, or could not be recorded on PNC at all. This may either help officers decide what, if any, operational action is required when dealing with the person concerned, or may provide valuable background information that influences their decision-making.

Introduced in July 2017, OI currently holds two classes of report. These are ORDERS, which were previously shoehorned into WM, and a range of POLICE reports for specific purposes. Many of these were previously held on PNC as LOCATE/INFO reports, also within the WM chapter. As the valid types of OI report are table driven, this design provides the flexibility for future expansion, for example to hold details of vulnerable persons with autism; people susceptible to gang exploitation; those who are high risk and/or repeat missing persons.

2. SOURCES OF DATA

Most of the data involved in the creation of an Operational Information report is initiated either by the Courts (Orders) or by the police service (Police reports). Other organisations that may add OI reports include the [S.23\(1\)](#) ACRO, HM Revenue & Customs, the Service Police Crime Bureau, the Ministry of Defence Police and UK Visas & Immigration.

3. NATIONAL POLICY REGARDING REPORT MAINTENANCE

3.1 Creation

Records and reports can be created and maintained using the #NU transaction code. Once a record exists on the PNC, OI reports can be created and maintained using the bypass transaction code #OI. Before creating a new record, a PNC search for existing records must be made using the name under which the subject has been brought to the attention of the police. Any other names known to have been used by the subject, together with any alternative dates of birth, should also be searched. It is important to avoid the risk of creating duplicate entries on the application, and a thorough search must be made in the first instance.

If no matching record is found then a new record should be created. Where a record exists that may relate to the subject of the update, but identification cannot be confirmed, a new record should be created. A 'MAY BE IDENTICAL WITH' Internal Cross-Reference should be added to one of the two records, in order to link them to each other (see [Chapter 11, section 11](#) for more details regarding Internal Cross-References). When the matter is resolved, however, it may be necessary to transfer the report to the previously existing record.

When a matching record for an offender is found the Operational Information report must be added to that record. Failure to add a report to an existing record that has been identified as the subject may result in the duplication of records on the application. A further OI report may be added to an existing record and this process may be repeated as additional incidents occur, up to a maximum of 99 reports. The Daily Activity File printout notifies report owners of the addition and deletion of Internal Cross-References.

Forces must ensure that reports are removed from the application once they cease to be relevant.

3.2 Ownership of Data

A force is considered to own, and therefore be responsible for the accuracy and relevance of, reports that they have entered. Force procedures must ensure that these requirements are met. To assist with this, PNC Operations produces various printed reports, and to make full use of these forces will need to maintain local records of OI reports. The owner of each report is indicated by the Force/Station code present in the FS/Reference field.

3.3 Report Life

Every OI report held on the application has an expiry date associated with it. This date (which may be UNLIMITED) is initially determined by the operator for ORDER reports and by the system for most types of POLICE report. The retention period initially assigned for each of the OI report types is shown in [Appendix 3](#).

The addition of a DETAINED or LOCATED report will not cause OI reports to be weeded.

In all cases, an operator can subsequently amend the weed date, which must be a date in the future or 99 99 9999 to denote UNLIMITED. If #OI is used the correct FS/REF must be input.

Prior to the weed date being reached, a report is generated from PNC Operations to the report owners so they can review the need for the data to remain on the PNC. If the reports are not then retained, they will be automatically removed from the application once the weed date is reached. Careful control should be exercised in respect of the facility to extend the life of a report. Once a report has ceased to be relevant it **must** be deleted from the record as soon as possible. This may also result in the deletion of the record if the report was the sole reason for its existence on the PNC.

3.4 Amendments and Updates

The ability to amend or delete details within an existing record depends on report ownership and the level of authorisation.

If, when amending a report, text is identified which could be added elsewhere to the record, e.g. physical descriptions or jewellery worn, it should be transferred to the appropriate sections of the record, i.e. Description or Characteristics etc.

The consequence of any amendments or updates to a report is that several printouts will be generated by the system and distributed by PNC Operations to those affected. A duplicate report is produced for the report owner if different from the transaction originator, and for the person's home force if different from the originator and report owner.

3.5 Transfer of Reports

The system allows the transfer of a report from one record to another. One of the consequences of transferring a report is that several printouts will be generated by the system and distributed by PNC Operations to those affected. A printout is produced for the report owner if different from the transaction originator.

If the transfer results in the removal of one or more Internal Cross-References on the source record, a report of each cross-reference deletion is produced for the owners of reports on the affected records. A duplicate report is produced for the destination record's home force if different from the originator and report owner.

3.6 Record Deletion

If, as a result of the use of any delete transaction, the record is left with no elements (i.e. no Offence Processing, Wanted/Missing, Operational Information, Disqualified Driver or Firearms Certificate elements) then the entire record, including the nominal detail, is automatically deleted from the system. If Internal Cross-References are present at this time, they will be automatically removed from any cross-referred record. A message will be displayed that other report owners on all affected records will be informed of the deletion(s) via printout. A duplicate printout is produced for the report owner if different from the transaction originator. A duplicate printout is produced for the person's home force if different from the originator and report owner.

If only an Offence Processing element is left on a record, and all other reports (i.e. WM, OI, DD or FC) are deleted, the nominal information already present on the record will remain.

4. CATEGORIES OF OPERATIONAL INFORMATION

There are two classes of Operational Information report – ORDER and POLICE. Within these an entry must be chosen from one of the valid report types in the lists below, which provide further details about each category.

4.1 Order

The ORDER class deals specifically with a number of orders issued by courts or the police in relation to the Sexual Offences Act 2003 and various other legislation. It is important to consult the OI pages thoroughly to determine appropriate action when such persons come to notice.

A number of new classes of Order were implemented early in 2007 and are valid for creation. Those which are no longer valid but for which historical entries may still be seen on the database are described in [section 4.1.2](#).

4.1.1 Order Reports which may be Input

Subjects circulated with any of the Report Types below that are followed by (W) are filtered into the daily data extract provided to Border Force for possible inclusion in their travel watchlist (Semaphore).

REPORT TYPE	EXPLANATION
ASBCI	Civil Injunction (ASBCP Act) - replaces the on-application ASBO and the Drink Banning Order (DBO) under Antisocial Behaviour, Crime & Policing Act 2014 (see PNC L/O Letter 2015/024). A breach of an ASBCI is not a criminal offence, and the subject should be placed back in front of the issuing court.
CBO (W)	Criminal Behaviour Order. See PNC L/O Letter 2014/049 for further details.
CTN	Counter Terrorism Notification - order to record requirements to register with police issued under Part 4 of the Counter-Terrorism Act 2008. The notification requirements are similar those for sex offenders and can be for a duration of 10, 15 or 30 years. See PNC L/O Letter 2020/016 for further details.
CTTRAVEL (W)	Foreign Travel Restriction Order (CT)
DISANI(S)	Animal Disqualification Order (Scotland) Error! Bookmark not defined.
DISANIMAL	Animal Disqualification Order - disqualified from keeping an animal under Animal Welfare Act 2006.
DOGCON	Dog Control Order
DOGCON(S)	Dog Control Order (Scotland)
DRUGTRAV (W)	Travel Restriction Order (Drugs)
DVPNO (W)	Dual order in England and Wales to record either a Domestic Violence Prevention Notice (DVPN) or a Domestic Violence Prevention Order (DVPO), issued under s.24-33 Crime and Security Act 2010. See PNC L/O Letter 2014/046 for further details. Breaches of DVPOs should be recorded on PNC when a term of imprisonment is imposed, or when it accompanies at least one recordable offence on the same A/S. See PNC L/O Letter 2018/015 for further information.
EXCLUSION	Exclusion Order or Requirement - all Orders and Requirements referred to in s.112 Serious Organised Crime and Police Act 2005 (see HOC 29/2005). For information about breaches of exclusion requirements see PNC L/O Letter 2009/016.
FGMPO (W)	Female Genital Mutilation Protection Order - issued under Serious Crime Act 2015.
FMPO (W)	Forced Marriage Protection Order - issued under Forced Marriage (Civil Protection) Act 2007.

GANGINJ	Gang Related Violence Injunction, issued under Policing & Crime Act 2009 (see PNC L/O Letter 2011/003).
HARASS	Protection From Harassment Order - order issued under anti-harassment legislation prescribing prohibited actions/locations. This also includes Restraining Orders after Not Guilty findings (see PNC L/O Letter 2009/072). Civil Injunctions (for example under the Family Law or Housing Acts) where a power of arrest is attached, and Warnings given under s.42 Criminal Justice & Police Act 2001 (as amended by s.127 Serious Organised Crime & Police Act 2005) should also be so recorded. See also HOUSINJ.
HOUSINJ	Housing Act Injunction - issued under Housing Acts (also known as ASBO Injunction)
LICPREM	Licensed Premises Exclusion Order, issued following a conviction (see also DRINKBAN).
MATHOMES	Matrimonial Homes Interdict
NONMOL	Non-Molestation Order - issued under Family Law Acts. The text should contain appropriate wording to show the order is deemed operational even if it has not been served (see PNC L/O Letter 2014/035 for further information).
OCCUP	Occupation Order - issued under Family Law Acts
PO-PSA	Prohibition Order - Psychoactive Substance Act 2016. See PNC L/O Letter 2016/025 for further information).
SCPO (W)	Serious Crime Prevention Order
SEXHARM	Sexual Harm Prevention Order and Notification - issued under Antisocial Behaviour, Crime & Policing Act 2014 (see PNC L/O Letter 2015/022 and PNC L/O Letter 2020/008).
SEXNOT	Sex Offender Notification Order - for full and interim notification orders (given for foreign convictions)
SEXPO	Sexual Offences Prevention Order and Notification - full and interim SOPOs replaced Sex Offender Orders and Sex Offender Restraining Orders (Sexual Offences Act 2003)
SEXREG	Sex Offender Notification Requirement - subject to a requirement under Sexual Offences Act 2003 to register with police; no actual order made by court. See also SEXNOT, SEXPO and sections 9.7 and 9.8 of this chapter.
SEXRISK (W)	Risk of Sexual Harm Order - Sexual Offences Act 2003
SEXRO (W)	Sexual Risk Order and Notification - issued under Antisocial Behaviour, Crime & Policing Act 2014 (see PNC L/O Letter 2015/022 and PNC L/O Letter 2020/008).
SEXTRAV (W)	Foreign Travel Order (Sex) - Sexual Offences Act 2003
SPO	Stalking Protection Order - interim or full order issued under Stalking Protection Act 2019 and subject to a requirement to register with police. Interim SPO or Full SPO should be recorded in the FOR field. See PNC L/O Letter 2020/002 for an overview.
SPORTBAN	Banning Order (Sporting) - includes football as well as other sporting events (Public Order Act 1986 extends football to all sports). See also section 11 of this chapter.
STPO (W)	Slavery and Trafficking Prevention Order - issued under Modern Slavery Act 2015.
STRO (W)	Slavery and Trafficking Risk Order - issued under Modern Slavery Act 2015.
SVRO	Serious Violence Reduction Order – Piloted by Merseyside, Sussex, Thames Valley and West Midlands.
VOO (W)	Violent Offender Order and Notification
YRO	Youth Rehabilitation Order - to be circulated only when the breach of any conditions could be identified during a police intervention with the subject, i.e. street stop. Only the relevant conditions need to be recorded on PNC, and if none apply to the order there is no requirement to record it within the Orders category (see PNC L/O Letter 2011/073 for further information).
MISC	Miscellaneous Order - any court order not covered by the other categories

4.1.2 Historical Classes of Order

REPORT TYPE	EXPLANATION
ASBO	Antisocial Behaviour Order – Scotland Only. Antisocial behaviour in Scotland is legislated for within the Antisocial Behaviour etc. (Scotland) Act 2004.
DRINKBAN	Drinking Banning Order - issued under Violent Crime Reduction Act 2006 on application by police or local authority (see also LICPREM). As there is no specific power of arrest attached to the order, the free text should state "No specific power of arrest with order, consider using s.24 PACE or summons" (applicable in England & Wales only). See PNC L/O Letter 2010/057 for further details. For pre-conviction use only – under Antisocial Behaviour, Crime & Policing Act 2014 a CBO should instead be used post-conviction (see PNC L/O Letter 2014/049).
SPORT	Sporting Event Exclusion Order. Superseded by SPORTBAN for new cases.

4.2 Police

The POLICE class may be used either for criminal-related matters or for reasons not connected with crime.

4.2.1 Police Reports which may be Input

Report type MISC should be used where an entry formerly recorded as a LOCATE/INFO report does not have its own category below (e.g. Control Orders, Curfew Orders, Deter Young Offenders).

Subjects circulated with any of the Report Types below that are followed by (W) are filtered into the daily data extract provided to Border Force for possible inclusion in their travel watchlist (Semaphore).

REPORT TYPE	EXPLANATION
ASB-DR	ANTISOCIAL BEHAVIOUR - DRIVING: For the recording of a warning issued under s.59 of the Police Reform Act 2002 or the Police (Retention & Disposal of Motor Vehicles) (Scotland) Regulations 2005 or similar legislation. Where possible, it must be cross-referenced to an Information Report on the relevant VRM(s) on the Vehicles database and contain the detail of that report (see Chapter 2, section 3.1). If the vehicle is unregistered but the VIN or other ID is available, a police record should be created with as much detail as available, as per a registered vehicle. Where, due to the condition of the vehicle, no identification can be obtained, the ASB-DR report may still be created, noting that the vehicle was unidentifiable. As a minimum, the driving licence number should be included, along with sufficient descriptive detail to assist in identification of the individual in the future. Forces must carefully manage these reports and monitoring of the 'keeper change notification' batch report may assist in this process.
CAWN-REP	CHILD ABDUCTION WARNING NOTICE - RECIPIENT: To indicate a subject has been served a Child Abduction Warning Notice (formerly Harbourer's Warning) given in relation to an individual who has a history of harbouring missing persons.
CAWN-V (W)	CHILD ABDUCTION WARNING NOTICE - VULNERABLE: To indicate that the subject is the vulnerable person recorded in a Child Abduction Notice. <i>Forces will need to manage their policies for these entries carefully, respecting the human rights of the victim, a duty of care and their right to privacy.</i>

COUNTY LINES	COUNTY LINES: To indicate that the subject is either the perpetrator or victim of County Lines activity. This term is used to describe transportation across geographical boundaries of illegal drugs (ordered by mobile phone) usually by children or vulnerable adults who are coerced and intimidated by gangs. See PNC L/O Letter 2020/005 for further information.
CPW	The Community Protection Warning to a Notice (CPW) was introduced in the Anti-Social Behaviour Crime and Policing Act 2014 Part 4 Chapter 1. Failure to comply with a CPW can lead to the issue of a Community Protection Notice (CPN). The PNC currently accommodates creation of an Operational Information (OI) report to record the issue of a CPN but there was previously no facility to record a CPW on the PNC meaning opportunities to issue a CPN should a CPW be breached could be missed. See PNC L/O Letter 2023/044 for further information.
CPN	COMMUNITY PROTECTION NOTICE: For recording a Community Protection Notice issued to an individual or organisation regarding localised antisocial behaviour, where national circulation is deemed appropriate. A reference to the locally held record should be included.
CSE-PERP	CHILD SEXUAL EXPLOITATION - PERPETRATOR: To indicate that the subject is or may be involved in Child Sexual Exploitation based on offending or intelligence held. <i>These entries should be carefully managed and may be linked to a specific victim or group of victims.</i>
CSE-V (W)	CHILD SEXUAL EXPLOITATION - VULNERABLE: To indicate that the subject is or may be a victim of Child Sexual Exploitation based on offending or intelligence held. <i>These entries should be carefully managed and may be linked to a specific perpetrator or group of perpetrators. When a subject becomes an adult consider a "Vulnerable Person" report if appropriate.</i> <i>Forces will need to manage their policies for these entries carefully, respecting the human rights of the victim, a duty of care and their right to privacy.</i>
DANGEROUS	POTENTIALLY DANGEROUS PERSON (VISOR): For the purpose of enabling a Potentially Dangerous Offender recorded on ViSOR to be linked with a corresponding PNC record, where no PNC record already exists.
DV-PERP	DOMESTIC VIOLENCE - PERPETRATOR: To indicate a subject is responsible for domestic abuse , and a force determines their domestic violence offending needs to be highlighted to operational officers.
DV-V	DOMESTIC VIOLENCE - VULNERABLE: To indicate a subject has been or is the victim of domestic abuse and a force determines vulnerability needs to be highlighted to operational officers. <i>Forces need to manage their policies for these entries carefully, considering duty of care alongside the human rights and right to privacy of the victim.</i>
ENHPL	ENHANCED PRISON LICENCE CONDITIONS APPLY: To indicate that the force has requested specific prison licence conditions be imposed. <i>These entries do not fall with the National Prison Licence update work by 02PL and are the responsibility of forces.</i>
FNO (W)	FOREIGN NATIONAL OFFENDER - IMMIGRATION: Foreign national prisoners who have been released from custody and await deportation, to highlight UKVI interest in them. <i>These entries are updated by UKVI under force code 69UK.</i>
GANG-M	GANG - MEMBER: To indicate that a subject is a member of a gang and may be involved in gang related activity.

HBV-V (W)	HONOUR BASED VIOLENCE - VULNERABLE: To record in appropriate cases a victim or potential victim of Honour Based Violence (HBV) or forced marriage. Address details must not be added to the PNC record.
INTELL	INTELLIGENCE REQUIRED: To indicate that a force/agency requests intelligence on the subject's activities and their associates. <i>These entries should include an appropriate method for any intelligence gathered to be sent to the requestor.</i>
MANOFF	MANAGED OFFENDER: To support the use of the PP Information Marker for Integrated Offender Management (IOM) subjects or any other managed offender scheme where specific action may be required. <i>This may include requested action(s) to be taken should a subject be arrested and/or sent to court.</i>
MARAC	MARAC ASSESSED HIGH RISK DOMESTIC OFFENDER: Subject assessed by MARAC (Multi-Agency Risk Assessment Conference) as a high risk Domestic Violence offender. If the person comes to notice inform the relevant force DV unit.
OPP-V (W)	ORDER PROTECTED PERSON - VULNERABLE: To record that a subject is a protected person relating to an order. Details of the respondent(s) should be included in additional information text. <i>An IX Marker should also be used.</i>
PSPN	PSYCHOACTIVE SUBSTANCE PROHIBITION NOTICE: To record the Prohibition Notices under Psychoactive Substance Act 2016. The weed date needs to be set to the notice expiry date which can vary.
S136MHA	SECTION 136 MENTAL HEALTH ACT: To record a person who has been dealt with by police under Section 136 of the Mental Health Act to assist with any later interaction with police.
SUPSCOT	SUPERVISION ORDER/REQUIREMENT - SCOTLAND: Juveniles aged 16 or 17 who are subject to a Supervision Order may be recorded (by Police Scotland only).
TTL-REP	THREATS TO LIFE WARNING - RECIPIENT: To indicate that the person has been subject of a TTL referral as a person involved in threatening the personal safety of another or has been issued a TTL Disruption Notice. For more information see the NPCC National Threats to Life Guidelines. <i>The text of the report should reflect the current status of the referral.</i>
TTL-V	THREATS TO LIFE WARNING - VULNERABLE: To indicate that the person has been subject of a TTL referral as a person whose personal safety is in danger or has been issued a TTL Warning Notice. <i>The text of the report should reflect the current status of the referral.</i>
VULNER	VULNERABLE PERSON: To indicate that a subject has come to notice of police or had a police interaction where they are deemed to be vulnerable. Only to be used if no specific "Vulnerable" category exists. <i>Forces need to manage these entries carefully, respecting human rights of the subject, a duty of care and their right to privacy.</i>
MISC	MISCELLANEOUS ENTRY: To record information about a person that does not meet the criteria of any of the other categories specified above. MISC may be used in conjunction with a Contagious Warning Signal as a short-term measure (expiry date of up to 14 days, matching the duration of the restrictions) to record Covid-19/Coronavirus cases when the subject has been directed to isolate by a police officer, immigration or public health official (see L/O Letter 2020/013).

	MISC may be used to record the fact that a force has received a request from the data subject to restrict use of their personal details whilst a request to amend or erase these is being considered by the data controller. See L/O Letter 2021/042 for further information and the suggested text.

Requests for Restriction of data on PNC – New Process

Under data protection legislation controllers (owners) are obligated to ensure that personal data is accurate and up-to-date. Data subjects have the right to request the rectification or erasure of their personal data and controllers must apply an appropriate exemption if they wish to reject the request. Data subjects also have the right to request the restriction of the use of their personal data, this can be used to temporarily restrict access to the data while a data dispute is being addressed.

It is not possible to apply a technical restriction to specific data on PNC and it is for each Force to decide how they respond to subject rights requests. A new process has been agreed for recording on PNC that a request for restriction has been received by a Controller.

If the request involves a request to restrict data the Controller should record the following in the OI – Miscellaneous field of the PNC record;

----- (Force) has received a subject rights request for restriction (delete as appropriate) from the data subject. The specific data that this applies to is ----- (state specific data it applies to). The restriction is to allow for the Controller to consider a request for rectification/Erasure (delete as appropriate). While this is being considered please process with caution. Further information can be obtained from ----- (add force contact). This text will be reviewed on ----- (add date, no longer than one calendar month)

Note that the following PNC L/O Letters may contain useful background information on the Report type concerned, but references to the use of LOCATE/INFO reports should be replaced by the relevant OI Police Report.

CPN	PNC L/O Letter 2015/024
CSE-V	PNC L/O Letter 2015/046
HBV-V	PNC L/O Letter 2008/107
MANOFF	PNC L/O Letters 2012/055 and 2012/063
PSPN	PNC L/O Letter 2016/025
S136MHA	PNC L/O Letter 2016/047
TTL-REP and TTL-V	PNC L/O Letter 2011/049

For a person linked to metal theft, in order to share intelligence nationally:

MISC PNC L/O Letter 2014/007

5. OPERATIONAL INFORMATION REPORT CONTENT

The existence of an Operational Information report on a record is evident by the appearance on the Status Line of the code OI followed by a numeric, signifying the number of reports associated with that record. Up to 99 reports may be present on a record. They will be displayed in order of Start Date with the oldest first. Reports which have passed their End Date but have not yet been weeded will be marked in inverse video.

Other information present includes the items described below.

5.1 OI Report Type

The full name of the ORDER or POLICE report type is displayed, e.g. DOG CONTROL ORDER or VULNERABLE PERSON.

5.2 Issued At

This is a mandatory field containing the Court which issued a Court Order, or the location relating to a POLICE report, e.g. police station or roadside location.

5.3 A/S Reference and Reason

This is an optional field containing up to two elements - an Arrest/Summons reference and a reason. The A/S reference is for the case to which an Order relates. The reason for the existence of the OI report may be specified.

5.4 Power or Action

For ORDER reports this is the associated Power of Arrest (e.g. CONDITIONAL ARREST), and for POLICE reports it is the associated Action (e.g. INFORMATION). In all cases the value is system generated, and may not be amended.

5.5 FS Reference

The Force/Station reference of the station making the entry, followed by a local reference, e.g. to a local system entry which relates to the supporting documentation. It is this station which should be contacted for further information.

5.6 Case Papers

The Force/Station Code indicating the location of the relevant information supporting the report.

5.7 Start Date

This is a mandatory field indicating the date the Order or Police Report started. It must contain a valid date not later than the date on which the OI report was created, and it must be earlier than the End Date. The #NU or #OI transactions may be used to modify an existing Start Date. If #OI is used the correct FS Reference must be entered.

5.8 End Date

This is a mandatory field indicating the date the Order or Police Report is due to expire. For some report types, the End Date may be enforced and will not be modifiable when creating the report. In general, the End Date for ORDERS is specified by the user when being created, and for POLICE reports it defaults to 3 years. The exceptions are ASB-DR (1 year) and CPN, ENHPL, OPP-V, PSPN, SUPSCOT (specified by the user).

The #NU or #OI transactions may be used to modify an existing End Date. If #OI is used the correct FS Reference must be entered. The date 99 99 9999 may be specified to set the End Date to UNLIMITED.

5.9 Text

Up to three lines of free text, each of up to seventy characters, may be added to provide additional information **not** supplied elsewhere in the record. This text must give enough detail for an officer to carry out lawful procedures, for example the action to be taken if the subject has a Forced Marriage Protection Order (FMPO), or the contact details for an intelligence request (INTELL).

6. OFF-LINE SEARCHES

It is possible to carry out an off-line descriptive search of the OI category when a name is not known, using batch job QUSRCH (see [Chapter 7, section 2.17](#)). In some cases an online QUEST search may be used instead. Requests for QUSRCH searches should be submitted by an authorised signatory to the ITNow Service Desk, who will handle any questions relating to the search or its parameters. A Force/Case reference, an officer or department dealing and a telephone contact point must be included.

A search may be carried out on all or any of the following:

- * Name or Partial Name
- * Sex: Male; Female; Unknown
- * Colour: White; Non White; Unknown

- * Ethnic Appearance Code: 0 - 6
- * Height Range: Metric or Imperial
- * Age or Age Range
- * Offence Codes
- * Postcodes
- * Marks Scars Tattoos: Type; Position; Part of Body
- * Warning Signals or Information Markers

In order to obtain a checklist of all OI reports owned by a Force, Division or Station, or a sample for audit purposes, or statistics, the batch job NO200J may be requested (see [Chapter 7, section 2.3](#)). This includes the option to select all or specific Orders or Police reports.

7. UPDATING OI REPORTS

7.1 The #NU Transaction

When creating a new record and OI report using the #NU transaction, the input should consist of the Force/Station code and as many of the known NASCH factors, followed by O in the Report Type field to indicate that an OI report is to be created. Where a record already exists the O should be omitted.

When a report is to be added to a record which already exists on the PNC, access can be gained to it by the use of the #NU transaction code and entry of the Force/Station Code and known NASCH factors or PNCID/CRO number and Checkname. The option to create a record is not given when the record is accessed using a PNCID/CRO number and Checkname. An automatic search of the database is carried out for possible matching records.

Once the OI screen has been reached, the display will either state that no Operational Information reports exist, or those reports already present on the record will be displayed for amendment, or the option to create a new report can be taken. Once this format has been completed and accepted, a second screen format is displayed for completion. Its appearance is determined by the data entered in the first screen.

If reports already exist on the record, they will be presented in chronological order of Start Date, with the earliest first. Only those options that the operator is entitled to use will be displayed for selection.

7.2 Update

UPDATE? (A/T/D). This field is displayed on each Operational Information report page, and relates specifically to the OI report on screen at the time. The various options mean:

- * A - Amend
- * T - Transfer
- * D - Delete

A full description of the functionality of each option is described in the by-pass transaction code #OI below.

7.3 Create

CREATE OI REPORT?

If it is desired to create a NEW Operational Information report, rather than amend the existing report being displayed, then Y (for Yes) should be entered in this field.

7.4 After Creation

When a new record has been created, the PNC will automatically retrieve the full record for inspection.

7.5 Bypass Transaction #OI

As an alternative to using the #NU transaction, the "bypass" transaction #OI may be used. This may be used to create an OI report on a Names record that already exists, or to amend, transfer or delete an existing OI report. The same functionality is available within the #NU transaction.

The initial input screen is the same for all options (Add, Amend, Delete, Transfer) namely:

- PNCID or CRO number
- Checkname
- Force/Station Code
- Force/Station Reference (which comprises a valid F/S Code and an oblique followed by up to 14 characters)

7.6 Inserting an OI report

The Force/Station Reference entered must **not** match the one on any existing OI report on the person's record, otherwise that OI report will be presented for amendment. Enter Y in the fields CREATE OI REPORT? and COMMENCE UPDATE?, then on the next screen the required CLASS (O for ORDER or P for POLICE) and REPORT TYPE. On the final screen complete the remaining fields described in [section 5](#). Upon successful completion of the screens the report is added to the record.

At the completion of the report creation, the system automatically displays the record, starting with the OI element, in the #NE enquiry mode, complete with the standard paging and printing facilities offered by that transaction.

7.7 Amending an OI report

The Force/Station Reference entered **must** match the one on the existing OI report to be amended. Enter A in the UPDATE?(A/T/D) field. The system displays the report and allows its contents to be updated.

At the completion of the update, the system automatically displays the record starting with the OI element in the #NE enquiry mode, complete with the standard paging and printing facilities offered by that transaction.

7.8 Deleting an OI report

The Force/Station Reference entered **must** match the one on the existing OI report to be deleted. Enter D in the UPDATE?(A/T/D) field, then Y in the APPROVE DELETION OF OI REPORT (Y/N)? field on the next screen. If as a result of the deletion the record is left with no elements (i.e. no Offence Processing, WM, OI, DD or FC elements) the entire record, including the nominal detail, is automatically deleted from the system.

If the source record contains other reports the nominal details are unaffected. In this case, at the completion of the update, the system automatically displays the record in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

7.9 Transferring an OI report from one record to another

The Force/Station Reference entered **must** match the one on the existing OI report to be transferred. Enter T in the UPDATE?(A/T/D) field, in order to transfer a single report from one record (source) to another (destination).

The system presents a screen containing the Status Line and NASCH factors present on the record. With this will be a format requesting the input of:

- PNCID or CRO number
- Checkname

of the destination record. The system then displays the selected report for confirmation of the transfer. This is achieved by changing the field CONFIRM TRANSFER OF THIS REPORT from N to Y and pressing SEND.

If confirmed, the report is deleted from the source record and added to the destination record. If the source record contains other OI reports, or has WM or DD reports, or has an Offence Processing element, the Nominal details are unaffected. If the transferred report is the last report on the source record, and the record contains no other elements, the source record will be deleted from the application.

If the source record contains other reports, the nominal details are unaffected. At the completion of the update, the system automatically displays the DESTINATION record starting with the OI element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

If this update is performed as part of the #NU transaction, the source record is displayed at the completion of the transaction in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

8. OPERATIONAL INFORMATION FIELD RULES

The creation of an Operational Information report is split across two screens. This is to allow the PNC to “tailor” the second screen to the requirements of the report being created. If a field is not required for a particular report type it is not displayed, e.g. if Class is POLICE and Type is INTELL, the END DATE field is not displayed because the system sets the weed date to 3 years after the START DATE.

8.1 Class

Description This mandatory field identifies the classification of the displayed report.

Input O or ORDER
P or POLICE

The Class may not be amended once a report has been created.

8.2 Report Type

Description This mandatory field is used to specify the type of Order or Police report.

Input One of the valid types listed in [section 4.1.1](#) or [section 4.2.1](#).

The Report Type may not be amended once a report has been created, unless it is MISC. A Miscellaneous Order may be changed to a different Order type, and a Miscellaneous Police report may be changed to a different Police report type.

8.3 Issued At

Description This mandatory field contains the Court at which an Order was issued, or the location relating to a Police report.

Input The input is a text field of up to 40 characters.

8.4 For - A/S Reference and Reason

Description This optional field may contain up to two elements: the Arrest/Summons reference of the case to which the Order relates and the reason the OI report exists.

Input If the A/S Reference is entered it must be a valid A/S number, of up to 20 characters. If the reason is entered the input is a text field of up to 40 characters.

8.5 Power or Action

Description This field is used to display the Power of Arrest for ORDER reports, and the Action to be taken for POLICE reports.

Input The input to this field is system generated. For most Orders it will contain a value such as CONDITIONAL ARREST or VARIABLE - SEE TEXT, and for most Police reports it will contain INFORMATION.

8.6 Force/Station Reference

Description This mandatory field contains the Force/Station code and Reference number applicable to this entry.

Input The input consists of two parts, separated by an oblique character. The first is the Fce/Stn code, the second is a unique local reference, comprising alpha, numeric, oblique or hyphen characters, ending with a year element, e.g. 07B4/6712/24.

8.7 Case Papers

Description This mandatory field is used to indicate the location of the relevant information supporting this report, which should be available on a 24-hour basis.

Input An acceptable Fce/Stn code must be entered, e.g. 13B1.

8.8 Start Date

Description This mandatory field requires entry of the start date of the Order or Police report.

Input Standard date format DDMMYYYY. It must be equal to or earlier than the date on which the OI report is created or amended.

8.9 End Date

Description This mandatory field requires entry of the expiry date of the Order or Police report. After this date the report will automatically be deleted from the record.

Input Standard date format DDMMYYYY or 99999999 to denote UNLIMITED. It must be later than the date on which the OI report is created or amended. For ORDER reports the user must specify the End Date. For POLICE reports this date is in most cases system generated, upon creation of the report, though may be later modified using #NU or #OI.

8.10 Text

The text field is used for:

- * providing sufficient information regarding an offence to enable a lawful arrest to be executed
- * clarifying or amplifying information in other fields
- * including important information not provided for in other fields.

The following criteria apply:

- * In POLICE reports the text must be used to make clear to enquiring officers what action they should take. Note, this must not be 'Arrest'.
- * Further explanation of Information Markers, Marks and Scars etc can be catered for within the Nominal part of the record.
- * Any other relevant details, e.g. vehicles used, clothing or jewellery worn, description of MO used etc. should all be added to other sections available within a record, e.g. Characteristics and Record Other Detail.
- * You can now use Brand names in Wanted/Missing Reports. See PNC L/O Letter 2024/044 for further details

IMPORTANT NOTE

Abbreviations may be used but only when absolutely necessary to conserve space. Any used must appear on the list of standard abbreviations issued by NPCC. This list is incorporated into [Chapter 1, Appendix 1](#).

Description Text is mandatory in all reports. It **must** provide sufficient detail to justify any action being suggested by this report. Do not include a physical description, as this should be entered onto the Nominal section of the record.

Input Up to 210 characters of free text, which would assist in the lawful apprehension and detention of the subject.

8.11 Notification/Relevant Address

Description This field caters for the entry of the subject's home address for the purposes of satisfying the notification requirements of certain types of Order (e.g. SEXREG, VOO) and is mandatory for those Orders. For other Orders or for Police Reports this field

may be used to record a home address relevant to the report. This is held as a Home Address.

Input Standard Address format of up to five rows of 32 characters each, plus a postcode.

8.12 Conditions/Information

Description This optional field allows the addition of Conditions associated with an Order or Information associated with a Police report to be added to an OI entry. In each case an associated address may be added (see [section 8.13](#)).

Input Test field of up to 200 characters. Up to 20 occurrences of Conditions may be added if the report class is ORDER, and up to 4 occurrences may be added if the report class is POLICE.

8.13 Condition/Information Address

Description This optional field may be used to record an address associated with each of the 20 conditions which may be present on an Order report, or the 4 areas of information which may be present on a Police report. If present, these addresses are held as OI Conditions/Information addresses (type I).

Input Standard Address format of up to five rows of 32 characters each, plus a postcode.

9. FIELD RULES FOR ORDERS (REGISTERED SEX OFFENDERS)

Generally the field rules that relate to the Wanted/Missing category also apply to the Operational Information category.

The success of this process depends on close liaison and co-operation between forces. Where a force which created an Order in relation to a sex offender who subsequently moves to another force, or where that person is subsequently convicted in another force area and receives another notification requirement* the first force should comply with any request to amend their entry, unless it is deemed unreasonable. The most important feature is that appropriate information is available to all users to enforce the legislation and protect the public. The following document provides further guidance:

<http://webarchive.nationalarchives.gov.uk/20100413151441/http://www.crimereduction.homeoffice.gov.uk/sexual/sexual027.htm>

* Note: an offender cannot be subject to more than one notification requirement simultaneously, so the later date takes precedence and should be reflected in the PNC entry.

9.1 FS/Reference

The force that first registers a Sex Offender is usually the force where the sex offender resides at the time of initial registration. The force first registering retains ownership throughout the period of registration, wherever the offender subsequently resides. Do **not** delete and re-enter Offenders subject of this legislation if they move to another force area.

9.2 Case Papers

Description Indicates the force who currently holds the registration and where the supporting documentation for the sex offender is held. If a registered Sex Offender moves into another force area, upon notification the receiving force should contact the force owning the original registration, and request:

- * copies of any supporting documentation and intelligence
- * that the force owning the registration changes the Case Paper Location to that of the new force.

Input Force/Station Code

9.3 Power

Defaults to CONDARREST. Breaches of Sex Offenders legislation have a Power of Arrest.

9.4 Reupdate

The date when the notification requirements took effect. This may be either the conviction or sentence date, depending on the circumstances of the conviction or sentence.

9.5 A/S Reference Number

The A/S Reference Number supporting the conviction and the requirement to register.

9.6 Free Text

The minimum requirement is one of the following entries:

* Required to Notify by (Date) - Optional

This indicates that the offender is subject of a requirement to notify police of their whereabouts and it will take effect from the date shown. If the offender has not registered by that date then they will have committed an offence. If the subject has not notified after that date, the entry must be amended to 'Failed to Notify On (Date)' – see below.

Forces may wish to delay entering any PNC data until the 3 days has elapsed, when they may enter either 'Notified On' or 'Failed to Notify', whichever is appropriate.

* Required to Notify but in Custody

This indicates that the offender is subject of a requirement to notify but is currently serving a term of imprisonment. Upon release from custody this person is also required to register within 3 days.

Prison release processes will include a reminder to the offender of the requirement to notify and a notification to the police force in which the released will reside. Upon receipt of this notification the entry should be changed to 'Required to Notify On (Date)' – see above.

If the subject has not notified after that date, the entry must be amended to 'Failed to Notify On (Date)' – see below.

* Notified On (Date)

This indicates that the offender has fulfilled the original notification requirement.

* Re-notified On (Date)

This indicates that the subject has complied with the annual requirement to further notify police of their details. If the subject has not re-notified on the appropriate date, the entry must be amended to 'Failed to Notify On (Date)' – see below.

* Failed to Notify On (Date)

This indicates that the subject has failed to notify details as a requirement of the Act. Forces should consider the addition of a WM entry.

* Required to register if returns to the UK from abroad

This indicates that the offender is subject of a requirement to notify but is currently residing abroad (with no known date of return). Upon return to the UK this person is required to register within 3 days. When the offender has fulfilled the notification requirement the entry should be changed to 'Notified on (Date)'.

The above information is a minimum requirement. Forces should also include any information that they feel may assist enforcing this legislation.

9.7 Sex Offender Orders

Part 2 of the Sexual Offences Act 2003 introduced a number of Civil Orders. Some of these were replaced in England & Wales by two new Orders (SEXHARM and SEXRO) that were introduced by the Antisocial Behaviour, Crime & Policing Act 2014. An order can include restrictions on the activity of the offender and attracts notification requirement for the duration of the order. Each order imposed should be recorded as a separate OI entry in the ORDERS category, with the qualifier as shown below, and the details recorded in the free text of the entry.

Further information may be recorded in the Other Details (OD) page and cross-referenced to the relevant entry. When a record contains a number of orders, either sexual or otherwise, that utilise the OD page then great care must be taken in cross-referencing the conditions to the appropriate OI entry.

Notification Orders (SEXNOT)

The Sexual Offences Act 2003 introduced Notification Orders and Interim Notification Orders, which are intended to protect the public in the UK from the risks posed by sex offenders who have been convicted, cautioned etc. for sexual offences committed overseas. Such offenders may be British citizens convicted, cautioned etc. abroad, or foreign nationals who reside in the UK with a previous conviction, caution etc.

In such cases the granting of the Notification Order is recorded on the PNC in the Orders category as indicated below. This forms the 'notification' requirements and will often be the single report. The conviction details may or may not already be recorded on PNC. Where they are not, forces should either:

- (i) create or own the relevant data themselves (which formed the basis for the application) or
- (ii) liaise directly with the Serious Sex Offences Unit **S.23(1)** or ICPO to arrange for details to be added.

Sexual Harm Prevention Order and Notification (SEXHARM)

The Antisocial Behaviour, Crime & Policing Act 2014 introduced Sexual Harm Prevention Orders, which replaced SOPOs, ROSHOs and FTOs in England & Wales. The PNC recording process is as shown under SEXPO below.

Sexual Risk Order and Notification (SEXRO)

The Antisocial Behaviour, Crime & Policing Act 2014 introduced Sexual Risk Orders, which replaced ROSHOs in England & Wales. The PNC recording process is as shown under SEXPO below.

Sexual Offences Prevention Order and Notification (SEXPO)

The 2003 Act introduced Sexual Offences Prevention Orders (SOPOs) and interim SOPOs, which are intended to protect the public from the risks posed by sex offenders by placing restrictions on their behaviour. The SOPO and interim SOPO also require the offender to register their details to the police as set out in Part 2 of the Sexual Offences Act 2003. The SOPO updates, replaces and combines the Sex Offender Order (introduced in the Crime and Disorder Act 1998) and the Sex Offender Restraining Order (introduced through the Criminal Justice and Court Services Act 2000).

A new OI entry is created for each order issued, which will supplement any existing OI entry.

The correct notification period must be recorded for persons who are subject to a SOPO in addition to a standard Sex Offenders Notification. The completion of the SOPO should follow the same format at that of the SEXREG entries in respect of notification and re-notification (see [section 9.6](#) and PNC L/O Letter 2011/075). The expiry date of the entry should reflect the length of the order itself and be independent of any other notification period for the person.

The text should also include the notified address. This will remove any confusion in respect of the status of dated Home Address entries in the Address (AD) page, as these can easily be superseded by non-notification related entries.

To assist officers in determining if an offence has been committed, it is good practice to record the re-notification requirements for changes to address etc in the last condition of the report.

Foreign Travel Orders (SEXTRAV)

The 2003 Act introduced the Foreign Travel Order. This is a civil preventative order and is intended to prevent offenders with convictions for sexual offences against children from travelling abroad where there is evidence that they intend to commit sexual offences against children abroad. This may be recorded on a new OI entry to supplement the notification requirements.

Risk of Sexual Harm Orders (SEXRISK)

The 2003 Act provided for a civil preventative order, the Risk of Sexual Harm Order (ROSHO). This is a civil order that can be applied for by the police against any person thought to pose a sexual risk to children aged under 16. The orders originally arose out of the work of the Home Office Task Force on Child Protection on the internet, which identified a gap in the law concerning the grooming of children by paedophiles.

It is not necessary for the defendant to have a previous conviction for a sexual offence. A person subject to a ROSHO will not be subject of the notification requirements, but breach of a ROSHO will be a criminal offence, which will entail compliance with these.

A Risk of Sexual Harm Order may be granted in respect of a person against whom there are no convictions. In such cases the AS reference will be replaced with the text 'Risk of Sexual Harm Order'.

Notification of Foreign Travel

Notification of foreign travel under the regulation requires a person to notify police in person at a police station of their intention to travel, including details of the accommodation arrangements for the first night outside the UK. The offender will be provided with documentary evidence of their notification and it is therefore not a requirement that details of these notifications will be recorded on PNC. However, where forces choose to record details of a bona fide foreign address, this may be recorded on the relevant Address field.

Parental directions

The Act permits that an order may be made against a parent (or local authority) to make the notification requirements on behalf of a juvenile offender. Although details will be shown on the offender's Disposal History that parental directions have been made, there is no requirement to record this separately on the parents' PNC record. Management of this aspect of the requirements will be undertaken by forces' Public Protection Units or MAPPAs.

9.8 General Information

Address information will be included on the AD page and the last home address will be the registered address. Forces are encouraged to include any temporary addresses in Address Other, as these may provide useful intelligence.

Where the address is No Fixed Abode, sex offenders are required to notify police weekly of their location, under the Sexual Offences Act 2003 (Notification Requirements) (England and Wales) Regulations 2012. The text of the relevant SEXREG or SEXHARM entry should indicate that the subject has made an Initial Notification or Re-Notification and the date replaced with standard text SEE VISOR FOR FULL DETAILS OF RE-NOTIFICATION. This text should also be placed in the first line of the address. Both the Order and the Address should only be updated when the NFA contact point changes. See L/O Letter 2012/064 for further details.

National Insurance details may be shown in the ID Numbers field.

10. VIOLENT OFFENDER ORDER AND NOTIFICATION

Violent Offender Orders (VOOs) were introduced through provisions in the Criminal Justice and Immigration Act 2008. They are intended to protect the public from the risks of serious violent harm caused by the offender, for example by preventing them going to specified places, attending specified events or having contact with specified persons, for between 2 and 5 years.

The correct notification period must be recorded for persons who are subject to a VOO. The completion of the VOO should follow the same format at that of the SEXREG entries in respect of notification and re-notification (see [section 9.6](#) and PNC L/O Letter 2011/075). The expiry date of the entry should reflect the length of the order itself and be independent of any other notification period for the person.

The text should also include the notified address. This will remove any confusion in respect of the status of dated Home Address entries in the Address (AD) page, as these can easily be superseded by non-notification related entries. The owner of the VOO entry will remain the force that applied for the order. The current force managing the offender will be shown as the Case Paper owner.

To assist officers in determining if an offence has been committed, it is good practice to record the re-notification requirements for changes to address etc in the last condition of the report.

11. FOOTBALL EXCLUSION ORDERS

With effect from 28th August 2000, Domestic Football Banning Orders and International Football Banning Orders were merged into **Football Banning Orders** as a consequence of the Football (Disorder) Act 2000. The Police, Public Order and Criminal Justice (Scotland) Act 2006 Part 2 implemented the same procedure in Scotland from September 2006. Football Banning Orders were previously issued under the Football Spectators Act 1989. Exclusion Orders should now be recorded using the class ORDER and qualifier SPORTBAN.

NOTES

CHAPTER 15 - THE DISQUALIFIED DRIVER ELEMENT

1. SOURCES OF DISQUALIFIED DRIVER DATA

DD Element of PNC Names Records

Since 1980 the police service has been responsible for maintaining disqualified driver reports on the PNC, based on information provided by courts and cross-checked with DVLA. The effort in updating PNC, and resolving conflicts with other data sources, is offset by the fact that the data may be used for any valid policing purpose, including intelligence. **Current national policy states that it is up to forces to decide whether or not to continue to update the DD element of the PNC Names file. Cessation should only be considered with a risk based approach and adherence to Data Protection principles** (see PNC L/O Letter 2012/030).

#DL Transaction

Since 2002 the PNC has provided a text-based copy of driving licence records, updated regularly by DVLA (see [Chapter 17](#)). This is the definitive source of Great Britain driving licence data, and provides online access to information similar to what would be obtained by submission of form DQ1 to DVLA. #DL displays the majority of disqualification data. The use of #DL is restricted to relevant Road Traffic legislation and is governed by a Memorandum of Understanding (MOU).

Driver Validation Service (DVS)

DVLA also provides to registered data partners a browser-based link to their driving licence data, via a secure portal. This includes the photo of the licence holder, if one exists. The use of DVS is restricted to relevant Road Traffic legislation, is governed by an MOU and is subject to auditing.

1.1 Courts

The data from which the Disqualified Driver report is comprised emanates from the court responsible for sentencing the subject and disqualifying them from driving a motor vehicle on a road. The information is passed to the prosecuting force, which is responsible for the entry (and any subsequent amendment or deletion of) the data onto the PNC. This must be done **within 24 hours** of the court's decision being made.

In the following instances a person is not allowed to drive a motor vehicle on a road even though they have not been disqualified from doing so by a court:

- * licence suspended pending production of licence
- * licence revoked by the DVLA (possibly due to notification of a medical condition)
- * licence suspended by the DVLA as a condition of a Probation Order
- * licence suspended as a condition of bail
- * disqualified by reason of age
- * licence revoked under the Road Traffic (New Drivers) Act 1995 for receiving 6 or more penalty points within 2 years of passing the driving test.

None of the above are recorded on the PNC as part of the Disqualified Driver element. Information regarding a person who falls under any of these categories can be obtained using DVS or the Drivers Application, **if appropriate**, or from the DVLA, or in some cases from the Disposal History element of the subject's record.

1.2 DVLA

Information is also passed from the sentencing court to the DVLA, who create or update their records. The data held on the PNC about the subject's disqualification is examined by the DVLA

and the PNC report is subsequently confirmed using data sent by the court to the DVLA, providing they agree with the entry made by the prosecuting force. If there is conflict between the DVLA's data and that held on the PNC, the prosecuting force will have to take steps to resolve the problem through liaison with both the sentencing court and the DVLA.

Each force has one (or more) nominated DVLA liaison officer, who is authorised to contact the DVLA Police Enquiry Unit. A driver's full history can be obtained by submitting form DQ1 to the DVLA. Queries relating to PNC disqualified driver records should be addressed to the ITNow Service Desk.

If it is discovered that more than one Driver Number exists for the same person, the DVLA should be notified immediately using their form D137. The DVLA will reply advising the preferred Driver Number, which must be inserted into the Names record. Records having Driver Numbers other than the preferred number will be deleted from the PNC by PNC Operations on notification of the preferred number by the DVLA.

1.3 Types of Disqualification

There are five types of disqualification seen on the PNC:

- * **Life** where a person is disqualified for the rest of their life.
- * **Absolute** where a period of disqualification is specified, e.g. six months.
- * **DTTP** where a person is disqualified from driving until they have passed a Department of Transport (DOT) driving test. They may, however, still drive during the period of disqualification, provided they adhere to the Provisional Licence Holder conditions, i.e. "L" plates to be displayed and, where applicable, to be supervised by a suitably qualified person.
- * **Combination** where the person has been given an Absolute disqualification followed by a DTTP. Consequently that person cannot drive at all for the period of the absolute, but upon expiry of that they may then drive providing they adhere to the conditions mentioned above.
- * **Interim** where a court disqualifies a person until they are sentenced at a later date. This type of disqualification can only last a maximum of six months from the date the order is made by the court, and a further interim order of disqualification in relation to the original offence cannot be issued once the first order expires. In Scotland, although the initial period of disqualification cannot exceed 6 months, it can be extended during the 6-month period.

2. DISQUALIFIED DRIVER REPORT CONTENT

The existence of a Disqualified Driver report on a record is evident by the appearance on the Status Line of the code DD, followed by a numeric signifying the number of reports associated with that record. The purpose of this element is to record details of any disqualification(s), imposed by a court, that relate to the subject. Up to 20 current disqualifications are shown, displayed in expiry date order, with the longest period to run shown first. A maximum of two disqualifications may be displayed on any one page and will contain the information described below.

2.1 Disqualified Until

This is the expiry date of a disqualification. Disqualifications expire at midnight on the date shown. LIFE and UNTIL TEST PASSED are also valid entries.

A date with 'TEST REQ' in brackets beside it indicates that the subject has an absolute period of disqualification until the date shown, and is then allowed to drive (subject to provisional licence conditions) until a DfT driving test is passed, at which time the disqualification will cease to apply.

When the absolute disqualification date passes, the system automatically removes the date and displays the literal 'UNTIL TEST PASSED', with a note indicating 'ABSOLUTE PERIOD EXPIRED'. Expired reports are weeded after 7 days, the report will show 'WARNING: REPORT EXPIRED'.

2.2 DVLA Expiry Date

This is displayed only if the DVLA expiry date differs from that recorded by the police on the PNC. The text will show 'Expiry Date in Dispute'.

2.3 F/S Reference

This is the Force/Station code of the station reporting the entry. It is this station which should be contacted for further information. The code is followed by a local reference, e.g. a local document number.

2.4 Court

This indicates the name of the court imposing the disqualification.

2.5 Date

The name is followed by the date from which the sentence applies, which may be:

- * the date of sentence, when the disqualification is first imposed
- * the date on which the "Interim Disqualification" was first imposed
- * the date when an appeal was dismissed (if the disqualification was, at some time, suspended pending appeal)
- * the date of abandonment of an appeal (again, if the disqualification was suspended pending appeal).

2.6 DVLA Confirmed/Unconfirmed

This clarifies whether or not the disqualification report content has been confirmed by the DVLA.

2.7 Expiry Date In Dispute

This information will be seen when there is a discrepancy between the police and the DVLA expiry dates. When present, the prosecuting force must take steps to clarify the correct expiry date through liaison with the sentencing court and the DVLA. Also present on the report may be the Driver Number, which relates to the subject's record held at the DVLA. If the reference appears not to relate to the subject displayed on the PNC, check that the reference does not in fact relate to an ALIAS name held on the record.

3. NATIONAL POLICY ON REPORT MAINTENANCE

3.1 Creation

Records and reports can be created and maintained using the #NU transaction code. Once a record exists on the PNC, Disqualified Driver reports can be created and maintained using any of the five bypass transaction codes described later.

When an existing record for the offender is found, then a further disqualification report must be added. The consequence of creating a report is that several printouts will be generated by the system and sent by PNC Operations to those affected.

3.2 Report Ownership

The force receiving the result enters data onto the Names application. The force entering the data is regarded as the owner and is responsible for its accuracy and continuing relevance. Force procedures must ensure that these requirements are met. Report details must also be amended by the owning force to take into account changed circumstances.

3.3 Amendments and Updates

The owner of a report has the ability to amend or update it as and when necessary (dependent on level of authority). The consequence of any amendments or updates to a report is that several printouts are generated by the system and distributed by PNC Operations to those affected. A printout is produced for the report owner and a duplicate is produced for the person's home force if different from the report owner.

3.4 Confirmation of Reports

In cases where police and DVLA expiry dates do not match, and DVLA have contacted the owner of the report agreeing that the police data is correct, the force concerned is responsible for "CONFIRMING" the report. A printout is produced for the DVLA if the expiry date is in dispute.

3.5 Transfer of Reports

The PNC allows the transfer of a report from one record to another. If the transfer results in the removal of one or more Internal Cross-References on the source record, a report of each cross-reference deletion is produced for all the owners of WM and DD reports on the affected records.

3.6 Appeals and Early Removal of Disqualifications

Particular care should be exercised when obtaining court results to ensure that, where an individual lodges an appeal, either immediately after the court hearing or within the 21-day period allowed (10 days in Scotland), the details are obtained promptly to remove the entry from PNC.

All forces must ensure that procedures are in place to receive timely information relating to the following:

- * appeals involving suspension of the disqualification
- * unsuccessful or abandoned appeals which alter the Expiry Date
- * early removals of disqualifications.

Where the prosecuting force relies on the court to supply the information, discussion with the court clerks may be necessary to ensure that all such appeals and the results are notified promptly and consistently. On receipt of notification that a disqualification has been suspended, removed or quashed any corresponding report on the application must be deleted immediately. If a disqualification has been suspended pending an appeal and the appeal fails, is abandoned or results in a different disqualification sentence, this should be treated as a new disqualification and entered on the PNC. Any period already served, prior to appeal, must be counted and the dates altered accordingly.

3.7 Reduction in Disqualification following Drink/Driver Rehabilitation

Courts have the power to offer a reduction in the period of disqualification imposed following conviction for a drink-drive offence. Offenders are offered a specified reduction provided that they successfully complete a rehabilitation course by a given date. Full details of the offer of any reduction should be included in the original court result.

On completion of the course, a numbered Certificate of Completion is issued by the organisation running the course. The original certificate goes to the court that imposed the disqualification, and they are responsible for notifying DVLA of the reduction in disqualification. A copy of the certificate is also sent to the Police Liaison Officer in whose area the court resides, and should be used to update PNC in order to reduce the risk of false arrest. The procedure is shown in [Appendix 9, section 27](#).

3.8 Report Life

A disqualification report will remain on the application until one of the following events occurs:

- * within one week after reaching the Expiry Date the record is deleted automatically by the system. During this time a warning will exist on the report to indicate that it has expired.
- * the force owning the record deletes it. Normally this will immediately follow a court hearing which has suspended, removed or quashed the sentence.
- * the record is deleted by PNC Operations acting on information received from the DVLA, e.g. that a driving test has been passed.
- * death of a Disqualified Driver.

If a force owning a record is satisfied that the subject of a record is deceased, information regarding this must be added to the record via the Information Marker "UNCONFIRMED DEAD" OR "CONFIRMED DEAD" (whichever is applicable).

3.9 Record Deletion

The force responsible for a report must ensure that it is removed from the application if the disqualification no longer applies for any reason other than its normal expiry. If the disqualification is immediately suspended pending an appeal, no addition of a disqualification report should be made until the appeal fails or is abandoned.

If as a result of the use of any delete transaction the record is left with no elements (i.e. no Offence Processing, Wanted/Missing or Disqualified Driver elements) then the entire record, including the nominal detail, is automatically deleted from the system.

If an Offence Processing or WM element is left on a record, and all DD reports are deleted, the nominal information already present on the record will remain except the "FOREIGN LICENCE" marker.

4. TRANSACTION INTERPRETATION

There are two methods of carrying out maintenance on a subject's disqualification report on a record:

- * by using the #NU transaction
- * by using one or more of the five bypass transactions relating to the Disqualified Driver element, which enable a single update per transaction.

The following describes the functionality of the #NU transaction in relation to the Disqualified Driver element and each of the bypass transactions.

4.1 The #NU Transaction

When creating a new record and DD report using the #NU transaction, the Force/Station code and as many of the known NASCH factors must be input. These must be followed by a D to indicate that a DD report is to be created. An automatic search of the database is carried out for possible matching records that will result in one of the responses discussed in [Chapter 11, section 6](#).

Having accessed the record, the display in the case of a new record will consist of the format for completion. Where a record already exists the Nominal Screen is seen and DD must be entered in the Page field. Upon reaching the DD page the display will either be of existing reports with several options, which will be discussed below, or the format for completion.

Where a Disqualified Driver report already exists on the record the display will show two per screen. Adjacent to each report there will be seen several options which may be taken. These options relate to the report they are adjoined to. If a new report is required then the adjacent options are passed over until the CREATE field is reached and a Y is entered. To modify an existing report the following options are available:

- * **A = Amend** Only the FS/REF and COURT NAME field within the format are capable of being amended when the report has already been confirmed by the DVLA. In other instances all fields can be amended.
- * **C = Confirm** This option is used to confirm an expiry date where the DVLA date is in dispute. It may only be used for reports upon which the DVLA have entered an expiry date. When the police expiry date is entered the period of disqualification is recalculated for confirmation.
- * **T = Transfer** This option is used to transfer the report from the record to that of another PNC subject. The input consists of the PNCID and Checkname of the destination record.
- * **D = Delete** This option deletes the report to which it is adjacent. Confirmation is required by entering a Y.

Only the options that the operator is entitled to use will be displayed.

5. FIELD RULES

Except for Text, all of the fields of a Disqualified Driver report are **mandatory** and are completed as follows:

5.1 F/S Reference

Description: The Fce/Stn code of the owner of the report, followed by a local reference concerning the disqualification.

Input: A 19-character input. The first four represent the Fce/Stn code of the force owning the report, followed by an oblique, then a local reference number relating to the disqualification, comprising alpha, numeric, oblique or hyphen characters.

5.2 Court

Description: The name of the court where the subject was disqualified.

Input: Up to 20 characters of the name of the court. "MAGS" is an acceptable abbreviation for Magistrates'.

5.3 Court Date

Description: The date on which the disqualifying court sat and passed sentence.

Input: Standard eight-character date in the format DDMMYYYY, e.g. 31012024.

5.4 Expiry

Description: The date on which the disqualification is due to end.

Input:

- * **Absolute** Enter an eight-character date in the format DDMMYYYY. This will be one day less than the appropriate anniversary of the court date, e.g. if a subject is disqualified on 1st January for one year, the expiry date is MIDNIGHT on 31st December that year.
- * **Interim** An INTERIM disqualification is entered as the date 66666666.
- * **Life** A life disqualification is entered as the date 99999999.
- * **DTTP** The input of 77777777 is used to indicate that the disqualification has no absolute date, i.e. a DTTP.
- * **Combination** A "COMBINATION" disqualification is created by inputting an absolute date, along with a Y in the next field (TEST REQ).

5.5 Test Required

Description: This field is used to indicate that a Department of Transport driving test is required as a condition of the disqualification. It is used in the affirmative in the cases of a DTTP and a combined ABSOLUTE and DTTP.

Input: A single character input of Y to indicate that a test is required.

The automatic default is N to indicate that a test is **not** required and consequently the report is an Absolute, Life or Interim disqualification.

After pressing SEND, the system calculates the period of disqualification and displays it. Once this has been checked the entry is confirmed by pressing SEND once again.

The cursor returns to the Court Date field so that the input can be amended, if the period calculated is incorrect. If this is not the cause of the error the Expiry Date field may be amended, allowing further calculation of the period of disqualification.

5.6 Text

Description: This optional field holds details not catered for in other fields. It should be used to record additional relevant information, particularly where the report relates to an Interim Disqualification or reduction of disqualification following a rehabilitation course (see [Appendix 9, section 27](#)).

Input: Up to 64 characters of free text, which may include non-alphanumeric characters.

6. BY PASS TRANSACTIONS

6.1 Inserting a report (#DI)

This transaction produces the appropriate format for completion. It requires the input of a Fce/Stn code, the PNCID/CRO Number and Checkname before the format of the report is produced. The fields have the same requirements as previously described.

6.2 Amending a report (#DA)

This allows a nominated report owned by a force to be amended. In addition to the Fce/Stn code, PNCID/CRO Number, and Checkname, the FS/REF of the report to be amended must be included. All fields of a disqualified report may be amended, unless it has already been confirmed by the DVLA, when only FS/Reference and Court can be amended. If the setting of the Test Required marker on a confirmed report is disputed, the force should contact the DVLA in order to resolve the dispute. If date(s) are changed on an unconfirmed report, the period of disqualification is recalculated for confirmation.

6.3 Confirmation of disqualification expiry date (#DC)

Used to confirm an expiry date where the DVLA date is in dispute. The FS/REF is required in addition to the other transaction data (Fce/Stn code, PNCID/CRO Number and Checkname). The transaction may only be used for reports upon which the DVLA have entered an expiry date. When the police expiry date is entered the period of disqualification is recalculated for confirmation.

6.4 Transferring reports from one record to another (#DT)

This transaction permits the transfer of a single report from one record (source) to another (destination). On input of the transaction code with a current PNCID/CRO Number, matching Checkname, and FS/Reference, the system presents a screen requesting input of the PNCID and Checkname of the destination record. The system then displays the selected report for confirmation of the transfer. If the transfer is confirmed, the report is deleted from the source record and added to the destination record. If the transferred report is the last report on the source record and the record contains no Offence Processing or Wanted/Missing element, the source Names record is deleted in its entirety. If the transferred report is the last DD report on the source record but the personal details are required because the person has one or more WM reports (and/or possibly an Offence Processing element) the system deletes the FOREIGN LICENCE marker only (if applicable).

6.5 Deleting a report (#DD)

This allows a nominated report to be deleted. In addition to the Fce/Stn code, PNCID/CRO Number and Checkname, the FS/REF of the report to be deleted must be included. Provided the deletion can be made, a request for approval of that deletion is displayed. The response Y will lead to deletion of that report.

NOTES

CHAPTER 16 – FIREARMS CERTIFICATE HOLDERS

1. INTRODUCTION

This chapter contains all information relevant to the operation of PNC in relation to the National Firearms Licensing Management System (NFLMS).

1.1 PNC Element

Introduced in 2007, the Firearms Certificate Holders (FCH) register is a further element of the PNC Names application to supplement the Prosecution, Wanted/Missing and Disqualified Drivers categories which have existed for many years. A person may have one or more of these elements, although the vast majority of persons with FCH content have none of the other three types. The objective of displaying the information on PNC is to provide operational PNC users with current and historical information regarding a subject's firearms certification status.

Report types correspond to the various types of Firearms Certificates which may be issued. The content of each report depends on its type and status.

See [Appendix 11](#) for more details of the types of Firearms Licence reports available, and the relevant data items and validation rules.

2. EXCHANGE OF DATA

2.1 Interface with NFLMS

An interface has been developed to link local force Firearms systems to the National Firearms Licensing Management System. This enables forces to receive data into the NFLMS and automatically generate updates to the equivalent PNC Names record (or to create a new PNC Names record if necessary).

2.2 Creation of data

The following types of update are catered for:

- Creation of new person record with FCH report
- Addition of FCH report to existing person
- Amendment of FCH report details
- Amendment of person details
- Amendment of FCH report status
- Notification of death of certificate holder
- Transfer of FCH report to another person
- Editing a Company Address
- Extension of the weed date of a report due to be weeded

No facilities to add or update FCH data are provided in the online PNC Names application or through the Phoenix Force Interface (PFI).

2.3 PNC Enquiries

The following PNC enquiries from the local Firearms system are also available:

- NASCH enquiry
- PNCID enquiry
- Police Print Request

2.4 National policy regarding report maintenance

Records are created and may be amended only through local force interfaces to the NFLMS.

3. CHANGES TO EXISTING NAMES UPDATE FACILITIES

Although changes have been implemented to existing facilities to allow for the processing of FCH reports, the majority of these follow the same principles as are used in the current processing of data associated with Arrest/Summons, WM and DD reports and will be invisible to the user. However, the following changes should be noted:

3.1 NASC updates

Update of Filename, Date of Birth, Sex and Colour in a record with any A/S or FCH reports will be not be allowed (except by **Data Assurance and Reconciliations Team**). This extends the current rule whereby update of these fields is restricted to **Data Assurance and Reconciliations Team** when the record has any A/S reports. It ensures that if the Name and Date of Birth associated with the FCH report are the same as the record's Filename and Date of Birth, the FCH data doesn't get changed except by a specific update to the FCH report itself (or in exceptional circumstances by **Data Assurance and Reconciliations Team**).

- Update of any Alias Name is not permitted if the name is associated with an FCH report, except by a specific update to the FCH report itself.
- Update of any Alias Date of Birth is not permitted if the date is associated with an FCH report, except by a specific update to the FCH report itself.
- Home address updates are not permitted if the address is associated with an FCH report. The address can only be modified through a specific FCH report update.

4. SEARCH FACILITIES

4.1 Online Search Transactions

Persons with FCH reports can be retrieved in response to the standard #NE (NASCH) search transaction. They can also be retrieved via #NH, #NQ, #NU and #DN.

Persons with only FCH reports but none of the other qualifying elements will not be retrieved by the enquiry transactions #NO, #NX, #NY or #NZ.

5. ONLINE DISPLAY

FCH reports are included in record displays in the following transactions:

- #NE, #NH, #NQ, #DN
- #NO (as long as a WM and/or DD report is present)
- #NU
- all the standard names update bypass transactions which give a #NE type display when the update has been completed.

If a record contains an FCH report this is indicated on the summary response screen by the value F in the TYPE column (i.e. in addition to the W, D and N values already used).

Within the full record display, the presence of FCH reports is indicated on the Status Line and on Menu Screens with the letters FC, followed by a number indicating the number of reports present. The default position of the FCH report section within the record display is between DD and AS. Reports are displayed in abbreviated format on a summary screen (with up to 3 reports per page). The user will then be able to display the report in full by marking it with an X on the summary screen. The full report is output over one or more screens, depending on the amount of data to be displayed.

The display order of FCH reports on the summary screen will be by expiry date. Reports whose expiry date is furthest in the future are displayed first. This should ensure that the most relevant reports are displayed first – broadly speaking any revoked or refused certificates coming out first, followed by current certificates, followed by expired certificates. Where two certificates have the same expiry date, they will be ordered by certificate type.

The owning force/station code of the report is always displayed with the label OWNER. Where report ownership has been transferred from one force to another, so that the current owner no longer matches the force which originally added the report, the originating force code is displayed with the label ORIG.

On the Firearms Certificates reports summary screen, the following data is displayed for each report:

- Certificate Type
- Certificate Status
- Certificate Number
- Certificate Expiry Date

The full report screen contains the following additional details:

- Owning Force/Station
- Originating Force
- Certificate Start Date
- PNC Weed Date
- Certificate Name
- Certificate Date of Birth
- Certificate Alias Name
- Company Name(s)
- Club Name
- Home/Business/Dealer/Company/Club Addresses and Telephone Numbers

The data displayed depends on the type and status of the certificate - see Names Data Definitions for more details.

6. ONLINE PRINTS

An FCH report section is available on the Police Print. Full details of all reports are displayed.

7. DAF AND RELATED FUNCTIONS

7.1 Standard DAF Reports

These are produced for all FCH report creations and updates carried out through the FCH interface. Some reports are optional, and are controlled by #QV. Others, such as those sent to the owners of Interest Markers, WM reports, Impending Prosecutions, Internal Cross-References and the Home Force, are mandatory. (See #QV screen in [Appendix 6](#) or Phoenix Functional Spec Appendixes B.1 and B.3 for more details.)

A single option on the #QV screen will control output of the optional DAF reports for all types of FCH update. #NV has been amended to allow on-screen verification of these updates.

7.2 Mandatory DAF Reports

Certain non-FCH updates to a person record (both online and through the PFI) generate a mandatory DAF report sent to the FCH report owner (except for certain categories of report, see below). These updates are:

- addition (or transfer to/from) of an Arrest/Summons report
- addition/amendment/deletion of offences in an existing Arrest/Summons report *
- adding the result of a court case (including Cautions, Reprimands, Warnings and other disposal types)
- adding a subsequent appearance to a court case
- amending or deleting a court result (or other disposal type)
- addition (or transfer to/from) of a WM report
- addition (or transfer to/from) of a DD report
- makeover

Addition/update of any of the following details:

- latest home address
- filename or alias name
- date of birth or alias date of birth
- sex, colour, height
- place of birth
- nationality
- occupation

All these reports (except *) will be duplicates of the normal DAF prints which are already sent to originator of the update and other interested parties, sorted in a separate section for the appropriate FCH report owner. The exception will be a new DAF print in the same section giving brief details of all offences updated.

No DAF report is needed here if all a person's FCH reports fall into the following categories:

- Certificate Revoked
- Certificate Refused

8. WEEDING

8.1 FCH Report Weeding

A new batch job, NPFCHW, is designed to be run monthly to weed FCH reports.

Reports are weeded on an individual basis. Any report whose Weed Date has passed must be weeded, regardless of whether or not the person has any other reports which are not yet due to be weeded.

An FCH report's Weed Date is automatically generated when it is added to PNC. It is updated as necessary whenever the report is updated or a renewal is added.

Weed Date will be set as follows, depending on Certificate Status:

Certificate Status		Weed Date
A	Initial Application Received	5 years after the report is added to PNC
W	Renewal Application Received	5 years after the report is added to PNC
C	Current (or Expired)	5 years after Certificate Expiry Date
R	Application Refused	Person's 100 th birthday ¹

U	Expired Potential Unlawful Possession	Person's 100 th birthday ¹
V	Revoked	Person's 100 th birthday ¹
X	Cancelled	5 years after Certificate Expiry Date ²
Z	Application Withdrawn	5 years after the report is added to PNC

¹If the subject's Date of birth is not present (e.g. for Company Certificates), Weed Date will be set 100 years after the Expiry Date (or the date on which the Certificate was revoked or the Application Refused, as appropriate).

²When a Certificate is Cancelled, the Weed Date will continue to be 5 years after the certificate would have expired. However, if the Reason for Cancellation is Death, a Confirmed Dead Information Marker will be added to the record. This will cause the whole of the subject's record to be weeded by the Record Weeding job (see 8.2), regardless of the Weed Dates of individual FCH reports.

Notes:

1. Change of Certificate Status to U allows any expired certificate to be retained until the subject's 100th birthday.
2. Standard renewal of a certificate will cause the existing certificate simply to be updated, hence no weeding of the old certificate is involved.
3. Granting of a Visitor's certificate will involve deletion of any previous expired certificate of the same type, hence again no weeding is involved.
4. When any FCH report is due to be weeded, a printed report will be sent to the owning force one month beforehand (see [Appendix 11](#)). No prints will be produced when an FCH report is actually weeded. Extension of the weed date of a report due to be weeded is possible through the interface link.
5. If the deleted report is the last FCH report on the record and the record contains no Wanted/Missing reports, no Disqualified Drivers reports and has no Criminal Record element, then the person's record is deleted from the database.

8.2 Record weeding

Weeding rules in the current batch job have been updated to allow for records with FCH reports. The basic logic is the same as that for records with DD or WM reports, namely that the record will weed when the subject reaches 100 years of age, but if any FCH reports exist the whole record will be retained.

8.3 Other Weeding Tasks (WM, DD, Acquittals)

These have been updated to retain a person with FCH content who might otherwise have been deleted on weeding the last DD, WM or Arrest/Summons report.

9. BATCH PRINT FACILITIES

New Audit and Monitor Print facilities have been produced, batch job NPFCHR, which is run at the request of forces. The Monitor print allows users to request a print of all FCH reports selected by the following criteria:

- Owning force, force/division or force/station code

- Certificate Type

The Audit print allows a print of a sample of selected reports for audit purposes.

10. QUEST

FCH-only records will not be retrieved in response to #QE and #QH searches (QUEST). The only way in which FCH data may be accessed via QUEST is if a search matches a record that contains both the FCH and the offence processing, Disqualified Drivers or Wanted/Missing elements, and that record is selected and viewed.

NOTES

CHAPTER 17 – DRIVERS APPLICATION

1. INTRODUCTION

The Drivers application allows access to Driving Licence data downloaded from the Driver and Vehicle Licensing Agency (DVLA) database. It provides the ability to search on a number of parameters ranging from name and date of birth information, to include postcode parameters and the ability to restrict searching to those subjects who are currently disqualified from driving. The facility does not replace direct access to information held by DVLA, either via DVLA Liaison Officers or via the form DQ1.

The type of information that may be accessed and the uses to which it may be put are determined by the appropriate legislation, The Motor Vehicles (Access to Driver Licensing Records) Regulations 2001 (see <http://origin-www.legislation.gov.uk/ukSI/2001/3343/made?view=plain>).

N.B. Users are encouraged to contact DVLA, either via DVLA Liaison Officers, or via the DQ1 procedure, in all cases where there is any doubt as to the information retrieved via the Drivers application or in the case of dispute over commencement/expiry dates or entitlements.

This particularly applies when a driver has made an application to DVLA to continue driving during a medical enquiry, under s.88 Road Traffic Act 1988. Provided certain criteria are met the driver is legally covered to drive, even though their driver record will still show as Expired on PNC, as applications under consideration are not shown (see PNC L/O Letter 2010/054 and DVLA Bulletin 13/2012 for further details).

Note that DVLA also provides a service to verify the validity of a foreign (non-GB) driving licence presented to a police officer as proof of entitlement to drive in the UK. See PNC L/O Letter 2010/021 for further details.

The main transaction code for conducting Drivers Licence searches is #DL. Note that a limited number of operators have access to the combined PNC Names and Drivers Licence search via the #DN transaction, which is fully described in [Chapter 11, section 30](#).

In order to harmonise driving licences in Europe, the third European Directive on Driving Licences (EU3D) came into effect on 19 January 2013. GB licences issued on or after this date meet standard EU rules relating to driving licence design, format and entitlements. For such licences #DL and @DE screens and prints relating to Full and Provisional entitlements, and Stops/Markers, will indicate EU3D. The Drivers Enquiry table (#DQ) includes a section on EU3D entitlements. See PNC L/O Letter 2013/046 for further details.

2. SEARCH PARAMETERS (#DL)

The ability to retrieve records is dependent on the information input. The search will fail to return records if insufficient search parameters are specified, with a maximum return number set at 50. It is suggested that, when searching, the name, date of birth and sex fields are input as a minimum with postcode information being added should more common details be input.

The following search parameters may be input:

- **Driver Name**

This field allows the input of the subject's surname together with any forenames or initials as recorded at DVLA. DVLA data relies on the first five characters of the surname together with the initials of the first two forenames. Therefore, unless the field Extended Search is used (see below) the search function will relate to the characters used by DVLA. Normal PNC names searching rules in relation to the format of names input apply.

N.B. The following additional rules apply:

All surnames beginning with MAC should be entered MC, e.g. MACKENZIE becomes MCKENZIE, MACHIN becomes MCHIN when DVLA create the Driver Number
 Apostrophes should be omitted, e.g. O'HARE becomes OHARE
 Spaces should be omitted, e.g. LA RUE becomes LARUE
 Hyphens should be omitted, e.g. LA-RUE becomes LARUE

- **Date of Birth**

This allows for the input of the subject's day, month and year of birth. A standard eight character date in the format DDMMYYYY e.g. 28041966.
 If a full date is unknown hyphens or spaces may be included, e.g. --041966 or ----1966. If the month is not entered the day may not be entered. If the year is not entered, none of the date may be entered.

- **Extended Search**

By default only the first five characters of the surname are used in the search for the driver. Initials are searched in the order entered and where only one initial is entered this will be matched against the first forename only.

Entering **Y** in this field will cause all surname characters to be included in the search. Initials will be searched in either order and if only one initial is entered it will search against both the first and second forename of the subject.

N.B. This search cannot be performed for surnames with MAC, apostrophes, hyphens or spaces, as they require modified input for a default search.

- **Sex**

This field is used to input the subject's sex with only **M** for male or **F** for female being permitted.

Postcode

A postcode may be entered to restrict responses to a geographic area using the most recent addresses known to DVLA. Either a full or partial postcode may be input in the PNC vehicles postcode format, e.g. full postcode H4 6JK would be entered as H 046JK or partial postcode H4 6 as H 046.

N.B. This search cannot be performed for surnames with MAC, apostrophes, hyphens or spaces, as they require modified input for a default search involving input of a full surname.

- **Match Postcodes Exactly**

By default whatever postcode value is entered, only those postcodes that contain **ALL** the entered characters in the same position will be returned e.g. a record containing NW19 5LN will match with a search postcode NW19 but a record containing NW19 will not match with a search postcode NW16 5LN.

By entering **N** in this field all records that contain only part of the postcode will be matched provided that the characters present all appear in the same position as the search postcode e.g.: A record containing NW19 will match against search postcode NW19 5LN.

- **Limit Search to Disqualified Drivers**

This field is used in conjunction with descriptive fields to limit responses to drivers currently disqualified.

- **Driver Number**

Used to access a single record via the unique (if complete) driver number. This field cannot be used in conjunction with any other search field. The last two characters of the driver number (check characters) are optional.

However, it is strongly recommended that, where the full driver number is known, check digits are included in the search.

3. RESPONSES

A valid enquiry will produce one of the following responses:

3.1 No Trace on Parameters Entered

Where there is no record found which matches the search parameters entered.

3.2 Insufficient Search Parameters Specified

Where the search parameters entered resulted in more than 50 records being found.

3.3 Incorrect Driver Number

Where a search is carried out using the Driver Number search field and the check digits are included, the digits entered are checked for validity. If this verification reveals that the check digits entered are invalid in relation to the other elements of the driver number entered, the legend **The Check Digits in the Driver Number are Incorrect** will be returned.

Where the verification reveals that the check digits are correct in relation to the other elements of the driver number entered and no record matching the input is found, the legend **No Trace on Parameters Entered** will be returned.

3.4 One Record Matched

Where the search parameters entered locate only one possible matching record this record will be viewed at the nominal information screen (**NS**).

3.5 Multiple Matches

In the case of multiple responses up to four screens of one-line summaries of possible matching records (up to the maximum of 50) are displayed. Each record is numbered.

3.6 Matches on Previous and Cross Referenced Driver Numbers/Names

Whenever the details that constitute the Driver Number (surname, initials, sex, date of birth) are changed, a new Driver Number is issued and the previous details are linked to it. If an enquiry matches on details in the PREVIOUS DRIVER NUMBERS/CROSS REFERENCE (XR) page, that record will be returned by the search with an asterisk alongside the name to indicate an historical match. Historical information is held for driver name and driver number, but not for sex or date of birth.

4. INFORMATION AVAILABLE ON SUMMARY SCREEN

For each record the following information may be present on the summary screen:-

- Name
- Date of Birth
- Sex
- Birthplace
- Postcode
- Disqualified Driver Indicator

Any number of possible matching records may be viewed by marking the appropriate one(s) with an **X** in the left-hand field adjacent to the record(s) with **D** entered in the page field. Alternatively **D+** may be entered to display all records in the summary. If the summary contains more than one page, a specific page may be displayed by entering that number in the PAGE field.

On return to the summary screen any record viewed will be highlighted to the operator.

4.1 Paging

Once a record has been retrieved to view, either directly from a single matching response or selected from a summary screen, there is an automatic Page default sequence which will page through the entire record.

In addition to this automatic sequence, **ME** may be entered in the page field which displays a menu for the record showing all possible elements for the record and allowing those elements where further information is available to be selected by means of the input **X**.

If the record viewed is one of several selected for viewing from a summary list the following inputs to the page field are permitted:

S	Return to the summary screen
N	Move to the next record selected for viewing
P	Move to the previous record selected for viewing

In addition to the above paging requests, **+** and **-** may be used where the individual element being viewed within a record contain multiple pages e.g. where the record contains details of three endorsements.

4.2 Printing

In addition to the automatic sequence of paging within a record, a print menu page may be selected by inserting **PR** at the page field.

The Drivers Application allows either a selection of information to be printed with all information printed where all are selected. By default the print must include the first print element – Nominal Details, Licence Information and Previous Driver Numbers/Cross Reference Details.

In addition the following print elements may be selected:

- Entitlement – Substantive (full)/Provisional, Test Passes and Stops/Markers
- Document trail Details
- Endorsement and driving Offence Summary

Where a print is requested a further, free text, field must be completed to identify the person to whom the printed information is to be sent or given.

4.3 Nominal Screen – NS

The nominal screen contains details of the nominal details of the subject together with details of the current driving licence held. Note that if an outstanding requirement to pass the test exists, irrespective of whether the associated endorsement is current or expired, the NS screen will display one of the following until such time as the driving licence status becomes Substantive:

SUBJECT TO DTTP (disqualified until test passed)
SUBJECT TO DTETP (disqualified until extended test passed)
SUBJECT TO RTTP (revoked until test passed)

See L/O Letter 2013/086 for further details.

4.3.1 Record Type

This field displays status of the driving licence currently held by the subject.

4.3.2 Disqualified Until

This highlighted field, if it appears, indicates that the subject is currently disqualified and will, where applicable, give details of the date such a disqualification is valid until. This date is recalculated where necessary to take into account changes, i.e. reductions on appeal or where the Rehabilitation Scheme is invoked.

When a driver is disqualified for a period yet to be determined by the court, the wording **DISQUALIFIED PENDING SENTENCE** will be displayed here.

4.3.3 Address

Gives details of the last address known to DVLA.

4.3.4 Birthplace

Details the place of birth of the subject. Historically, in the case of a subject born in the United Kingdom, a town or city was recorded. In recent years this has been amended to show the country of birth as specified by the subject, i.e. England, Scotland, United Kingdom, Germany, etc.

4.3.5 Licence Type

Used only in conjunction with a vocational licence and indicates where the subject holds a Passenger Carrying Vehicle licence (**PCV**) and/or a Large Goods Vehicle licence (**LGV**).

4.3.6 Licence Issue Number

This details the issue number of the last driving licence issued to the subject.

4.3.7 Counterpart Issue Number

Indicates the issue number of letter of the counterpart document issued with a photo style driving licence.

4.3.8 Commencement Date

Shows the date the current driving licence issued plus one day.

4.3.9 Expiry Date

This shows the date on which the current driving licence will expire. (N.B.: certain categories of entitlement, notably concerned with Passenger Carrying Vehicle (PCV) and Large Goods Vehicle (LGV) licences may have different expiry dates from that of the standard driving licence.)

4.3.10 Record last updated

This shows the time and date when the record was last updated on PNC.

In addition to the above fields, the Nominal Screen may also show other information relating to the record, i.e. NOT FULL CAR LICENCE, PCV LICENCE – AUTOMATIC ONLY, NOT FULL LGV LICENCE.

For full details of these limited entitlements, reference must be made to the Current Full Entitlement (FE) or Current Provisional Entitlement (PE) pages (see below).

4.4 Cross Reference Details – XR

Gives details of all cross references held on this record where the subject has held previous driving licences in different names. The information shows:

- Driver Number – indicates the previous driver number held,
- Name – indicates the previous name of the subject
- Valid until – shows the date until which the previous information was valid

In addition to the current details of a driver, the #DL transaction will also search on these previous driver number(s) and name(s) in order to retrieve the latest record.

4.5 Current Full Entitlements – FE

This page(s) show details of the vehicle categories where the subject holds a driving licence permitting full entitlement. The information shown includes:

- Cat – The letter or letter/number combination signifying the category
- From – The date from which the entitlement, for this driving licence, commenced
- Until – The date to which this entitlement remains current

- Categories/Restrictions – gives an explanation of the category and includes any restrictions held against this entitlement for this subject's driving licence.

In addition to the above information, certain General Restrictions may be indicated at the foot of the page if these are present for this subject. These General Restrictions also appear on the Current Provisional Entitlements and Unclaimed Test Pass Details pages.

4.6 Current Provisional Entitlements – PE

Uses the same information format as the Current Full Entitlements page but refers to those categories where the subject holds only provisional entitlement.

4.7 Unclaimed Test Pass Details – UT

This page gives details of all driving tests passed by the subject and notified to the DVLA by the Driving Standards Authority, where the subject has, so far, failed to claim these categories as full entitlements. The page gives details of:

- Cat – The letter or letter/number combination signifying the category,
- HARM – indicates if the categories signified have been harmonised with the category listing of the European Union.
- Test date – The date on which the test was passed,
- Categories/restrictions – Gives an explanation of the category and includes any restrictions attached to this entitlement.

4.8 Stops/Markers - SM

Gives details of any stops and markers noted on the record. DVLA record a significant number of different stops and markers with only a small number being downloaded to PNC. Particularly any stop or marker relating to medical information will not be available.

4.9 Document Trail – DT

This gives the details of, up to, 20 significant events relating to documents received for the holding of a subject's driving licence. The page gives details of:

- Document Number – A microfiche number allowing a document to be retrieved from the DVLA archive in the format Y YDDD NNN NNNN. The YY indicates the year of the event (e.g. 98 = 1998), DDD indicates the day of the year by reference to the Julian Calendar (e.g. 308 = 9th November) and NNN NNNN relates to the archive location.
- Date
- Document Trail details.

Where documents are weeded by DVLA or were not transferred to microfiche, details will not appear within the Document Trail.

4.10 Summary of Driving Offences – ES

This page gives a summary of driving offences recorded against this subject. It includes the number of offences for each category listed:

Disqualified Driving – Offences relating to Driving whilst Disqualified
Drink/Drug Driving – Offences relating to Drink and/or Drug Driving
Other – All other Driving offences not covered above.

In addition this page records the current number of points for this driving licence.

N.B. Penalty points are valid for 3 years, with endorsements being retained before weeding for viewing for 4 years. Therefore, users should be aware that endorsements may be shown which

contain penalty points which are not current if the endorsement is within the one year before weeding.

4.11 Endorsement Details – ED

Each page within this section will show details of one endorsement. The details available are:

4.11.1 Conviction Court

This is the court where the subject was convicted of this offence. The four-digit court code is shown. Details of the court may be ascertained by using the **COURT** field or via a #QC (Court Enquiry) transaction. The exception to this is if the code is one of the four regional Fixed Penalty Office codes used in PentiP administration for recording fines in England and Wales. These are:

9970 - North Region

Email: S.31(1) [REDACTED]

[REDACTED] [REDACTED]

9972 - South Region

Email: S.31(1) [REDACTED]

[REDACTED] [REDACTED]

9974 - Midlands Region

Email: S.31(1) [REDACTED]

[REDACTED] [REDACTED]

9976 - Wales Region

Email: S.31(1) [REDACTED]

[REDACTED] [REDACTED]

4.11.2 Conviction Date

This is the date on which the finding of guilt took place. (In the case of an offence dealt with by means of a fixed penalty ticket, this date will be the date the fixed penalty was substantiated.)

4.11.3 Offence Code

This is the DVLA four digit coding for the offence. By inserting **X** in the single character field adjacent to this field, a further screen will be generated showing literal details of the court. If requested, this additional screen may be dismissed by pressing SEND.

4.11.4 Offence Date

The date on which the offence was committed.

4.11.5 Fine

The amount of fine, in Pounds, imposed for this offence.

4.11.6 Points

These are the penalty points imposed for this offence.

4.11.7 Disq Period

The period of disqualification imposed for this offence.

4.11.8 Other Sentence

Any other sentence, in addition to Fine, Points and Disqualification, imposed for this offence.

4.11.9 Suspended Sentence

Details any suspension of sentence as may be applicable to this offence.

4.11.10 Date Disq Removed

Date on which a court ordered the removal of a previously imposed disqualification. This normally occurs as a result of an appeal.

4.11.11 DTTP

Details any information in relation to any of the following:-

- a) Disqualified until Test Passed (DTTP)
- b) Disqualified until Extended Test Passed (DTETP)
- c) Entitlement Revoked until Test Passed (RTTP) – Road Traffic (New Drivers) Act 1995

Note that an expired endorsement will remain visible on the ED page if an outstanding requirement to pass the test still exists for one of the above reasons, even if the endorsement has passed its weed date. It will not count towards the totting up of points on the ES page. The text **RETAINED DUE TO OUTSTANDING TEST PASS REQUIREMENT** will be shown.

4.11.12 Sentencing Court

This is the court where the final sentence was imposed. It may or may not be the same as the Conviction Court. The four-digit Court Code is displayed. Details of the court may be ascertained by using the **COURT** field or via a #QC (Court Enquiry) transaction, except for those detailed in [section 4.11.1](#).

4.11.13 Sentence Date

This is the date when the final sentence was imposed. If it has not yet been determined by the court, the wording **DISQUALIFIED PENDING SENTENCE** will appear below this field.

4.11.14 Disq Pending Appeal

This is the date on which a court order the suspension of a disqualification pending an appeal hearing.

4.11.15 Appeal Date

This is the date of the appeal hearing.

4.11.16 Disq Reimposed

The date on which a court ordered the re-imposition of a previously removed or suspended disqualification.

4.11.17 Appeal Court

This shows the four-digit court for the court where the appeal was heard. Details of the court may be ascertained by using the **COURT** field or via a #QC (Court Enquiry) transaction, except for those detailed in [section 4.11.1](#).

4.11.18 Rehab Reduction

This indicates if the disqualification has been amended under the Rehabilitation Scheme.

5. **S.31(1)****6. DRIVERS TABLE ENQUIRY**

The transaction code #DQ may be used to enquire on the meaning of the codes used in the various categories of the Drivers Table. The appropriate letter is entered to select a specific table type. Optionally a code may be entered to display values starting at that point in the table. The code may be followed by '*' in order to display codes with that prefix, e.g. in the Offence Table entering AC* will list details of all offences relating to Accidents.

6.1 Drivers Table Categories

The following table types are available:

A	Sentence Codes	
B	DTTP Codes	
C	Record Type	
D	Title Code	
E	Pre Pol	(Licences Pre 01 Jan 1997)
F	Pol Category Restriction Codes	(Licences from 01 Jan 1997)
H	Document Trail Information	
I	Entitlement Codes	(Pre Harmonisation)
J	Entitlement Codes	(Post Harmonisation / Pre EU3D)
K	Third Country Codes	
L	Offences	
M	Stops/Markers	
N	Table Type Descriptions	(For Drivers Table)
P	DVLA to PNC EBCDIC HEX XREF	(For Document Trail Codes)
Q	Entitlements for EU3D Licences	(Licences from 19 Jan 2013)

6.2 Paging

Summary pages may be scrolled in a number of ways. Entering a particular page number will display that page, '+' or 'N' will display the next page, '-' or 'P' will display the previous page. Entering 'S' will return to the main menu.

The Literal field, the description of a code, is limited to the first 64 characters so there will be occasions when the full literal is required. This may be done by marking the entry with 'X' and entering 'D' in the Page field. Alternatively 'D+' may be entered in the Page field, in which case each record on the summary screen will be displayed in turn.

NOTES

CHAPTER 18 - QUEST

1. INTRODUCTION

QUEST provides the ability to search the whole of the PNC Names database with a view to generating a list of possible suspects for a crime or event, using search factors other than the traditional name or searchable number fields.

The facility provides the means to identify persons using a combination of descriptive features, location, pre cursor offences and keyworded MOs. It also allows searching of other names when a surname is unknown.

The quality of the database becomes additionally important for the success of the search facility, which requires an extensive knowledge of the data and experience of analytical techniques.

The history of record keeping over the years on the Names file should be taken into consideration if the search could involve pre-Phoenix records (i.e. those created prior to 22 May 1995). If the subject has not come to notice since then the relevant information may never have been added to PNC. It would be held on microfiche, but would not be available to QUEST searches.

1.1 QUEST Transactions

There are two levels of access to QUEST, dependent on the type of search being conducted and the anticipated number of results available. On input to either transaction there is a mandatory field which must be completed with either **P** (to denote a PNC search).

#QE – QUEST Enquiry

- provides a search capable of retrieving up to 50 records from the database, which may be viewed on the screen
- displays "TOO MANY RESPONSES. TRY HIGH VOLUME SEARCH (#QH)" when the number of matching records exceeds 50, and "> 50 HITS" at the bottom of the screen

#QH – QUEST High Volume Enquiry

- provides a search capable of retrieving up to 999 records from the PNC database, which may be viewed on the screen
- displays "TOO MANY RESPONSES. MORE SEARCH CRITERIA MAY BE REQUIRED" when the number of matching records exceeds 999. The exact number of hits will be shown at the bottom of the screen if between 1 and 2000, otherwise "> 2000 HITS" will be shown.

Both transactions provide the same four input search screens, which are summarised below:

- Screen One - personal descriptive data (see [section 2.1](#))
- Screen Two - location information recorded by Post Codes (see [section 2.2](#))
- Screen Three - marks and scars; NPCC offence codes; MO keywords (see [section 2.3](#))
- Screen Four - data owners by Force Station codes (see [section 2.4](#))

Any data from any single screen or a combination of screens may be used.

Each search screen contains an "Option" field. This functionality will be explained after all screen functions and facilities have been described (see [section 4.1](#)).

2. QUEST INPUT SCREENS FOR SEARCHING PNC

2.1 Screen 1 - Descriptive Features

2.1.1 Name

This field allows for the input of a name. This can be a surname, surname and forename(s), forename(s) only, DVLA name, Alias name or nickname. Permissible characters are the same as for #NE.

Note that it is recommended to avoid the use of initials in the Names field of a QUEST search, due to the way it generates Soundex codes for all names. This will produce different results to #NE, which uses Names Matching (including all NASCH factors) to find the relevant records.

Within QUEST, when searching for the name JOHN, you will return JOHN as a forename or a surname. However, you will not return derivatives of John such as SEAN, which would be returned with #NE. Searching for SMITH/J in QUEST will only return names where the initial J is present, so (unlike #NE) this will not match with SMITH/JOHN in the majority of cases.

Part name cannot be searched on or truncated. For example a search on DES will not retrieve DESMOND, but could retrieve other names with the same mathematical rating (see [Chapter 20](#)).

The name facility will also carry out searches of names on a record where the two names do not appear together, e.g.

Filename:	SMITH/PETER
Alias:	JONES/ANDREW
Search:	JONES/PETER

A #NE on JONES/PETER would not return the above named. A QUEST search will return PETER SMITH as both PETER and JONES appear within the record. When searching a single name, e.g. JOHNSON, an oblique must be entered at the end of the name. If two names are searched the oblique must be placed between the two names, e.g. MICHAEL/JAMES. If a search is required where a name has a space in it, e.g. DE HAVILLAND, the space must be entered with the oblique at the end of the name.

If two names are entered they must both be associated with the record for it to be retrieved. A response summary screen will show the possible matches. For example a search on ANDREW may produce responses similar to:

1. JONES/**ANDREW**/DAVID
2. SMITH/JOHN/**ANDREW**
3. **ANDREWS**/SIMON
4. HARVEY/GRAHAM/PETER

(this record, when viewed, could show ANDREW as a 3rd or subsequent forename - #NE only searches on first two forenames, whereas QUEST searches the name in full - or part of an Alias name or Nickname).

2.1.2 Age

Age searching on the database has been split into age ranges. There are 19 ranges, which are accessed through the help screen. The system will allow up to three consecutive age bands to be selected.

These age ranges change annually on a five year rolling basis. For example, a search on range 26:30 years, 31:35 and 36:40 will match with any subject in the age range 26 to 40 years (age ranges as in 2024). Note that only the year of birth is taken into account for indexing purposes, so in 2024 a person born in December 1989 will fall into the 36:40 age range throughout 2024, even though their actual age will be 35 for most of the year.

If a subject has no date of birth recorded on their PNC names record, this will also be retrieved as a possible match on an Age search.

If a single age is entered the computer will automatically search the whole range of ages that fall within that group, e.g. entry of 35 will return those recorded in the band 33:37 (age ranges as 2024).

2.1.3 Sex

When searching with sex as a criterion the letters M, F, or U should be used.

M returns	M U Blanks	(Blanks being records where no sex is recorded)
F returns	F U Blanks	
U returns	U Blanks	(This is a very specific search for those whose sexuality is indeterminable, e.g. who have undergone a gender reassignment)

If the sex is not known leave the field blank, do not use U (Unknown).

2.1.4 Colour

When searching colour as a criterion the letters W, N, or U should be used.

W returns	W U Blanks	(Blanks being records where no colour is recorded)
N returns	N U Blanks	
U returns	U Blanks	

2.1.5 Ethnic Appearance

There are currently seven ethnic appearance codes recorded on PNC.

White – North European	1
White – South European	2
Black	3
Asian	4
Chinese, Japanese or South East Asian	5
Middle Eastern	6
Unknown	0

When searching on categories 1-6, the system will also return those stored as 0. (All old records that had no ethnic appearance were converted to 0).

N.B. For all fields described in sections 2.1.6 to 2.1.20, blank values will not be returned.

2.1.6 Height

Height can be entered either in metric or imperial. Heights are grouped into ranges, in a similar concept to ages (see [section 2.1.2](#)). The system allows the user to select, via the help screen, up to three consecutive ranges to make one contiguous selection. Alternatively the user can type one or two heights onto page 1 and the system will put them into a range. If typing the height on page 1 it should be entered in the format

F510	(i.e. 5 feet 10 inches)
M177	(i.e. 1 metre 77 centimetres)

Note that records where the height is blank will not be returned by a QUEST search when a Height range parameter is specified. Therefore it is advisable, if the exact height is not known, to carry out a separate search with the Height field left blank in order to avoid missing potential records of interest.

2.1.7 Eye Colour

Two fields are provided for this search. If one colour is specified QUEST will match records where that colour is recorded in either eye. If two colours are specified QUEST will match records where either colour appears in either eye.

In order to search for persons with two different coloured eyes, MIXED must be input. It is not possible for QUEST to narrow this down to particular colour combinations. If MIXED is used with another eye colour, say brown, then all records with brown eyes **and** all records with two eye colours will be returned.

2.1.8 Handedness

Search criteria for this field can be R (right handed), L (left handed) or A (ambidextrous). Such inputs will search as follows:

L returns	L & A
R returns	R & A
A returns	A only

2.1.9 Build

There are 10 types of build recorded in a table on PNC, which have been banded into three sections for QUEST searching. You may only search one band at a time.

Stocky	returns	Broad, Fat, Heavy and Stocky
Medium	returns	Proportionate and Medium
Thin	returns	Slight, Slim, Small and Thin

2.1.10 Accent

A single valid accent may be searched by inputting the appropriate code (as listed in [Chapter 11, section 33.9.15](#)), either directly or by using the HELP facility. Only one accent can be input per search.

2.1.11 Shoe size

Shoe size can be searched on British or European sizes only. Examples of input are:

B8	(British size 8)
E44	(European size 44)

2.1.12 Nationality

Up to three nationalities can be stored on a names record, but only one can be searched for at a time within QUEST. This field is used to input the country in which the subject holds legal citizenship. It can be entered as a 3-digit code or literal text, which can also be accessed through the help screen from the system table.

2.1.13 Glasses worn

This field is used to indicate whether the subject normally wears glasses or contact lenses. If the target is known to use both contact lenses and glasses, two separate QUEST searches should be carried out.

C	Contact Lenses
G	Glasses

These choices can also be accessed through the help screen.

2.1.14 Occupation

Occupations are listed in Category and Sub Category format within the Names Data Definitions. There are approximately 800 recognised occupations, grouped into 63 categories.

This field is used to search for any occupation, from those tables, which may be recorded for a person. The input field should record the occupation sought. The search will be made on the whole category in which the occupation requested is contained. A search on CHAMBERMAID will cause the whole of the category ACCOMMODATION (where Chambermaid is listed as a sub category) to be searched. Hence responses can be produced for persons who have other occupations listed within the ACCOMMODATION category.

Care is advised in reviewing all the categories, because some occupations are included in more than one, e.g. Caterers who work in the aircraft industry will be listed under the category "Airport Staff", whilst others may be listed under the more general "Catering" category.

Only one occupation may be searched.

2.1.15 Hair Type

This field is used to describe the hair type, e.g. receding, shoulder length etc. One selection may be made from the valid options (as listed in [Chapter 11, section 33.9.11](#)).

2.1.16 Facial Hair Type

A nominal record can have more than one facial hair type recorded from those available: Beard, Moustache, Sideburns or Clean Shaven. The search inputs are as follows:

B	Beard
C	Clean shaven
L	Long Sideburns
M	Moustache

QUEST will only search for one at a time, therefore when searching Facial Hair you may need to consider several searches. For example a full beard may have been entered as Beard, Moustache and Long Sideburns.

2.1.17 Hair Colour

This field is used to search for the natural hair colour recorded for a subject. Up to 12 selections from the 13 available colours permitted (as listed in [Chapter 11, section 33.9.12](#)) may be made. If a search is made on several colours, only one of the colours needs to be present on a subject's record for it to be retrieved.

2.1.18 D/G (Dyed or Greying)

This field is used to indicate if the subject's hair is dyed or greying compared against the previous field. If Dyed is chosen the artificial colour must be entered in the next Hair Colour field. There is no requirement to state the original colour if the hair is dyed. If Greying is used, no colour can be entered in the dyed colour box.

2.1.19 Dyed colour

This field is used to describe the colour that hair has been dyed to - the artificial colour of the subject's hair. There are further colours included in the dyed section in addition to the natural hair colours.

2.1.20 Features

This field is used to describe the features of the subject's hair, e.g. ponytail, shaven etc., and can be chosen from the available table (as listed in [Chapter 11, sec 33.9.13](#)). Only one feature can be entered.

N.B. New additions to all search fields continue to be made to the Names Data Definitions. It is essential to keep up to date with these additions when making considerations for searches.

2.2 Screen 2 - Post Code Searches

On the second search screen, QUEST allows for five categories of addresses to be searched by postcode, each treated as separate field. Postcodes for any of the categories can be entered by area, e.g. LS for Leeds or M for Manchester; by district, e.g. LS10 or M41; or by street/part street, e.g. LS10 4ZZ.

N.B. An input of L will search for Liverpool, but not any other postcode area that may commence with the letter L.

Up to 10 individual entries can be input for each category. They will be searched on an “OR” basis, i.e. a record will be retrieved if one or more of the postcodes in that category match. The five categories, listed below, are also searched on this basis, i.e. a record will be retrieved if there is a match in at least one category (see Postcode Matching in [section 2.2.6](#)).

2.2.1 Home

Matches with any postcode recorded against a home address on the AD page.

2.2.2 Offence

Matches with any postcode recorded with an offence address within an Arrest Summons report on the AS page. Note, if a record has many AS reports it may be time consuming to have to trawl through to find the particular match you are looking for.

2.2.3 Places Frequented

Matches with any postcode recorded with an address for places frequented on the PF page.

2.2.4 Business

Matches with any postcode recorded as a business address on the AD page.

2.2.5 Other

Matches with any other address found on a subject's record. These include Other, DVLA and NFA on the AD page, Supervisory Contact and Release Address from the CU page, Known Associates on the KA page and Organisations on the OR page.

2.2.6 Post Code Matching

As stated in [section 2.2](#), initially all input criteria for Postcodes are searched on an “OR” basis. An example of this would be an entry such as:

HOME	OFFENCE
LS10	LS10
LS11	

This would produce records where any person has resided within LS10 or LS11 (irrespective of where they may have committed offences) or have committed offences within LS10 (irrespective of where they have lived).

The POST CODE MATCHING field is used to modify the way postcode searching is performed. If the field is left blank searches are completed on an “OR” basis, as aforementioned. If the field is marked with an X the function of the search changes to an “AND” basis between the categories, whilst remaining on an “OR” basis within the category. An example of the impact of post code matching is shown below:

HOME	OFFENCE
LS10	LS10
LS11	LS11

Records will be produced that has a home postcode of LS10 or LS11 **and** an offence postcode of LS10 or LS11. This allows for the localisation or more finite focus on address searching.

2.3 Screen 3 - Marks, Scars and Abnormalities; Offence Codes; MO Keywords

This page contains three distinctive search areas.

2.3.1 Marks and Scars

This field is used to input any marks, scars or abnormalities. It is possible to search up to four marks, with each mark allowing the input of four keywords. The fields are broken up into:

MARK - TATT, SCAR etc. (MANDATORY)

POSN - position on the body, e.g. Right, Left etc. (OPTIONAL)

PART - part of the body containing the mark, e.g. ARMS, LEGS etc. (OPTIONAL)

The relevant keywords should be listed under the particular MARK, POSN and PART. If more than one entry of keywords or marks is made they must all be present on the record for a match to be returned.

The four fields that make up the Marks & Scars can be used in many different combinations. The following examples of a search on tattoo show the full range available.

INPUT				
Mark	Position	Part	Keyword	Records returned
TATT				Records with any tattoo
TATT		ARMS		Records with any tattoo on either arm
TATT	R	ARMS		Records with any tattoo on the right arm
TATT		ARMS	ANCHOR DRAGON	Records with an anchor and dragon tattoo on either arm
TATT	R	ARMS	ANCHOR DRAGON	Records with an anchor and dragon tattoo on the right arm
TATT			ANCHOR DRAGON	Records with an anchor and dragon tattoo anywhere on the body (the tattoos do not have to be on the same body part)

If tattoos etc. are used without keywords, some of the older records will be included in your search.

2.3.2 NPCC Offence Codes

This field is used to specify a search where an offender has been processed for a specific offence, as coded, or may be wanted for a specific offence, as coded (see [Chapter 12, section 7.7](#)). An entry may be made from top level of an NPCC offence code, down to fully specified offences. For searching including records with a WANTED report, only the top two levels should be searched. For searching for 'Back Record Converted' records, only the top three levels should be searched. Up to four codes may be entered, but all must be present for a match to be returned.

Consideration should be given to the effect of changes in legislation. For example, the Sexual Offences Act 2003 provided a new set of NPCC codes to replace those relating to the 1956 Act. To search on the rape of a female at the third level, two different searches would be required: 2.1.1 to include all rapes under 1956 legislation and 2.1.4 to include those under 2003 legislation. Use of the fourth level would be needed to specify the victim's age.

If an English NPCC code is selected the system will also consider similar offences from the other areas. For example, if searching for the English offence of possession of controlled drugs, the system will also search the similar Scottish offence.

2.3.3 Method Type & Method Keywords

These fields are used to search on methods. The first field requires the input of method type, e.g. Entry Method, Exit point, Means Employed etc. (see [Appendix 10](#)). The appropriate keywords are then entered. Up to six different Method Types may be searched at once, but they must all be present on the record for it to be returned as a match.

If an entry is made in the first field, Method Type, and then you tab to Method Keyword you will not be given access to the help field for Keywords. The operator will need to tab back to Method Type and use the help screen there.

Tip...either always use the help field in Method Type and go in that way, or have the keywords in printed hard copy to refer to. (If using a printed copy of keywords ensure that you have an up to date copy taken from the latest Names Data Definitions.)

2.4 Screen 4 - Force Station Codes

The final input screen is to enable searches for records containing specific force and force station codes held within a PNC record.

2.4.1 Force Codes

This field is used to search a record for a match against force/station codes. It is possible to enter up to 20 force/station codes at one time. QUEST will search for **any** occurrence of any of the selected force/station codes associated with a subject in any position within a record.

Partial force/station codes may be entered using an asterisk after the first 2 or 3 characters, e.g. 30** will search all codes within force 30, or 30A* will search all codes on 'A' division of that force. A record will match if any of the force/station codes entered appears on the record.

3. OPTIONS

Each of the search screens, as described in [sections 2.1 to 2.4](#), contain an "Options" field. This is a dual paging and functionality field.

3.1 Functionalities

- V The default value in the field. It is for validation purposes, i.e. to ensure that the correct search data has been included in the correct field.
- T This is to "tally" the number of records that meet the criteria being searched. A total for each data field used will be displayed, up to a maximum of 9,999,999. If the tally for an individual field is 10 million or more, 9999999 will be displayed.

A composite search result will be displayed in the middle of the bottom row of the screen. Examples of composite results are:

NO TRACE	no records match the search criteria
n HITS	the number of records matching the search criteria
>50 HITS	where the total number exceeds the maximum of 50 (#QE)
>2000 HITS	where the total number exceeds the maximum of 2000 (#QH)

- P Having completed the tally process and achieved n as the number of records retrieved, this allows for the display of the "possibles". For #QH

This process then allows the option of saving and personal free text labelling of searches, prior to viewing on screen. Each search will be given a unique system search ID number in the format

User-ID/DDMMYY/HHMM/A (A represents a check character).

Once the search id number is confirmed the summary screen of records is then produced. This summary is similar to that from #NE ([Chapter 11](#)) with the addition of a PNCID.

- M By entering M in the OPTION field of the Search Input screen it is possible to print the summary of search responses (up to a maximum of 999) and/or the search criteria, plus Tallies. Alternatively M may be placed in the PAGE field of the abbreviated response screen or the PAGE field of any full record display. A full print of an individual record is still available by entering PR in the PAGE field of a full record display to bring up the standard Names Print Menu.
- S This allows for the saving of a search, identical to but independent of the viewing of possibles, as described under option P above.
- R Each search, when saved, remains available on the system for a period of 28 days. This option allows the recall of previous searches. A summary of searches, most recent first, will then be presented with Search ID, Free Text Label and Search result number displayed. The column headed T (Type) will indicate that the search was conducted on PNC data (P). Any search can then be selected and displayed using option P.
- A This option abandons the transaction and displays the Search ID on the command line. Starting a new transaction with this input will retrieve the previous search without having to enter R in the OPTION field.

For disclosure purposes it is recommended that QUEST users always invoke the print option (M) to obtain a record of all Tallies (T) they carry out. It is also best practice to print the search response summary whenever the Possible matches option (P) has been selected.

3.2 Paging

In the conventional way of a page field, each of the four search screens may be accessed at any time by inputting the appropriate number 1,2,3 or 4. When searches are undertaken a relevant number, for each page containing search data, will be displayed, e.g. 1 3 4.

Paging is also possible whilst viewing an abbreviated summary screen. A valid page number displays that page of the summary; D displays records marked with an X; D+ displays all records. The following options display records containing a particular element of the Names record:

- DD only records containing the Disqualified Drivers element
- DF only records containing the Firearms Certificate Holders element
- DN only records containing the Nominal (offence processing) element
- DW only records containing the Wanted/Missing element

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CHAPTER 19 - PRINTER TRANSACTIONS

1. INTRODUCTION

The Names application produces a range of printouts that have been specifically designed to meet the requirements of the Police Service, other Criminal Justice Service (CJS) Organisations and for disclosure to Home Office approved agencies.

1.1 Types of Printout

Printouts are available from the PNC system by the following methods:

- * online print
- * Daily Activity File (DAF)
- * batch print

Care **must** be exercised when distributing printouts. The correct type of printout must be given to authorised department/agency for which it is produced and must not be handed to any unauthorised person. Printouts are subject to the Data Protection legislation. To conform to the requirements of the CJS and in accordance with The Manual of Guidance for the Preparation, Processing and Submission of Files (Pre Trial Issues), printouts have been designed to specific layouts. They are required to be directed to designated printers (preferably laser printers) which should be able to produce A4 size paper output and set up to print 78 characters width and page length 63 lines. Printers that are not set to receive this approved standard will experience difficulties such as “word wrap” and additional blank pages.

1.2 Screen Print

A screen print can be obtained by utilising the appropriate key (usually PRINT or PRINT SCREEN) on the terminal keyboard, but it will only print the data that is visible on the screen.

The use of screen printing is subject to local force policy. Screen prints are for police use only and should only be used as an alternative to on-screen viewing. They are not recommended as a means of communicating PNC Names information in paper form and should never be distributed outside the police service.

2. ONLINE PRINT

The ability to print all or part of a record held on the PNC Names application is available through a number of print menus. The print menu is available to all Direct Connected Terminals (DCTs) and through most force STIF replacement gateways (SRGs). Forces can control which menus are made available to operators, and this depends on their particular needs.

The following online prints are available:

- * Police Print
- * Disclosure Print
- * ICPO Print – ID Not Confirmed
- * ICPO Print – ID Confirmed
- * Prosecutors Multiple File Print
- * Prosecutors Print
- * Court / Defence / Probation Print
- * Witness Print
- * Probation Service Print (Pre-Sentence Report Only)
- * Prison Print
- * Source Input Document

Prints may be selected in enquiry mode from either the main menu or by inserting PR within the Page field. All the above prints are listed, and may be selected by marking in the normal manner, though their availability is dependent upon authority level. The details of the person requiring the printout must be entered in the “**PRINT FOR**” field. A further field, used only for the Source Input

Document print, exists for the purpose of entering an Arrest/Summons reference (see [section 13](#) of this chapter).

The first page of each printout will display a warning in respect of Data Protection legislation and will indicate the type of printout requested. It will also display the PNCID of the subject, the name of the person requesting the printout and the total number of pages attached. Additional information will also be shown dependent on the type of print.

3. POLICE PRINT

The Police Print has been designed to provide various options. Once selected a secondary menu is presented, comprising a choice of the 14 items described below. Each section required is marked in the normal manner and any number of sections may be selected for printing at the same time. However, requesting ALL sections of the Police Print should not be done without full consideration of the volume of data that will be printed.

3.1 Descriptive Information

This section of the printout provides details of the person's description held on the record and includes Nominal Details, Nationality, Personal Description, Marks & Scars, Characteristics (Habitual Dress & Jewellery). Each of the categories includes the owner of the data and the date it was last updated.

3.2 Intelligence Information

This section of the printout provides details of any intelligence information reports present on the record and includes Warning Signals, Offends On Bail, Information Markers, DVLA Information (DVLA Name & Driver Number), Characteristics (Mannerisms & Skills), Internal Cross-References, Alias Names, Nicknames, Alias Dates of Birth, Addresses, Places Frequented, Organisations, Known Associates & Charge Groups, Photograph Locations, Local References, Police Circulations, Officers With Knowledge, Identity Numbers, Passports, Occupations, Record Other Details. Each of the categories includes the owner of the data and the date it was last updated.

3.3 Record Summary Information

This section of the printout provides a summary and brief details of any information present on the record, including a list of Impending Prosecutions, Convictions, Reprimands/Warnings/Cautions, Penalty Notices, Non Convictions, Not Guilty Disposals. Each of the categories includes a total count of the relevant report type and offences.

N.B. Penalty Notices added via the procedural work-round will be printed in the Non Convictions section.

3.4 DNA Information

This section of the printout provides details of any DNA information present on the record.

3.5 Impending Prosecutions

This section of the printout includes full details of all impending prosecution reports present on the record and includes all remand data relating to them. It should be noted that where the record has not been Back Record Converted the only detail that may be present will be the date the subject was charged, whether the person was in custody or not, an F/S reference and an indication as to whether fingerprints and photographs were taken. If any further information is required, the microfiche record for the subject should be obtained from PNC Operations.

3.6 Historical Arrest/Disposal Information

This section of the printout includes details of all resulted Arrest/Summons reports for the subject. Within each section the Arrest/Summons reports are divided into sub-sections depending on the outcome of the case (i.e. Conviction, Caution/Reprimand/Warning, Penalty Notice, Non Conviction – includes court non-conviction disposals and NFA, POT/Deport, RUG & RCC - and Not Guilty). Arrest/Summons reports that are not yet resulted are not shown on this printout and for details of these cases the Impending Prosecutions section should be utilised. This printout also shows the F/S code of the forces responsible for the various stages.

N.B. Penalty Notices added via the procedural work-round will be printed in the Non Convictions section.

3.7 Current Remand/Bail Information

This section of the printout provides full details of all current remands, including bail conditions and addresses, present on the record. It also shows the F/S code of the force responsible for the various process stages.

3.8 Historical Remand/Bail Information

This section of the printout provides full details of all remands, including bail conditions and addresses, present on the record. It also shows the F/S code of the force responsible for the various process stages.

3.9 Breach of Bail Information

This section of the printout gives details of any Breach Of Bail Conditions held on the record.

3.10 Custody Information

This section of the printout provides details of all periods for which the person has been detained in custody (whether in Police or Prison Service accommodation), held on the record. When appropriate the printout will also provide information about a person's release whilst serving a period of detention (i.e. Home Leave, Day Parole or On Licence).

3.11 Record Administration

This section of the printout displays information relating to the status of the record. A detailed explanation of the items described in this section can be found at [Chapter 11, section 29](#) of this manual.

3.12 Wanted/Missing Information

This section of the printout displays details of any Wanted/Missing reports present on the record, in a similar format to the way #NE displays it. A detailed explanation of the items described in this section can be found in [Chapter 13](#) of this manual.

3.13 Disqualified Drivers Information

This section of the printout displays details of any Disqualified Driver reports present on the record. A detailed explanation of the items described in this section can be found in [Chapter 15](#) of this manual.

In addition to the standard information, the front page will also indicate the record sections selected and the number of pages for each section. Each page of the selected print is numbered in the style page X of Y. The first page of each selected print contains the person's Filename, Birth Date and PNCID, also the CRO number if issued. Subsequent pages display the Filename and PNCID only.

3.14 Firearms Certificate Information

This section of the printout displays details of any Firearms Certificate reports present on the record. A list of the items in this section can be found in [Chapter 16, section 5](#).

4. DISCLOSURE PRINT

This printout is designed for responding to requests from Non-Police Agency vetting enquiries on a particular person authorised in accordance with Home Office Circulars. A detailed list of Home Office Circulars is at [Appendix 5](#). The printout is designed to exclude all information that is not relevant to the enquiring agency.

In addition to the standard information, the front page also displays a warning in relation to subject identity and the Rehabilitation of Offenders Act 1974. Also present is the PNCID of the subject of the printout and the total number of pages produced.

5. ICPO PRINT ID NOT CONFIRMED

This printout is for the use of the **S.23(1)** only and is used to reply to Interpol affiliated countries requesting information about persons, when they are unable to supply fingerprint evidence of identification. The printout produced is a summary of convictions and cautions held on the record, similar to the Disclosure Print (see [section 4](#) of this chapter).

6. ICPO PRINT - ID CONFIRMED

This printout is for the use of the **S.23(1)** only and is used to reply to Interpol affiliated countries requesting information about persons for whom they are able to supply fingerprint identification. The printout produced is similar to the full Police Print (see [section 3](#) of this chapter).

7. PROSECUTORS AND COURT MULTIPLE PRINTS

This print option has been designed to provide multiple printouts in accordance with The Manual of Guidance for the Preparation, Processing and Submission of Files covered under Pre-Trial Issues. It has been designed to have a default setting for one copy of the Crown Prosecution Service (CPS) printout (see [section 8](#) of this chapter), plus four copies of the Court/Defence/Probation printout (see [section 10](#) of this chapter), to the designated printer. The operator has the option to amend the number of each type of printout to suit local needs (to a maximum of 99 each). However, it has been agreed nationally, between NPCC and the Lord Chancellor's Department that providing that these five printouts are submitted on A4 paper produced from a laser printer, additional copies will be photocopied by the Courts, if required.

8. PROSECUTORS PRINT

This printout has been designed in consultation with the Crown Prosecution Service (CPS). It provides the CPS with details of Impending Prosecutions and the Conviction History. As agreed by the NPCC Crime Operations Committee, it **does not** disclose the Police Method of Offence.

9. WITNESS PRINT

This printout is available to anyone with entitlement to use the Court/Defence/Probation print for the purpose of witness vetting. It shows the subject's Name and Alias names (other identification details like Date of Birth, Sex, Colour and Height are not shown), plus Convictions Summary, Impending Prosecutions, Convictions, Cautions/Reprimands/Warnings and Penalty Notices listed chronologically in conviction date order, starting with the oldest.

10. COURT/DEFENCE/PROBATION PRINT

This printout has been designed in consultation with the Lord Chancellor's Department, Justices' Clerks' Society and the Probation Service. It has been agreed between NPCC and the LCD that providing that it is produced on A4 paper from a laser printer it is suitable for direct submission to the Courts in accordance with The Manual of Guidance for the Preparation, Processing and Submission of Files.

11. PROBATION SERVICE PRINT (PRE-SENTENCE REPORT PRINT ONLY)

This printout is used solely by the Probation Service for use in the preparation of pre-sentence reports. A copy of the Court/Defence/Probation printout is also used by the Probation Service in the preparation of breach hearings or to update information held on an offender.

12. PRISON PRINT

This printout has been designed for submission to the Prison Service for information required to be passed for the handling of prisoners. It contains only Warning Signals, Record Summary, Impending Prosecutions and Conviction History.

13. SOURCE INPUT DOCUMENT

This printout covers the basic process and nominal data required to be recorded for any subject at the time of recording an Arrest/Summons process.

As with all prints, the details of the person requiring the printout must be entered in the **"PRINT FOR"** field. A further field, solely for use with the Source Input Document print, exists for the

purpose of entering an Arrest/Summons reference and may be used where the Arrest/Summons report has already been entered onto PNC. In this case, the Arrest/Summons and Offence details for that A/S reference will appear in the print. If the field is left empty, these parts of the print will be blank.

In addition to the standard information, the front page also displays the name searched, the filename of the record selected and the Arrest/Summons Reference if entered. Guidelines to the source input document printout are also shown.

Nominal data already recorded within the record will be displayed in the printout.

The form now includes a signature box to allow the officer using the print to certify the accuracy of the information recorded.

14. DAILY ACTIVITY FILE

The Daily Activity File (DAF) printout is available to forces for the quality assurance of information placed on the Names application. It enables forces to control centrally all the data the force owns. It also advises an owning force of information entered onto a person's record by another force. DAF printout is controlled by the #QV transaction, which enables the force nominated officer to control the type of DAF printout the force receives. The matrix of DAF printouts available is at [Appendix 6](#).

15. BATCH PRINTS

A range of off-line batch print processes are available for the audit, descriptive search, monitoring and weeding of information held on the Names application. Some batch processes are automatically generated by the updating process, while others are available at a force's request. A detailed list of batch processes available is provided in [Chapter 7](#).

16. OUTSTANDING FINGERPRINT STATUS - BATCH PRINT

The Outstanding Fingerprint Status batch print is forwarded to forces once a month and consists of individual Arrest/Summons cases where the fingerprint status was initially input as "T" (TAKEN), having remained as such for a period of six months. Following the receipt of this printout forces should make efforts to identify the existence of any outstanding fingerprints and forward them to their IDENT1 Bureau as soon as possible.

If after making appropriate enquiries, no fingerprints can be found the following options should be used for the fingerprint status entry:

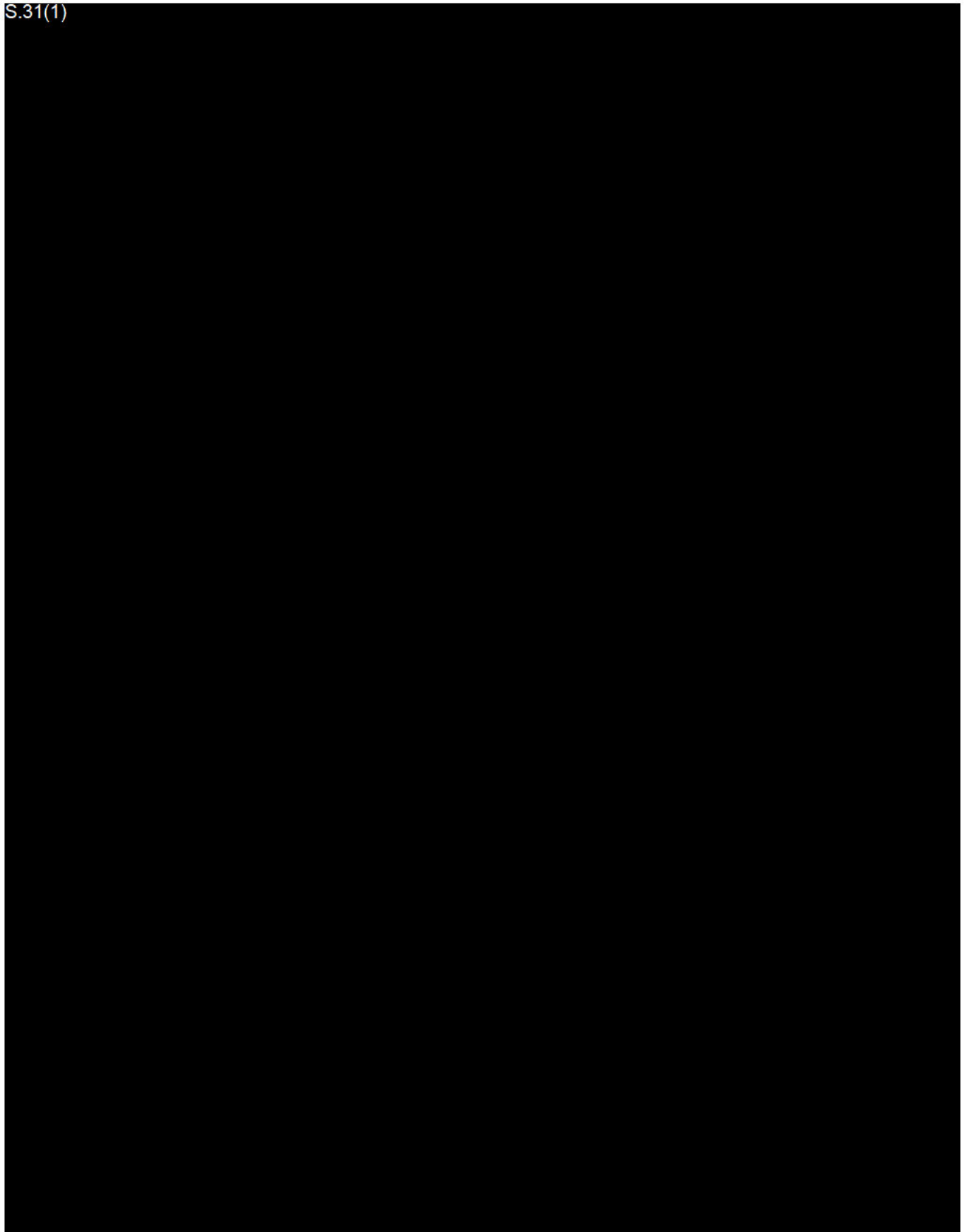
- * NOT TAKEN
- * MISSING

The #NS transaction will reflect the number of Missing sets of fingerprints (see [Chapter 21, section 2.5.2](#)).

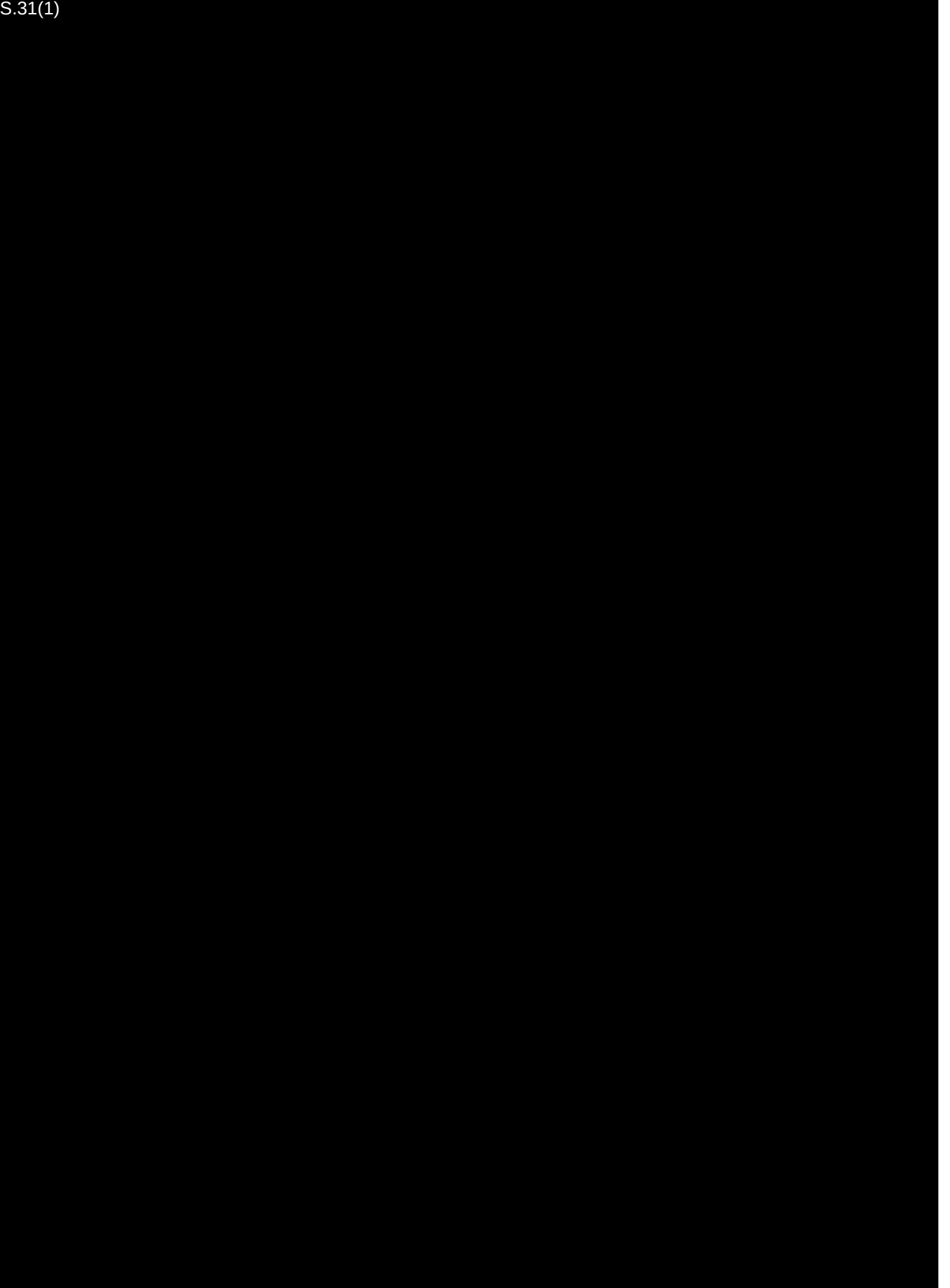
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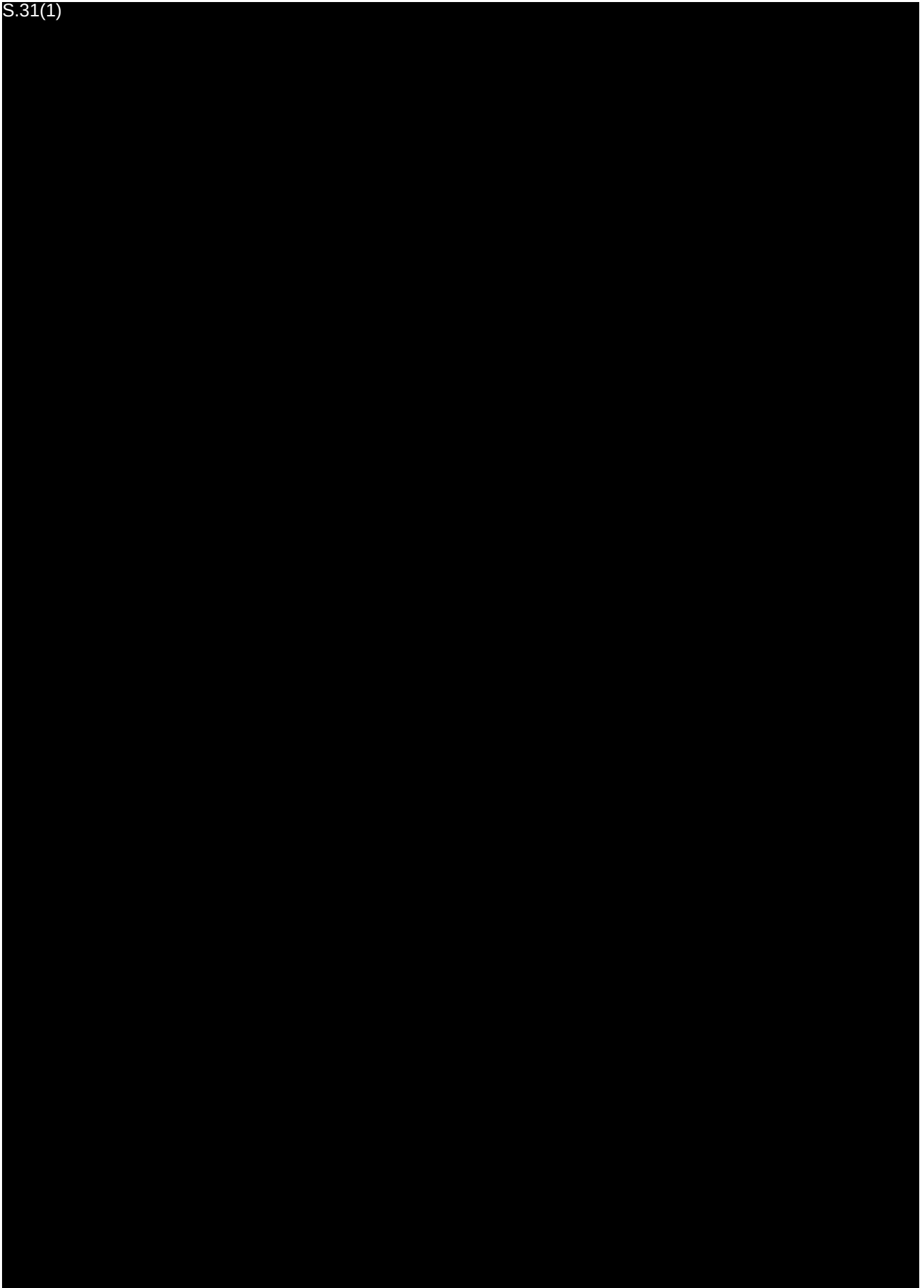
S.31(1)



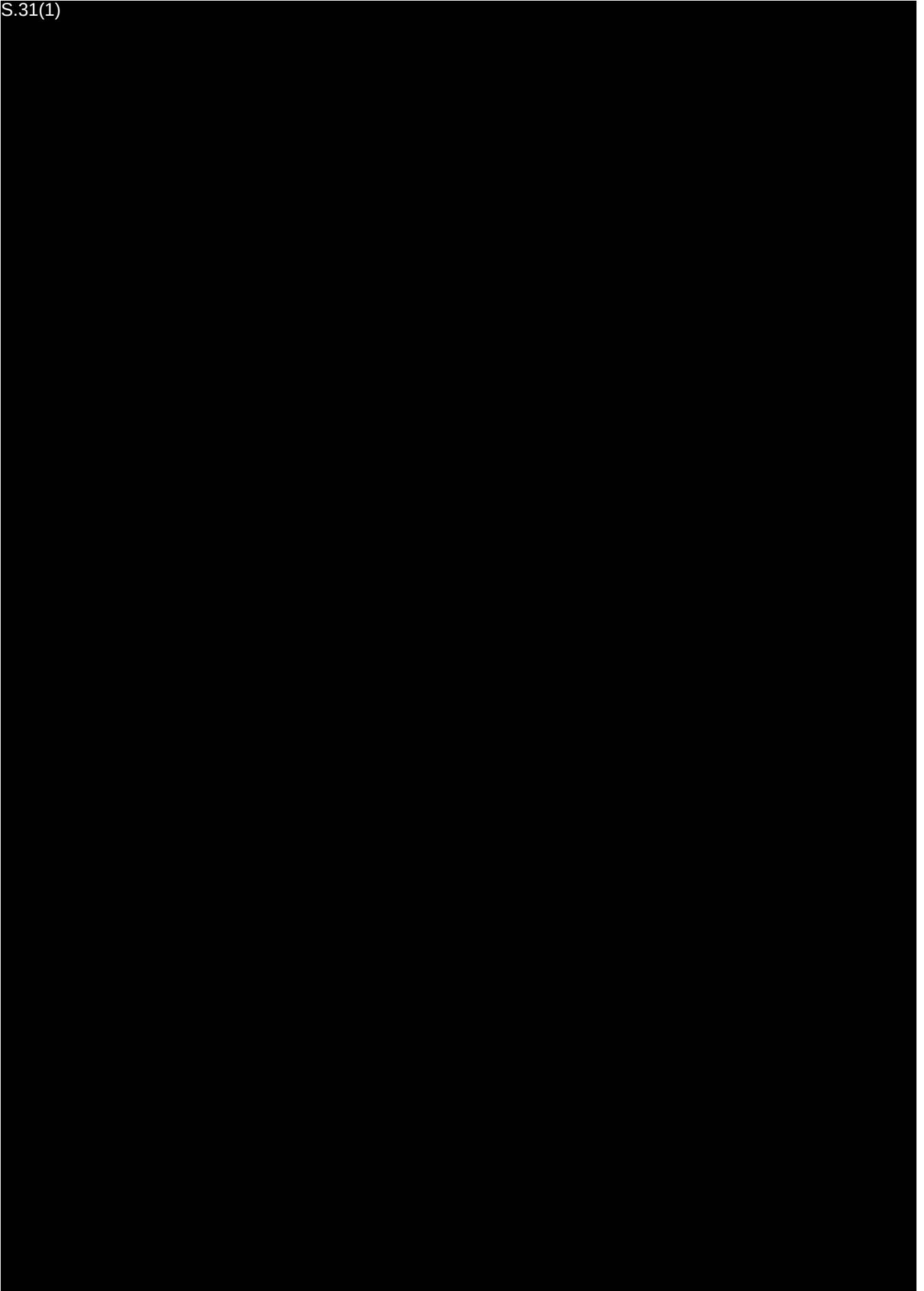
S.31(1)



S.31(1)



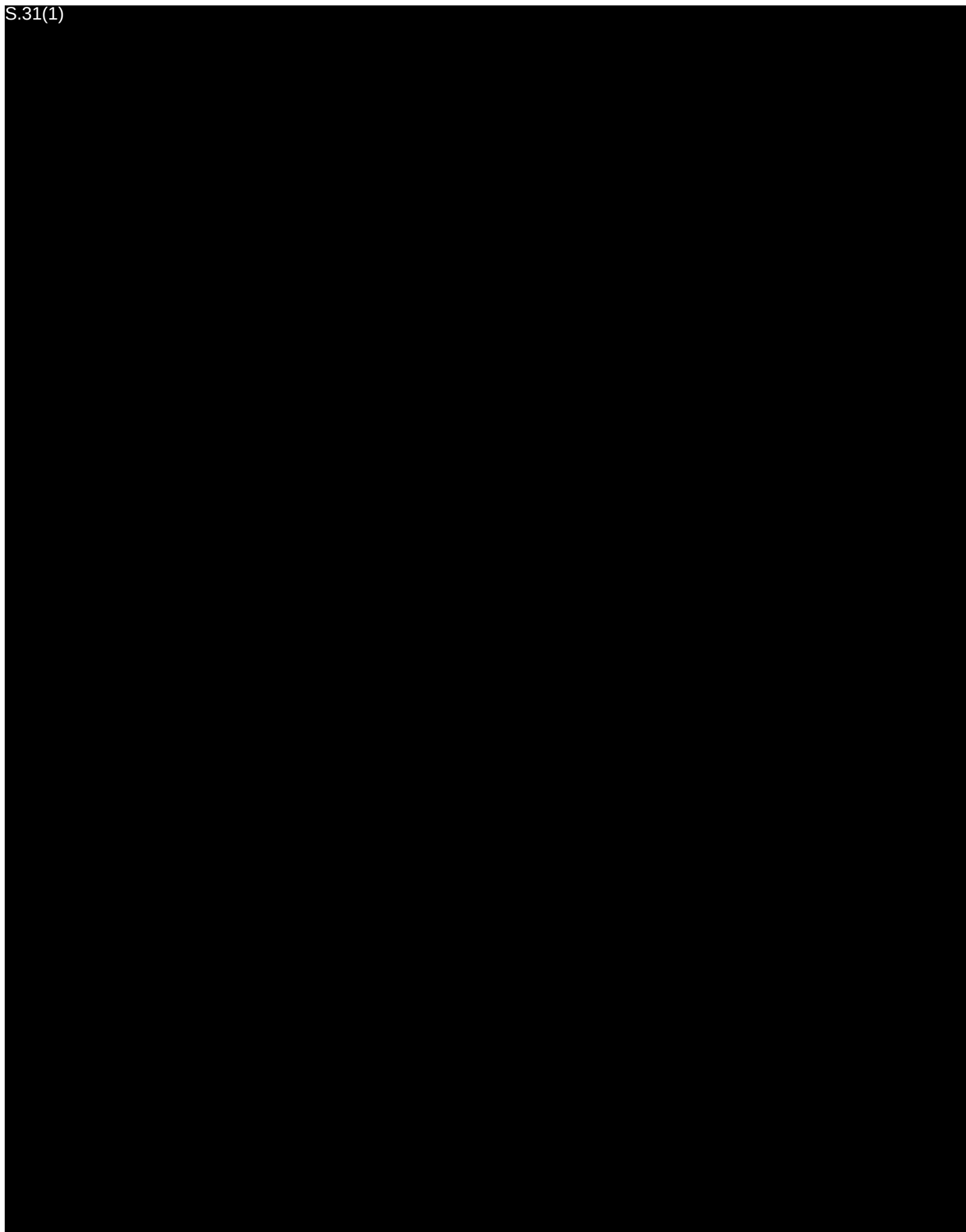
S.31(1)



S.31(1)



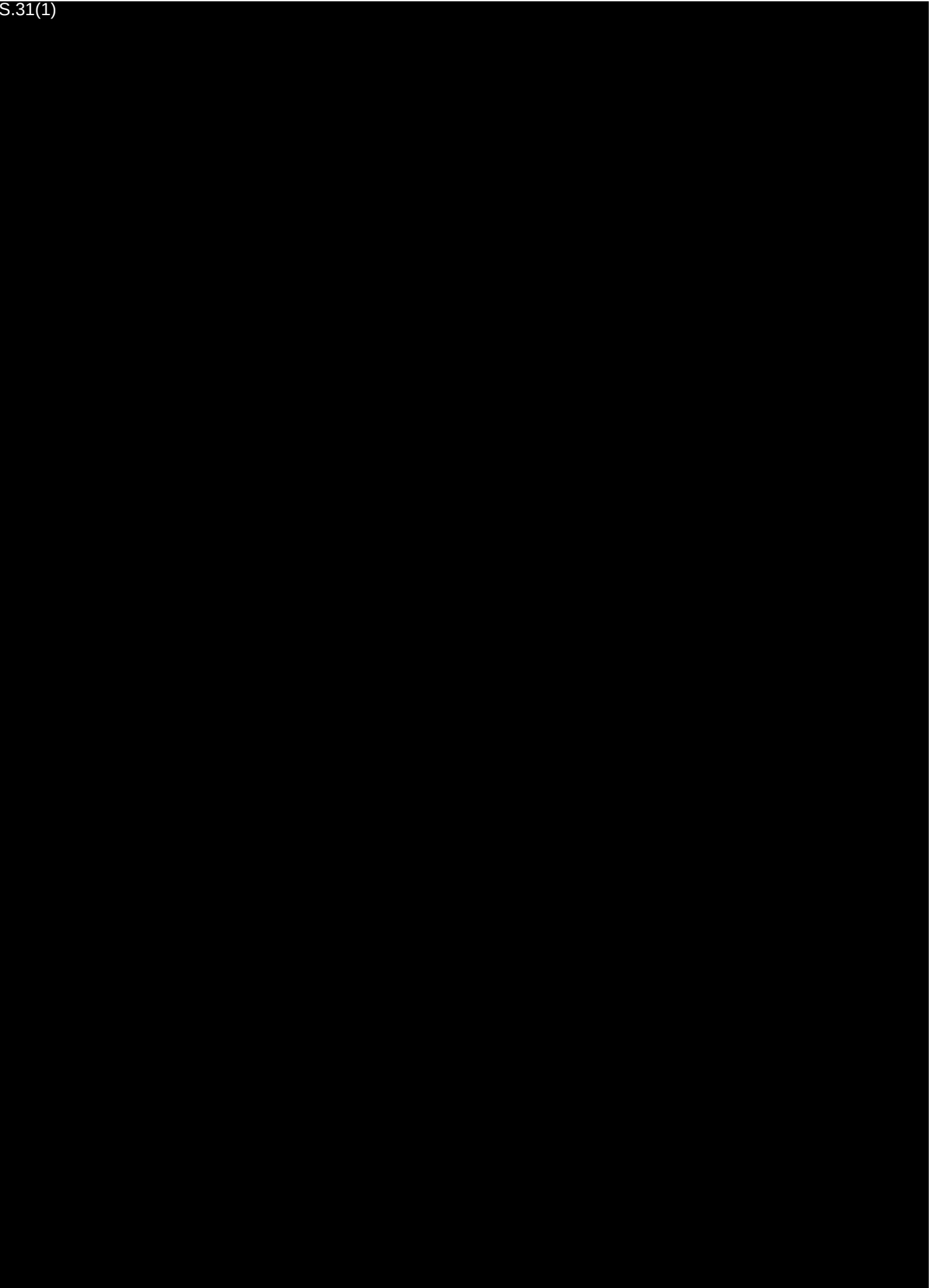
S.31(1)



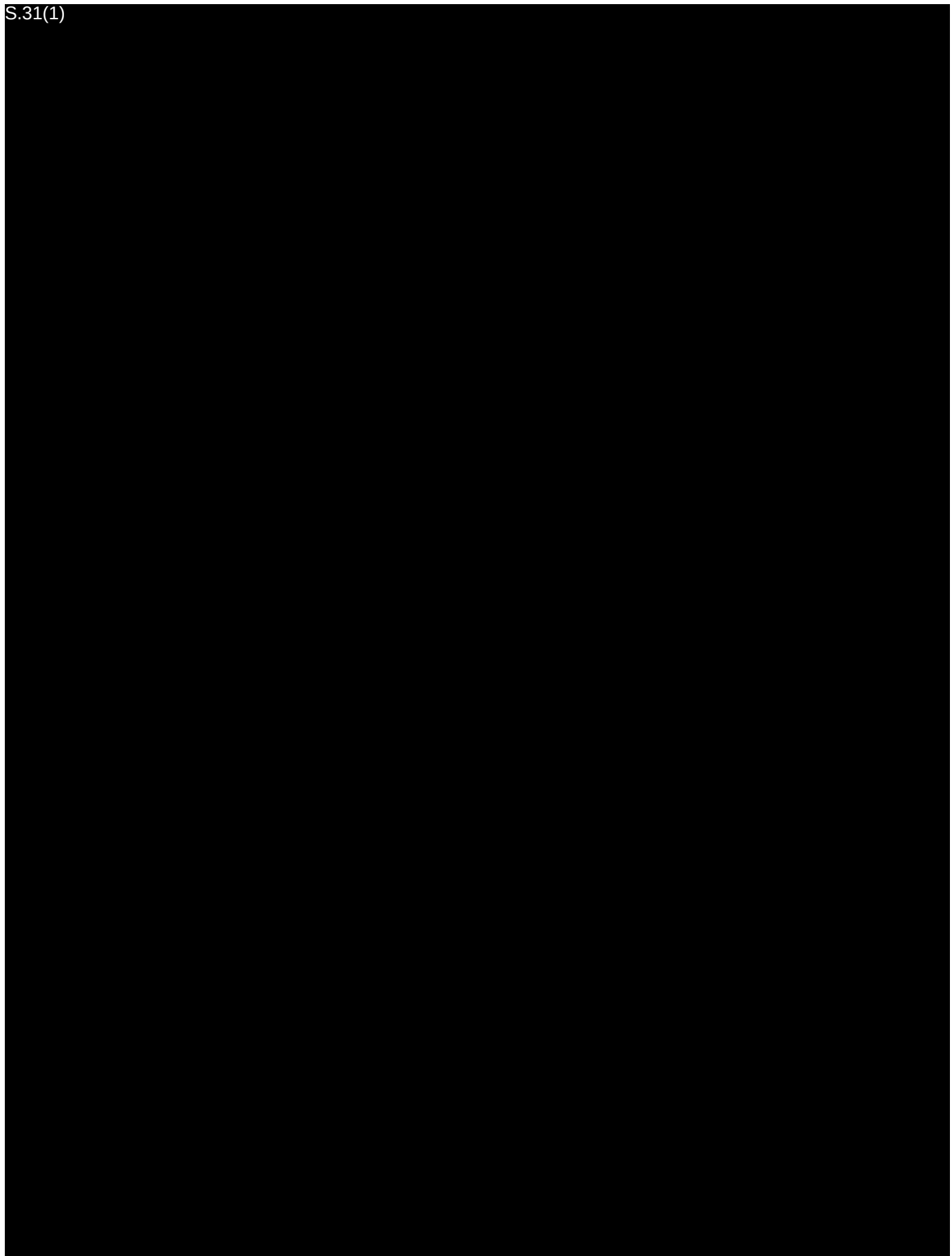
S.31(1)



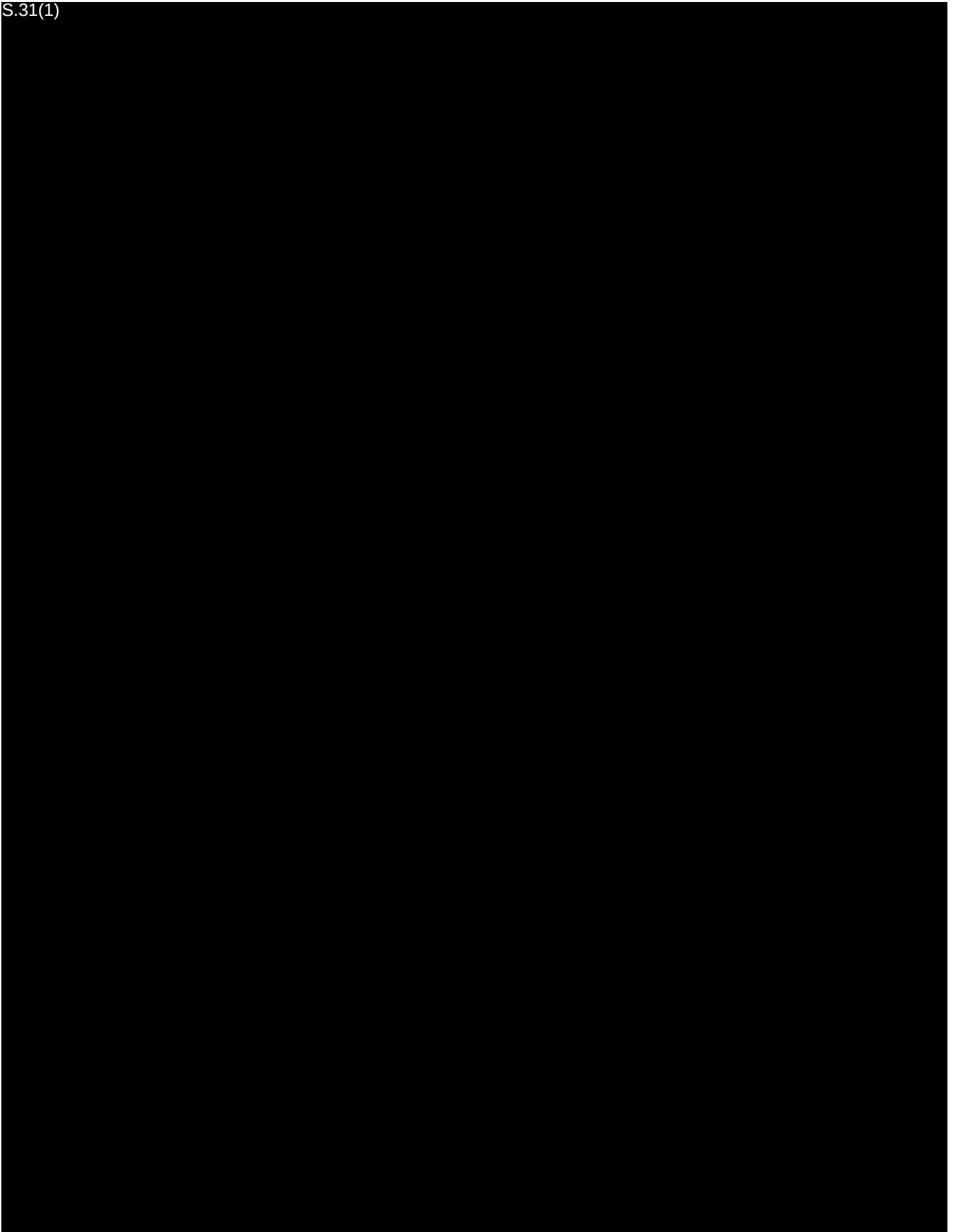
S.31(1)



S.31(1)



S.31(1)



NOTES

CHAPTER 21 – SYSTEM MANAGEMENT AND DATA QUALITY

1. INTRODUCTION

The management of the Police National Computer system at a local force or agency level entails the supervision, responsibility for and, in some areas, accountability for the following categories or functions:

- System Users
- Security of System Use
- Data Quality
- The Audit Process
- Performance Statistics
- Activity Statistics

2. MANAGEMENT ISSUES

2.1 System Users

All personnel who are to use the system must have received the appropriate level of training, in accordance with their access level. This includes all operators, supervisors and managers. Training, to nationally agreed standards, may have been completed locally or centrally. Each trained person will then be allocated to a user group with the attendant transactions. This allocation process can be completed locally and/or by PNC Operations staff at Hendon.

Every three months a process is undertaken at Hendon to remove any DCT User-IDs marked for permanent deletion, and to invalidate User-IDs that have not been used for at least 6 months. This ensures that PNC operators who wish to resume using the system after a significant gap cannot automatically do so without coming to the attention of a local supervisor (see [section 2.1.6](#) on how to use #SU to identify such User-IDs).

The requirement for retraining an operator must also be considered. It is best practice that after six months of lapsed use a local assessment will be conducted by an accredited PNC Trainer and a decision will be made as to what level of further training is required to allow that individual to resume their PNC access.

2.1.1 #SC Transaction

The transaction code #SC, which is only available in LIVE mode, may be used by authorised persons to create User-IDs for PNC operators in their own force, or for a different force code if both are in the same linked group of “friendly forces”, as described in PNC L/O Letter 2014/018. The transaction works as follows:

- Only one User-ID may be created per #SC, which must be initiated from an SRG terminal or DCT located in the force concerned (excluding temporary spare terminals beginning VSPAR). User-IDs created via SRG using #SC are only valid for use on SRG, whereas User-IDs created via DCT will work on both DCT and SRG. This is subject to SRG suppliers making the relevant modifications.
- The new User-ID must start with the two digits of the force code and be no more than 8 alphanumeric characters in length.
- A password must be entered and retyped for confirmation. It must be different to the User-ID and between 6 and 8 alphanumeric characters, of which no more than two in a row may be the same.
- The initial password will be deemed to have expired and must be changed when the operator uses their new User-ID for the first time.

2.1.2 #SG Transaction

The transaction code #SG, which is only available in LIVE mode, is used to administer the groups, once they are established. Each User-ID can be appropriately moved from group to group. An authorised user of #SG may move a User-ID of an operator whose User-ID starts with a different force code, provided that both forces are in the same linked group of “friendly forces”.

2.1.3 #SE Transaction

The use of the transaction code #SE allows for each individual authority level to be displayed. In conjunction with para 2.1, it is important that no user has a greater level of access than is actually required and trained. For each user there will be three available screens, LIVE, TRNG and DEMO transaction availability.

This will also provide information on the following:

- entitlements to print PNC data
- Bar status – shows whether the user is currently barred
- Logon Attempts – shows whether the user has made one or two incorrect attempts to log on
- Logon Ind – shows whether the user is currently logged on to the system.

2.1.4 #SD Transaction

The transaction code #SD allows for the display of users within any organisation, who are entitled to use the PNC. It is vital, as staff leave or move to posts which have no justifiable requirement for PNC use, that their entitlement is removed. Initially they should be removed from their appropriate group using #SG before considering whether permanent deletion using #SU is appropriate (see [section 2.1.6](#)).

2.1.5 #SP Transaction

DCT users who, for a variety of reasons, are barred from the system may have their passwords reset by supervisors being granted use of the #SP transaction. This is an online transaction that precludes the need for written communication to PNC Operations at Hendon requesting that they perform the function. An authorised user of #SP may reset the password of a PNC operator whose User-ID starts with a different force code, provided that both force codes are in the same linked group of “friendly forces”.

#SP is not available for SRG users as they cannot be barred by PNC. However, SRG users can be barred by their local SRG system. If this occurs the operator will need to contact their SRG administrator.

2.1.6 #SU Transaction

The transaction code #SU provides a list of local DCT User-IDs and SRG authorisation token User-IDs which have not been used for a particular time. This time can be specified and established by each manager, e.g. 180 days. This can act as an indicator that an individual may have been granted their PNC access unnecessarily, and should therefore be removed. It also allows for the marking of unwanted User-IDs for deletion, e.g. when a person retires or leaves the force. It is advisable to notify the ITNow Service Desk of any DCT User-ID deletions, this will be logged and sent to PNC Operations to carry out the deletions.

Removal of SRG authorisation token User-IDs will prevent access to PNC for all SRG users assigned to the authorisation token User-ID through the force's local SRG system. The removal of SRG users is a function of the force's own SRG administrator.

It is recommended that this transaction be used monthly to ensure consistent and frequent use by individuals. Initially #SU will show ALL unused User-IDs issued within a force or agency, even if they are no longer valid. When using #SU for the first time, it is essential to compare the list obtained against the list of currently valid users obtained from using #SD.

2.1.7 #SL Transaction

The transaction code #SL is used in conjunction with #SZ (see below) to show whether a DCT is currently locked or not locked.

2.1.8 #SZ Transaction

DCT users who enter an invalid User-ID three times on the same terminal will cause it to become locked. This is a security feature of the PNC to prevent unlawful access. The DCT will need to be unlocked from another DCT by a supervisor authorised to use #SZ within the organisation where the locked DCT is located. The transaction prompts the user for the DCT identifier (e.g. VSYKS871) and, assuming the DCT was locked at the time, a SUCCESSFULLY UNLOCKED message will be displayed. An authorised user of #SZ may unlock a terminal in another force, provided that both forces are in the same linked group of "friendly forces".

2.2 Security of System Use

2.2.1 #TE Transaction as an Auditing Tool

A vital part of the use of the system is its security in compliance with both operating rules and legislation, e.g. Data Protection Act 2018, Computer Misuse Act 1990. The system managers in every force or agency connected to the computer network MUST, on a daily basis, review a random sample of transactions completed by them. A sample figure of 1% of a daily total is recommended for review.

Each review shall consist of a Transaction Log enquiry, #TE, being conducted over a prescribed time period for the previous day, and/or a prescribed geographic area of the organisation. The predetermined number of transactions is then randomly selected from the respective result. The person responsible for causing each selected transaction must then be questioned as to the reason(s) for it being required. As appropriate, evidence should be provided to support this reason, e.g. crime file, custody file or intelligence files. Each transaction must comply with all aspects of the above legislation.

Transaction Log enquiry facilities may be granted at basic level for individual operators to measure their own input over an eight hour period or, at full level for up to seven years (see [Chapter 6](#)). An off-line version of the TLOG search is also available for up to seven years (see [Chapter 7, section 2.18](#) and [section 2.19](#)).

2.2.2 Breaches of Legislation

Transaction Log enquiries can also be conducted at the discretion of managers on individual personnel where breaches of legislation may be suspected.

2.2.3 Full Transcript of Transactions (Message Log)

The Transaction Log facility is designed to measure all transactions input into the system. This does not record or measure any responses. If such information is required then PNC provides a Message Log (MLOG) facility. This is not an online facility and can only be provided by PNC Operations staff at Hendon Data Centre, again on the application of approved local management personnel. The MLOG is an essential part of any prosecution or internal discipline investigation that involves the use or misuse of the PNC. The maximum search period of the MLOG is the most recent 15 months. **Under no circumstances can any transaction be removed from the Message Log.**

2.3 Data Quality

This is a very wide yet the whole nub of the use of the PNC system. Without quality data the system cannot work effectively.

Quality data begins with the training of personnel who are responsible for preparing the data, inputting the data and/or using the data, therefore management of these areas is equally important. The final assessment of quality is that of the auditor.

The preparation of data is dealt with outside the remit of this document.

The input of data can be quality assured in a number of ways both using online and off-line facilities. These will depend largely on which area of the system one is working in.

2.3.1 The Vehicles File

Data added to the vehicles file relates to either Police Records and/or Police Reports, added to existing DVLA Records. Consideration should be given to using the Vehicle Online Description Search facility (VODS). This will enable any supervisors to extract from the PNC their own reports or records that currently exist on the PNC system (see [Chapter 2, section 7](#)). Each can then be examined in conjunction with source documentation for quality purposes on any pre-determined local timeliness.

2.3.2 The Property File

Using similar methodology to the Vehicle File, use of the transaction codes #PS (Property Search) and #PM (Property Search Results) can produce similar results (see [Chapter 3, section 8](#)). This allows for any report under any category of LOS/FOU property owned by individual forces to again be quality assured against source documentation.

2.3.3 The Names File

This file contains the widest facilities for online quality assurance at “hands on” supervisor level, in conjunction with the #QV directory (see [Appendix 6](#)).

This directory is principally designed to organise Daily Activity File reports (DAF), however there is one single section entitled Verification. Selection of any of the Nominal Data Update sections with a character “Y” will allow these to be verified as an online process. Logically the more items selected the more that can be verified.

Once selected this allows for the use of the transaction code #NV, Names Verification. By selecting a local force/station code (the update site), this allows for the selection of either a PNCID reference number or a time scale of date/time extending back for a maximum of 7 previous days.

When using the #NV transaction it is recommended to work on the following parameters:

#QV - Multiple Selection for Verification: #NV - PNCID

#QV - Single Selections for Verification: #NV - Date/Times

This will ensure manageable responses for the verification process, as well as, in the latter case, to allow for thematic work. For example, if verification were required on all Wanted Missing Reports entered, then a single selection of WM on #QV allows for any WM report added within the date/time parameters to be verified. Note that OI report updates may not be verified via #NV.

Once selected all updates performed will then be presented on a screen by screen basis allowing for all inserts and amendments of data to be viewed for quality purposes. It then allows for a field, “Verified”, to be updated for the process to be fully completed.

It is important to note that personnel having responsibility for using the #NV transaction must clearly have this within their group transactions, whilst those whose work is being verified should not. Persons within a group containing #NV cannot verify the work of another with the same facility.

As a normal PNC transaction, the #NV transaction is measured within PNC Operations statistics giving an immediate indication of Names verification work conducted within an individual force or agency.

2.3.4 Directory Tables

This is more an issue of data maintenance where information relating to #QF Force Codes and #QS Force Station Codes must be quality assured for accuracy by each individual organisation. Those having the facility #QU must maintain these directories, whilst those not having the facility must contact Hendon Data Centre for the work to be transacted (see [Chapter 5, section 3.1](#)).

2.4 The Audit Process

The Audit Process for the Police National Computer is carried out at two different levels, firstly by local force auditors or data security staff, and secondly by representatives of His Majesty's Inspector of Constabulary and Fire & Rescue Services (HMICFRS).

2.4.1 Local Force Audits

Whilst this process is fully documented within the NPCC Data Protection Manual, a brief outline is included here.

Risk Analysis of Data - all data held within computer systems must be subjected to a risk analysis process. That which poses the greatest risk must be subjected to the highest level of scrutiny by way of quality assurance and audit.

Once the Risk Analysis Process is completed and prioritised then an initial Audit Plan can be constructed, mapping out the audits required. This plan may be spread over a one to five year period, with some data needing annual audits, whilst some requiring only once every five years. It is not envisaged that any plan should extend beyond five years and much of the main PNC data will require annual attention.

Having established an Audit Plan, as each audit approaches, the question of what exactly is to be audited, i.e. volume of data, must be addressed. This entails the implementation of a Sampling Programme, whereby pre-agreed formulae calculations can be used to establish exactly the size of the data to be audited. This, in turn, may also determine the resource implications for the audit. As with data quality, the VODS application and #PS can be used as online methods to retrieve a sample of records locally without the intervention or support of PNC Operations (see [section 2.3](#)).

The key to the process is the actual audit itself, which may need the assistance of system supervisors in fully assessing the data quality or compliance issues. Prior to commencement the auditor should outline the parameters of the audit, i.e. what data and to what depth it is to be assessed. The process then takes place, comparing data with source documentation, noting errors to varying degrees as they occur.

As each audit is completed, reports are made to local Chief Officers outlining errors, accountability and recommendations for future actions. These may result in changes to local practices and procedures, none of which can impact on national practices and procedures. In turn, they may impact on the risk assessment and/or audit plan thereby making it a cyclic process.

2.4.2 The HMICFRS Audit Process

This is primarily a PNC compliance audit. It is conducted as an element of the Inspectorate's Primary Inspection cycle (currently every three years), and normally takes place several weeks in advance of the pre-inspection visit.

Representatives of each force, whose work is connected with the PNC and Data Quality, are interviewed, normally over a two-day period. The basis of the interviews is a comprehensive questionnaire, which is completed in advance of the inspection. As well as all the training and security processes involved with the PNC, the inspectorate team will review all elements of local data quality control and local audit processes. This will include evidence of the risk assessment, audit plans and copies of the audit reports. A report on this pre-inspection visit will then be submitted for use in the main inspection as it takes place, some time later.

2.5 Performance Statistics

2.5.1 Monthly Statistics issued by PNC Operations

One of the PNC Operations functions is for the Business Relationship Management Team at Hendon Data Centre to produce a set of monthly statistics. For the PNC these include the following areas:

- Timeliness of the entry of Arrest Summons Reports
- Timeliness of the entry of Disposals

- Quantity of records with MO Keywords
- Quantity of records with outstanding Impending Prosecutions

Each month each force in the United Kingdom is able to analyse any progress by reflecting on their own performance and that of other forces with comparable workloads. Each set of statistics is quantitative, leaving each force to interpret them in any qualitative way they may deem appropriate.

Copies of all statistics are also forwarded to PNC Operations senior management and the HMICFRS, giving them an option to include relevant matters in their compliance audit visits.

2.5.2 #NS Transaction

In addition to data circulated by PNC Operations is the facility to access online management statistics using the code #NS. Each force has access to national figures and those for any individual customer organisation that updates the PNC. #NS may be used by a limited number of entitled persons responsible for the management of information placed on PNC.

Statistics are available in summary format, and selections must be made for:

- **X** (National), **S** (Scottish force codes), Force, Division, Station or Met Area code
- Detail level - **1** (summary) or **2** (detailed)
- Specific month and year, or year only (usually limited to current year and previous three years)
- The originator Force/Station code

Level 1 statistics provide details of:

- Persons coming to notice, broken down by first time and repeat offenders
- Offences which come to notice, including those committed on bail
- Offences by prime offence categories
- Court and Non-Court disposals broken down into categories
- Fingerprint, Photograph, BRC and DNA activity
- Overview of timeliness for notification of initial process and disposal.

Level 2 statistics provide similar details as above, however they give more finite totals in respect of offences and disposals.

The output from #NS is delivered to a designated printer attached to the terminal from which the transaction is originated.

These statistics are a quantitative measure and any qualitative analysis will be dependent on a variety of issues and ingredients relating to police and/or court processes. One example of how #NS may be used to give a truer indication of performance is the use of a separate Fce/Stn code ending in NP to record Arrest/Summons relating to non-police prosecuting agencies (NPPAs). It is recognised that forces may have little control over how quickly documentation from NPPAs is received.

2.5.3 #NR Transaction

It is recommended that all operators with access to #NS are also given access to #NR, which works in a similar way and provides statistics and data relating to the timeliness of A/S and Disposal entry (entitled Notification of Process and Notification of Disposals in #NS). The main differences are that the #NR output may be displayed on the screen as opposed to only being printed, and that users are not entitled to request force statistics other than their own.

Input selections must be made for the following:

- **X** (National), **S** (Scottish force codes), Force, Division, Station or Met Area code
- Specific month and year, or year only
- **A** (A/S data), **C** (Court Case data) or **B** (Both)
- The originator Force/Station code, which must be one the operator is entitled to use

Initially this displays the same statistics as #NS would print for the equivalent parameters, i.e. the number of records entered in the categories "Within 24 hours" up to "More than 1 year" and the percentage represented by each time period. Cumulative percentages are also shown, for example to enable the percentage of disposals entered within 1 week or 2 weeks to be easily ascertained.

Any category may then be selected by placing an X alongside, in order to show which A/S reports or disposals contributed to a particular statistic. An option to print the data is provided, up to a maximum of 1,000 records. For example, if #NS indicated that in a particular month a force created 10 new A/S reports that had taken over a year to be entered on PNC since the Start of Process Stage Date, #NR could be used to find out which A/S Numbers they were, along with the PNCID, Originator, Event Date and Date Added to PNC.

Note that the data will be incomplete if records have subsequently weeded from the system. In these circumstances, the PNCID column will show A/S DELETED or CASE DELETED and the EVENT column will be empty.

2.6 Activity Statistics

In line with the Performance Statistics a monthly set of transaction statistics is also prepared and circulated by PNC Operations. These include a quantitative measure of all the available transaction codes that have been used by each force during the month. Again this allows for qualitative analysis of how much each facility is being used. For example, #VS will provide an immediate count of how many VODS transactions have been carried out, or #NV will indicate how much online names verification work is being undertaken.

NOTES

APPENDIX 1 - MARKS/SCARS/ABNORMALITIES

KEYWORDS

Keywords are listed under the type of Marks/Scars/Abnormalities against which they will be allowed. Where a particular keyword is only to be used for one body part, the relevant body part is shown in brackets.

N.B. There are no keywords for use with the mark type PRCD.

SCAR	MARK	PECU	LACK
BURN	BIRTH	ATTACHED LOBES (EARS)	FALSE
CUT	CYST	BLIND (EYES)	UPPER
NEEDLEMARKS	FRECKLES	BOW (LEGS)	LOWER
SURGICAL	MOLE	BROKEN (NOSE)	LEFT
TATTOO REMOVED	POCK	BULBOUS (NOSE)	RIGHT
	WART	BULGING (EYES)	THUMB (FINGERS)
		CAULIFLOWER (EARS)	FIRST (FINGERS)
		CLEFT (CHIN)	SECOND (FINGERS)
		DEFORMED	THIRD (FINGERS)
		DIMPLED (CHIN)	FOURTH (FINGERS)
		FLAT (FEET, CHES)	
		GOLDTEETH (TEETH)	
		HARELIP (LIPS)	
		HEARINGAID (EARS)	
		LIMP (GAIT)	
		LISP (SPEE)	
		PIGEON (TOES, CHES)	
		PROTRUDING	
		RECEDING (CHIN)	
		SHUFFLE (GAIT)	
		SQUINT (EYES)	
		STAMMER (SPEE)	
		TWISTED	

TATT

ANCHOR	
ANIMAL	includes dog, cat, tiger etc
BIRD	
BUILDING	all buildings or part building
CARD SUIT	pack of cards, aces etc
CARTOON	Mickey Mouse, Popeye etc
CELTIC BAND	
COFFIN	
CONVEYANCE	cars, trucks, aircraft, ship, boat etc
CROSS	
CROSSED BONES	
CROWN	
DEVIL	
DOTS	Borstal spot, tear drop etc
DRAGON	
EMBLEM	badge, crest, flag etc
FEMALE FIGURE	nude, part figure etc
FISH	
FLOWER	
FOREIGN	
GLOVE	includes hands, fingers etc
GRAVE	includes headstones
HEART	
INSECT	all insects
JEWELLERY	

LETTERS
 LINES
 MALE FIGURE includes part figure
 MONEY
 NAME
 NAME OF PLACE
 NAME OF TEAM
 NUMBERS
 OBJECT
 PHRASE
 PLANT
 REPTILE
 SCENE
 SCROLL
 SKELETON
 SKULL
 SWASTIKA
 SYMBOL includes shapes, triangles etc
 TRIBAL
 WEAPON
 WEB
 WORDS
 WREATH
 ZODIAC

Guide to “Keywording” Tattoos

The following will assist operators updating the Marks and Scars element of Names records where the subject has tattoos. Some tattoos can be classified using the 48 categories of keyword available on the system, whilst other tattoos may not fit these categories. It is not possible to create keywords to cover every possible design of tattoo. Some forces have experienced this problem with their local computer systems and the NIS Method Index Section encountered it with the BRC of records for Phoenix. This guide lists actual tattoos notified in the past and shows which keyword they should appear under.

<u>Tattoo (design)</u>	<u>Keyword</u>
Ghost, Grim Reaper, Vampire	CARTOON
Wizard	“
Angel, Cherub, Cupid	“
Gods (Mercury, Hermes, Vulcan, Buddha etc)	“
“Acid” face, Smiley face	“
Matchstickman/“Saint”	“
“Playboy” Bunny	“
Toadstool, Mushroom	OBJECT
Dice	“
Star	“
Cloud	“
Lightening	“
Musical Notes	“
Piece of Cheese	“

Tattoo (design)	Keyword
Crossed Leeks	EMBLEM
Cannabis Leaf	"
Shamrock	"
Unicorn, Pegasus, Griffin, Werewolf	ANIMAL
Snail	"
Bat	"
Dolphin, Whale, Shark	FISH
Crab, Lobster	"
Octopus	"
Spider	INSECT
Butterfly	"
MCFC	LETTERS
UB40	"
Pterodactyl	REPTILE
Frog	"

Certain tattoo designs may require more than one keyword to avoid any ambiguity. Up to four keywords can be used with each design. Examples of these are:

Centaur	MALE FIGURE, ANIMAL
Mermaid	FEMALE FIGURE, FISH
Black Cat on number 13	ANIMAL, NUMBERS
Chinese writing	FOREIGN, LETTERS
Victory Sign, Red Hand(Ulster)	EMBLEM, GLOVE
Crucifix	CROSS, MALE FIGURE
Rising Sun	SCENE, OBJECT
Bulldog wearing Boxing Gloves	SCENE, ANIMAL, GLOVE
Naked Female fighting a Snake	SCENE, FEMALE FIGURE, REPTILE
Pigs wearing Crash Helmets with word "POLICE"	SCENE, ANIMAL, OBJECT, WORDS

APPENDIX 2 - BYPASS TRANSACTIONS

CODE	PARAMETERS	RESPONSES
#NA	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Address
#NC	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Police Circulation References
#NI	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Information Markers
#NK	PNCID/CRO Number, Checkname, Force/Station Code of originator, Crime/Offence Ref, Force/Station Code of Owner	Used to update the subject's Method and MO keywords
#NL	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Local Cross-references
#NM	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Marks and Scars
#NN	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Nominal Details and Description
#NP	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Photograph Location
#NW	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Warning Signals

APPENDIX 3 - WANTED MISSING AND OPERATIONAL INFORMATION

1. RELATIONSHIP OF INITIAL RETENTION PERIOD TO EACH CLASS/OFFENCE/QUALIFIER

WM CLASS	OFFENCE/QUALIFIER	INITIAL RETENTION	IMMINENT WEED REMINDER
DETAINED	-	7 days	None
FOUND	-	10 Weeks	1-2 months before Weed Date
MISSING	-	3 years	1-2 months before Weed Date
DESERT	-	Subject's 65th Birthday	2-3 months before Weed Date

WANTED	MURDER or EXCLUSN	Unlimited	2-3 months before Weed Date
WANTED	IMMIGRATION/ALIENS	*	None
ABSCOND or RECALL	-	*	None
WANTED or LOCATE	NPF	1 year	1-2 months before Weed Date
Any case not covered by the above	-	3 years	2-3 months before Weed Date

OI REPORT TYPE	INITIAL RETENTION	IMMINENT WEED REMINDER
ORDER	Weed Date is entered by the operator	None
POLICE	3 years for most report types +	None

Initial Retention refers to the Weed Date set when the report is entered e.g. '7 days' means that the Weed Date is set to 7 days after the Entry Date.

* The Weed Date must be determined & entered by the operator.

+ The initial Weed Date is entered by the system for most report types, and is 3 years for all except ASB-DR (1 year). The operator must enter the Weed Date for report types CPN, ENHPL, OPP-V, PSPN and SUPSCOT.

An **Imminent Weed Reminder** is produced where the report is due to be weeded in the near future if the criterion shown is met on the day that the monthly weed/reminder job is run.

Continuation Reminders are produced for ALL reports which:

- were entered at least 3 years ago
- and have a Weed Date which is at least 3 years in the future or is Unlimited

These are produced on the annual anniversary of their entry.

APPENDIX 4 - WANTED MISSING

1. WEED DATES IN ABSCOND AND RECALL CASES

RECALL

YOUTH CUSTODY	If the date of birth field has been completed then the computer will check on the weed date so that it is not entered later than the subject's 25th birthday, unless an unlimited weed date is entered, as 99999999.
DETENTION	Enter date one year after release. Incident date in this case should be entered as the release date, not the date of the recall order.
PRISON/HOSPITAL	Enter 99999999 to indicate 'without limit', or expiry date of supervision order where subject was under 21 years at conviction date.

ABSCOND

* Scotland only

CARE	If made before 16 years and not extended, enter 18th birthday. If over 16 years when order made or where order is extended enter 19th birthday.
YOUTH CUST(ODY)	If the date of birth field has been completed then the computer will check on the weed date so that it is not entered later than the subject's 25th birthday, unless an unlimited weed date is entered, as 99999999.
DETENTION	Subject's 22nd birthday only .
PRISON	Enter 99999999 to indicate 'without limit'.
SCHOOL*	Subject's 18th birthday only .
REMAND*	Subject's 18th birthday only .
HOSPITAL	As a result of the Mental Health Act 1983 the following is a guideline for calculating the weed date in cases involving formal patients who abscond from Mental Hospital. In order to calculate the weed date, the section of the act under which the patient was admitted to hospital or received into guardianship must be known. The following chart gives weed dates to be entered for specific sections.

Weed Dates to be entered under Mental Health Act

Section of Act	Assessment, Treatment, Guardianship, Leave and Remand periods	Weed Date Entered
Sec.2	Admitted for 28 days assessment. There is no provision in the act for hospitals to extend the period.	Expiration of authority for detention (maximum 28 days) s.18 (4)(a)(b) MHA
Sec.3	Admitted for treatment, no time limit. There is provision for hospitals to extend the period for 6 months, then annually for 12 months each time.	6 months from the date of absence, or, the expiration of the order s.18 (4)(a)(b) MHA
Sec.4	Admitted for 72 hrs for emergency assessment. There is provision for hospitals to convert this to a Section 2.	Expiration of authority for detention (maximum 72 hrs) s.18 (4)(a)(b) MHA
Sec.5.2	Admitted for 72 hrs for assessment whilst already a patient in hospital. There is no provision to extend the period for this section.	Expiration of authority for detention (maximum 72 hrs) s.18 (4)(a)(b) MHA
Sec.5.4	Admitted for 6 hrs for assessment whilst already a patient in hospital. There is no provision to extend this period.	Expiration of authority for detention (maximum 6 hrs) s.18 (4)(a)(b) MHA
Sec.7	Admitted under guardianship application. There is provision for the hospital to extend this order for 6 months, then annually for 12 months each time.	6 months from the date of absence, or, the expiration of the order s.18 (4)(a)(b) MHA

Sec.17	Granted leave of absence which has been revoked. Any unauthorised absence where leave has been granted under this section is dealt with by Section 18 of the Act.	Refer to the time limits set by the section that the person was admitted to hospital under s.18 (4)(a)(b) MHA.
Sec.35	Remanded to hospital for reports by the Crown Court for an initial period of 28 Days, this can be extended by the Court for not more than 28 days at a time, up to a maximum of 12 weeks.	Unlimited, see s.35 (9) (10) MHA - enter 99999999.
Sec.36	Remanded to hospital for treatment by the Crown Court for an initial period of 28 Days, this can be extended by the Court for not more than 28 days at a time, up to a maximum of 12 weeks.	Unlimited, see s.35 (9) (10) MHA - enter 99999999.
Sec.37	Hospital order made by a court for treatment or Guardianship, the period is 6 months beginning on the date of the order. The Order can be renewed for 6 months and then annually. This may also include a Restriction Order under Section 41 with the duration being decided by the courts and is quite often indefinite and when a Restriction Order is in place the Hospital Order does not periodically expire.	Unlimited.
Sec.47	Transfer from prison institution of a sentenced prisoner to a hospital has the same effect as a Section 37 Hospital Order and will usually be subject to a Restriction Direction under Section 49. If no Restriction Direction is made this may mean the person being detained in hospital longer than their prison sentence.	Unlimited.
Sec.48	Transfer from prison of a person on Remand and not serving a sentence of imprisonment. The Transfer Direction comes to an end when the court makes a final decision about the outcome of the case.	Unlimited.

APPENDIX 5 - HOME OFFICE CIRCULARS ON DISCLOSURE OF CRIMINAL RECORDS

Any of these circulars dealing with disclosure issues relating to employment vetting and protection of vulnerable children may now have been superseded by the responsibilities of the Disclosure and Barring Service.

HOC	SUBJECT
88/1982	(WELFARE OFFICERS-CHILDREN SAFE CUSTODY) Disclosure of Convictions to probation Officers and Social Workers for the reports for Courts Determining Care and Custody of Children
11/1983	(PROBATION OFFICERS-PERSONS GENERAL) Disclosure of Convictions to Probation Officers Preparing Social Inquiry Reports for Magistrates' Court and in respect of Persons Placed Under their Supervision
44/1986(c)	(LOCAL AUTHORITIES-CHILD ACCESS) Protection of Children: Disclosure of Criminal Background of those with Access to Children
45/1986	(LOCAL AUTHORITIES-DISCLOSURE GENERAL) Police reports of Convictions and Related Information – has largely been superseded by 47/2003 and 6/2006
Schedule 2 20/03/97	(DISCLOSURE GENERAL) Police reports of Convictions and Related Information
8/1988+	(HEALTH AUTHORITIES-CHILD ACCESS) Protection of Children: Disclosure of Criminal Background of those with Access to Children
43/1988	(JURY DISQUALIFICATIONS) Enforcement of Jury Disqualifications
101/1988*(c)	(LOCAL AUTHORITIES-CHILD ACCESS) Protection of Children: Disclosure of Criminal background of those with Access to Children
102/1988*(c)	(LOCAL AUTHORITIES-CHILD ACCESS) Protection of Children: Disclosure of Criminal Background of those with Access to Children
Supplement (c)	(INDEPENDENT SCHOOLS-CHILD ACCESS) Protection of Children: Independent Schools: Arrangements for Checking the Possible Criminal Background of Prospective Employees
58/1989	(VOLUNTARY SECTOR-CHILD ACCESS) Protection of Children: Disclosure of Criminal Background of those with Access to Children
Supplement	(VOCS-CHILD ACCESS) Voluntary Organisations Consultancy Service Initial Explanatory Notes

HOC	SUBJECT
22/1991	(LOCAL AUTHORITIES-CARE/NURSING HOMES) Disclosure of Criminal Background: Proprietors and Managers of Residential Care and Nursing Homes
85/1991	(CIVILIAN FINE ENFORCEMENT OFFICERS) Disclosure of Criminal Background: Civilian Fine Enforcement Officers
13/1992(a)	(DISTRICT COUNCILS HACKNEY CARRIAGE AND PHV) Disclosure of Criminal Records: Applicants for Hackney Carriage and Private Hire Vehicle Driver's Licences
DOT2/1992	(DISTRICT COUNCILS HACKNEY CARRIAGE AND PHV) Disclosure of Criminal Records: Applicants for Hackney Carriage and Private Hire Vehicle Driver's Licences
117/1992	(VOLUNTARY SECTOR - CHILD ACCESS) Protection of Children: Disclosure of Criminal Background to Voluntary Sector Organisations, Revised Procedures
TSM9/4-1993	(PROTECTION OF CHILDREN AND YOUNG PERSONS) Colleges transferring from LEAs
47/1993	(LOCAL AUTHORITIES - CHILD ACCESS) Protection of Children: Disclosure of Criminal Background of those with Access to Children
PW92/17/27/1	(LOCAL AUTHORITIES - NOISE AND STATUTORY NUISANCE) Disclosure of Vehicle Keeper details to Local Authority Environmental Health Officers
42/1994+	(VOLUNTARY SECTOR - CHILD ACCESS) Protection of Children: Disclosure of Criminal background to Voluntary Sector Organisations
46/1994+	(NATIONAL HEALTH SERVICE - CHILD ACCESS) Protection of Children: Disclosure to NHS Employers of Criminal Background of those with Access to Children
25/1995	(PRISON SERVICE) Arrangements for the Release of Prisoners on Temporary Licence
60/1995	(REGISTRATION SCHEMES FOR DOOR SUPERVISORS)
47/2003	(REVISED ARRANGEMENTS FOR POLICE CHECKS) Largely replaces 45/1986

* Issued jointly with the Department of Health, Department for Education and Welsh Office.

+ Issued jointly with the Department of Health and Welsh Office

@ Issued jointly with the Department of Transport

(c) Cancelled

For the latest information on Home Office Circulars search the Government website:

https://www.gov.uk/search?q=HO+Circulars&show_organisations_filter=true&filter_organisations%5B%5D=home-office

APPENDIX 6 - MATRIX OF DAF REPORTS AGAINST POSSIBLE REPORT RECIPIENTS

TRANSACTION CODE #QV

The table below reflects the layout of the DAF Report options within the #QV transaction (with the exception of FC, which is on a separate screen).

Note that this information is also included in a different format, showing Optional, Recommended and Mandatory reports, in the latest version of the Phoenix Functional Specification, Appendix B.1.

NOMINAL DATA UPDATES

POSSIBLE REPORT RECIPIENTS	AB	AD	AL	CH	FC	ID	IM	IMA	IX	KA
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	M	Y	Y	Y	Y	Y
HOME FORCE	.	Y	.	.	M	.	Y	Y	Y	Y
EX-HOME FORCE	.	Y	.	.	Y	.	.	.	.	.
WM OWNER	.	Y	.	.	M	.	Y	Y	Y	Y
DD OWNER	.	.	.	.	Y	.	Y	Y	.	.
IP OWNER	.	.	.	.	M	.	Y	Y	Y	Y
INTERNAL XREF	.	.	.	.	M	.	.	.	Y	Y
NOMINAL OWNER	.	.	.	.	.	.	.	.	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

NOMINAL DATA UPDATES

POSSIBLE REPORT RECIPIENTS	KAA	LX	MS	ND	NK	OC	OD	OK	OR	PA
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	.	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HOME FORCE	Y	Y	.	.	Y	Y	Y	Y	Y	Y
EX-HOME FORCE	.	.	.	.	.	.	.	.	.	.
WM OWNER	Y	.	.	.	.	.	.	.	.	.
DD OWNER	.	.	.	.	.	.	.	.	.	.
IP OWNER	Y	.	.	.	.	.	.	.	.	.
INTERNAL XREF	Y	.	.	.	.	.	.	.	.	.
NOMINAL OWNER	.	.	.	Y	.	.	.	.	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

	NOMINAL UPDATES					A/S UPDATES				
POSSIBLE REPORT RECIPIENTS	PC	PF	PH	WS	WSA	AC	AS	CG	MO	RM
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HOME FORCE	Y	Y	Y	Y	Y	Y	Y	Y	.	Y
EX-HOME FORCE	.	.	.	.	.	.	.	.	.	.
WM OWNER	.	.	.	.	.	Y	Y	Y	.	.
DD OWNER	.	.	.	.	.	.	.	.	.	.
IP OWNER	.	.	Y	.	.	Y	Y	.	.	.
INTERNAL XREF	.	.	.	.	.	.	Y	Y	.	.
NOMINAL OWNER	.	.	.	.	.	.	Y	Y	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

	DISPOSAL UPDATES									
POSSIBLE REPORT RECIPIENTS	CA	CC	CO	DE	DA	DI	NF	RC	RU	SA
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HOME FORCE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-HOME FORCE	.	.	.	.	.	.	.	.	.	.
WM OWNER	.	Y	Y	Y	Y	Y	Y	.	.	Y
DD OWNER	.	.	.	.	.	.	.	.	.	.
IP OWNER	.	.	.	.	.	.	.	.	.	.
INTERNAL XREF	.	.	.	.	.	.	.	.	.	.
NOMINAL OWNER	.	.	.	.	Y	.	.	.	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

	CUSTODY			FP			OTHERS					
POSSIBLE REPORT RECIPIENTS	CU	PI	RE	FI	FO	FP	MK	NB	WM	DD	WD	CR
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	.	.	.	Y	Y	Y	.
EX-OWNER	.	.	.	.	.	.	.	.	Y	.	.	.
INTEREST	Y	Y	Y	.	.	.	Y	Y	Y	Y	Y	.
HOME FORCE	Y	Y	Y	.	.	.	Y	Y	Y	Y	Y	.
EX-HOME FORCE	.	.	.	.	.	.	Y	.	Y	Y	.	.
WM OWNER	Y	Y	Y	.	.	.	Y	.	Y	.	.	.
DD OWNER	.	.	.	.	.	.	Y	.	Y	Y	.	.
IP OWNER	.	.	.	.	.	.	Y	.	Y	.	.	.
INTERNAL XREF	.	.	.	.	.	.	.	Y	Y	Y	.	.
NOMINAL OWNER	.	.	.	.	.	.	Y	Y	Y	Y	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N	N	N

EXPLANATORY NOTES ON THE MATRIX

RECIPIENTS - The following is the key to the Possible Report Recipients' columns.

Originator, i.e. the Force/Station code used to commence the transaction
 Owner of new/updated data/report if not same as originator
 Ex-owner of the amended report if not same as originator
 Owner of local reference with interest marker within amended record
 Home Force of latest home address
 Ex-Home Force (of latest home address, before amendment or addition of new home address)
 WM Report owner
 DD Report owner
 Impending Prosecution (Offence) owner
 Internal Cross-Reference owner to be notified of addition/deletion of Internal Cross-Reference
 Owner of nominal data
 Verification – the availability of data for the Names Verification process

N.B. OI updates will share the WM column of #QV, so optional recipients will be exactly as for WM report updates

KEY TO AVAILABILITY OF REPORTS

In the matrix:

'M' signifies a report is mandatory
 'Y' signifies a report is available and selected
 'N' signifies a report/facility is available yet not selected
 '.' signifies no report applicable

The #QV transaction is available to a limited number of authorised users and provides two management facilities, to enable a force to select those Daily Activity File (DAF) printouts which it wishes to receive and to set which data sections are required for Names Verification purposes. Within the #QV transaction all reports that are available default to 'Y'; those unavailable will be shown as '.'. A report which is unavailable cannot be selected.

Names Verification is linked to the transaction code #NV, which should be given to appropriate online supervisors. Those categories selected, e.g. WM, DD, would allow for data inserted or amended within any of these reports to be verified as an online process. See [Chapter 21, section 2.3.3](#), for a more complete methodology of the Names Verification process.

APPENDIX 7 - CODE MEANINGS

CODE	MEANING	TRANSACTIONS
AB	Alias Date of Birth Update	NU AV
AC	Arrest/Summons Comment Update	NU
AD	Address Update	NU NA AV
AL	Alias Name Update	NU
AS	Arrest/Summons Update	NU AU
CA	Police Caution, Warning, Reprimand & Penalty Notice Disposals Update	NU CU
CC	Court Case (Pending) Update	NU CU
CG	Charge Details Update	NU CU AU
CH	Characteristics Data Update	NU AV
CO	Convictions Data Update	NU AU CU
CR	CRO No Update (Data Assurance and Reconciliations Team Only)	NF
CU	Custody Detail Update	NU NG
DA	Disposals (Results) Update	NU CU
DD	Disqualified Driver Report Update	DD DT DC NU DI DA
DE	PoT/Deport Disposals Update	NU CU
DI	Disposals (Results) Create	NU CU
FC	Firearms Certificate Holder report Update	(via NFLMS)
ID	Identity Number (Other Refs) Update	NU AV
IM	Info Marker Insert/Delete/Review	NU NI AV
IMA	Info Marker Amend	NU NI AV
IX	Internal XRef Update	NU AV
KA	Known Associate Insert/Delete	NU AV
KAA	Known Associate Amend	NU AV
LX	Local (Police) Ref. Update	NU NL AV
MK	Makeover	ND
MO	MO Keyword Update	NU
MS	Marks/Scars/Abnormalities Update	NU NM AV
NB	Criminal Record Deletion (Data Assurance and Reconciliations Team only)	NB
ND	Nominal Descriptives Group Update	NU NN AV
NF	NFA Disposals Update	NU CU AU
NK	Nickname Update	NU AV
OC	Occupation Update	NU AV
OD	Record Other Details Update	NU AV
OK	Police Off. With Knowledge Update	NU AV
OR	Organisation Update	NU AV
PA	Passport Update	NU AV
PC	Police Circulation Update	NU NC AV
PF	Places Frequented Update	NU AV
PH	Photo Location Update	NU NP AV
PI	Period In Institution Update	NU NG AU
RC	Refer To Court Case	NU CU
RE	Release Update	NU NG
RM	Remand Details Update	NU AU AV
RU	Result Unobtainable	NU CU
SA	Subsequent Appearance Update	NU CU
WD	Weed Date Extension	NU CU
WM	Wanted/Missing Report Update	NU WI WA WX WT WR

CODE	MEANING	TRANSACTIONS
WS	Warning Signal Insert/Delete/Review	NU NW AV
WSA	Warning Signal Amend	NU NW AV

EXPLANATORY NOTES

An 'O', 'R' or 'M' in the matrix may be followed by a number signifying one of the following:

If the Arrest/Summons transferred and has different owner from home force on new record.

Report owners on new (destination) record only.

Only if DD report transferred.

If IP, WM, DD report deletion/transfer leads to deletion of 'old' source record.

Owners of IP, WM, DD reports on both records involved.

Owner of associated Arrest/Summons report (if outstanding charges).

If Court Case deleted FS-IN-CASE, if Arrest/Summons deleted Arrest/Summons originator, also nominal data owners.

Court Case FS-IN-CASE.

If #DC and expiry date in dispute.

If DD information markers created.

On both records.

On source record if source record to be deleted.

Report owners on destination record.

Only reported if there are errors or warnings.

Reported to the owner of the Arrest/Summons for which fingerprints were submitted. An appropriate Broadcast message will have been generated at the time of processing if the fingerprints were rejected or the original identification was incorrect.

Reported to the owner of the Arrest/Summons.

Report applies only to Detained reports.

The report is mandatory despite being shown as optional in the #QV table.

SPECIAL REPORTS

The DAF produces further special reports for various agencies as a result of particular events as follows. These reports are all MANDATORY.

E1 MPS SSS

The Metropolitan Police SSS receive a report where any the following conditions apply:

- Creation/transfer of a WM report of ABSCOND from PRISON, DETENTION or HOSPITAL with unlimited retention (NU, WI, WA, WT).
- Creation/transfer of a WM report which is for a second or subsequent serious offence (NU, WI, WA, WT).
- Creation/transfer of a WM report that causes the number of WM reports on the record to be a multiple of 6 (NU, WI, WT).

E2 DVLA

- DVLA used to receive a report following the confirmation of a DD report where the expiry date is still 'in dispute' (NU, DC). This report is no longer produced.

E3 FORCES

A force receives a report where the following conditions apply:

- When the Back Record Conversion process converts a record which has been awaiting Makeover to another record, but was previously prevented due to the record not having been BRCed, a report is produced for the owner of the MF/MT Internal Cross-Reference indicating that the Makeover can now be performed.

- When a subject is convicted, cautioned, reprimanded or warned, if their most recent occupation (excluding Unemployed or Not Stated) is Notifiable, a print is sent to the force which owns the relevant Arrest/Summons report.

For other situations where a DAF report is sent to forces see the latest version of the Phoenix Functional Specification, Appendix B.3.

RECORD CREATION AND DELETION

The creation of a person will be associated with the creation of either a Wanted/Missing, Disqualified Driver or Arrest/Summons report.

Details of the new record will precede the details of the new report.

Where the deletion or transfer of one of the above reports (WM, DD or Arrest/Summons) or the only Impending Prosecution or Conviction results in the automatic deletion of the subject record then extra information will be added to the DAF printed report.

All owners of any nominal data on the deleted record will also be notified of the record deletion.

APPENDIX 8 – DATA ITEM ENTITLEMENTS IN PRINTOUTS

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>PERSON</u>									
PNCID	✓	✓	✓	✓	✓	✓	✓	✓	✓
Filename	✓	✓	✓	✓	✓	✓	✓	✓	✓
CRO/SF Number	✓		✓	✓	✓	✓		✓	✓
Date of Birth	✓	✓	✓	✓	✓	✓		✓	✓
Sex	✓	✓		✓					
Colour	✓			✓					
Height	✓			✓					
Place of Birth	✓	✓		✓	✓	✓		✓	✓
Ethnic Appearance	✓			✓					
Driver Number	✓				✓	✓		✓	✓
Nationality (max. 3 values)	✓								
Build	✓								
Hair Colour	✓								
Hair Description	✓								
Facial Hair	✓								
Eye Colour	✓								
Glasses Worn	✓								
Handed	✓								
Shoe Size	✓								
Accent	✓								
Force/Station ID (NASC Factors)	✓								
Date (Create/Last Update) (NASC Factors)	✓								

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
Force/Station ID (Place of Birth/Nationality)	✓								
Force/Station ID (Driver Number)	✓								
Date (Driver Number)	✓								
Force/Station Identifier (Descriptives)	✓								
Date (Descriptives)	✓								
Wanted/Missing Information	✓								
Disqualified Driver Information	✓								
Firearms Certificate Information	✓								
<u>OCCUPATION</u>									
Occupation	✓	✓							
Force/Station ID	✓								
Date (Created/Last Updated) in Occupation	✓	✓							
<u>ALIAS or A/S NAME</u>									
Alias	✓	✓		✓	✓		✓		
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<u>NICKNAME</u>									
Nickname	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>ALIAS or A/S DATE OF BIRTH</u>									
Alias Date of Birth	✓	✓		✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<u>LOCAL REFERENCE NUMBERS</u>									
Local Reference Number	✓								
Interest Marker	✓								
Intelligence Marker	✓								
<u>POLICE CIRCULATION REFERENCE</u>									
Police Circulation Reference	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<u>POLICE OFFICER WITH KNOWLEDGE</u>									
Police Officer with Knowledge	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<u>PASSPORT</u>									
Passport Number	✓			✓					
Passport Issue Office	✓			✓					
Passport Dates	✓			✓					
Other Detail - Passport	✓			✓					
Passport Country of Issue	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON

<u>OTHER REFERENCE</u>									
Other References Number	✓								
Other References Description	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<u>INTERNAL CROSS-REFERENCES</u>									
Internal Cross-References	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<u>WARNING SIGNAL</u>									
Warning Signal	✓			✓					✓
Force/Station ID Reference	✓			✓					
Date (Created/Last Updated)	✓			✓					✓
Text	✓								✓
<u>INFORMATION MARKER</u>									
Information Marker	✓				✓				
Force/Station ID Reference	✓								
Date (Created/Last Updated)	✓				✓				
Text	✓				✓				

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>KNOWN ASSOCIATE</u>									
Associate Name	✓			✓					
Associate PNCID	✓			✓					
Associate Address	✓			✓					
Relationship or Association	✓			✓					
<u>MARKS/SCARS/ABNORMALITIES</u>									
Mark/Scar/Abnormality	✓			✓					
<u>JEWELLERY</u>									
Jewellery	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<u>HABITS and MANNERISMS</u>									
Habits and Mannerisms	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<u>SPECIAL SKILLS and KNOWLEDGE</u>									
Special Skills and Knowledge	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>HABITUAL DRESS</u>									
Habitual Dress	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<u>RECORD OTHER DETAILS</u>									
Record Other Details	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<u>CONVICTION SUMMARY ITEM</u>									
Offence Summary Number of Offences	✓	✓	✓		✓	✓	✓	✓	✓
Offence Summary Date of First Offence	✓	✓	✓		✓	✓	✓	✓	✓
Offence Date of Last Offence	✓	✓	✓		✓	✓	✓	✓	✓
Offence Summary Type	✓	✓	✓		✓	✓	✓	✓	✓
Impending Prosecutions	✓	✓					✓		✓
Non Convictions	✓								
Not Guilties	✓								
Cautions and Conditional Cautions	✓	✓	✓		✓	✓	✓	✓	✓

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>ORGANISATION</u>									
Name	✓			✓					
Address	✓			✓					
Nature of Organisation	✓			✓					
Relation of Subject with Organisation	✓			✓					
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<u>ADDRESS</u>									
Address	✓			✓					
Date at Address	✓			✓					
Local Force/Station Code	✓			✓					
Telephone(s) Used	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
Last Address Only		✓			✓	✓		✓	✓
<u>PLACES FREQUENTED</u>									
Places Frequented	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
Text	✓			✓					

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>ARREST/SUMMONS</u>									
Arrest Summons Reference Number	✓	✓			✓		✓		
Process Stage	✓				✓				✓
Process Stage Date/Time	✓			✓	✓				✓
A/S Name	✓	✓		✓	✓		✓		✓
Prosecuting Agent	✓	✓			✓		✓		
Arrest Fingerprint	✓								
Date of Arrest Fingerprint Status	✓								
Fingerprint Bureau Code	✓								
Officer in Case	✓								
Force/Station Code in Case	✓				✓				
Case Detail Comments	✓			✓					
Photograph Taken Indicator	✓			✓					
Date (Created/Last Updated)	✓			✓					
Date of Birth Given	✓								
<u>CHARGE</u>									
Statute	✓	✓		✓	✓	✓	✓	✓	✓
Arrest Summons Reference Number	✓	✓			✓		✓		
Charge Number	✓	✓			✓	✓	✓	✓	✓
Court Case Reference Number	✓	✓				✓	✓	✓	✓
Appearance Number	✓								
Charge Number	✓	✓					✓		
Crime Offence Reference Number	✓								
Offence Qualifier (max. 3 occurrences)	✓	✓		✓	✓	✓	✓	✓	✓

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
CHARGE (cont'd)									
Offence Code NPCC	✓								
Offence Code CJS	✓								
Offence Description	✓	✓		✓	✓	✓	✓	✓	✓
Method Used in Offence	✓			✓					
Dress	✓			✓					
Offence Address	✓			✓					
Location of Offence	✓			✓					
Offence Location Force/Station Code	✓								
Offence Start Date	✓								
Offence Start Time	✓								
Offence End Date	✓								
Offence End Time	✓								
Force/Station Code (Owner)	✓				✓				
Committed on Bail	✓			✓	✓	✓		✓	✓
Plea	✓								
Adjudication	✓			✓					
Charge TIC Number	✓	✓			✓	✓	✓	✓	✓
Date of Sentence	✓	✓			✓	✓	✓	✓	✓
<u>IMPENDING/DISPOSAL</u>									
Disposal	✓	✓		✓	✓	✓	✓	✓	✓
Impendings (Full Details)	✓	✓			✓		✓	✓	✓
Convictions	✓	✓		✓	✓	✓	✓	✓	✓
Non Convictions	✓				✓				
Not Guilties	✓				✓				
Cautions and Conditional Cautions	✓	✓		✓	✓	✓	✓	✓	✓

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>OTHER CHARGED WITH</u>									
PNCID - Other Person Charged With	✓				✓				✓
Name - Other Person Charged With	✓				✓				✓
<u>OTHER CAUTIONED/CONVICTED WITH</u>									
PNCID - Person Cautioned/Convicted With	✓								
Name - Person Cautioned/Convicted With	✓								
<u>COURT CASE</u>									
Court Case Reference Number	✓	✓			✓		✓		✓
Case Status Marker	✓				✓	✓		✓	✓
Force/Division/Station in Case	✓				✓				
Officer in Case (Caution/Warning)	✓								
Court Code	✓				✓	✓		✓	✓
Court Name/Type	✓	✓		✓	✓	✓	✓	✓	✓
Name Convicted/Cautioned	✓	✓			✓	✓	✓	✓	✓
Conviction Date	✓	✓			✓	✓	✓	✓	✓
Other TIC - Number of	✓	✓			✓	✓	✓	✓	✓
Caution Reference	✓	✓			✓	✓	✓	✓	✓
<u>SUBSEQUENT APPEARANCE</u>									
Subsequent Court Appearance	✓	✓			✓	✓	✓	✓	✓

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>REMAND</u>									
Remand - All	✓								
Remand Date - Current Prosecution	✓				✓	✓		✓	
Appearance Location	✓				✓	✓		✓	
Appearance Result	✓				✓	✓		✓	
Next Appearance Date	✓				✓	✓		✓	
Court/Police Station Appearing	✓				✓	✓		✓	
Conditions of Bail	✓				✓	✓		✓	
Breach of Bail	✓			✓	✓	✓		✓	
Force/Station ID	✓				✓	✓		✓	
Date (Created/Last Updated)	✓				✓	✓		✓	
Bail Address	✓				✓	✓		✓	
<u>CUSTODY PERIOD</u>									
Custody Date - Last Custody					✓	✓		✓	
Custody Date - All Custody	✓								
Detention - Other Details	✓				✓	✓		✓	
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
Court Case Reference	✓								

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<u>PERIOD IN INSTITUTION</u>									
Institution/Force Station Code	✓				✓	✓		✓	
Date of Detention	✓				✓	✓		✓	
End Detention Date					✓	✓		✓	
Prison Number	✓				✓	✓		✓	
<u>RELEASE</u>									
Release Date	✓				✓	✓		✓	
Reason for Release	✓				✓	✓		✓	
Date Due Back Form Release	✓								
Date Back From Release	✓								
Recall - Date of Issue	✓								
Release Fingerprint Status	✓								
Date of Release Fingerprint Status	✓								
Fingerprint Bureau Code	✓								
Release Address	✓								
Supervisory Contact	✓								
Licence Type	✓								
Supervision Dates	✓								
Release Text	✓								
Release – Other Details - Conditions	✓				✓	✓			
<u>PHOTOGRAPH LOCATION</u>									
Photograph Location/Year Taken	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

Notes:**Conditional Cautions:**

All Reprimand/Warning/Caution sections and summaries include Conditional Caution and Youth Conditional Caution disposal groups (but work-around style Conditional Cautions using disposal codes 1117 & 1118 are included under Convictions).

Penalty Notices:

Penalty Notice sections and summaries include Penalty Notice disposal groups (but work-around style penalty Notices using disposal code 1109 are included under Non-Convictions).

Penalty Notices Heard at Court are included in the appropriate section according to their adjudication (Convictions, Non-Convictions or Not Guilty).

APPENDIX 9 - PROCEDURAL GUIDE

From time to time, operators have been faced with circumstances that required updates of a complex nature. The following procedures have been approved by the PNC Names Group and should be adopted if the need arises.

1. REMAND IN CARE (SECURE & NON-SECURE ACCOMMODATION)

1. #NU on the relevant record
2. Select AS page
3. Elect to create a Remand detail
4. Complete the Remand Detail screen using option O for Remand in Care
5. Elect to add Address and Local Authority detail (others as required, but NOT Custody Details)
6. Complete the Address Details screen using type O and specifying the Type in the text
7. Complete the Care Details screen, entering the appropriate Local Authority Code (list available via Help screen). 9998 and the name of the local authority in free text field must only be entered if no suitable code is available.
8. Indicate whether it is a Secure Unit (Y/N) and enter details of the Social Worker

2. FAIL TO APPEAR

1. #NU on the relevant record
2. Select the following items from the Record Update menu (ME):
 - NM (to add an Information Marker)
 - WM (assuming a warrant has been issued) – set the FTA flag to Y and enter Wanted for the offence code of the original offence
 - AS (to create a new Remand)
3. From the Nominal Display Menu select IM
4. Create a Failing to Appear Wanted/Missing Report (assuming warrant issued)
5. At the A/S page Insert a new remand
6. Enter A for the Adjourned Case
7. The date of the adjournment
8. Court Code of the court adjourning
9. Leave the Next Appearing date blank
10. Court Code 9998
11. Add text "*****FAILED TO APPEAR*****"
12. Enter Y in the UPDATE IMPENDING PROSECUTION DETAILS? field
13. Create a "FAILED TO APPEAR" Information Marker

3. ARREST FOR FAIL TO APPEAR

1. #NU on the relevant record
2. Select the following items from the Record Update menu (ME):
 - NM
 - WM
 - AS
3. On NM page select IM
4. On WM page create a Detained report.
5. On AS page enter A next to appropriate AS Reference
(N.B. if associated with other offences enter Y - Create AS)
6. Y - Add Remand
7. Y - Add Offences
8. Insert an offence - 8.8.1.1. or 8.8.1.2. or non England/Wales equivalent (Fail to Surrender to Custody at appointed time)
9. Insert remand - Court decision
10. Create period in Institution, if required
11. If associated with other offences enter on a separate Arrest/Summons report
12. Enter Y in the UPDATE IMPENDING PROSECUTION DETAILS? field
13. Y - to link offences, if appropriate
14. S - Select offences
15. Add Information Marker FA (Fail to Appear) if one does not already exist

4. DESTRUCTION ORDERS

When a force receives a court disposal that includes the ordering of the destruction of any article in respect of forfeiture/confiscation, the following procedure should be adopted:

1. #NU on the relevant record
2. Select the DH page
3. Place R alongside the relevant court case
4. Complete the appropriate fields
5. Place the code 3135 in the Disposal code field (3064 in Northern Ireland)
6. Place Y in the Text field
7. Complete Text field with details of article to be destroyed

5. BINDOVERS

In this case the procedure is shown when dealing with a straightforward bindover.

1. #NU on the relevant record
2. Select DH page
3. R - relevant Court case
4. Complete Court Case details
5. Disposal code 1016
6. PERIOD, e.g. M12 for 12 months, and AMOUNT fields
7. Confirm

6. PARENTAL BINDOVERS

A problem has been identified with Parental Bindover disposals. A further “K” qualifier is being added to disposal code 3016 “FORFEITURE OF RECOGNISANCE” in order to clarify the matter. When this qualifier is added to disposal code 3016, this flow chart will be applicable:

1. #NU on the relevant record
2. Select the DH page
3. Insert R at the relevant Court Case details and Y in Commence Update
4. On the Disposal screen use the Disposal code 3016
5. Enter Y in the Text field
6. Enter K in the Qualifier code field
7. At the TEXT screen add the supplementary supporting text, if appropriate.

7. FORFEITURE OF RECOGNISANCE (INCLUDING BREACH OF BINDOVERS)

Where a person has more than one bindover in existence and is dealt with at court for another disposal where one of the existing bindovers is imposed, the suggested practice will be as follows:

1. Note the date on which the relevant bindover was imposed
2. #NU on the relevant record
3. Select the DH page
4. Place R alongside the relevant court case
5. Complete the appropriate fields
6. Place the code 3042 in the Disposal code field
7. Place the date of original conviction in the Date field
8. This will output the literal “RESULTING FROM ORIGINAL CONVICTION OF”

8. ADJOURNED SINE DIE

1. #NU on the relevant record
2. Select ME in Page field
3. Mark DH with an X
4. DH page to result court case
5. R - Court appearance
6. Adjudication date - Remand Date
7. Plea 0 (Zero) - Not Known
8. Adjudication O (letter O) - Non conviction
9. Disposal Code 2007 - Adjourned Sine Die
10. Confirm.

9. REINSTATE ADJOURNED SINE DIE

Once a court case has been resulted as an Adjourned Sine Die there will be no further action taken by the police service. The police service will normally be informed through a court that they have implemented a Reinstated Adjournment Sine Die. The record will already have a court case reference when the offence was originally disposed of, therefore to incorporate this offence into the new court appearance the following procedure should be adopted:

1. #NU on the relevant record
2. Select DH Page
3. S - select SUBSEQUENTLY VARIED
4. Select offence
5. Disposal code 3027 - Reinstate Adjourned Sine Die and input date of original Adjourned Sine Die, plus disposal for the offence, e.g. Fine/Imprisonment/Acquitted etc.

10. BACK RECORD CONVERSION

For the procedure to update records without Arrest/Summons reports where national Back Record Conversion has not been completed see handouts provided by the College of Policing (ICTLP). Note that **all** A/S entries must be BRC'd and not just the most recent one, otherwise the Disclosure and Barring Service will not be aware of the subject's full conviction history.

11. UPDATE PRE-1981 CONVICTION

It is possible to create an Arrest/Summons Report from the details on a court register, thus causing Back Record Conversion to be brought into action for these matters.

Care should be taken to ensure that the CRIME REFERENCE NUMBER is correctly entered, as this field is critical and will affect BRC. Where there is no Crime Number entered or the Crime Number is entered incorrectly, a duplicate Arrest/Summons report will be created or Back Record Conversion could fail.

The offence address/location is also important. It must be correctly entered, as Back Record Conversion will not change these details, and therefore BRC will fail.

12. UPDATE POST-1981 CASES ON A PRE-1981 RECORD

1. #NU on the relevant records
2. Select AS page
3. Y - Create
4. Process stage (C - Charged or S - Summoned)
5. Process date - Offence date shown on Court Register
6. Process time - 0001
7. Photo location - no entry
8. Fingerprint status N - Not taken
9. Prosecuting agent - CPS etc
10. Arresting Officer - if known, or "Unknown PC"
11. Add offence details - Originator / Crime Reference / Offence Code must be entered
12. Offence date - as shown on court register
13. Offence location - Force/Station code (mandatory)
14. Y - select Offence Location
15. N - Method/Dress
16. Confirm offence details
17. Offence location - as shown on court register **or** obtain when locating Crime Reference Number
18. Text - information obtained from Magistrates' Court register <DATE>
19. X - Court appearance
20. Link offences to court case - S
21. Y - add remands (if available)
22. Create court case details - Court code, Appearance date, Fce/Stn code
23. S - select offences, then add remand details as necessary.

13. ADDING REMANDS TO “LOADED FROM PNC2” RECORDS

The following method will allow remands to be added to an Arrest/Summons entry showing “LOADED FROM PNC2”. This will also allow the identification of the offence prior to Back Record Conversion.

1. #NU on the relevant record
2. Select AS page
3. Insert A - Amend A/S Ref
4. Add prosecuting agent
5. Arresting officer
6. Y - Add remands
7. CREATE REMAND DETAILS FOR ARREST/SUMMONS - result of appearance (B/C/A)
8. Remand hearing on - date
9. Court code 9998
10. Text - “***OFFENCE** APPEARED **COURT NAME**”

N.B. ** Do not attempt to create Court Case because this will affect Back Record Conversion.

14. REFER TO COURT CASE

These procedures have been designed to cover the following circumstances when the RCC element is used.

1. Case withdrawn on court register and amended to a lesser offence, e.g. Assault Occasioning Actual Bodily Harm to Sec.39 Criminal Justice Act 1988.
2. Cases where no evidence offered in above circumstances.
3. As in 1 and 2 above, pleads guilty to lesser offence.

All the above will allow the police to keep a full history of a case for future reference.

15. REFER TO COURT CASE DISPOSAL

1. #NU on the relevant record
2. Select DH page
3. Amend Disposal History
4. I - Insert New Offence
5. Add Offence Details
6. Copy Offence A/S Ref “*”
7. Offence No “*”
8. Add Offence Details
9. Amend Offence Code and any other relevant details
10. Create Offence - Confirmation
11. Y - Confirm
12. Select Offence Address, if appropriate
13. S - Select Address
14. Amend Disposal History
15. R - Result Appearance
16. Result Court Case
17. Check Adjudication Date
18. X - Refer Court Case

15. REFER COURT CASE DISPOSAL (cont'd)

- 19. Refer Court Case Details
- 20. Complete FS/Reference
- 21. Text "PLEADED GUILTY TO LESSER OFFENCE"
- 22. Result appropriate RCC Offence
- 23. Do not complete Plea or Adjudication
- 24. Disposal Code 2060 Refer Court Case
- 25. Add disposals to Offence
- 26. Y - Confirm disposal details

16. REFER TO COURT CASE REMAND

1. #NU on the relevant record
2. Mark AS with an X
3. Mark DH with an X
4. Arrest/Summons Update
5. I - Insert New Offence Details
6. I - Insert New Remand
7. Add Offence Details
8. Copy Offence A/S Ref “*”
9. Offence No “*”
10. Add Offence Details
11. Check and amend Offence Code to show New Offence details
12. Offence confirmation
13. Select Offence for A/S Ref
14. S - Select Offence(s)
15. Add Remand details
16. Adjudication (B/C/A)
17. Appearance Date
18. Court Code
19. Next Hearing Date
20. Court Code
21. Add any Bail Conditions if necessary
22. Amend Disposal History
23. L - Link Offences
24. S - Select Offence(s)
25. Amend Disposal Details

16. REFER TO COURT CASE REMAND (cont'd)

26. R - Result Appearance

27. Result Court Case

28. X - Refer Court Case

29. Refer Court Case Details

30. Fce/Stn code

31. Text - "PLEADED GUILTY TO LESSER OFFENCE"

32. Charge reduced to

33. Charge amended to

N.B. When adding the Refer Court Case or No Result Available disposal codes they can be used in any order, dependent on which offence requires which disposal.

34. Add Disposals

35. Leave PLEA and ADJUDICATION blank

36. Disposal Code 2060 (REFER COURT CASE)

37. Confirm Disposal Details - Y

38. Add Disposals

39. Plea - 0 (NOT KNOWN), Adjudication - N (NOT GUILTY)

40. Disposal Code 2055 (NO RESULT AVAILABLE), Text - Y

41. Add Disposal Text

42. Text "REMANDED TO ***** MAGISTRATES' COURT ON <DATE>"

43. Confirm Disposal Details - Y

17. ADDING A FURTHER REMAND TO REFER COURT CASE

1. #NU on the relevant record
2. ME page
3. Mark AS with an X
4. Mark DH with an X
5. Select appropriate Arrest/Summons
6. I - Insert New Remand
7. Add Remand Details
8. Adjudication (B/C/A)
9. Appearance Date
10. Court Code
11. Next Appearing Date
12. Court Code
13. Amend Disposal History
14. R - against Refer Court Case Offence
15. Amend Disposals
16. Amend Disposal Text
17. Amend Text to show the new Remand Information, i.e. "REMAND TO ***** MAGISTRATES COURT <DATE>"
18. Confirm Disposals

18. RESULTING A REMAND - REFER COURT CASE

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - against Refer Court Case Offence with Text element
5. Add Disposal Details
6. No updates this page
7. Amend Disposal text
8. Amend Text by removing Remand Details and Insert *
9. Confirm Disposal Details
10. Enter DH in page field
11. Amend Disposal History
12. S - Create Subsequent Appearance
13. Create Subsequent Appearance Details
14. Appearance Date
15. Court Code
16. Reason for Appearance - V (Varied)
17. Appearance Owner
18. Select Offence for Court Reference
19. S - Select Offence(s)
20. Add Disposals Court Reference
21. Adjudication - G (Guilty)
22. Disposals
23. Confirm Disposal Details - Y

N.B. The entry relating to the original disposal code 2055 (Result Not Available) cannot be removed as this is attached to the Refer to Court Case, and is the only means of it being retained in the amended form.

19. UPDATE OF CUSTODY DETAILS

1. Court Case Reference is required when creating a Custody Record.
2. Custody and Detention dates are required when creating Custody and Prison Records.

20. AT RISK - CUSTODY UPDATES

Following notification by the Prison Service of a person being released who is AT RISK under Section 40 of the Criminal Justice Act 1991, the following procedure should be adhered to:

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - Amend Offence Disposal
5. Amend Disposals - Court Ref
6. Choose Text Option of Disposal Only - Y
7. Disposal Text - Court Ref
8. Add Text "RELEASED - AT RISK - SECTION 40 CJA 1991 UNTIL <DATE>"
9. Confirm Disposal Details

21. AT RISK - WEED

It will be necessary to continue to operate a manual weed of the system on expiry of the AT RISK. The method to complete this is as follows:

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - Amend Offence Disposal
5. Amend Disposals
6. Court Ref
7. Delete Text Option
8. Y - Confirm Disposal Details

22. APPEALS

The Court of Appeal does not use Xhibit and provides all details of appeal case outcomes directly to the Metropolitan Police for onward transmission to forces. All forces in England and Wales must provide details of a dedicated email address which can be used for this purpose.

Appeals to criminal convictions should only be updated when the outcome of the appeal hearing is known. It is recommended that "Appeal Pending" is not entered onto the PNC. This is due to the problems with managing these entries on a force level and ensuring that outcomes are provided by the courts. The only exception is when the defendant is released on **Conditional Bail** pending their appeal hearing (see [section 23](#)).

The processes for the following appeal outcomes are shown in these sections of this Appendix:

- 25. Appeal Dismissed
- 26. For disqualified driver entries when the disqualification is suspended pending the appeal hearing
- 28. When an appeal has been successful and either the original offence has been amended/changed or the original sentence has been varied
- 29. As a result of the appeal hearing a judge orders the case be sent for re-trial, and the original conviction is quashed

For guidance on resulting appeal outcomes of Sentence Quashed and Appeal Withdrawn see PNC L/O Letter 2013/005.

23. RELEASED ON BAIL PENDING APPEAL

Where a defendant is sentenced to a period in Custody and then appeals, and is released on **Conditional Bail** pending the Appeal hearing:

1. #NU on the relevant record
2. ME
3. Mark AS, DH, CU with an X
4. Arrest Remand Update
5. I - Insert New Remand (Original Arrest/Summons)
6. Add Remands
7. B - Bail
8. Court Date
9. Court Code 9998
10. Text "<NAME> CROWN COURT **NOTICE OF APPEAL** AGAINST SENTENCE"
11. Court Date
12. Court Code 9998
13. Text "<NAME> CROWN COURT **DATE TO BE FIXED**"
14. Add Bail Address - Y
15. Add Bail Conditions - Y
16. Add Bail Address
17. Insert New Bail Address or select from existing addresses
18. Add Bail Conditions, for example:
 "(6 spaces) **CONDITIONS APPLY UNTIL DATE CAN BE FIXED**"
 "RESIDE AT BAIL ADDRESS, CURFEW 2300 TO 0700 HOURS"
19. Amend Disposal History
20. Offence - R
21. Add Disposal Code 3044 (Appeal Pending)
22. Add date
23. Add Text - Y
24. Release from Prison

24. CUSTODY DETAILS - AMENDMENT PENDING APPEAL

1. #NU on the relevant record
2. CU
3. Custody Date
4. Court Case Reference
5. Owner (should have already been entered by Court Update Operators; if not, input)
6. Create period of institution - Y
7. Date of Detention <Conviction Date>
8. End of Detention <Release Date>
9. Institution Code - Prison
10. Y - Create Release Details
11. Add Release Details
12. Release Date
13. Reason for Release - Bailed
14. Text
15. "RELEASED PENDING APPEAL AGAINST SENTENCE OF DATE"

25. APPEAL DISMISSED

1. #NU on the relevant record
2. AS
3. Arrest/Remand Update
4. A - Amend Remand
5. Amend Remand Details for Arrest/Summons
6. Add Next Appearing Date
7. Court Code 9998
8. Text "<NAME> CROWN COURT **APPEAL DISMISSED**" or
 "***APPEAL ABANDONED BEFORE COURT** LETTER DATED..."
9. If Bail Conditions present, remember to put a final date on them
10. DH
11. Amend Disposal History
12. R - against Offence
13. Amend Disposal Code 3045 (Appeal dismissed)
14. Add date

26. DISQUALIFICATION SUSPENDED PENDING APPEAL

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - Amend Offence/Result
5. Add Disposals - Court Ref
6. Insert Disposal Code 3044 (Appeal pending)
7. Add date and Y for text
8. Disposal Text - Court Ref
9. Add Text "DISQUALIFICATION SUSPENDED PENDING APPEAL"
10. Y - Confirm Disposals
11. **Final check** - ensure that the Disqualified Driver entry has been deleted from the record.

REDUCTION IN DISQUALIFICATION AFTER DRINK/DRIVER REHABILITATION

On the original sentence the DD report and the DH page should be updated as normal, showing an expiry date for the full period. The DD disposal **must** have text added to show full details of the possible reduced period, taken from the court documentation. For example

REDUCED BY [x] MONTHS IF BY [date] COMPLETES REHABILITATION COURSE

On receipt of Certificate of Completion:

1. #NU on the relevant record

DVLA Unconfirmed:

2. A to amend the DD report
3. Amend the expiry date
4. Enter text "[x] MTHS REDUCED TO [y] MONTHS. CERTIFICATE OF COMPLETION NO. [xxxxx]"

DVLA Confirmed:

5. A to amend the DD report
6. Enter text "[x] MTHS REDUCED TO [y] MONTHS. CERTIFICATE OF COMPLETION NO. [xxxxx]"
7. Return to DD page
8. Option C to confirm dates
9. Enter new expiry date
10. The original disposal within the DH should be amended. The original result remains unchanged. Insert disposal 3050 if not already present then insert 1028 Subsequently Varied, show date and in text "**COURSE COMPLETED, DISQUALIFICATION REDUCED TO [x] MONTHS**".

Example:

24/01/24 AT CENTRAL LONDON MAGISTRATES' COURT
COURT REF: 18/2570/1032T

- 1 DISQUALIFIED FROM DRIVING – OBLIGATORY 24 MTHS
- 2 DISQUALIFICATION FROM DRIVING REDUCED IF COURSE COMPLETED
- 3 FINE 350.00
- 4 **SUBSEQUENTLY VARIED 24/05/24 COURSE COMPLETED DISQUAL REDUCED TO 21 MTHS**

27. APPEALS - OFFENCE AMENDED/SENTENCE VARIED

The following procedure is to assist in the update of cases where the appeal has been successful, but where:

- a) the offence has been amended/changed to something else
- b) the sentence has also been varied.

1. #NU on the relevant record
2. ME
3. Mark AS, DH with an X
4. Arrest/Remand Update
5. I - Insert New Offence Details
6. Add Offence Details (by using the copy facility)
7. Create Offence Confirmation, Y - Confirm
8. Amend Disposal History
9. S - against Appearance Date
10. Create Subsequent Appearance
11. Appearance Date
12. Court Code
13. Reason for Appearance, A - Appeal
14. Appearance Owner
15. Select offences for Court reference
16. S - Select offences including existing offence
17. Disposals - Existing Offence
18. Adjudication - Not Guilty
19. Disposal Code 2004
20. Confirm Disposals - Y
21. Add Disposals New Offence

28. APPEALS - SENT FOR RE-TRIAL

The following procedure is suggested as a method of retaining a full Arrest/Summons remand history where a **Judge** orders the case to be sent for re-trial and the original conviction to be quashed:

1. #NU on the relevant record
2. ME
3. Mark AS, DH with an X
4. Arrest/Remand Update
5. I - Insert New Remand Details
6. Y - Commence update
7. Add Remand Details
8. B/C/A
9. Remand hearing on <DATE>
10. Court code - add code
11. Next appearing on - leave blank
12. Court code 9998
13. Text - "<COURT NAME> FOR RE-TRIAL, CONVICTION QUASHED"
14. Amend Disposal History
15. D - against Offence(s) (to de-link)
16. Y - Confirm de-link
17. Amend Disposal History
18. Y - Create
19. Y - Commence update
20. Create Court Case Details
21. Court code 9998
22. Text - "COURT, **DATE TO BE FIXED**"
23. Court date - blank
24. S - Select offence(s) for appearance

29. PRISON WRITE-OFFS

Offences written off as “Inexpedient to Prosecute” (Cleared Offences) may be recorded using the following procedure:

1. #NU on the relevant record
2. Select ME in Page field
3. Mark DH, CU with an X
4. Disposal History page - note date of sentence and Court ref, if available
5. Custody History page - A (Amend custody details), Y (Commence update) **or**, if not present, Create - Y
6. Amend/Add Custody Details
7. Custody date - add date of sentence
8. Court ref - add court ref
9. Owner - add Fce/Stn code of officer supplying information
10. Text - “INEXPEDIENT TO PROSECUTE OFFENCES ADMITTED (PRISON WRITEOFFS)”
11. (type of offence, number of cases - wording to suit individual forces)
12. In addition, if an officer provides information re prison visited, a Period In Institution may be created.

30. FAILURE TO COMPLY WITH REHABILITATION PROGRAMME

This procedure should be used to record a young person's failure to comply with a rehabilitation programme set up following a Final Warning issued under the Crime and Disorder Act 1998.

1. #NU on the relevant record
2. Select DH in Page field
3. A - Amend the Warning, Y - Commence Update
4. Y - Add/Amend failure to comply details
5. Enter date and details of the informant

Details of the way in which the person failed to comply with the programme are not recorded. Failure to comply is not an offence.

31. ENTERING AND RESULTING BREACH OF COURT ORDERS**Entering Breach of Court Orders**

1. Breach of 'other' court orders not shown below	These orders <u>must</u> be entered on a separate AS. Enter as Appendix A.
2. Breach of Conditional Discharge	Does not need a separate AS and is added through the DH page to the impending case it is being resulted with.
3. Breach of Suspended Sentences	Does not need a separate AS and is added through the DH page to the impending case it is being resulted with.
4. Breach of Licence: s.38 Criminal Justice Act 1991 s.40 Criminal Justice Act 1991 s.65 Criminal Justice Act 1991	Not recorded on PNC. This is where the offender has committed a further offence during the licence period. Does not need a separate AS and can be added through the DH page to the impending case it is being resulted with. This is where the offender has not committed a further offence so there will be no impending case. It requires an AS and should be entered as Appendix A.
5. Breach of court orders where original offence(s) was non-recordable	These breach offences are not recorded on PNC.
6. Revocation of an order where no breach has occurred	No AS needs to be entered. Add order revoked and date of revocation to original conviction. If re-sentenced for original offences do a subsequently varied – Appendix C.
7. Revocation of an order due to an imprisonment for a new offence	No AS needs to be entered. Add order revoked and date of revocation to original conviction.

Further information about breaches of court orders, when s.63 Magistrates' Court Act 1980 is applicable, is provided in PNC L/O Letter 2015/067. This covers two scenarios:

1. The person breaching the order commits one or more criminal offences, as defined within the legislation relating to the reason the order was issued.
2. The person breaching the order is taken back to the court that issued the order to be dealt with for the breach.

32. ENTERING AND RESULTING BREACH OF COURT ORDERS (cont'd)**Resulting Breach of Court Orders**

1. Breach of 'other' court orders not shown below: If they are being dealt with for the Breach and the order is not revoked If the order is revoked and they are being dealt with for the original offences	Result as Appendix B Result as Appendix C
2. Breach of Conditional Discharge	Result as Appendix D
3. Breach of Suspended Sentences	Result as Appendix D
4. Breach of Licence: s.40 Criminal Justice Act 1991 s.65 Criminal Justice Act 1991	Result as Appendix D Result as Appendix D
5. Breach of Court Orders where original offence(s) was non-recordable	Result as Appendix B, stating in text 'IMPOSED FOR NON-RECORDABLE OFFENCES'

32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX A

1. #NU
2. AS screen
3. Create AS
4. Process stage – Summons
5. Date and time are mandatory.
If inputting from court sheet use the appearance date & appropriate time for that day.
If using the agency's document input date and time given.
6. Leave the photo location blank
7. Fingerprints are entered as 'Not Taken'
8. DNA entered as 'Not Taken'
9. A/S Name as per paperwork
10. Prosecuting Agency – overtype as appropriate
11. Arresting Officer - agency name and rank of CIV
12. Add offence details
13. No reference number or MO needed
14. Offence Code will be located under section 8.7 in England & Wales
15. Date - input date the order was breached
16. Force/station code should reflect where sentencing court was located
17. Opt to enter location address and postcode
18. Confirm offence
19. Enter postal address and postcode of court
20. Opt to create court case & link offence to it
21. Create court case details

32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX B

1. #NU
2. DH screen
3. Link together all AS references appearing on court date
4. R at side of court appearance date and commence update

Result Breach Offence as follows:

5. Enter plea and adjudication
6. Enter 3042 (resulting from original conviction of) and complete date field with date of original conviction
7. If order to continue enter 1040
8. Add new disposal

32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX C

1. #NU
2. DH screen
3. Link together all AS references appearing on court date
4. R at side of court appearance date and commence update

Result Breach Offence as follows:

5. Enter plea and adjudication
6. Enter 3042 (resulting from original conviction of) and complete date field with date of original conviction
7. 1029 Order Revoked
8. You now need to go to the original conviction date
9. R at the side of the first offence with the original order showing and add disposal 1029 (Order Revoked)
10. Where the original order is owned by a different force, the force owning the conviction is required to add this disposal.
11. Go back to the original conviction
12. S next to court appearance and commence update
13. Enter the date of the new court appearance
14. Enter court code
15. V in appearance type
16. Appearance owner is the FS ref relating to the court
17. Select the offences that are being re-sentenced
18. Enter the adjudication
19. Add the new disposals and confirm them

32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX D

1. #NU
2. DH screen
3. Link together all AS references appearing on court date
4. Add the breach offence through the DH page to the Impending Cases using Appendix A to fill in relevant fields
5. R at side of court appearance date and commence update

Result Breach Offence as follows:

For Breach of Conditional Discharge:

6. 3042 (resulting from original conviction of) and complete the date field with date of original conviction
7. Add new disposal

For Breach of Suspended Sentence and Breach of Licence:

8. If non-custodial sentence is given use 3042 as above
9. If offender is returned to prison to serve remainder of sentence use 1055 (unserved from original sentence) and the date of the original sentence in the date field
10. Add new disposal

32. CRIMINAL JUSTICE ARRESTEES

New legislation introduced in England and Wales in 2004 under s.9 and s.10 of the Criminal Justice Act 2003 allows non-intimate DNA samples and Fingerprints to be taken without consent from a person who is arrested for a recordable offence and detained at a police station. The DNA and Fingerprints can then be retained. Where 'No Further Action' (NFA) is taken against the individual there is still a requirement to create a PNC record to provide the necessary links to the DNA and IDENT1 databases. Persons who fall into this category are known as 'CJ Arrestees'.

The procedure for updating the AS and DH pages is as shown in [Chapter 12, section 24](#).

33. POLICE TO POLICE REMANDS, SECTION 47(3) PACE

1. #NU on the relevant record
2. AS screen
3. Create new entry
4. Process Stage - Arrested, Process Stage Date - date of arrest; FP and DNA may or may not have been taken
5. Change Prosecuting Agent from CPS to POLICE BAIL
6. Complete Offence Details then select Add Remand Details
7. Enter P (Police Bail) together with the date and Force/Station code
8. Complete Next Appearance Date, then select Add Breach Details if required

The procedure upon answering Police Bail is as follows:

9. Amend Fingerprint Status if required, together with any other information
10. Change Prosecuting Agent from POLICE BAIL to CPS or name of other agency
11. Add New Remand - Police to Court - in normal manner
12. Request the Photo Location page to enter a Photo Location if required
13. ** In the case of NFA, Caution, Reprimand or Final Warning, go to the DH page and result as required **

34. FIXED PENALTY NOTICES

It is national policy that all Penalty Notices issued for recordable offences should be recorded on PNC, irrespective of whether they are accompanied by DNA and Fingerprints. Home Office guidance about the issue of Penalty Notices emphasises the need to establish a person's identity and his/her sobriety and ability to understand. It would be helpful to record what identity documents were examined to this end within the text field on the A/S record.

Create A/S Report - Appendix A

1. #NU on the relevant record
2. Select AS page
3. Create new entry
4. Process Stage - Reported; Process Stage Date - date of issue; Photo/FP/DNA - as per usual update
5. Prosecuting Agent - police force details
6. Arresting Officer details - issuing officer
7. Add offence details
8. Crime/Offence details – FS Code/Ticket Number/Year
9. Complete Offence Code, Offence Location and Method details
10. Create court appearance details and link offence(s)
11. Use Court Code 9999 for Fixed Penalty
12. Appearance Date - ticket issue date

Result Fixed Penalty Notice - Appendix B

1. #NU on the relevant record
2. Select DH page
3. Appearance details - R
4. Check Appearance Date
5. Plea - no plea taken
6. Adjudication – Non conviction
7. Use Disposal Code 1109 - Fixed Penalty Notice
8. Y to create text
9. Type - reference and ticket number

Issue of Ticket Contested - Appendix C

1. #NU on the relevant record

2. Select DH page
3. S - subsequent appearance next to date entry
4. Date of appearance at court
5. Create Court details
6. Reason for Appearance - V (Varied)
7. S - select correct offence
8. Adjudication details, either Guilty or Not Guilty
9. Enter correct disposal details

Appeal against Court Hearing - Appendix D

1. #NU on the relevant record
2. Select DH page
3. S besides original result details
4. Complete Court Appearance date
5. Create correct Crown Court code
6. Reason for Appearance – A (Appeal)
7. Select offence(s)
8. Complete adjudication and disposal details

Identity in Dispute - Appendix E

If the person contests identity and no fingerprints were taken, delete disposal and AS report.

35. BREACH OF POST SENTENCE SUPERVISION UNDER S.256AC CJ ACT (2003)

As stated in PNC L/O Letter 2018/002, breaches of post sentence supervision under s.256AC of the Criminal Justice Act 2003 appear on court registers, and can have a period of imprisonment attached to them. In such cases, where the defendant has been returned to prison to serve any part of their outstanding licence period due to breach of licence, this should be recorded on PNC as follows:

1. #NU on the relevant record
2. Select DH page
3. S - subsequent appearance alongside relevant offence
4. Court appearance details and Date
5. Reason for Appearance - V (Varied)
6. Disposal Code 1002 (Imprisonment) and Duration (e.g. D14)
7. Adjudication Guilty
8. Enter the text IMPOSED IN ACCORDANCE WITH S.256AC CJA 2003 (BREACH OF PSS)

In cases where a non-custodial sentence is imposed, no PNC update is required.

APPENDIX 10 – MODUS OPERANDI (MO) KEYWORDS

1. INTRODUCTION

This Appendix provides information about keywording the method (MO) of offences on the Names file using the approved NPCC list of keywords. These are an agreed list of common words and phrases that are not subject to regional variation.

The two main parts of the Appendix, [section 2](#) and [section 3](#), deal respectively with the various MO Keyword categories, including how to use them effectively, and the mechanics of using the update transactions to add MO Keywords.

There is a comprehensive stand-alone program *Keywords on the PNC* to assist anyone involved in MO keywording, which can be supplied on request. For advice about how to keyword specific Modus Operandi or to request a copy of the *Keywords on the PNC* guidance program, use the following contact details:

S.40(2), S.31(1)

1.1 When to Use Keywording

If you look at the methods used for committing a crime, particularly common crimes such as simple theft, you might find that they are carried out in a similar way.

“A woman is walking along a high street with her bag in her hands. A man passes by her, snatches her bag, and runs away.”

Many people could employ this method, as there is nothing special or unique about it. If a searcher was to check for any other offences that used the same MO, they would probably find too many results to check through, and many of them might even be exact matches.

It is important to find things in the crimes method that would qualify as unique in order to carry out a successful search. It might be that the man says something as he grabs her bag, or might have a tattoo, or use some kind of weapon; anything that would make this crime stand out from others.

Because of this, it is not necessary to keyword every single crime. If methods that have no distinguishable characteristics are searched for, or searched against, the results obtained would be of little value. There would either be nothing about the crime that a searcher can use to find any results, or the keywords searched against would be so common that there would be too many results that matched the search criteria. Therefore, it is important that only where the MO is unique, unusual, or containing interesting characteristics, that the crimes are keyworded.

It is also necessary to look at the type of crime that has been committed. Carrying out a method search can be difficult and, like any other task, uses up resources, such as manpower and time. In order to provide results that would be the most beneficial it is important to ensure these resources are allocated effectively. Such as finding those criminals who have, or are likely to, commit serious crimes.

Any offence may be keyworded, and in [section 4](#) there is an NPCC approved list of offences that should always be considered for keywording because of their nature. It is important to note that the list is not exhaustive, as any offence can be suitable for keywording if the method is unique or peculiar enough to enable an offender to be identified during a QUEST search at a later date.

Personal descriptions are, in effect, already keyworded on PNC because of their structure but keywording of the method a person uses when committing an offence is a specialised task requiring the identification of suitable keywords that match or cater for the method that is being described. The selection of appropriate keywords is largely a matter of experience or training on the part of those doing the work.

1.2 What should be Keyworded

Most crimes can be considered to have a beginning, a middle 'story', and an ending. Consider the following simple example, which includes Keyword categories to illustrate their relative positions within the 'story':

An offender called at a flat (**PREMISES/LOCATION TYPE**) posing as an antiques buyer (**CHARACTER ASSUMED**) to the resident, an infirm female over the age of 60 (**VICTIM**), and he assumed a false accent, gave her a false story and a false name/address (all **MEANS EMPLOYED**). He then returned at night (**TRADEMARKS** - he has done this many times before), went to a window (**ENTRY POINT**) pulled away the putty, removed the glass (**ENTRY METHOD**), entered and then attacked the victim, stabbing her (**MEANS EMPLOYED**) with a screwdriver (**INSTRUMENT USED**). He has never before stolen jewellery or valuables and didn't on this occasion (**TRADEMARKS**), just stealing footwear - a pair of slippers - (**PROPERTY INVOLVED**) before he decamped through the front door (**EXIT POINT**).

Any description of a crime breaks down into several distinct aspects, and can be considered as the 'method', or 'modus operandi' ('mode of operation' in Latin), or MO of committing that crime.

In many cases, offence descriptions will contain simple, common methods. For example, someone snatches a bag from a sleeping woman on a train, or a man assaults another man outside a pub. However, in some cases the method of committing a crime might be unusual or unique. This might be because of the way the crime was carried out, the objects used by the suspect, the things that were said, or even by something particularly unusual about the suspects themselves.

Breaking the story down into these many distinct parts is the key to possibly identifying that same offender when he commits a crime again in a similar manner, as many offenders tend to do the same thing time and time again. If you are entering data, by 'Keywording' offences, you are essentially 'talking' to investigators in the future who will use these same keywords to find the perpetrator of the crime that they are investigating.

The following sections are designed to give people who have little or no idea about the use of keywords within offence methods an insight into what they are, and how they are used on the PNC.

2. KEYWORD CATEGORIES

Although different criminal offences will have different methods, there are almost always things in common about crimes in general. For example, almost every crime description will have a 'location', a 'victim' and a 'suspect'. It may be that the suspect may use a similar type of location, such as a public lavatory, or a secluded alleyway, where they like to carry out an offence. Or perhaps they may only target victims who are unaccompanied, teenage women. Looking at these aspects of a crime will allow someone investigating the crime to look for similarities between criminal offences, and maybe even identify a suspect.

The following is a list of the categories that can be used to keyword a crime:

PREMISES/LOCATION	The type of premises or venue where the offence took place
ENTRY/EXIT POINT	The actual point of entry/exit to premises, venue or conveyance
ENTRY METHOD	The means used to gain entry to premises, venue or conveyance
MEANS EMPLOYED	The means employed to effect the offence
INSTRUMENT USED	Any article or object used in commission of the offence
PROPERTY INVOLVED	A description of property stolen or attacked
CHARACTER ASSUMED	Any character assumed by the suspect by way of occupation or persuasion in order to commit the offence
TRADEMARKS	Those actions performed by the suspect during the commission of the offence which tend to be peculiar to the suspect
VICTIM	The description of the victim by way of gender, age classification or occupation as relevant to the offence

The following is a description of each category:

2.1 Premises/Location

This is where the offence took place, but not all offence locations are straightforward, as in computer or postal crime, for example. At all times bear in mind what the offender was doing, what he planned to do and what he needed to carry out the crime. If this has a bearing on the place or places where the crime was committed then broaden your view and include all such places. For example, a particular type of bomb may require exclusively a Laboratory for preparation, the bombs then to be placed in a series of Bingo Halls. There are thus **two** 'Premises/Location' types – the very specialised location for the bomb's manufacture, and the target premises which are all Bingo Halls. From this you can see that a future investigator can search the specialist nature of bomb manufacture, **or** those people who target Bingo Halls for whatever reason. Both locations are **very** relevant.

Crimes of a nebulous nature, such as the aforementioned computer or postal crime, are more difficult to pin down. Sensible use of the Keywords, always bearing in mind the intention to assist the future investigator, should cover most eventualities. However, it is recognised that, with a keyword system, it is not achievable that absolutely **every** circumstance can be fully covered.

Examples:

Premises/Location – AMBULANCE STATION

Premises/Location – BUS STOP

Premises/Location – DWELLING FOR SALE

2.2 Entry/Exit Point

This is the small defined area of premises where an intruder makes his entrance. Use these keywords to pinpoint the description of the "ENTRY METHOD".

There could be several entry points within premises, and then more exit points (some offenders may prepare several exit points, to ease their escape if surprised). Consider and include all of them where

sensible. Where a **serious** attempt is made to enter, which then proves abortive, carefully consider including this as a Keyword.

For example, an offender is equipped with sophisticated hydraulic jacking apparatus, and goes to work on a heavily fortified window of secure premises. Having defeated the iron bars he is unable to gain further entry because of an item of heavy machinery that had recently been bolted to the floor just inside. He then makes his entry by cutting a hole in the roof (not using the hydraulic jack). Quite clearly, a future investigator searching for 'hydraulic jack' burglars would like to know of this offender, and just because the offender failed at this entry attempt (gaining entry elsewhere) it should, nevertheless, be included. Pathetic, ineffectual attempts at entry should be ignored, otherwise the effectiveness of the database will be compromised. However, if strong doubt exists on this point, then err on the side of safety and **include** the location of attempts at entry.

Examples:

Entry/Exit Point – CEILING

Entry/Exit Point – CELLAR

Entry/Exit Point – WINDOW

2.3 Entry Method

This is the means that an offender has used to gain entry to target premises, such as 'pulling out putty' and 'removing glass' from a window. It includes all activities that gain the offender entrance, the method of initial approach to those premises, odd circumstances such as the offender hiding on premises before they are secured by the key holder, or where his serious efforts are frustrated. When creating an entry on the database, only include those activities which could be considered as **serious** attempts at entry, but WALKED IN / INSECURE is a valid entry for that type of persistent 'walk-in thief'. Pathetic, ineffectual attempts should not be considered, otherwise the effectiveness of the database will be compromised. When in any doubt, use good sense to anticipate the questions that will be asked about 'your' offender by future investigators - will they **really** be interested in 'your' offender's, unlikely-ever-to-be-repeated, stupid, ineffectual actions? (Juveniles are often the perpetrators of these types of silly attempts). However, if strong doubt exists on this point, then err on the side of safety and **include** all the attempts at entry.

When searching the database for an offender, consider the expertise/knowledge demonstrated by the offender's actions. Unless the offence is one of a series, you will be unlikely to gain a good response if the means of entry is haphazard, stupid, clumsy, etc, but clever, skilful or distinctive offences will stand out as being worth searching for.

Examples:

Entry Method – APPROACH METHOD PREMISES FROM REAR

Entry Method – ATTACK METHOD PREMISES HINGES

Entry Method – RAM RAID

2.4 Means Employed

This refers to the physical activities of the offender when carrying out the offence. They can include activities that precede the actual commission of the crime described, as well as subsequent activities. This is the category that can include the majority of information about the actual offence itself (the middle 'story' referred to in the Introduction) and therefore requires the very broadest of thought. Consider almost every word and aspect of the offence in question. It is important that you go beyond the actual offence itself when considering this section; for example in our Introduction we describe a crime (albeit bizarre!) where an offender had earlier provided a victim with false details to allay suspicion when 'casing' the premises/victim, and **before** the eventual offence was committed.

If you are engaged in entering Keywords onto PNC consider the impact that your interpretation of this crime, and the attendant Keywords that you choose, will have upon investigators in the future searching for your offender. Try to view the offence in its very widest context.

If you are an investigating officer using QUEST to search, then consider the many separate actions of your offender rather than the offence as a whole. Often, a small part of an offender's actions can be repeated time and time again, yet the various offences can be very different in nature. For example, the offender who is OFFERING FINANCIAL ADVICE as part of a FRAUD can use the same OFFERING FINANCIAL ADVICE story to gain admittance to premises in order to carry out a SEXUAL ASSAULT.

Examples:

Means Employed – ABDUCTION

Means Employed – ADVERT INSERTED FOR ARTICLES FOR SALE

Means Employed – OFFENDER CLOTHING CHANGED

2.5 Instrument Used

This describes **any** item, apparatus, device or other 'assistance' used by the offender to carry out the offence. This could include the obvious LEVER used by a burglar, or EXPLOSIVE USED by a safebreaker, through to a FALSE MARRIAGE CERTIFICATE used in a fraud, SOCKS WORN ON HANDS or RANSOM NOTE LEFT.

Common sense should be used when considering this set of Keywords. Very unusual items will not be listed, so the closest match to a similar item(s) should be used.

Examples:

Instrument Used – BAG PILLOW CASE

Instrument Used – CONVEYANCE CAR SPORTS

Instrument Used – FIREARM HANDGUN

2.6 Property Involved

This refers to any item(s) stolen, taken or otherwise appropriated by the offender. It can also include items targeted by the offender, if his attempts at acquiring them prove abortive.

Do not confuse with the INSTRUMENT USED category, although the item(s) could occasionally be one and the same, in which case they should be mentioned in both categories.

Common sense should be used when considering this set of Keywords. Very unusual items will not be listed, so the closest match to a similar item(s) should be used.

Examples:

Property – CARDS CASH

Property – COMPUTER EQUIPMENT CPU BOX

Property – CONVEYANCE FIRE ENGINE

2.7 Character Assumed

This refers to any **false** persona adopted by the offender, and **not** to any genuine trade, occupation, position, group, etc. It is important to be able to differentiate between those offenders who just pose as the member of a certain group, and genuine members of that group. It is the offender **posing** as someone they are not that is important here. Obviously, who they are posing as is equally important. Therefore a genuine babysitter who steals is of no interest in this section, whereas someone who gains entry to premises by posing as a BABY SITTER quite clearly is.

Whether you are entering Keywords onto the system, or searching the system for offenders, it is important to make this differentiation between "posing" and "genuine" (if the offender is genuine, then an update or search should be made of the 'Occupation' field). Where a distinctive character is apparent within the context of a crime search, to be on the safe side both 'Character Assumed' and

the 'Occupation' fields should be searched as a matter of course, unless it is known for certain that the character is bogus. One or two characteristics cannot be described as 'Occupations' (e.g. a genuine Transvestite) but should be treated in the same way, by entering or searching in 'Character Assumed', 'Warning Signals', 'Occupation' fields etc - but these few characteristics are exceptions.

Examples:

Character Assumed – ALCOHOLIC

Character Assumed – DISABLED

Character Assumed – OFFICIAL ELECTRICITY BOARD EMPLOYEE

2.8 Trademarks

This refers to those unusual or distinctive activities of the offender that he has used before and is now repeating, and is potentially the most powerful and rewarding of the Keywords categories. In fact, this is true 'Modus Operandi', if you consider that, while **every** offence has some sort of a 'method', genuine MO should be the offender repeating the same action(s) over and over again, so that they can be considered to be his 'Trademark'.

If you are engaged in entering Keywords onto PNC then it is essential that, before using this section, you verify that this offender has committed this action before, elsewhere (ideally at least twice). The action may be described in the current series of offences, or it may be listed within his Criminal Record, Intelligence, etc. You will see that to use this section in any other way will reduce the effectiveness of QUEST in isolating those repeat or specialist offenders.

If you are using QUEST to search for an offender then, depending upon the circumstances, this is possibly the first section that you should consider searching, particularly if your offender has committed a series of very unusual offences, all in the same manner.

Examples:

Trademarks – ABANDONED

Trademarks – CONVEYANCE USED BURNED

Trademarks – FALSE DETAILS GIVEN

2.9 Victim

This is any person, persons or organisation suffering from the offender's activities. There can often be more than one Victim. A Victim can often be distinctive because of one or more features or activities, and the Keywords in this section reflect this. For example, an offender may only target INFIRM victims ACCOMPANIED BY CHILD. You must therefore not just consider the victim in isolation, but with all attendant circumstances.

Try to think laterally - "Why was **this** person a victim?" or "What was it about the **person**, their **activity** or **presence** that made them a victim?" and you will often realise that it was, for example, the encumbrance of being ACCOMPANIED BY ANIMAL or only the vulnerability of the victim being DRUNK that enabled them to be a victim.

If you are engaged in entering Keywords onto PNC, you are communicating with investigators in the future, so try to understand why the offender targeted this particular victim(s), and reflect this in your choice of Keywords.

If you are searching for an offender using QUEST, be careful about being **too** specific in your choice of Victim Keywords - the fact that 'your' particular suspect attacked a FEMALE 31 TO 40 may be quite correct, but not necessarily representative of all his previous activities. A 'wider' search can often bring more satisfactory results, albeit with more choice!

Examples:

Victim – MALE 21 TO 30

Victim – POLICE INFORMER
Victim – TRANSVESTITE

3. MO KEYWORD TRANSACTIONS

3.1 Addition of MO Keywords (#NK)

This transaction allows operators to create/amend text and keyword data relating to the MO (method) used to commit recorded offences. Operators not authorised to enter keywords onto a record will be presented with the following warning if they attempt to add them to the record:

METHOD DETAILS HAVE BEEN CREATED/AMENDED. YOU HAVE NO ENTITLEMENT TO
UPDATE MO KEYWORDS. PLEASE TAKE APPROPRIATE ACTION.
PRESS <SEND> TO CONTINUE

It is not possible using this code to create a “new” Names record. The required input is a PNCID/CRO reference, Checkname, Fce/Stn code of the originator, Crime/Offence Reference and Fce/Stn code of the Owner. If the free text MO has already been entered it will be displayed first. Where appropriate, this may be amended. The ENTER METHOD TEXT screen is a standard free text screen for input of the text which would generally be written on a source input document. If any text is amended, consideration must be given to amending the recorded keywords where applicable.

The Method and any associated keywords relate to all offences for the subject that quote the same Crime/Offence Reference. On pressing SEND, the keyword entry screen will be displayed. An explanation of the keyword categories is provided in [section 2](#) of this Appendix. The entry of misspelt and/or non-existent keywords is not permitted by the system. If this is attempted, an error message is displayed towards the top of the screen.

3.2 Entering Keywords

The screen allows for one keyword (or keyword phrase) to be entered per line. For those sections that are likely to warrant more than one entry, i.e. Entry Method, Means Employed and Trademarks, more space has been allocated. This is displayed when the ‘+’ sign is entered in the field following the text field, at the end of the line. When the initial screen is complete the system defaults to a screen specifically for the entry of further keywords in the categories marked with a plus character. The initial keyword is carried over to this screen. A further 17 keywords may be added to that screen. If more input fields are required, the SECOND PAGE? N default should be changed to Y. This allows the addition of a further 18 keywords for that particular category to the list already entered. This means that no more than 36 keywords (or phrases) per category can be entered.

The sequence continues in a descending order for each category where a ‘+’ sign has been entered. In each case the keyword is validated against the permitted entries held in the system tables.

When entering keywords a “Help” facility is available. Access to the “Help” is by way of a “?” entered in the relevant input field. The first screen displays a one-line definition of the keyword category. The required input is to enter either the first known letters of the category to be searched for or a text string that is believed to appear in the body of the keyword.

The entire list of keywords relevant to that category can be displayed by entering an asterisk character in the first input field. Selection of a keyword from the table is made by entering an X and pressing the SEND key. This causes the selection to be automatically entered onto the keyword screen. This process only allows the selection of one keyword at a time and must be repeated if further keywords are to be selected using this method.

The tables may be used as an ‘aide memoire’ rather than referring to a hardcopy, but this should be avoided wherever possible to prevent the tying up of the terminal, record and Help tables. The full list of keywords is included in the Names Data Definitions issued periodically by PNC Operations.

The keywords entered must be chosen carefully. Only those that accurately describe the known circumstances of the offence being described should be entered. They **must not** enter into the realms of conjecture to cater for what might have been.

After all of the keywords have been entered, a display, on one or more screens, shows the keywords entered. Only forward paging is allowed from this point.

3.3 Other Transaction Codes

It is possible to add details to a record regarding the Method by using the transaction codes #NU, #AU, #AV and #CU. The mechanics of each of these codes are discussed in [Chapter 11](#) and [Chapter 12](#) of this manual.

The rules regarding the completion of free text and keyword entry are the same as already discussed above. When using one of these transaction codes, an operator who does not have the necessary authority to enter keywords will not be allowed access to this part of the Method. On completion of the free text and keywords using one of the four codes above, the system defaults to the next screen in the transaction.

4. OFFENCES CONSIDERED WORTHY OF MO KEYWORDING

All offences in the following categories, including, attempts and conspiracies, represent those considered serious enough to be worthy of keywording:

Aggravated Burglary

Arson

Assaults that are serious and involve a notable method, including racially motivated assaults

Blackmail

Buggery

Burglary Artifice/Bogus Official

Burglary where Firearms/Explosives are stolen

Burglary with intent to Rape

Child Destruction

Contamination Offences

Counterfeiting and Forgery of currency

Drug offences involving importation or possession with intent to supply

Explosive Offences

False Imprisonment

Firearms offences, involving the criminal use of firearms

Fraud, serious or organised

Infanticide

Kidnapping, to include Abduction and Extortion

Manslaughter

Murder

Offences, other than sexual, involving children, e.g. possession of indecent photographs

Offences where there is evidence that the offender is a member of a group, e.g. Triads

Offences where there is evidence that the offender is a member of a terrorist organisation

Rape

Robberies involving cash in transit, banks, post offices and building societies

Robberies involving the use of Firearms

Sexual offences against children

Theft of Heavy Duty Goods Vehicles and Plant

Theft of high value loads (£50k+)

Threats to kill

Treason

Additionally, any offence that contains an unusual or distinctive MO, or is of particular interest to a force or region, should be keyworded.

APPENDIX 11 – MATRIX OF DATA ITEMS FOR EACH FCH REPORT TYPE

FCH Report Type			Firearm	Firearm Temporary (s.7)	Firearm Club Secretary	Shotgun	Shotgun Temporary (s.7)	Firearm Visitor	Shotgun Visitor	Dealer	Dealer Company	Explosives Acquire	Explosives AcquireKeep	Explosives Company Acquire	Explosives Company AcquireKeep	Explosives Visitor
Application Form Reference			Form 101	(no form)	Form 101	Form 103	(no form)	Form 107	Form 107	Form 116	Form 116	COER/1	COER/1	COER/1	COER/1	COER/2
Data Items	Data Def Ref	Notes														
Certificate type	250	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
*Certificate status	251	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
*Certificate number	252	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
*Certificate start date	253	F	X	X	X	X	X	M	M	X	X	X	X	X	X	M
*Certificate Expiry date	254	F	C1	C1	C1	C1	C1	M	M	C1	C1	C1	C1	C1	C1	M
*Issuing FFSS	255	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Surname/Forename(s)	256 (2)	P	M	M	M	M	M	M	M	M	X	M	M	X	X	M
Other surname/ Forename(s)	257 (125)	P	O	O	O	O	O	X	X	O	X	O	O	X	X	X
Company Name	258	P	X	X	X	X	X	X	X	M	M	X	X	M	M	X
Other company name	259	P	X	X	X	X	X	X	X	O	O	X	X	O	O	X
Date of birth	260 (4)	P	M	M	M	M	M	M	M	M	X	M	M	X	X	M
*Sex	5	N	O	O	O	O	O	O	O	O	X	O	O	X	X	O
*Colour	6	N	O	O	O	O	O	O	O	O	X	O	O	X	X	O
Height	7	N	M	M	M	M	M	O	O	O	X	O	O	X	X	O
Place of birth	8	N	M	M	M	M	M	O	O	M	X	M	M	X	X	M
Nationality	18	N	M	M	M	M	M	M	M	M	X	O	O	X	X	M
Occupation	24	N	M	M	M	M	M	O	O	M	X	O	O	X	X	O
Home (UK) address	261 (95)	P	M	M	M	M	M	M	M	M	X	M	M	X	X	M
Post code	(95)		M	M	M	M	M	M	M	M	X	M	M	X	X	M
Telephone number	(098)		O	O	O	O	O	O	O	O	X	O	O	X	X	O

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			Firearm	Firearm Temporary (s.7)	Firearm Club Secretary	Shotgun	Shotgun Temporary (s.7)	Firearm Visitor	Shotgun Visitor	Dealer	Dealer Company	Explosives Acquire	Explosives Acquire/keep	Explosives Company Acquire	Explosives Company Acquire/keep	Explosives Visitor
Club Name	262	F	X	X	M	X	X	X	X	X	X	X	X	X	X	X
Club Address	268 (95)	P	X	X	M	X	X	X	X	X	X	X	X	X	X	X
Post code	(95)		X	X	M	X	X	X	X	X	X	X	X	X	X	X
Telephone number	(98)		X	X	M	X	X	X	X	X	X	X	X	X	X	X
Overseas address	263 (95)	P	X	X	X	X	X	M	M	X	X	X	X	X	X	M
Post code	(95)		X	X	X	X	X	O	O	X	X	X	X	X	X	O
Telephone number	(98)		X	X	X	X	X	O	O	X	X	X	X	X	X	M
Business address	264 (95)	P	O	O	X	O	O	X	X	X	X	X	X	X	X	X
Post code	(95)		O	O	X	O	O	X	X	X	X	X	X	X	X	X
Telephone number	(98)		O	O	X	O	O	X	X	X	X	X	X	X	X	X
Company address	265 (95)	P	X	X	X	X	X	X	X	M	M	X	X	M	M	X
Post code	(95)		X	X	X	X	X	X	X	M	M	X	X	M	M	X
Telephone number	(98)		X	X	X	X	X	X	X	M	M	X	X	M	M	X
Additional Company address	265 (95)	P	X	X	X	X	X	X	X	O(20)	O(20)	X	X	O(20)	O(20)	X
Post code	(95)		X	X	X	X	X	X	X	O(20)	O(20)	X	X	O(20)	O(20)	X
Telephone number	(98)		X	X	X	X	X	X	X	O(20)	O(20)	X	X	O(20)	O(20)	X
*European Pass	266	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X
*Reason for Cancellation	269	F	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
*Application status	271	F	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3
*Application Reference number	272	F	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5
*Application Expiry date	273	F	C6	C6	C6	C6	C6	C7	C7	C6	C6	C6	C6	C6	C6	C7

Minimum requirement for nominal input data as part of BRC

Validation rules for certain fields in any reports created as part of a BRC exercise are relaxed as follows:

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FCH Report Type	Firearm	Firearm	Firearm	Shotgun	Shotgun	Firearm	Shotgun	Dealer	Dealer	Explosives	Explosives	Explosives	Explosives	Explosives
		Temporary	Club		Temporary	Visitor	Visitor		Company	Acquire	AcquireKeep	Company	Company	Visitor
		(s.7)	Secretary		(s.7)							Acquire	AcquireKeep	
Height	O	O	O	O	O	O	O	O	X	O	O	X	X	O
Place of birth	O	O	O	O	O	O	O	O	X	O	O	X	X	O
Nationality	O	O	O	O	O	M	M	O	X	O	O	X	X	M
Occupation	O	O	O	O	O	O	O	O	X	O	O	X	X	O

DATA REQUIREMENT	
M	Mandatory item for this Certificate Type
O	Optional item for this Certificate Type
X	Item not valid for this Certificate Type
O(20)	Up to 20 optional occurrences
C1	Conditional item, depending on Certificate Status as follows: • Status INITIAL APPLICATION RECEIVED or RENEWAL APPLICATION RECEIVED - item not valid • Status APPLICATION REFUSED, APPLICATION WITHDRAWN, REVOKED or CANCELLED - item is mandatory and indicates the date on which certificate ceased to be active • Status CURRENT, EXPIRED or EXPIRED POTENTIAL UNLAWFUL POSSESSION - mandatory item for this Report Type
C2	Mandatory if Certificate Status is CANCELLED; not valid otherwise
C3	Certificate Status or Application Status or both must be present (depending on the values in each)
C4	Must be present if Certificate Status is present; not valid otherwise
C5	Must be present if Application Status is present; not valid otherwise
C6	Conditional item, depending on Application Status as follows: • Status INITIAL APPLICATION RECEIVED or RENEWAL APPLICATION RECEIVED - item not valid • Status APPLICATION REFUSED, APPLICATION WITHDRAWN or APPLICATION CANCELLED - item is mandatory and indicates the date on which the application ceased to be active
C7	Must be present if Application Status is present; not valid otherwise

* indicates data items not present on the application form

Notes column:

F = item held in the FIREARMS-CERTIFICATES record

P = item held in PERSONS-MASTER / ALIAS-MASTER / ADDRESS as appropriate with a reference to it held in the FIREARMS-CERTIFICATES record

N = item held in PERSONS-MASTER / PERSONS-EXTE as appropriate with no reference held in FIREARMS-CERTIFICATES

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