

Stop and Search Action Plan
Strategic Lead: ACC Specialist Operations
Force Lead: Chief Supt. Stuart Noble



Sources: HMIC Inspection of Stop and Search 2013 – Recommendations
Best Use of Stop and Search (BUSS) Scheme

1. CCs and the CoP should establish APP which provides a clear specification of what constitutes the effective and fair exercise of stop and search powers. This should be compliant with the Code of Practice.			CoP Force	
Action	Owner	Status	By	
a.	To monitor and engage with CoP re publication of guidance / APP for stop and search.	CI Kitchen Leah Watson	A new stop and search co-ordinator is now in place at the CoP, with a remit to implement APP for stop and search. This is expected to take some time but CoP recommend compliance with BUSS Scheme in the interim. Update 20 th Nov '14 - Supporting procedures around Lay Observations, Community Triggers and Sec 60 are all drawn up. S60 briefings given to DCC / ACCs and they have approved. Briefing gone out to all Commanders and Supts.	Complete
b.	Develop and implement a Constabulary policy and supporting procedures for stop and search.	CI Kitchen Leah Watson	A force policy has been drafted and is under consultation, ready for final sign off at SMB in December 2014. The supporting procedures will drafted in conjunction with development of this plan. Update 18 th Dec – Policy now ready for progressing to approval. Policy approved Jan 2015	Complete
2. CCs should establish or improve monitoring of the use of stop and search by officers, to ensure they are acting in accordance with the law and that the power is used effectively to prevent and detect crime and maintain public trust. Monitoring should ensure officers have reasonable grounds to justify each stop and search encounter.			Force	
Action	Owner	Status	By	
a.	Implement procedures and mechanisms for effective and proportionate monitoring of stop and search by senior officers at BCU level.	Supt Puttock	Local performance monitoring in place. Clear focus on qualitative not quantitative review. Nominated SMT leads responsible for sip-sampling. This will be outlined in the procedures that are being developed. Update 20 th Nov '14 – 3 BCU CIs now nominated as SPOCs. Existing procedures exist where DRIs are responsible for dip-sampling and reporting back. Best elements of all practice across BCUs will be incorporated into one approach. Records of dip sampling will be held on the new SharePoint stop and search pages (under development). Update 18 th Dec – SharePoint pages now ready. Agreement between	May 2015

			BCU needed re how this will work to ensure consistency of approach. Update 24 th March 2015 – ICT are preparing a ‘one click’ supervisory QA email system, estimated to be in place by May. Agreement reached with PSD re complaints trigger process which will feed into BCU SMT – data, trends etc.	
b.	Implement procedures and mechanisms for effective and proportionate corporate oversight of performance around stop and search by chief officers.	Supt Horn	Update 20 th Nov ’14 – CI Kitchen meeting with Supt Horn 21 st Nov to discuss. Update 18 th Dec – Stop and Search will form part of the PEEL assessments in 2015 and beyond. Reporting of Stop and Search data will continue through DEDG, QPR and the Management Boards.	Complete
3. CCs should ensure that officers carrying out stop and search encounters are effectively supervised so that they can be confident that the law is being complied with and that the power is being used fairly and effectively.				Force
	Action	Owner	Status	By
a.	Implement procedures and mechanisms for effective and proportionate supervision of stop and search by first line managers.	SMT Leads	Clear focus on qualitative not quantitative review. Included in routine performance review by supervisors. The process will be outlined in the procedures that are being developed. Update 20 th Nov ’14 – 3 BCU CIs now nominated as SPOCs. Existing procedures exist where DRIs are responsible for dip-sampling and reporting back. Best elements of all practice across BCUs will be incorporated into one approach. Records of dip sampling will be held on the new SharePoint stop and search pages (under development). Importance of QA will be outlined to all staff in briefing being disseminated w/c 24 th Nov. Update 18 th Dec – SharePoint pages now ready. Agreement between BCU needed re how this will work to ensure consistency of approach. Update 24th March 2015 – New email / Sleuth system agreed which will ensure all S&S are referred to supervisor for QA. ICT indicate will be ready around late April / early May. Update 28/5/2015 – ready for testing w/c 01/06/2015	May 2015

b.	Ensure that supervisors fulfil their responsibilities to check the quality of stop and search encounters and records and challenge their officers when this falls below the required standard.	SMT Leads	<p>Included in routine performance review by supervisors. Clear focus on qualitative not quantitative review. Discuss with BCU SPOCs re best and most proportionate way to ensure this happens and is recorded. Update 20th Nov '14 – see above Update 18th Dec – will be discussed and agreed at meeting with BCUs today.</p> <p>This will be done as per above action.</p>	May 2015
4. CoP should work with CCs to design national training requirements to improve officers' understanding of the legal basis for their use of stop and search, their skills in establishing and recording reasonable grounds, their knowledge of how best to use the powers to prevent and detect crime and their understanding of the impact that stop and search can have on community confidence and trust in the police. Specific training should also be tailored to the supervisors and leaders of those carrying out stops and searches.				CoP
Action		Owner	Status	By
a.	To monitor and engage with CoP re training to ensure that national developments and requirements are implemented.	Victor Robinson	<p>Recruit training has been discussed with CI Kitchen / Insp Leck and it is fit for purpose. Local refreshers to be formulated and consider distance learning. Update 20th Nov '14 – Presentation re BUSS now ready for rollout to all teams across force w/c 24th Nov, and includes refresher on powers etc. National product under development by CoP and we await further. Recruit training checked and fit for purpose, including community involvement. Update 18th Dec – Presentations delivered across BCUs (refresher) including BUSS overview.</p> <p>Update 24th March 2015 - Further face to face and Sherlock briefings delivered re codes of practice changes. Still awaiting national COP product for roll out. L&D aware. CI Kitchen has sat in on IPLDP training sessions – these are compliant of BUSS.</p>	November 2015

5. CCs should ensure that officers and supervisors who need this training are required to complete it, and that their understanding is tested.			Force
Action	Owner	Status	By
a.	Review and revise local training packages (including refresher training) for officers and supervisors, to ensure that they understand the powers and how to use them, the need for accurate recording and the impact on communities.	<p>Victor Robinson</p> <p>CI Kitchen has met Insp Leck. Proposed package for new recruits next year is fit for purpose around BUSS and includes community involvement days. Local refreshers to be formulated and consider distance learning. Update 20th Nov '14 – Refresher package going out next week for all teams. Local package for recruits checked and fit for purpose. Update 18th Dec – Refresher powerpoint delivered across BCUs.</p> <p>Update 24th March 2015 - Further face to face and Sherlock briefings delivered re codes of practice changes. Still awaiting national COP product for roll out. L&D aware. CI Kitchen has sat in on IPLDP training sessions – these are compliant of BUSS.</p> <p>Further review required once COP product agreed and published.</p> <p>Update 28/05/2015 - a total of 38 IPLDP student officers thus far have received BUSS training. No Specials have received the updated training yet although it has been incorporated into their initial programme and the first 49 new Special recruits will receive this input on 29th May '15.</p>	November 2015
b.	Develop a communications strategy to ensure that officers are routinely reminded about how to use and record stop and search powers appropriately and effectively.	<p>Liz Riding Supt Horn</p> <p>CI Kitchen will meet with Liz Riding. BCU SPOCs to be identified and used to ensure that regular reminders are given. Use of Stop and Search compliance and best practice in QPR to be considered. Update 20th Nov '14 – Initial briefing being prepared on the changes which come into effect 1st Dec, and will be rolled out on Sherlock next week. Further discussions with Corporate Comms re medium / long term periodic reminders and updates. Corp Comms SPOC in place. Update 18th Dec – various messages have gone out corporately and within BCUs recently, along with presentation. Website updated.</p> <p>Update 24th March 2015 – as above, when news or development around S&S arises then a mix of face to face and Intranet briefings are used. This is an ongoing process and can be marked complete.</p>	Ongoing

6. CCs should ensure that relevant intelligence from stop and search is gathered, recorded on force intelligence systems and analysed to assist the broader crime fighting effort.			Force	
	Action	Owner	Status	
a.	Identify potential under-recording and take appropriate action to address.	Alan Tattersall	<p>Some under-recording has been identified due to technical issues (PDA / Sleuth) and addressed (over 600 records released or deleted due to being in error already). Short term monitoring fix in place to ensure we don't get to the same situation again and longer term the new PDAs will resolve.</p> <p>Update 20th Nov '14 – Views canvassed and concern identified around under-recording of searches of people arrested and then brought into custody following searches. CI Kitchen and DCI Dowson progressing this with HQ Ops</p> <p>Update 18th Dec – presentation delivered through Custody Inspectors to all SGts re expectations. New form reflects need to record searches done elsewhere than at place of stop.</p> <p>Update 24th March 2015 – Ongoing monitoring of 'rogue reports' (those that are incomplete and not hitting system) on PDA has shown that this issue is all but resolved. We are getting 1 or 2 per month now and will continue to monitor. New Sleuth system working well. Some under-reporting identified in Custody following detention only searches, and CI Kitchen has agreed with Custody Management a new process which will ensure Custody Sgts take responsibility for seeing a search form for every drugs search detention.</p> <p>Update 28/05/2015 – there is still an ongoing issue with under recording following searches within Custody</p>	30 th April 2015
b.	Develop a framework of qualitative performance measures which can be used to analyse the effectiveness of the use of stop and search	Alan Tattersall	<p>Performance measures will focus on quality of encounter and public satisfaction and NOT quantity of S&S.</p> <p>Update 20th Nov '14 – CI Kitchen to arrange meeting as soon as possible to progress.</p> <p>Update 24th March 2015 - We are awaiting further guidance and national best practice around performance measures. We have implemented the new positive outcome recording which has</p>	30 th April 2015

			<p>demonstrated to be of value in assessing performance. This will be fed into BCU / DEDG / IAG for scrutiny.</p> <p>25/5/15 – Stop and search to be assessed in respect of risk and threat tasking.</p> <p>Quarterly product being further developed to capture more areas of qualitative performance and diversity (ethnicity, age, demography of community, gender. Potential to understand religion, disability and sexuality.</p> <p>Effective independent evaluation to be completed.</p>	
c.	Consider how analysis of stop and search data can be used to understand effectiveness and inform operational policing activity.	Ian Billsborough	<p>Update 20th Nov '14 – CI Kitchen to arrange meeting as soon as possible to progress.</p> <p>Update 24th March 2015 – this is still an outstanding item.</p>	30 th April 2015
<p>7. CCs should, in consultation with the PCC, ensure that they comply with the code of practice by explaining to the public the way stop and search powers are used and by making arrangements for stop and search records to be scrutinised by community representatives. This should be done in a way that involves those people who are stopped and searched, for example, young people.</p>				Force
	Action	Owner	Status	By
a.	Ensure that the force makes available stop and search data for publication	Alan Tattersall	<p>It is expected that this will be done for all forces through police.uk – Home Office satisfied that this may take until early next year for many forces.</p> <p>Update 20th Nov '14 – Await National Development and requirements.</p> <p>Update 18th Dec – Meeting held with ICT. There will be difficulties with mapping our S&S as the data captured at roadside is not as specific as for crime. Options being explored and still awaiting national steer on how detailed the requirements are.</p> <p>Update 24th March 2015 – ICT fix identified and manual assistance in short term from Corporate Development re mapping accuracy agreed. Will be rolled out during April.</p> <p>Update 28/05/2015 - Data is now being sent through to Police.Uk however they are not in a position to publish yet.</p>	30 th April 2015
b.	Identify opportunities for lay observers and members of the public to 'ride along' and see stop and search in action, and to provide feedback on their observations.	CI Kitchen	Wider 'ride along' scheme as used in Avon & Somerset is being looked at by CI Kitchen. Recommendations will be brought back by mid-November and internal consultation will be required. We will have some opportunity on place early on but full scheme may take a little	May 2015

			<p>longer to agree and implement.</p> <p>Update 20th Nov '14 – IAG members briefed at DEDG 19th Nov. Agreement reached that they will provide initial cohort of Lay Observers.</p> <p>Update 18th Dec – IAG representatives now identified. They have also identified / are identifying young / BME people to become involved. Presentation and discussion being held 30th Jan – CI Kitchen and PS Marsh.</p> <p>Update 24th March 2015 – meeting held with IAG and UCLAN. Individuals identified. Further meeting being held with UCLAN Diversity Officer 24th March re independent scrutiny opportunities etc. Meeting with IAGs being arranged for April when we will trial the sharing of records for open scrutiny for the first time. Feedback will be gathered and shared with Ch Supt Noble in the first instance. BWV opportunities being explored.</p> <p>Update 28/05/2015 - West IAG rep has been out on a tour of duty in Blackpool (no S&S carried out) further to be planned. Divisional Spocs to gather evidence via BWV.</p>	
c.	Identify a (preferably existing) forum which could assume the role of a local stop and search scrutiny board (incl. partners / lay members and young people).	Supt Horn	Proposals are being considered for the most appropriate forum, including Ethics Committee and Strategic Scrutiny. Work on-going to develop best way forward	May 2015
d.	Establish mechanisms for publication of both qualitative and quantitative stop and search data.	Alan Tattersall Liz Riding	<p>Force will send data to police.co.uk website as required by the scheme.</p> <p>Update 18th Dec – As well as publishing data to IAG / DEDG we will periodically use social media and website to publish.</p> <p>Update 24th March 2015 – Mapping solution under development for April.</p>	May 2015
e.	Implement procedures and mechanisms for effective and proportionate scrutiny of stop and search by the PCC and local scrutiny board.	Supt Horn	<p>This will be outlined in the procedures that are being developed.</p> <p>Update 20th Nov '14 – see above.</p>	May 2015
8. CCs should ensure that people who are dissatisfied with stop and search encounters can report this to the force and, if they wish, make a formal complaint quickly and easily. This should include gathering information about dissatisfaction reported to other agencies.				Force
	Action	Owner	Status	By
a.	Ensure that a mechanism is in place to provide subjects	CI Kitchen	We are looking at an information form that West Midlands use to give	May 2015

	with the relevant information regarding their stop and search encounter.	Liz Riding	those subject of S&S the required info and also mediums for contacting us, commenting on the encounter or complaining (including OPCC contact details). Ongoing. Update 20th Nov '14 – rear of PACE 1 revised and updated. Use of receipt form being looked at for PDA issued PACE1 – links to Lancon and HO websites. Under development with Corporate Comms. Update 18 th Dec – Web pages now up to date with appropriate links. Dedicated mailbox now set up and link from web pages asking for feedback. Forms all updated. Info slip being developed to assist with PDA searches.	
b.	Ensure that mechanisms for making complaints about stop and search are publicised, are readily available and easily accessible.	Liz Riding	Force Website and social media to be used. Consider use of form as described above. CI Kitchen to meet with Liz Riding. Update 20th Nov '14 – Will be included on all forms and on our website. Update 18 th Dec – now on all new forms and web pages up to date.	Ongoing
c.	Introduce a complaints threshold above which the Constabulary will be compelled to explain its use of stop and search	Supt Gomery	Discussions ongoing with OPCC and presentation being attended by CI Kitchen on 5 th November where good practice in this area will be considered and brought back. Update 20th Nov '14 – draft proposal being discussed. Decisions needed around what this will look like in view of our small numbers of complaints in this area. Update 24 th March 2015 – agreement reached with PSD. DCI will oversee all S&S complaints and data will be requested quarterly by Strategic Priorities Sgt for sharing at DEDG.	Complete
d.	Determine the appropriate levels of internal scrutiny / intervention for when the community complaints trigger is reached (e.g. DMT, SMT, QPR, SSM, etc.)	Supt Horn Supt Gomery	Discussions ongoing internally and with OPCC. Update 20th Nov '14 – draft proposal being discussed. Decisions needed around what this will look like in view of our small numbers of complaints in this area. See above – DEDG and PSD will monitor and liaise with local BCU when required.	Complete
e.	Introduce an appropriate mechanism for reporting breaches of the complaints trigger to the local stop and search 'scrutiny board'.	Supt Horn Supt Gomery	As above. Update 20th Nov '14 – draft proposal being discussed. Decisions needed around what this will look like in view of our small numbers of complaints in this area. See above - PSD will monitor and report to DEDG	Complete

f.	Ensure review of complaints data re stop and search to support effective monitoring and identify emerging trends etc	Supt Gomery	Update 20th Nov '14 – draft proposal being discussed. Decisions needed around what this will look like in view of our small numbers of complaints in this area. As above – DEDG will receive regular analysis from PSD and scrutinise with partners.	Complete
9. CCs should introduce a nationally agreed form (paper or electronic) for the recording of stop and search encounters, in accordance with the code of practice.				Force
Action		Owner	Status	By
a.	Engage at national level to monitor progress re introduction of a national form.	CI Kitchen	Setting of minimum data requirements now seems to be the preferred option to a nationally agreed form. Update 20th Nov '14 – now agreed national form is not the way forward. Local forms with minimum requirements. Lancs form developed and in print.	Complete
b.	Amend local paper and electronic forms to include required data and full range of outcomes as per BUSS Scheme.	CI Kitchen Supt Robertshaw	ICT and PDA SPOCs are working with CI Kitchen on ensuring that these changes are ready for launch by 30 th Nov. On track. Update 20th Nov '14 – on track for roll out 1st Dec. Update 18 th Dec – complete. All changes in place as well as supporting data systems (Sleuth / Pronto).	Complete
10. CCs should work with their PCCs to find a way of better using technology to record relevant information about stop and search, which complies with the law and reveals how effectively and fairly the power is being used.				Force
Action		Owner	Status	By
a.	Introduce measures to move to fully electronic recording of stop and search forms, including printing	Supt Robertshaw	Agreed that paper forms will be required in the short / medium term due to need for investment in ensuring there are enough PDAs for all officers. Funding and new PDA pilot success will be critical elements.	Ongoing subject to review of PDA pilot and funding.
b.	Ensure that the custody system links arrest to stop and search	CI Sansbury	Programme is written for this; however the Home Office are consulting forces on whether they wish the changes in codes of practice to recommend that this requirement is removed from forces, reducing bureaucracy. Monitoring progress over coming months. Update 20th Nov '14 – CI Kitchen maintaining links with HQ Ops Custody re this issue. Update 24 th March 2015 - Some under-reporting identified in Custody following detention only searches, and CI Kitchen has agreed with	30 th Sept 2015

			Custody Management a new process which will ensure Custody Sgts take responsibility for seeing a search form for every drugs search detention. No further C3PO development will be done by force due to projected replacement of system. Request made that this system links to S&S system.	
c.	Expand data collection for stop and search to include the full range of outcomes as outlined in the BUSS Scheme and ensure that these can be extracted from SLEUTH	CI Kitchen Supt Robertshaw	Amendments to paper /electronic forms and SLEUTH system are in progress and on target. Update 20th Nov '14 – on track for roll out 1st Dec. Update 18 th Dec – complete.	Complete
11. Forces must ensure that all S60 stop searches will comply with the requirements of the Best Use of Stop and Search Scheme: <ul style="list-style-type: none"> ~ raise the level of authorisation to a senior officer (i.e. at least ACC level) ~ authorisations must be made only when the officer believes it is necessary to prevent serious violence. ~ there is a high degree of certainty, informed by credible intelligence, that serious violence WILL take place. ~ limit the duration of the initial authorisation to 15 hours. ~ communicate with the public in the areas where a section 60 is to be put in place, in advance (where practicable) and afterwards. 				Force
Action		Owner	Status	By
a.	Brief authorising officers on the requirements of the BUSS Scheme.	CI Kitchen	ACC Bates and ACC Jacques being briefed on 4 th Nov. Once agreed will cascade this to SMT and DMT officers across force using SPOCs in BCUs and internal Website. Update 20th Nov '14 – DCC / ACCs all briefed by CI Kitchen. Email to Commanders / Supts sent for info and onward dissemination to SMT / DMT.	Complete
b.	Ensure requesting officers are aware of the requirements of the BUSS Scheme.	CI Kitchen	As above – utilise SPOCs in BCUs to ensure clarity. Update 20th Nov '14 – DCC / ACCs all briefed by CI Kitchen. Email to Commanders / Supts sent for info and onward dissemination to SMT / DMT	Complete
c.	Ensure that there is an effective recording mechanism for approvals, refusals and outcomes of S60 authorisation requests.	CI Kitchen	New form is now drafted. Sharepoint will be used as a repository and discussions underway with Supt Puttock re OSS administering this. Update 20th Nov '14 – New form in place and SharePoint site with index being developed. On track. Update 18th Dec – Complete. SharePoint site in place and index in place.	Complete
d.	Develop pre and post incident community engagement plans for implementation of S60 authorisations.	CI Kitchen	CI Kitchen in contact with OPCC to discuss. Further work required with Corporate Comms. BCU SPOCs to decide on bespoke plans relevant to	Complete

			their communities and key contacts. Update 20th Nov '14 – DCC / ACCs briefed on requirement and part of process / recording requirements will be to record what steps have been taken. Agreed with Corp Comms that Social Media will be used when needed.	
e.	Ensure that S60 authorisations are included in post incident debriefs.	CI Kitchen	Will be written into policy and procedures.	Complete
f.	Amend policies and procedures to reflect the above requirements.	CI Kitchen Leah Watson	Ongoing – draft being consulted upon.	Ongoing
12. Forces participating in the Scheme will make public all instances where they have departed from the requirements of the Scheme and explain the reason why this occurred.				Force
Action		Owner	Status	By
a.	Implement a mechanism for reviewing compliance with BUSS Scheme and reporting divergence from it.	CI Kitchen	Update 20th Nov '14 – Any issues will be reported through to IAGs and existing partnership / Diversity meetings. To be included in policy / procedures	Ongoing
13. Forces participating in the Scheme will ensure that the impact of the Best Use of Stop and Search Scheme is monitored, particularly as it relates to individuals from black and minority ethnic groups and young people.				Force
Action		Owner	Status	By
a.	Monitor diversity and disproportionality in respect of stop and search, with a view to understanding impact on BME and young people.	CI Mills	To be monitored through strategic and tactical diversity and equality groups. Need to agree this as standing item.	Ongoing