

Introduction to the Police Action Checklists

NORTHUMBRIA POLICE



Police Action Checklists (PACs) are designed for use within the Special Constable Initial Learning Programme. They aim to identify when you, as a Special Constable, are ready for dependent patrol. PACs are the national minimum standard.

The purpose of PACs

PACs serve two main purposes:

- They are the trigger that a Special Constable is ready for dependent patrol.
- They inform managers of what a Special Constable can do at the point of dependent patrol.

PACs serve a very important role within the Special Constable Initial Training Course assessment and should not be regarded as a 'tick-box' administrative exercise. You can be assessed against the police actions by your accompanying tutor/colleague/assessor/trainer/supervisor. It is expected that you will complete 80% of the PACs on at least two occasions within 18 months of completing your initial training course.

The completion of at least 80% of the PACs signifies that, in your role as a Special Constable, you can deal with a range of policing incidents without the need for immediate direct supervision and can move onto dependent patrol.

A Special Constable must be able to carry out all the activities on the checklist:

- Safely and lawfully
- Demonstrating behaviour appropriate to the role

When you are observed against the PACs, you are being judged on your performance. This performance should be observed in the work environment under the normal working conditions where these activities naturally occur.

The PACs contain a checklist made up of 36 policing actions. These have been examined and scrutinised by practitioners to ensure they are relevant and represent the minimum essential core policing activities required for dependent patrol.

The checklist includes ten policing areas – each dealing with a different aspect of policing and containing a number of policing actions which the Special Constable must complete.

The policing actions include:

1. Safety First – Two policing actions encompassing health and safety.
2. Information Management – Two policing actions encompassing using information such as the Police National Computer (PNC) and local systems.
3. Patrol – Two policing actions encompassing basic policing patrol duties.
4. Search – Four policing actions encompassing the conducting of searches.
5. Investigation – Thirteen policing actions encompassing the investigation of various incidents.
6. Disposal – Three policing actions encompassing dealing with suspects/prisoners.
7. Custody Office Procedures – Two policing actions encompassing dealing with detainees.
8. Criminal Justice Files – One policing action encompassing the completion of paperwork.
9. Road Policing – Six policing actions encompassing dealing with traffic-related incidents.
10. Property – One policing action encompassing using property systems.

The language used to describe each activity is indicative of the emphasis placed upon performance rather than knowledge.

You must be able to demonstrate, conduct and complete rather than show an awareness of and deal effectively with etc.

As a Special Constable you will be required to show evidence for each behaviour area by completing evidence sheets. These sheets may incorporate a single or several policing actions.

When providing evidence against the activities within the PACs, it is essential you take into account your behaviour. This ensures that as a Special Constable you are not only completing the PACs activities, but also demonstrating behaviour and attitude appropriate for a police officer.

You will not be signed off for any action unless you show the correct technical performance and conduct yourself in the correct and appropriate manner.

The seven behavioural competencies are:

- Show respect for Race and Diversity. Consider the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.
- Work effectively as a team member and help build relationships within it.
- Focus on the customer and provide a high quality service tailored to meet their individual needs. Understand the community being served and show an active commitment to policing that reflects their needs and concerns.
- Be able to effectively and appropriately communicate ideas and information, both verbally and in writing.
- Actively problem solve, gathering enough relevant information to understand and deal with specific issues and events.
- Take personal responsibility for making things happen and achieving results.
- Show reliability and resilience in difficult circumstances.

Evidence sheets

When completing an evidence sheet briefly describe the incident and identify the PAC and behaviours covered. This should be your self-reflective account, including positive and developmental areas. The evidence should be witnessed. This witness can be your tutor, colleague, supervisor or trainer.

Link between PACs and action plans

Action plans will be used in conjunction with the PACs to support the Special Constable's development. For example, this can be used to record any developmental areas of performance which the Special Constable needs to improve on in the future.

Action plans must be **SMART** (Specific, Measurable, Achievable, Reasonable and Timebound).

Below are two examples of an action plan. One is a good example while the other shows what not to do.

Good example	
SPECIFIC	I want to increase my confidence when I am on patrol, especially when dealing with verbally confrontational situations involving more than one person. This is because I tend to take a 'back seat' when attending these incidents with another officer.
MEASURABLE	I will try and attend at least one incident per month where there are reports of disorder involving more than one person. I will then keep a diary of what went well, what didn't go well and what I would do differently next time.
ACHIEVABLE	I will volunteer to 'take the lead' at any incidents that have the potential to become a confrontational situation and seek feedback from other officers and supervision on my performance.
RELEVANT	Our force objectives include reducing alcohol-related disorder and helping the vulnerable. Working towards this action plan will therefore help me to more effectively support some of our force objectives.
TIME BOUND	I will seek feedback from my peers and supervisor once a month.

Bad example	
SPECIFIC	I want to increase my confidence when on patrol.
MEASURABLE	I want to be 50% more confident when I am out on the street.
ACHIEVABLE	I will do this by shouting at members of the public to do as I tell them.
RELEVANT	This will make me more able to deal with a range of issues.
TIME BOUND	I will be much more confident by this time next week!

Notes:

1. Is it SPECIFIC? What exactly are you struggling with in terms of lack of confidence?
2. Is it MEASURABLE? How will you know when you've reached your goal?
3. Is it ACHIEVABLE? Is your plan of action achievable or could it alienate the public and leave us open to complaints.
4. Is it RELEVANT? Is what you're trying to achieve linked to a local, force or personal objective? How will your action plan enhance the performance of the force?
5. Is it TIMEBOUND? Be realistic! You won't achieve everything in an unrealistic timescale.

Restricted when complete

POLICE ACTION CHECKLISTS					
Name:					
Number:					
1. Safety first	Evidence sheet	1st date	Witness	2nd date	Witness
1.1 Dealing with disorder/ conflict safely					
1.2 Demonstrate ability to minimise and deal with aggressive and abusive behaviour					
2. Information management					
2.1 Use PNC/CIS/VIS, e.g person check/vehicle check					
2.2 Use force information management systems, e.g for gathering and submitting intelligence, crime reporting, etc					
3. Patrol					
3.1 Show awareness that patrol priorities are in accordance with local needs					
3.2 Demonstrate communication with control rooms					

Restricted when complete

POLICE ACTION CHECKLISTS					
Name:					
Number:					
4. Search	Evidence sheet	1st date	Witness	2nd date	Witness
4.1 Conduct PACE Stop					
4.2 Demonstrate lawful Search – Person					
4.3 Demonstrate / participate in lawful Search – Premises					
4.4 Demonstrate / participate lawful Search – Vehicle					
5. Investigation					
5.1 Demonstrate / be involved in initial crime scene management					
5.2 Be involved in the initial investigation and report of missing persons					
5.3 Be involved in the initial investigation and report of volume crime					
5.4 Be involved in the initial investigation and report of a domestic incident					
5.5 Identify a hate crime, eg race, homophobia, disability, etc					
5.6 Show consideration in relation to a child protection or vulnerable person incident					
5.7 Be involved in the initial investigation and report of a sudden death					
5.8 Demonstrate initial RTC scene management					

Restricted when complete

POLICE ACTION CHECKLISTS					
Name:					
Number:					
5. Investigation	Evidence sheet	1st date	Witness	2nd date	Witness
5.9 Interview – participate in a witness interview using the PEACE model					
5.10 Interview – participate in a suspect interview using the PEACE model					
5.11 Demonstrate correct handling of exhibits, eg POF, packaging					
5.12 Provide appropriate support and advice to victims and witnesses					
6 Disposal					
6.1 Report offenders, eg PND tickets, reports for summons, etc					
6.2 Make lawful arrests					
6.3 Demonstrate safe handling of prisoners					

Restricted when complete

POLICE ACTION CHECKLISTS					
Name:					
Number:					
7. Custody office procedures	Evidence sheet	1st date	Witness	2nd date	Witness
7.1 Present suspect to custody in accordance with force procedures					
7.2 Complete pre-charge procedures, eg obtain fingerprints, photographs, DNA sample and speak with CPS, in accordance with force procedure					
8. Criminal justice files					
8.1 Complete files, eg summons file, caution file and post-charge files					
9. Road policing					
9.1 Demonstrate vehicle stops					
9.2 Check driving documents					

Restricted when complete

POLICE ACTION CHECKLISTS					
Name:					
Number:					
9. Road policing	Evidence Sheet	1st date	Witness	2nd date	Witness
9.6 Complete traffic procedures - VDRS					
9.7 Be involved in correct administration of the appropriate tests for drink/ drugs driving offences					
10. Property					
10.1 Use property systems, eg lost found and disposal					



Restricted when complete

Police Action Checklist event sheet		Sheet No: <input type="text"/>	
Candidate Name: <input type="text"/>			
Self-reflection account			
PACS covered			
Evidence (including positive and developmental areas):			
Special Constable: <input type="text"/>	<input type="text"/>	Witness: <input type="text"/>	<input type="text"/>

Behavioural Competencies:

- Respect for race and diversity
- Team working
- Community and customer focus
- Effective communication
- Problem solving
- Personal responsibility
- Resilience





Special Constable observation and action plan

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SC:	<input type="text"/>	Number:	<input type="text"/>	Date:	<input type="text"/>
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Observation or area for improvement identified		

Action plan		
S	Specific	<input type="text"/>
M	Measurable	<input type="text"/>
A	Achievable	<input type="text"/>
R	Reasonable	<input type="text"/>
T	Timebound	<input type="text"/>

Support provided by Area Command		

Supervisor/witness name:	<input type="text"/>	Rank and Number:	<input type="text"/>
Supervisor/witness signature:	<input type="text"/>	Date:	<input type="text"/>
Officer Name:	<input type="text"/>	Rank and Number:	<input type="text"/>
Officer Signature:	<input type="text"/>	Date:	<input type="text"/>



Special Constable performance appraisal

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Section 1 Special Constable details

Full Name:		Force number:	
Area Command:		Station:	
Date attested:		PACs start date:	

Section 2 Supervision

Supervisor comments (including behavioural competencies - positive and developmental areas):

Signed:		Date:		Rank and force number:	
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Section 3 Chief Inspector

Comment on progress, identified actions and suitability for retention

Signed:		Date:		Rank and force number:	
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Special Constable performance appraisal

Restricted when complete

Section 4 Special Constable's comments

Response on comments made. This is an optional section for completion. However, the officer should NOT sign until they have read the supervisor comments.

Signed:		Date:		Rank and force number:	
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Section 5 Trainer comments

Signed:		Date:		Rank and force number:	
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Fit for dependent patrol	Yes		No	
PACs 80% completed	Yes		No	
Date				
Trainer name				
Trainer number				
Contact				

Probationary period:

Fit for dependent patrol

Yes		No	
Date:			



