

11 January 2013

Your Ref:

Our Ref: 0864/12

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Dear Mr Sloan

FREEDOM OF INFORMATION REQUEST REFERENCE NUMBER 0864/12

I refer to your request for information dated 17 November 2012, which was received by Strathclyde Police on same date and a partial response sent to you on 17 December 2012.

I am writing to request information from the Chief Constable of Strathclyde Police pursuant to the provisions of the Freedom of Information (Scotland) Act 2002. The information I request relates to guidance issued to police officers.

I seek from Strathclyde Police the content of any documents issued to Police Officers which are designed to provide guidance on or instruction as to the investigation or management of the following:

- (a) Sexual Offences*
- (b) Missing persons*
- (c) public order offences*

Your request for information has now been considered and on 11 January 2013, a decision was made to provide some of the information requested by you. Some of the information requested by you is, however, considered to be exempt in terms of the Freedom of Information (Scotland) Act 2002 (the Act). Section 16 of the Act requires Strathclyde Police to provide you with a notice which: (a) states that it holds the information, (b) states that it is claiming an exemption, (c) specifies the exemption in question and (d) states, if that would not be otherwise apparent, why the exemption applies. Where information is considered to be exempt, this letter serves as a Refusal Notice that information is held and an explanation of the appropriate exemption is provided.

With regards to the Missing, Wanted and Found Persons, Abscondee and Escapees SOP I can provide you with the following information. Please note that the pager number on page 38 has been redacted. Further, the appendices at the back of the document have been removed as they relate to investigation techniques and considerations relating to missing persons.

The exemptions applicable to the information are as follows:

Section 30(c) – Prejudice to effective conduct of public affairs

The information is exempt information if its disclosure under this Act would otherwise prejudice substantially, or be likely to prejudice substantially, the effective conduct of public affairs. The pager number is not a public number and is used for operational reasons. To disclose the pager number may result in members of the public constantly paging the number and therefore interrupting the daily duties of the individual who requires usage of the pager for operational duties.

This is a non absolute exemption and requires the application of the Public Interest Test.

Section 35(1)(a)&(b) – Law Enforcement

Information is exempt information if its disclosure under this Act would, or would be likely to, prejudice substantially the prevention or detection of crime and the apprehension or prosecution of offenders.

The information relates to investigation techniques and considerations relating to missing persons. If an individual has committed serious harm to a missing person it would give them a better understanding of Police Investigation techniques in order to avoid detection.

This is a non absolute exemption and requires the application of the Public Interest Test.

Public Interest Test

The information favours release in terms of the efficiency and effectiveness of officers and would inform individuals whether they had followed correct procedures in relation to Missing Persons. However, the information favours non disclosure due to the fact that the information could disclose investigative techniques, which could in turn result in a Missing Person coming to serious harm and an offender avoiding police detection.

On balance the information favours non disclosure.

1. INTRODUCTION

1.1 Missing persons account for a substantial volume of the workload encountered by the police. The term 'Missing' incorporates a number of different categories of individuals, including abscondee, escapees and wanted persons. Strathclyde Police is duty-bound to investigate the disappearance of all such individuals. The intention of this standard operating procedure is to provide guidance to any officers investigating the circumstances of a missing person. Additional sources of guidance and good practice may be located within the following National Police Improvement Agency (NPIA) documents – Guidance on the Management, Recording and Investigation of Missing Persons 2010.

1.2 There are three dimensions to a missing person enquiry:

Investigating the circumstances with a view to locating and ensuring the well-being of the missing person.

Providing appropriate support to the family of the person concerned.

Maintaining professional and auditable records of an investigation.

1.3 Every report of a missing person must be recorded by the police area receiving the report on a Wanted/Missing/Found/Absconded Person Report Force Form 5:8:1. If utilising an electronic Force Form 5.8.1 form within the divisional 'O:\ drive' then the following route should be used. Divisional Bulletin – Divisional Guidance – Missing Persons – Untraced.

1.4 The investigation into a missing person begins at the point of first notification to the police, where as much detail as possible must be established to proactively progress the investigation. Every report should be assessed by the officer taking that report, to make a professional judgement as to the level of risk. To do this, officers must ask relevant and probing questions which will uncover any potential risk to the missing person so that an appropriate policing response can be made.

1.5 Whilst the majority of missing person enquiries are quickly resolved, in a few cases, the report of a missing person is the first step in a major criminal investigation. Therefore, the initial stages of any missing person enquiry should commence with the consideration that the investigation may escalate into a criminal enquiry. All officers must appreciate the need to ensure that each Force Form 5:8:1 records an accurate and detailed account of the information gathered, investigations undertaken and decisions made for that enquiry. It is always easier to scale down a major enquiry, than it is to recover missed opportunities resulting from miscalculations in the early stages.

1.6 One of the fundamental facts to be determined in a missing person investigation is the reason why the subject has disappeared. In cases where the circumstances are suspicious or are unexplained, officers must always consider the possibility that the subject may have been the victim of a serious crime.

IF IN DOUBT – THINK CRIME

1.7 The implementation of the guidance contained within this Standard Operating Procedure (SOP) will require operational choices to be made at a local level, with a view to ensuring that missing persons, family/friends and the general public experience consistent levels of service and a professional police response. It is acknowledged that the police alone cannot solve all missing person investigations and it is imperative that successful partnerships are formed with statutory and voluntary sector services.

2. PURPOSE

2.1 This document sets out the processes and procedures which will be adhered to by all Strathclyde Police employees for the recording, investigation, management and assessment of risk for every missing person reported.

3. DEFINITION

3.1 A Missing Person is:

Anyone whose whereabouts are unknown, whatever the circumstances of disappearance. They will be considered missing until located and their well-being or otherwise established.

Association of Chief Police Officers (ACPO) Definition – Management, Recording and Investigation of Missing Persons 2010.

3.2 There will be circumstances where a person is missing, but police involvement may not be required, as set out below. Appropriate action may be a referral to other relevant agencies that may provide assistance.

3.3 Wanted/Missing

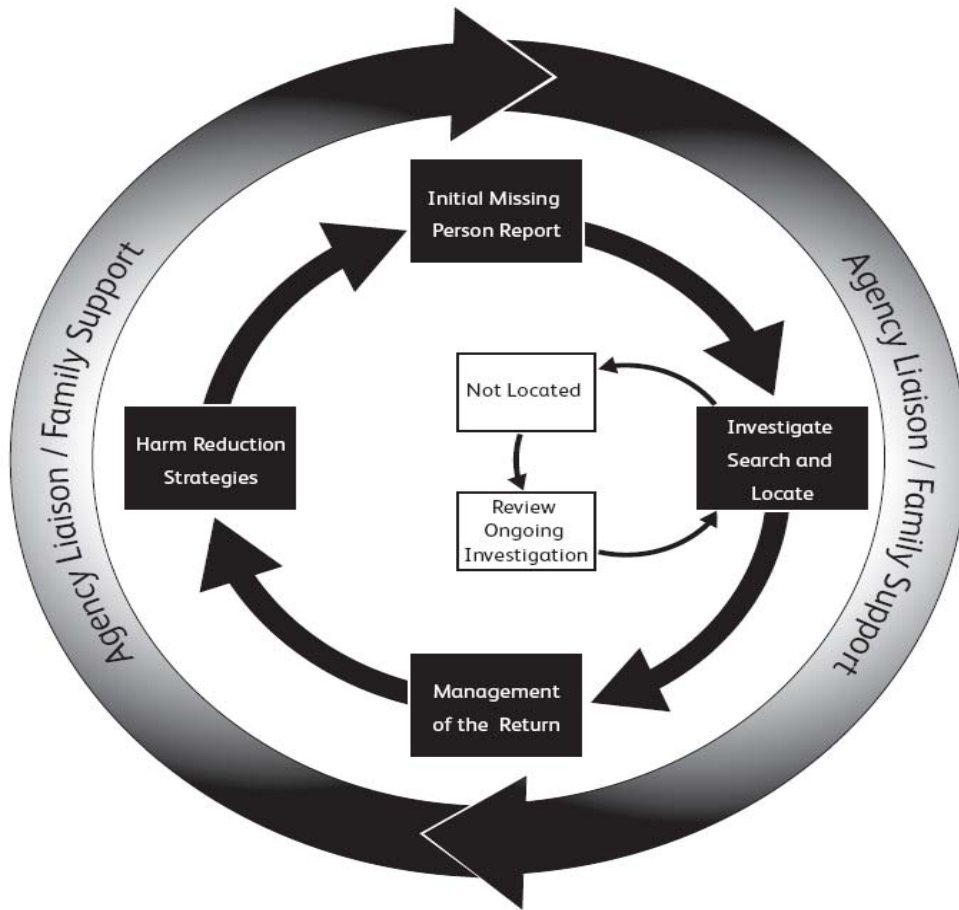
There will be occasions when a person may be considered as both a wanted and a missing person. This may be a person who is wanted for an offence, an absconder from a lawful care or custody order who is Absent Without Leave (AWOL). On these occasions, it is normal to deal with a wanted person as such, not as a missing person. There may, however, be circumstances where the person should be treated as missing and this will generally be when they are considered to be at risk of harm by, for example, their own actions or by a third party.

3.4 In these circumstances, the investigative processes and recording requirement of a missing person investigation may be of benefit to ensure a thorough investigation.

3.5 Tracing a Lost Relative

Where a report is made that indicates the person reporting is trying to trace a lost relative, an assessment of the circumstances and risk must be made. The police service is not a tracing agency and there are other organisations that are better placed to do this – for example, the Salvation Army or Internet tracing services. Where the circumstances indicate that there is a present risk of harm to the person, further enquiries should be made to determine the nature of the risk or show that none is present.

3.6 The Problem-Solving Approach to Investigating Missing Persons



4. RECEIVING A REPORT OF A MISSING PERSON

Force Communications Centre

4.1.1 When an initial report is received at the Force Communications Centre, the Customer Services Representative must take full and accurate details from the reporter as to the circumstances of the disappearance, as well as their reason for making the report. Detailed information and description of the missing person along with the reporter's personal details and relationship to missing person should be noted. This information should be used to raise a System for Tasking and Operational Resource Management (STORM) Call Card, which should be designated a "Code 25" Incident prior to being despatched without undue delay to the Area Control Room (ACR).

4.2 Area Control Room

4.2.1 ACR staff on receipt of a STORM Call Card will decide the most appropriate initial response to that missing person and thereafter allocate a unit to attend as follows:

4.2.2 Where circumstances require an immediate response: ACR staff will allocate an available unit, which will be followed by a telephone call or radio message to the on-duty divisional supervisor. The incident should be updated, confirming that a supervisor has been informed. If a unit is not immediately available to be despatched, the controller will identify a unit to attend and if necessary re-deploy them from other duties or incidents. The STORM incident should be updated regarding any decision to delay a unit being despatched, after consultation with the on duty divisional supervisor.

4.2.3 In circumstances which do not require an immediate action: ACR staff will allocate a suitable unit to attend. An on-duty divisional supervisor will be contacted to ensure the incident is given the correct priority.

4.3 Public Counter – Police or Police Custody and Security Officer Staff

4.3.1 Staff working within police office public bars should ensure that members of the public are given the opportunity to make a missing person report in private, away from other members of the public, if they so desire. Staff taking the initial details should ensure they have received the appropriate training and should commence the interview without undue delay. It is imperative that, as well as satisfying the data requirements of the Force Form 5:8:1, staff ask probing questions to allow an assessment of the risk and an appropriate police response to be actioned. The assessment of risk decision-making guide is located within Section 8.9 of this SOP. Police Custody and Security Officer (PCSO) staff obtaining initial details should make the on-duty supervisor aware of the report immediately, so that the investigation can commence and the initial assessment of risk can be discussed and agreed.

4.4 Use of STORM

4.4.1 It is recognised that STORM is an effective tool when conducting a missing person investigation. When a member of police staff or a police officer receives the initial report of a missing person, a STORM incident should be created at whatever location and regardless of the means by which that report was received. The STORM Incident code should be a "Code 25" and therefore the incident defaults to a priority 2 and is tagged for a supervisor to be informed.

4.4.2 Any subsequent child incident which requires to be raised should be coded appropriately and linked to the original Code 25 incident. For example, additional child address checks should be coded 32, defaulting to a priority 3, unless reprioritised due to a greater urgency.

4.4.3 Additional STORM incidents requiring to be raised after the initial Code 25 incidents should only be done under the following circumstances:

Missing person tasks required as part of an investigation outwith the host division should be created as an incident on STORM.

Missing person tasks required as part of an investigation outwith the host sub division should be created as an incident on STORM.

Missing person tasks required as part of an investigation within the host sub division should be retained and managed locally and not be created as an incident on STORM.

4.4.4 Where available, divisional STORM operators on duty at the host sub division, should create incidents locally, so as not to overburden the ACR.

5. INITIAL ACTION

5.1 Human Rights

5.1.1 The Human Rights Act 1998 places a positive obligation on police officers to take reasonable action within their powers to safeguard the rights of individuals who may be at risk. Failure to thoroughly investigate a report of a missing person may leave an individual at risk and Strathclyde Police vulnerable to challenge under the Human Rights Act or law relating to negligence.

5.2 First Officer to Attend

5.2.1 The first officer to attend the report of a missing person has to make judgements which will have a significant impact on the progress of an investigation. The enquiry officer must understand that he/she is conducting an investigation, not merely taking details for a report. Officers must bear in mind that this might be the first report of a serious crime or indication of a person being at significant risk of harm. Notification or involvement of a supervisory officer at this stage should be considered. In any major crime investigation, the first few hours after a report is made to police are vitally important. It is therefore crucial that the initial enquiry officer makes an assessment of the risk, so that police efforts can be prioritised.

5.2.2 For every missing person investigation, decisions made and information obtained as part of that investigation should be recorded on a Force Form 5:8:1.

Responsibility of the Initial Enquiry Officer.

5.3.1 Establish the facts surrounding the disappearance and gather sufficient information about the missing person to allow an effective and thorough investigation to be conducted.

5.3.2 Circulate accurate description, details of last sighting and possible location of missing person via Airwave to appropriate policing areas. Such circulations must be done immediately in high risk cases or where children are involved.

5.3.3 Make an assessment of the circumstances of the disappearance in order to make a judgement regarding the risks to which that person or the community are likely to be exposed. The decision and the evidence supporting it should be recorded within the Force Form 5:8:1.

Apprise the on-duty supervisor of the full circumstances and any action taken at the first appropriate opportunity dependent on risk. Supervisors should be notified immediately for high or medium risk cases and for all other cases without undue delay. Should information come to light during the investigation which changes an initial risk assessment, then the on-duty supervisor should be notified.

5.3.5 Conduct a thorough search of the home, place of abode, outbuildings, and the area from which the person has gone missing/was last seen or known to be seen. Care is to be taken to preserve evidence. A search of further areas in the immediate locale and initial door-to-door enquiries may also be appropriate at this time.

5.3.6 Obtain an up-to-date photograph to assist with the investigation. If a missing person is high risk, this increases the need for the photograph to be recent and of a 'good likeness' to the missing person. Dependent on the circumstances, officers may wish to consider gaining permission at this time for release of the photograph to the media. Any such permission should be recorded in the officer's notebook. Officers may consider scanning the photograph for ease of circulation within the Force and utilisation during E-briefing.

5.3.7 Make all immediate relevant enquiries in order to locate the missing person. See Appendix 'A' Investigative Guide For Missing Persons.

5.3.8 Circulate the person reported missing on Police National Computer (PNC).

5.3.9 Identify the person who will be the point of contact for the police and provide any advice or support to the family/reporter.

5.3.10 Where a Child or vulnerable young person is reported missing and is believed to be within the City of Glasgow (Kelvingrove Park to Glasgow Green north of River Clyde), consideration should be given to the Glasgow Child Protection Committee (CPC) 'ALERT' Protocol, details of which are posted on the Crime Division Mini-Site – Child Protection Guidance – Vulnerable Missing Children and Young People Alert Protocol

5.3.11 The status of the relationship between the missing person and the person making the initial report can be important. Experience suggests that it would be wrong for investigators to always assume such relationships are stable. There have been numerous cases where the person making the initial report has subsequently been found to have an involvement with the disappearance. Officers should highlight any doubts/suspensions relating to the person making the report during the initial investigation.

5.3.12 Obtain a full statement from the reporter and attach to the Force Form 5.8.1, or submit to the lead investigating officer. Statements taken and copied from police issued notebooks should be legible.

5.3.13 The subject's previous Force Form 5:8:1, forms, (where applicable) are to be examined to assist with the investigation.

5.3.14 All entries on Force Form 5:8:1 MUST be completed legibly, clearly timed and dated with the enquiry officer's name and shoulder number clearly beside each entry.

5.3.15 Update all data requirements on the Force Form 5:8:1 and fully document decisions made and enquiries conducted.

6 SUPERVISION AND MANAGEMENT

6.1 The on-duty patrol supervisor is responsible for all missing person enquiries, unless otherwise instructed, and will direct the investigation throughout and must ensure that the following action is taken:

6.2 Supervisory Responsibilities

6.2.1 Once notified by the ACR, the divisional supervisor must ensure that appropriate support is provided to the enquiry officer(s).

6.2.2 Formulate and direct initial actions in order to establish the full facts and confirm the assessment of risk. Review investigation and identify necessary tasks.

6.2.3 Regularly seek updates from the enquiry officer and, as a result, review the risk assessment.

6.2.4 Provide the investigation with supervisory support, identify and allocate resources to the investigation as necessary.

6.2.5 Ensure that a suitably trained member of police staff has forwarded details of the missing person by Computer Aided Despatching (CAD) Mail to Information Resources (IR). The missing person's status must be amended on the PNC or, if required, a record created for them. The patrol supervisor must ensure that the subject's PNC Identification Number (ID) number is entered on the Missing Person Report Force Form 5:8:1.

6.2.6 Ensure each Missing Person Report Force Form 5:8:1 is allocated a sub divisional reference number, which should be allocated sequentially for the year in which the report is received by police. The numbering system should recommence on 01 January each year. The missing person's details and this reference number must then be updated in the numerical sub divisional index covering the relevant period.

6.2.7 Confirm that the home, place of abode, outbuildings and area from which the person has gone missing are fully searched.

Direct enquiries are to be made at, and searches made of, all identified places where the person might be. Ensure accurate records are kept of searches requested, undertaken and completed on Force Form 5:8:1 and include when carried out, by whom, and any areas of difficulty encountered completing the search.

6.2.8 Give consideration to seizing an item which may yield the missing person's DNA. For further information, please see Section 11 - Physical Evidence Samples .

6.2.9 Refer to Appendix 'A - Investigative Considerations for Missing Persons', which highlights some investigative considerations which may be helpful to supervisors in directing enquiries. The list is not exhaustive and the relevance of examples provided will depend upon the circumstances of each enquiry.

6.2.10 If nearing the end of a shift, consider detaining staff on duty. Also consider calling staff out early, or co-ordinating and utilising other available divisional staff. If necessary, contact Force Overview for the assistance of Mutual Aid or other specialist departments/units.

6.2.11 Keep the on-duty inspector informed of the ongoing investigation.

6.2.12 Consideration must be given to referring the investigation to:

Detective supervisor
Missing Person Search Advisor (MPSA)
Police Search Advisor (POLSA)
Area Commander.

6.2.13 Document all policy decisions made and if necessary utilise a Force Policy Log document.

6.2.14 Operational supervisors must brief personnel at the commencement of their tour of duty on all outstanding missing persons relevant to their area of patrol. A proactive approach to locating missing persons must be adopted by all operational personnel with actions identified and tasked accordingly. All actions should be recorded on the Force Form 5:8:1 and thereafter allocated to an operational officer to progress.

6.2.15 Conduct a supervisory review in order to:

Review the level of risk.
Check for outstanding and incomplete actions.
Quality assure actions already completed.
Set new actions and enquiries in order to bring the investigation to a successful completion.
Make recommendations about the management and ownership of the investigation.
Set future review dates.

6.2.16 Fully brief and hand over to the next supervisor to ensure continuity of the investigation. Handover of any incomplete tasks to the following patrol's supervisors must be undertaken and recorded on Force Form 5:8:1 prior to the briefing of their personnel.

6.2.17 The National Policing Improvement Agency (NPIA), Missing Persons Bureau (MPB) is the national agency with a remit to analyse missing persons. Supervisors must ensure the submission of case details for all missing persons who are still outstanding after 72 hours of the initial report being made to police. This information must be submitted no later than 84 hours after the time of the initial report to the police.

6.2.18 Issues of cultural diversity and language difficulties must always be taken into consideration. Where problems are encountered, every effort must be made to explain the duty and role of the police service. Language difficulties need to be addressed at an early stage by use of an interpreter, where necessary, along with any other appropriate specialised assistance. For further information, please refer to the Interpreting and Translating Services SOP and Community Advisors and Independent Advisory Group SOP.

6.2.19 Contingency plans designating search areas of known high-risk institutions (e.g. psychiatric hospitals) should exist and be maintained by Area Commanders in conjunction with the Emergencies Planning Section, Operational Support Division. A copy of these plans should be available at relevant uniform bars.

6.3 Investigation Ownership

6.3.1 For an investigation to succeed, it must have strong continuous ownership and day-to-day supervision. Where ownership lies must be established by the Area Commander and the relevant shift, community policing team or other department/team notified of their responsibilities.

6.3.2 The Area Commander must ensure that adequate arrangements are in place to maintain the quality and progress of the investigation. They must make a judgement as to the level of ownership of the investigation and in all cases, they should nominate who the appropriate investigating officer should be.

6.3.3 This will be at one of three levels.

Shift officer(s) allocated investigation as part of their patrol duties.

Higher risk investigations should be allocated an investigating officer(s) whose sole function is attempting to trace the missing person.

For high risk vulnerable cases, an appointment of a team overseen by a Senior Investigating Officer (SIO) should be considered.

6.4 Detective Involvement

6.4.1 The value of employing the investigative expertise of a detective supervisor must be recognised and they should be considered for case reviews. In high risk cases or where criminality is suspected, this should be done immediately. In all other cases, the review must take place no later than 48 hours from when the report was made to the police. The person conducting the review should have the requisite skills and experience.

Daily Review

6.5.1 In accordance with the National Intelligence Model (NIM), all cases should be reviewed at the daily management meeting. It is for the on-duty supervisor to ensure that the Force Form 5.8.1 is fully updated prior to this meeting. The Area Commander must ensure that the missing person investigation is reviewed daily and any relevant actions updated on the form. All persons reviewing the investigation should sign and date the form to evidence the review. The daily meeting should be used to discuss actions still outstanding, ownership/supervision of the enquiry and the authorisation of further resources if required.

6.6 The Area Commander's Responsibility for Missing Person Investigations

6.6.1 Overall responsibility for the management of all missing person enquiries within a particular area shall lie with the Divisional Commander who may delegate that responsibility to the Area Commander responsible for a particular area. The Area Commander must be apprised of the progression of all enquiries at least on a daily basis by patrol supervisors and at more regular intervals where a medium or high assessment of risk has been made. They will appoint and allocate appropriate resources.

6.6.2 In instances of a high assessment of risk, where there is an allegation of criminality or the subject is otherwise in danger, due to their own vulnerability, then consideration must be given to the early appointment of an SIO to head the investigation.

However, overall ownership of that enquiry remains with the Area Commander unless criminality is established and the missing person is found.

6.7 Host Division Ownership

6.7.1 Ownership of a missing person investigation will rest with the sub division in which the subject's current address is situated. However, where the 'last sighting' refers to another division in Strathclyde or a different Force area, or it is clear from the investigation that the

missing person is frequenting/temporarily resident within another area, the Force Form 5.8.1 and ownership of the enquiry will transfer to the division or force in which the 'last sightings' occurred. This must be agreed by a supervisory officer and documented on the Force Form 5:8:1 so that there is no doubt on who is leading the investigation.

7 MISSING PERSON TRACED – ALIVE

7.1 When the missing person is traced or returns home, he/she is to be interviewed as soon as possible (subject to medical needs). The missing person must be physically seen by a police officer for this purpose. (See Section 7.2 for exceptions) Issues of cultural diversity and learning difficulties must be taken into consideration. The enquiry officer must understand that he/she is conducting an investigation, not merely taking details for a report. The interview should establish when and where the subject has been whilst missing, persons with whom the subject has associated during this period and the likelihood of the subject having been involved in criminal activity or the subject of criminal abuse whilst missing. Where appropriate, consideration must be given to the submission of Scottish Intelligence Database (SID) logs and the update of PNC Warning Signals.

7.2 In circumstances where the missing person has been located, but it is impractical for a police officer to physically verify his/her well-being due to their present circumstances, e.g. gone abroad or deliberately making themselves unavailable to police, the case can be closed provided that the authority of Area Commander is given and the reasons for that decision is fully documented on the Force Form 5.8.1.

7.3 When adult missing persons are located, their whereabouts will not be disclosed if this is against their wishes. In such circumstances, the person reporting that individual will be informed that the missing person has been located and reassured about his/her well-being.

7.4 On tracing any missing person, uniform bar staff at the station holding the original Force Form 5:8:1 MUST inform Information Resources by CAD Mail in order that the missing person's PNC status may be amended.

7.5 In the case of a Force Form 5:8:3 having previously been submitted to the missing person's bureau (after person missing for 72 hours) then a Force Form 5.8.4 cancellation must be submitted to the MPB timeously. In the case of a long-term missing person Force Form 5:8:4 must be submitted to Information Resources (IR) (see Section 9 – Long-Term Missing Persons).

7.6 The supervisor on duty when the missing person is traced must review the Force Form 5:8:1 and consider any non-compliance with the SOP, or other poor performance throughout the investigation. Where necessary, additional guidance should be issued to the officer(s) concerned in an attempt to improve general performance around missing persons.

7.7 The Area Commander or his/her representative will review all completed Force Form(s) 5.8.1, to ensure that the investigation has been conducted professionally and that the Force could not be open to any adverse criticism due to poor working practices.

7.8 Where the missing person is a child and there are grounds for concern, Force Form 5:58:3 should be submitted to enable further consideration for appropriate support and disposal. Where the grounds for concern are such that the criteria for compulsory measures of supervision are required, then a report should be submitted to the Scottish Children's Reporters Administration (SCRA)

7.9 Copies of subject reports forwarded to SCRA in respect of missing persons should be copied and forwarded to Divisional Family Protection Units.

7.10 For guidance on what is considered appropriate circumstances, please refer to Section 52 of the Children's (Scotland) Act 1995 which can be found within Section 6 of the Child Offending SOP. This report should outline the circumstances and the Force Form 5:8:1 should be updated accordingly. This report should be submitted by the officer carrying out the aforementioned interview.

7.11 All interviews with returned missing persons should be conducted with tact and diplomacy in an effort to elicit as much information as possible. The use of officers trained in Joint Investigative Interview techniques may be considered appropriate, particularly where the child or young person is vulnerable, or if there is an indication or concern that some harm may have come to them during the period they were missing. In addition, if there is a concern that the reason for the child or young person running away is as a result of familial abuse, the interview must be conducted jointly with social workers as part of a pre-planned joint investigation.

7.12 Where appropriate, a check of the Child Protection Register via Social Services must be undertaken before consideration of returning a 'child' to the family/other person.

8. ASSESSMENT OF RISK

8.1 Each missing person enquiry shall require to be classified by the initial officer taking the report on the basis of his or her own professional judgement as Low, Medium or High risk. This should be done immediately by the initial officer and be based on the information that has been elicited from the reporter.

8.2 A supervisor must thereafter review this decision and endorse or amend this assessment on Force Form 5:8:1. This should be done immediately in high risk cases or without undue delay in all other cases.

8.3 In rural areas, where no supervisor is available, the assessment of risk must be reviewed by a supervisory officer located elsewhere in the division. The reporting officer should then discuss the assessment of risk with the reviewing supervisor and record on the original Force Form 5:8:1 the supervisor's comments regarding risk.

8.4 When making an assessment of the risk, the information in support of the level of risk MUST be recorded, so that the rationale behind the decision can be understood and reviewed. The origins of information must also be recorded on Force Form 5:8:1 and researched. It must be borne in mind that the person providing the information may have other motives or may not be in full possession of the facts.

8.5 The approach should not be regarded as mechanical. The assessment of risk is essentially about objective judgment and one factor alone may be considered so important as to prompt an urgent response. The instincts of an officer or staff member should not be ignored.

8.6 Classification of Risk and Response

8.6.1 In order to provide some commonality in terms, the following guidance should be used:

HIGH RISK	
The risk posed is immediate and there are substantial grounds for believing that:	This category requires the immediate deployment of police resources.

<p>The subject is in danger through his/her own vulnerability or mental state; or</p> <p>The public is in danger through the subject's mental state; or</p> <p>The subject has been the victim of a serious crime.</p>	<p>A proactive police response should be coordinated by the on duty supervisor, which should be overseen by the appropriate divisional Inspector.</p> <p>The divisional Inspector should consider: Appropriate Resource Requirements/Mutual Aid/Specialist Department Support. Notification to Area Commander. Media Strategy Outside Agency Support Family Liaison SOP Investigative Considerations. SOP Compliance</p>
MEDIUM RISK	
<p>The risk posed is likely to place the subject in danger or they are a threat to themselves or others.</p>	<p>This category requires an active and measured response by police and other agencies in order to trace the missing person and support the person reporting.</p>
LOW RISK	
<p>There is no apparent threat of danger to either the subject or the public.</p>	<p>In addition to recording the information on the PNC, the police will advise the person reporting that basic police enquiries will initially be conducted. Unless circumstances change, further active enquiries will not be carried out by police. Low risk missing persons however, must be kept under review, as risk may increase with the passage of time.</p>

8.7 Categories of mandatory high risk status are identified in the following table. However, it must be understood that cases which do not meet such criteria may still achieve high risk status, dependent upon the individual circumstances involved.

8.8 Assessment of Risk/Decision-Making Guide

8.8.1 This checklist is intended to act as a guide to decision-making when determining the level of response that is required for each missing person. If the answer to any of the questions is 'yes', the initial risk assessment may be HIGH and an immediate response MAY be required.

FACTOR	YES	NO
Is there information that the person is likely to cause self-harm or attempt suicide?		
Is the person suspected of having been the victim of a serious crime, including a crime in progress?		
Is the person vulnerable due to age (young children or elderly)?		
Are there inclement weather conditions that would seriously increase risk to health, especially where the missing person is a child or elderly person?		
Does the missing person need essential medication/ treatment not readily available to him/her or does drug misuse indicate a chaotic		

lifestyle?		
Does the missing person have any physical illness/infirmity, disability or mental health issues?		
Do you believe that the person may not have the physical ability to interact safely with others or in an unknown environment, e.g. visually impaired, Down's syndrome?		
Has the person been involved in a violent, domestic, homophobic, and/or racist incident or confrontation immediately prior to disappearance?		
Has the person been the subject of bullying?		
Has the person previously disappeared and suffered or was exposed to harm?		
Is the behaviour out of character and likely to be an indicator of his/her being exposed to harm?		
Is the person a known prostitute (male or female)?		

8.9 Assessment of Risk Review

8.9.1 It is important that a supervisor reviews the assessment of risk at the earliest opportunity and that an ongoing process of review is established.

8.9.2 The passage of time, changing circumstances as the investigation progresses and any new information that comes to light can all significantly alter the initial judgment.

8.9.3 The Area Commander may consider holding case conferences with relevant stakeholders to fully review the investigation and current risk.

8.9.4 Any decision to amend the level of risk must be recorded by a supervisor. If in use, the Management Policy File must also be accordingly updated.

9. LONG-TERM MISSING PERSONS

9.1 Long-Term Missing Persons

9.1.1 Long-term missing person status is reached when a person has been missing for a period of 14 days from date of last sighting/or date the report is made, whichever is the earlier.

9.1.2 At the point where a missing person is re-classified as a long-term missing person, the Area Commander or equivalent will direct the enquiry officer to submit details to Strathclyde Police IR.

9.2 Force Form 5:8:3 details the information required for submission to IR. Force Form 5:8:4 is the cancellation notification. Both forms are retained within the Office System Centre. Required information should be dictated using the Office System Centre and thereafter an operator will e-mail the completed form to the enquiry officer. Once the officer is satisfied that the information on the form is correct, he/she must e-mail the form to IR (SPRO@strathclyde.pnn.police.uk). It is imperative that the existing Force Form 5:8:1 is updated whenever a Force Form 5:8:3 or Force Form 5:8:4 is submitted.

9.3 The Area Commander must ensure that, prior to archiving a traced Force Form 5:8:1, confirmation is sought and documented on the form that previous circulation to IR has been cancelled using a Force Form 5:8:4.

9.4 Long-term missing persons should be fully documented and maintained as outlined in Section 30.3, to ensure the division and the Force are able to fully comply with information requests.

9.5 The Area Commander must ensure that divisional bar staff notify Information Resources via STORM CAD Mail of all missing persons still outstanding within the division as of 0900 hours on Tuesday morning. This weekly return must be submitted to IR by 1000 hours each Tuesday.

9.6 Review Process for Long-Term Missing Persons

9.6.1 It is for the Divisional Commander to be satisfied that each long-term missing person is appropriately managed on their behalf by the Area Commander and that any action/inaction taken is

justifiable and appropriate. The Area Commander should maintain an effective and professional enquiry and it is imperative that each long-term missing person enquiry is reviewed and updated fully.

9.7 All long-term missing persons will be reviewed after 28 days, 3 months, 6 months, 12 months and then annually. Notwithstanding the official review periods, enquiries will continue at any time when new information is received which is relevant to the inquiry. The Area Commander will appoint an officer to undertake each review who has the requisite skills to carry out this task. In most cases, the review should be undertaken by an officer of at least the rank of Inspector who has Criminal Investigation Department (CID) experience.

9.8 The following points have been provided as a guide only and the reviewing officer should not hesitate to undertake any action he or she considers necessary.

9.9 Actions to be considered during review of the risk assessment:

Check for any outstanding/incomplete actions.

Quality assure actions already taken.

Set new actions and enquiries in order to bring the investigations to a successful conclusion.

Make recommendations about the management and ownership of the investigation.

Set future review dates as appropriate.

Provide MPB with appropriate updates.

Fully update and sign off the Force Form 5.8.1.

9.10 Other considerations may include:

Ensure contact is made with family/interested parties.

Consider circulation to non-government organisations.

Obtain an object which DNA may be obtained from and submit it for addition on the DNA Missing Persons Database.

Consider media strategy/websites (having due consideration of the missing person's human rights).

Consider all points contained within Appendix 'A' - Investigative Considerations for Missing Persons.

10. MEDIA STRATEGY

10.1 A media strategy MUST be established in high profile cases and may be deemed appropriate over all categories of risk, dependent upon the individual circumstances of each enquiry. The twin objectives of any media strategy will be:

To generate information and public awareness to assist the enquiry; and

To control speculation and support public reassurance.

10.2 Should the police wish to utilise publicity through the media as part of the enquiry, this should be done in consultation with the family of the missing person. Occasionally, the family will object to this, but their consent is not needed, provided the decision is made on consideration of the Human Rights Act 1998 and is carried out proportionately and in the best interests of the welfare of the missing person.

10.3 Due to their dynamic nature, missing person enquiries may generate intense public interest and sympathy, often manifesting itself in offers of assistance to the police in relation to search activities. Proactive management of the media will help to ensure that the public obtain newsworthy material and any interference with the enquiry is kept to a minimum.

10.4 Prior to any information entering the public domain, it is imperative that the Patrol Inspector consults Corporate Communications. They should also consult any SIO, POLSA/Missing Person Search Manager (MPSM) involved in the enquiry and any appointed family liaison officer. Where criminality is involved or suspected, the Crown Office and Procurator Fiscal (PF) Service must authorise all press releases.

10.5 It is important that any information given with regard to descriptions, clothing, vehicles, last sightings, etc, is accurate. Any photographs being released must be recent or be accompanied by supporting information to describe when they were taken.

10.6 Implications for Search

10.6.1 The search operation will be the primary focus for the media in the early stages before any investigation process supersedes it.

10.6.2 Police media representatives must therefore be fully apprised of the search management process. Consideration must be given to the following:

Location of media centres – these must not be within search/potential search areas.

Negotiation of terms with the media to satisfy the needs of both parties.

Filming of searches – photo opportunities should avoid the filming of live searches due to the potential risk of significant finds being made on camera, etc.

Identification of viewing areas – where an important scene is discovered, appropriate managed areas should be identified for the press.

10.7 Impact of Media Coverage

10.7.1 The high level of coverage given to such enquiries will generate a large number of sightings and information reports. It is essential that there are adequate resources to deal with this. The volume of calls and resultant enquiries can seriously disrupt the progress of the overall enquiry. Sightings must be treated with caution.

10.8 Corporate Communications

10.8.1 Corporate Communications is an important resource available to assist in missing person cases throughout the Force. The team offer a wide range of communication tools

which can be utilised when the need arises, depending on the risk identified with the enquiry. The tools would ordinarily be used in high risk or long-term missing person enquiries.

10.9 Media Tools

Television (TV)/Community TV/Radio appeals;

Press conferences;

Press releases.

10.10 Marketing Tools

Digital media – information transmitted via plasma screens in buses and taxis throughout the Force area;

Outdoor media – bus shelters, billboards;

Texting – centralised mobile Short Message Service (SMS) text service;

Print – poster, leaflets designed to advertise details of missing person. Design maintained to corporate guidelines.

10.11 Force Website

Press releases and photograph of missing person.

10.12 Internal Communications

Corporate Communications can now penetrate the daily briefing process to ensure all officers are aware of a vulnerable missing person if this is deemed an appropriate action. If this level of awareness is required across the Force, contact Internal Communications where information will be set into a slide and communicated to all the intelligence managers.

This information can also be replicated onto the front page of the Force Intranet for added awareness and as a central point for accessibility.

10.13 For further information, contact Corporate Communications at Force Headquarters.

11. PHYSICAL EVIDENCE SAMPLES

11.1 The officer leading the missing person investigation must ensure, at the appropriate stage in the enquiry, physical evidence is captured. Such evidence will assist in the identification of recovered bodies or future murder investigations. This means obtaining identifying characteristics for reference from objects which have been left behind by the missing person.

11.2 The most likely sources are:

- DNA
- Blood grouping
- Fingerprints and palm prints
- Dental charts and records.

11.3 Missing Persons DNA

11.3.1 The retrieval of DNA for missing persons should always be considered and if an item is seized, Force Form 5.8.1 must be updated. The lead enquiry officer must direct after a person is missing for seven days that items capable of retrieving DNA should be seized.

11.3.2 An officer seizing items must first seek the approval of the next of kin or other appropriate person. The items seized, along with a confirmation of approval, must be noted in the officer's police issue notebook. In the absence of an appropriate person, the officer must ensure that his/her notebook reflects that. An explanation must be given that such items will initially be stored and only be submitted for DNA testing if deemed necessary. Likewise, items would be returned as soon as the missing person was found safe and well. Items submitted for DNA testing would not be returned. The Force Form 5.8.1 should be updated, documenting items seized and their storage location.

11.3.3 Items suitable for DNA testing include:

Toothbrush

Hairbrush

False teeth

Spectacles

Hat

Gloves

Other item of clothing which have been worn/used by the missing person close to his/her skin.

11.3.4 Three items are required to be confident that it is the missing person's DNA which has been profiled.

11.3.5 Items seized should be bagged separately within production bags and lodged as a production until they are submitted for profiling. The items must all be dry and can be stored indefinitely as a production. The production number should be added to the Force Form 5:8:1.

11.4 Familial DNA

11.4.1 If the missing person's personal property or other suitable item cannot be obtained, then a Familial DNA sample should be obtained from the following family member (s):

Mother

Father

Son

Daughter

11.4.2 If possible please provide DNA samples from both the mother and father of the missing person, if available.

11.4.3 When submitting samples from the missing person's children it is desirable to also have the children's mother's DNA.

11.4.4 The following relations can also be considered for Familial DNA analysis, however prior to any approach being made to a family member, consultation must take place with the DNA Co-ordinator, Scottish Police Services Authority (SPSA), Forensic Services, Force Headquarters.

Brother

Sister

11.5 Submission of Samples

11.5.1 Items submitted for DNA analysis should be submitted within production bags fully updated with the missing person's details. Familial DNA swabs should be obtained using a DNA 2 White analysis pack. Completed packs should be secured within production bags and stored as per usual DNA swab instructions.

11.5.2 Examination Request Form E3.9.3 should be completed in the Forms Online section of the Force Intranet and submitted to the Forensic Science Gateway. A hard copy of the Examination Request Form E3.9.3 along with the items which require to be analysed for DNA can be submitted to SPSA Forensic Services, Glasgow upon approval by the Gateway.

11.5.3 Specific details required on Examination Request Form E3.9.3 should be completed as follows.

Sub Divisional Identifier- 8888- Month-Year (i.e. AB88880710)

Missing persons name should be added to accused field

An explanation should be given on the form E3.9.3 and production bag that the DNA analysis should be submitted to the Missing Person DNA database.

All forms required for the submission of DNA can be found on the Force Intranet – Force Forms – DNA Section.

11.6 Additional Lines of Enquiry

11.6.1 Medical history enquiries can be made to establish:

Possible samples which may be retained at hospital due to previous exploratory surgery.
Smear tests enquiries through local General Practitioner (GP). Guthrie Card enquiries.

11.7 Further advice on DNA submission and profiling can be obtained from the DNA Co-ordinator, SPSA, Forensic Services, Force Headquarters.

12. CHILD ABSCONDERS

12.1 Officers MUST refer to the 'Children and Young People Missing from Local Authority Care Protocol' and follow guidance provided in that document.

12.2 Recovery of Fugitive Children

12.2.1 Section 82 of the Children (Scotland) Act 1995 provides that a child who absconds

from a place of safety in which he is being kept under or by virtue of this Part of this Act;
from a place (in this section referred to as a "relevant place") which, though not a place of safety such as is mentioned in the paragraph above, is a residential establishment in which he is required to reside by virtue of section 70(3)(a) of this Act or a hospital or other institution in which he is temporarily residing while subject to such a requirement; or
from a person who, by virtue of a supervision requirement or by section 74 of this Act, has control over him while he is being taken to, is awaiting being taken to, or (whether or not by reason of being on leave) is temporarily away from, such place of safety or relevant place, may be arrested without warrant in any part of the United Kingdom and taken to the place of safety. A court which is satisfied that there are reasonable grounds for believing that the child

is within any premises may, where there is such power of arrest, grant a warrant authorising a constable to enter those premises and search for the child using reasonable force if necessary.

12.3 The on-duty supervisor or other person nominated by the Area Commander is responsible for directing all enquiries to trace child absconders, including:

Close consultation with the appropriate staff of the Social Work Department, the person in charge of the residential establishment from which the child absconded and with other appropriate agencies.

Where appropriate, consideration should be given to use of the Missing Kids Website (Appendix 'E' - Partner Agencies).

Submission of a Child Referral Form Force Form 5.58.3 to the Public Protection Unit (PPU) where there is a specific allegation made which requires further investigation, or other such appropriate reasons. Officers within the PPU will, on receipt of the referral Force Form 5.58.3, consider interview options and what partner agencies should be involved.

12.4 When an abscondee is traced, the person in charge of the establishment concerned is to be advised by telephone and requested to send an escort. While there is no obligation on the police to transport a child to their residential establishment, should the Social Work Department be unable to attend within a reasonable time scale, the on-duty supervisor may, if it is felt expedient, have the child returned by police staff.

12.5 If the person in charge of the establishment from which the child absconded is unable or refuses to receive him/her, all options should be explored with the Social Work Department. Where these prove unsuccessful, the SCRA should be contacted, if necessary via out-of-hours service, in order to inform the panel of circumstances and seek their guidance.

12.6 Offences of Harbours

12.6.1 Officers should consider the appropriateness of offences under terms of Section 83 of the Children (Scotland) Act 1995 which provides that any person who:

Knowingly assists or induces a child to abscond in circumstances which render that child liable to arrest; or

Knowingly and persistently attempts to induce a child to abscond; or

Knowingly harbours and conceals a child who has absconded; or

Knowingly prevents a child from returning to a place of safety, relevant place or person conveying him to such place, shall be guilty of an offence.

13. THE CHILD ABDUCTION ACT 1984 – SECTION 6

13.1 The Child Abduction Act 1984 provides legislation to deal with the removal of a child under the age of 16 years from the United Kingdom (UK) by a parent, or other connected person, in circumstances where there is disputed custody and the purpose of removing the child from the United Kingdom is to frustrate the award of custody to the other parent by a court. Where possible, officers should seek advice from Legal Services, Force Headquarters (FHQ), when dealing with such cases.

13.2 A person is connected with a child for the purposes of Section 6 if:

He/she is a parent or guardian of the child; or
There is in force an order of a court in the United Kingdom awarding custody of the child to him/her (whether solely or jointly with any other person); or
In the case of a child whose parents are not and have never been married to one another, there are reasonable grounds for believing that he is the father of the child.

13.3 Police Powers – Section 7

13.3.1 In terms of Section 7 of the Act, a constable may arrest without warrant any person whom he reasonably suspects of committing or having committed an offence under Section 6 of the Act. It is envisaged that the power of arrest will be most effective if exercised at the stage where attempts are being made to remove a child from the country instead of when the child's removal has been fully completed. What constitutes reasonable suspicion will depend on the circumstances of each individual case.

13.3.2 It is likely that the matter will be brought to the notice of the police by an aggrieved parent or a solicitor and, if there are reasonable grounds for suspecting that the other parent intends to remove the child from the country, time for full verification of the complaint may be limited. In such circumstances, the power of arrest on 'reasonable suspicion' may be exercised pre-emptively.

13.4 It is important to note that simply taking a child from one part of the United Kingdom to another is not of itself an offence under the Act.

13.5 Cases Arising in Scotland

13.5.1 A Scottish parent/guardian etc may seek to leave the UK by first going to England or Wales. In these circumstances, an aggrieved parent/guardian may report the matter to the police in England and Wales, who will proceed to deal with it under English law, whether there is a court order or not, in the same way in which they would a case arising solely in England and Wales. However, if a court order is in existence and a parent/guardian, for example, starts his/her journey in Scotland with the clear intention of leaving the UK, an offence will be committed in Scotland. That person may be arrested here, or a warrant for arrest granted and enforced by the English or Welsh police under the normal arrangements for the reciprocal enforcement of warrants. Such a person may then be arrested and brought back to Scotland for trial.

13.6 Cases Arising in England and Wales

13.6.1 A parent residing in England, for example, who attempts to leave the UK from Scotland may be committing an offence under the Act when in Scotland, either because:

The child is already the subject of a custody order; or

The child is a ward of the court; or

The child is made the subject of an interdict or injunction prohibiting his/her removal from the UK.

In such circumstances, a power of arrest exists under Section 7 of the Act. In other cases, the parent will have started to commit an offence (under English law) in England and Wales, and a warrant may be issued for his/her arrest.

13.7 Northern Ireland

13.7.1 The provisions of Part 1 of the Child Abduction Act 1984 were extended to Northern Ireland by the Child Abduction (Northern Ireland) Order 1985. In cases where it is suspected that an attempt will be made to remove a child from the UK by way of Northern Ireland – to the Republic of Ireland for example – contact should be made with the Police Service of Northern Ireland (PSNI) Headquarters using telephone or telex.

13.8 Child Rescue Alert

13.8.2 Child Rescue Alert (CRA) is a partnership between the police, the media and the public that seeks the assistance of the public where a child has been abducted and it is feared that they may be at risk of serious harm. The aim is to quickly engage the entire community via media (TV and radio) in the search for the child, offender or any specified vehicle through reports of sightings to the police.

13.8.3 It is a unique scheme whereby police have a pre-agreement with broadcasters that they will send out urgent information to the public to help recover an abducted child. The intention of activating CRA is to recover the child unharmed. The key aim is to quickly recover a child at serious risk of harm. The child's safety is paramount and arrest of the offender is an ancillary benefit.

13.8.4 While there is an obvious and urgent need to recover the child, it is important to give due consideration to the effect that such a high profile media alert will have and ensuring that the police are properly prepared to receive and investigate a high volume of calls. They must also be in a position to respond to and maximise the investigative opportunities arising from those calls.

13.8.5 There is an important distinction between two types of 'crime in action': kidnap for gain, and child abduction (with possible sexual motive, or where the child is in imminent danger of serious harm or death), as each may require a different, though related, police response, i.e., covert or overt. It may be difficult to determine which offence type is being dealt with from the initial information and it is recommended that the SIO is trained in Kidnap and Extortion (K&E).

13.8.6 CRA is a tactical option for the SIO to consider as part of an overt police response to child abduction where release of specific information to the public via media agencies may assist in the safe recovery of a child.

13.8.7 There are four criteria for launching a CRA:

The child is under 18 years old

There is a reasonable belief that the child has been abducted or kidnapped (abducted includes being taken under the influence of a third party)

There is a reasonable belief that the child is in imminent danger of serious harm or death

There is sufficient information available to enable the public to assist Police in locating the child

13.8.8 The NPIA website has full details of the CRA

14 PROCEDURE FOR INITIATING A PORT STOP

14.1 Where it is believed that there is a real threat of imminent removal of a child from the country, in contravention of the Child Abduction Act, the following two processes should be completed:

All Ports Message

Joint Borders Operation Centre – Police Watch List (PWL) submission.

14.2 All Ports Message

14.2.1 An 'All Ports' message should be circulated, through the Duty Officer, Force Overview, as soon as possible by use of the PNC broadcast facility. This will alert uniform and other local personnel engaged in port duties.

14.2.2 The on-duty supervisor submitting the request will require the following information for this broadcast:

In respect of the child: names, sex, date of birth, description, nationality, passport number (if known);

In respect of the person likely to remove: names, gender, age, description, nationality, passport number (if known); relationship to child and whether child likely to assist him or her;

Persons applying for a port alert: name, relationship to child, nationality, telephone number (any solicitor's name and number);

Likely destination, time of travel and port of embarkation;

Grounds for port alert (as appropriate), i.e. suspected offence under Section 6 of Child Abduction Act 1984 or child subject of court order; and

Details of person to whom child should be returned if intercepted.

14.3 Joint Borders Operation Centre – Police Watch List.

14.3.1 Once authorisation has been given, the on-duty supervisor should complete the request to include a subject on the Joint Borders Operation Centre (JBOC) PWL/Police Intelligence Watch List (PIWL). The Request to Place Subject on Watch List Form, which is available from the Crime Division Mini-Site at the Force Intelligence e-Borders section, should then be submitted via e-mail to JBOC@homeoffice.gsi.gov.uk

14.4 The names of children considered to be at risk of illegal removal will remain on the immigration stop list for four weeks only. After this time, they will be removed automatically unless a further application for a 'port stop' is made.

14.5 In all cases, a report is to be submitted to the Assistant Chief Constable (Crime), outlining the circumstances and action taken.

14.6 Role of Immigration Officer

14.6.1 The immigration officer has no power to detain a child or the person seeking to remove him/her. If identification is made, the immigration officer will hand the matter over to the police for action in liaison with the Force which initiated the 'port stop'.

15. CROSS-BORDER/INTERNATIONAL ENQUIRIES

15.1 Responsibility for an Enquiry

15.1.1 Confusion can arise as to which Force should 'own' an enquiry when the person reported missing normally resides elsewhere, e.g. a student in temporary accommodation or a day-trip visitor.

15.1.2 Experience tends to suggest that the best chance of locating a missing person will stem from enquiries and press coverage in the area of last/frequent sightings, whereas enquiries in the Force area in which they reside may have limited success. In such cases, the same principles should apply as are currently used in the investigation of abductions and homicides, i.e. the Force with the best chance of resolving the matter should deal with the investigation. Any agreements made in relation to ownership of particular enquiries must be documented.

15.1.3 Where a person lives in one force area and is reported missing in another, particularly in high-risk cases, then, unless there are cogent reasons to the contrary, the force in whose area the missing person has last been sighted should be in command of the investigation.

15.1.4 In cases of dispute, the matter should be referred to an Association of Chief Police Officers in Scotland (ACPOS) officer, who will discuss the matter with an ACPOS/ACPO, representative of the other force.

15.2 Transfer of Enquiries

15.2.1 If a Missing Person Report is taken for a person who has gone missing from another force area, the officer receiving the report should record full details and conduct an initial assessment of risk, even though the other force is likely to assume responsibility for the enquiry. This report should then be transferred without delay to the force in whose area the subject went missing. The officer should record full details of the new force reference number and provide contact details for the new force for the person reporting the missing person.

15.2.2 In cases that cause significant concern, the officer in the initial recording force should ensure that consideration is given to the needs of the reporting person – e.g. a local officer could be appointed as an interim arrangement, pending the transfer of responsibilities for the enquiry. In high risk cases and cases of extreme public concern, consideration should be given to using a trained family liaison officer.

15.2.3 When a transfer has taken place after the circulation of the details, the Police National Missing Persons Bureau (PNMPB) must be informed in order to update their record. (Details must include the new case reference.) Local arrangements should be made to ensure the PNC record reflects the new 'owner' of the case.

15.3 International Enquiries – Interpol

15.3.1 United Kingdom (UK) residents who are reported missing while abroad sometimes become an issue for UK police forces. The Interpol bureau in London is staffed 24/7 and is the Single Point of Contact (SPOC) for all matters involving enquiries abroad. The Interpol Unit will liaise with the Foreign & Commonwealth Office when appropriate. If there is a reason to suspect that a missing person is in a foreign country the Interpol Persons Desk will arrange for details of that person to be forwarded to the relevant country or countries.

15.3.2 Police forces requesting assistance are asked to send a full copy of the enquiry file, together with any photographs or other relevant details to the Persons Desk.

15.3.3 All such enquiries **MUST** be directed via the Force Intelligence Bureau (FIB), FHQ.

16. LOST AT SEA

16.1 This procedure applies to all persons reported lost at sea from a vessel travelling to or from ports within the UK, or where a vessel is passing close to the UK and the incident is

reported to UK coastguards. It also includes cases of persons missing from offshore installations, as well as those lost from areas of the UK coastline.

16.2 The Maritime Coastguard Agency (MCA) has responsibility for the initial co-ordination of civil maritime search and rescue within the UK and will assist the police upon request.

16.3 The Aeronautical Rescue Co-ordination Centre (ARCC) for the UK and territorial waters is based at Royal Air Force (RAF) Kinloss and controls helicopters and other aircraft from a number of RAF stations. They are usually called by the MCA for assistance in sea-based incidents.

16.4 A Missing Person investigation must commence and police actions recorded.

16.5 At the earliest opportunity, an SIO must review the matter and assess if there is any possibility that the missing person is the victim of a crime.

16.6 Where the missing person has been reported lost from a vessel travelling to or from a port within the UK, the incident location will be the area of coastline which is nearest at the time. Where there is doubt, the location for the port of destination will be used. In such cases, officers must ensure that the forces responsible for both port areas are informed.

16.7 Any subsequent transfer of ownership of the missing person file (to another UK Force or country) should only be made after consultation between senior officers in the respective forces.

16.8 If the person is a Foreign or Commonwealth citizen, the relevant embassy or High Commission should be immediately informed. A report should be forwarded to Interpol to effect background enquiries in the appropriate country.

16.9 Any UK national reported missing from any vessel outside UK waters and reported to the UK (usually to Interpol) will be dealt with by the home force of the missing person or the closest relative of the missing person.

17. WANTED PERSONS

17.1 Wanted persons for whom a Force Form 5:8:1 should be raised and a missing person enquiry effected include:

Persons wanted after absconding or escaping from police custody, Reliance Custodial Services (RCS), Her Majesty's (HM) Prisons, Young Offenders Institutions etc and having been reported as such by the appropriate authority where required.

Abscondee from residential establishments, including those failing to return from weekend leave and those who abscond from persons under whose control they have been placed by a supervision order.

Persons subject to an order of recall, issued by the order of the secretary of state and notified to the police for action; certified mental patients who have been detained under a detention order issued in accordance with the Mental Health Acts, and who have escaped. This category is not to be confused with informal mental patients who are classified as missing.

17.2 Wanted persons for whom a Force Form 5:8:1 should normally NOT be raised include:

Persons suspected of committing crimes or offences where either no power of arrest exists or insufficient evidence is available to justify arrest (e.g. for whom a Locate Trace marker is placed on PNC).

Deserters or absentees from HM Armed Forces (see Armed Services SOP).

Persons whom it is desired to trace, e.g. for service of summons/citation, witness etc.

Persons for whom a warrant has been issued.

17.3 Officers working in divisions involved in the pilot of electronic bail orders **MUST** refer to guidance provided in the Electronically Monitored Movement Restriction Conditions in Bail Orders SOP and follow protocols adopted in their own sub division in relation to the completion of Force Form(s) 5:8:1.

18. ESCAPES FROM CUSTODY

This can occur when a prisoner escapes from police custody or the police are notified by RCS or the Scottish Prison Service (SPS) of an escape, abscond or failure to return by a prisoner.

In respect of RCS, this could relate to prisoners who are:

Being transported/supervised in terms of the Prisoner Escort and Court Custody Services (PECCS) contract to/from a prison establishment.

Being transported in terms of the PECCS contract to/from specified police offices throughout Britain, including non-core transfers for warrants.

Both police and prison prisoners in the custody of Reliance at courts specified in the PECCS contract.

18.3 The officer in charge at the relevant office is to ensure that:

The information is circulated immediately by personal radio to patrol officers via the ACR.

The information is passed immediately to Force Overview for general circulation with confirmatory particulars passed by CAD Mail message.

IR are informed in order that the individual's PNC status is amended accordingly.

Divisional instructions issued are followed and Force Form 5:8:1 is raised without delay.

Relevant instructions contained in contingency plans for the action to be taken in respect of escapes from HM Prisons and institutions in appropriate divisions are adhered to.

18.4 The duty officer, Force Overview, is to ensure that:

The information is broadcast immediately by ACR to patrol officers.

The Divisional Commander and senior divisional detective officer on duty are informed as soon as possible. Out of hours, the senior officer on call for the division is to be informed.

In respect of an escape of a prisoner from a prison establishment (irrespective of who had custody of the prisoner at the time of escape), an assessment is sought by the Scottish Prison

Service (SPS) and, where the prisoner is considered to present a threat to any named victim, and this includes in any other Force area, in accordance with the provisions of the Victim Notification Scheme, such individuals or other forces are notified as a priority.

The information passed by the SPS and action taken in response is recorded on the relevant STORM incident.

If appropriate, a risk assessment involving threat to life or risk of serious injury to the police and public is carried out.

Where appropriate, the senior investigating officer should be consulted on the provision of ongoing liaison with victims.

Further guidance on the Victim Notification Scheme can be accessed via the Victim Support SOP available on the Force Intranet.

Where a person escapes from police custody whilst at a police office, his/her details must be removed from the Prisoner

Processing System and the reason for the removal recorded by means of a duty officer's note.

18.5 Where a prisoner escapes from the custody of RCS, the Force liaison officer for the PECCS contract at Prisoner Management, Support Services, must be informed by the duty officer, Force Overview. In the absence of the PECCS liaison officer, the Superintendent, Prisoner Management, FHQ is to be informed. On receipt of any information regarding the escape of a prisoner, the Force liaison officer for the PECCS contract will liaise with the Prisoner Escort Monitor (PEM).

18.6 Should an escape occur at Glasgow High, Sheriff or District Courts or at any court within a landward area, a full written report of the circumstances of the escape is to be submitted without delay to the Assistant Chief Constable, Territorial Policing.

18.7 When prisoners are recaptured, they:

Are not to be returned directly to the prison, but are to be detained in a police office and a custody case submitted.

They must be brought before the first available sitting of the Sheriff Court.

IR MUST be informed in order that their status be amended on PNC.

An Intranet Nominal Descriptive Force Form 3:20:1 must be submitted to update their Warning Signal and a SID Log submitted.

All relevant agencies, i.e. HM Prisons and RCS, must be informed, as well as the SPS escort monitor, within office hours through FHQ Prisoner Management and outwith hours via pager (.....).

18.8 A person who is unlawfully at large (e.g. licence revocation) from another jurisdiction in the UK, or the Channel Islands, can be taken to a Scottish prison or young offenders institution, until arrangements can be made for his/her return to that jurisdiction. Any prison establishment receiving such a person shall have responsibility for arranging his/her return.

19. AUTHORISED TEMPORARY ABSENCES OF PRISONERS FROM PENAL ESTABLISHMENTS

19.1 Prisoners of penal establishments may be granted temporary absence for a specified period of time by the governor of that establishment. In line with protocols agreed with the SPS, certain prisoners granted such leave will be notified to Strathclyde Police where it is assessed by the governor that the prisoner may constitute a danger to the public.

19.2 The need to give notice to the police is most likely to arise where a prisoner is escorted out of the establishment for a specific purpose, e.g. to attend court.

19.3 The responsibility for preventing the escape of inmates of penal establishments rests entirely with the prison service. Police officers should not undertake any direct supervision of inmates on temporary absence which would tend to relieve the prison service of this basic duty. In most cases, it will be sufficient that the police have knowledge of the inmate's presence in their area at the relevant time.

20. FUGITIVE OFFENDERS – ABROAD (OUTWITH THE UNITED KINGDOM)

20.1 Reference should be made to the Police Information Net for Scotland (PINS).

20.2 When a person accused of a crime has gone to a foreign country, he/she may be brought back for trial by virtue of special treaties between the UK and that country.

20.3 When it is thought necessary to take proceedings for the arrest of a person under the various Acts relating to extradition, or to communicate with the police of a foreign country in connection with any matter which may result in such proceedings, the circumstances are to be reported to the local area Procurator Fiscal (PF) who in liaison with the Crown Office will direct what further action is to be taken in the matter.

20.4 Where the PF decides that a police officer is to be sent abroad to aid in obtaining the arrest of a fugitive criminal or to escort him/her back to this country, he/she will make application to the Crown Office to obtain a letter of introduction which the officer may present to the British Embassy abroad. Where the PF decides on this course of action, the officer in charge of the case is to submit a report detailing the circumstances to the Chief Constable.

21. ABSCONDEES FROM HOSPITAL – COMPULSORY PATIENTS ABSENT WITHOUT LEAVE

21.1 The compulsory detention at hospital of patients for the purposes of assessment or treatment is allowed under various sections of the Mental Health (Care and Treatment) (Scotland) Act 2003. Any report of such an unauthorised absence must be recorded as a missing person. An assessment of risk must be carried out and appropriate action taken to safeguard the well-being of the individual and the public at large.

21.2 When a person who is liable to be detained in a hospital or in a place at which he/she is required by his/her guardian or authorised person to reside, absents him or herself without leave, or having been granted leave, fails to return, that person may be taken into custody by any police officer and returned to the place from which he/she has absented or any other place considered appropriate by the person's responsible medical officer.

21.3 This power is not to be operated after the expiration of the following periods, beginning with the first day of his/her absence without leave:

Where a patient is certified as suffering from a mental disorder, in terms the Mental Health (Care and Treatment) (Scotland) Act 2003, the Act provides that the expiry period will be:

(i) In the case of a person subject to a compulsory treatment order or compulsion order (in relation to a criminal conviction), three months after the date on which he or she goes absent, or fails to comply.

(ii) In the case of any order or certificate other than those mentioned below, the end of the period for which he/she is liable to be detained.

If a person is removed from a public place to a place of safety by a constable in pursuance of Section 297(1) of the Act, 24 hours.

21.4 When an escapee is traced after the expiry date of his/her compulsory detention order, then the individual should only be the subject of police attention if his/her behaviour gives cause for concern or where an offence has been committed.

21.5 The time limits mentioned above do not apply to a person who:

Has been charged with a criminal offence and in respect of whom an assessment order has been imposed prior to conviction.

Has been convicted of a criminal offence and who is the subject of an interim compulsion order.

Has been convicted of a criminal offence and who is the subject of a compulsion order and restriction order, a hospital direction or a transfer treatment direction.

The power to take such a person into custody and return him or her may be exercised at any time.

21.6 The on-duty supervisor is to ensure that the following information regarding the patient is obtained:

Personal particulars;

Detailed description;

Home address;

Time of escape and direction taken;

Whether or not potentially dangerous (e.g. history of violence); and

Expiry date for detention and return, which is to be included in all circulations.

21.7 The on-duty supervisor is to ensure that the information is passed immediately by personal radio to patrol officers, to the Duty Officer, Force Overview, for general circulation. A Missing Person Report Force Form 5:8:1 is to be raised and particulars passed by CAD Mail message to Force Overview for the information of Information Resources.

21.8 If the patient is traced within the time scales outlined above, he/she is to be taken a police station, and the station officer is to inform the hospital from which the patient escaped so that an escort may be arranged, unless common sense dictates that the patient should be returned directly to the establishment (e.g. found close by). If the patient is within premises to which the police are refused entry or it is believed that admission may be refused, the police are to make application to a sheriff or justice of the peace for a warrant to enter, if need be by force, under Section 292(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003.

21.9 When a patient is taken into police custody and it is impossible to convey him/her immediately back to the hospital or place where he/she lives, arrangements are to be made for

his/her detention temporarily in a hospital or other suitable place. Mentally disordered persons are not to be accommodated for any length of time in a police station.

22. UNIDENTIFIED FOUND PERSONS – ALIVE

22.1 Following a Criminal History System (CHS) speculative check, a description of a found person should be circulated to the duty officer, Force Overview, for onward transmission to all stations in Strathclyde. A Force Form 5:8:1 must be raised by the officer in charge of the enquiry. Full descriptive details of any unidentified persons must be entered onto the PNC as soon as practicable.

22.2 The on-duty supervisor should interrogate the PNC and check the details entered in respect of the found person prior to entering the relevant PNC ID number on the Missing Person Report Force Form 5:8:1.

22.3 Divisional staff shall be responsible for checking outstanding missing persons/abscondee in respect of found persons circulated by other divisions or forces.

22.4 Divisional staff should fingerprint the found person utilising Livescan in an attempt to identify the found person. Advice should be sought from the DNA Section at the Forensic Laboratory regarding the taking of DNA for identification purposes.

22.5 Details of unidentified persons should be reported to the NPIA MPB within 48 hours of the person being found. It is not unusual for forces to circulate details of unidentified bodies or persons to other forces during the early stages of an enquiry. Notification to the Missing Persons Bureau should supplement this.

22.6 If no identification is made within the UK, details of unidentified persons may be circulated via Interpol through use of the Interpol yellow forms. All such enquiries MUST be directed via the FIB, FHQ.

22.7 Corporate Communications should be contacted to establish what media circulations can be made in an attempt to identify the unidentified person.

22.8 The on-duty supervisor must contact the local Social Work Department to establish the measures which are available to care for the unidentified person until his/her identity is known.

23. UNIDENTIFIED FOUND BODY/BODY PARTS – DECEASED

23.1 The first officer attending the scene of a found body must ensure that medical assistance is sought to establish whether life is extinct or otherwise. Officers must thereafter preserve the locus with cordons and commence a log.

23.2 A supervisory detective officer from the CID must be contacted immediately on the discovery of any body or body part in order that the subsequent investigation is appropriately directed.

23.3 Following a CHS speculative check, a description of a found body, or where appropriate the body part, should be circulated to the duty officer, Force Overview, for onward transmission to all stations in Strathclyde. A Force Form 5:8:1 must be raised. Full descriptive details of any unidentified bodies or body parts found must be entered onto the PNC as soon as practicable. The officer in charge of the enquiry should ensure a Force Form 5:8:1 is submitted.

23.4 The divisional duty officer should then interrogate the PNC and check the details entered in respect of the found person/body prior to entering the relevant PNC ID number on the Force Form 5:8:1.

23.5 Advice should be sought regarding the attendance of SPSA Scene Examination Unit, as well as Forensic Support.

23.6 Divisional staff shall be responsible for checking outstanding missing persons/abscondee in respect of a found body or body part, as per information circulated by other divisions or forces.

23.7 Where an unidentified body or body part is found, fingerprinting is to be considered as an aid to establishing identification. If fingerprinting is not possible, a dental chart or a sample capable of submitting for DNA comparison is to be obtained as soon as possible. Advice on these matters should be obtained from SPSA Forensic Support.

23.8 Details of unidentified persons, found bodies or body parts should be reported to the MPB within 48 hours of being found. It is not unusual for forces to circulate details of unidentified bodies or persons to other forces during the early stages of an enquiry. Notification to the MPB should supplement this practice.

23.9 Unidentified body/parts should be fully documented as outlined in Section 30.4, to ensure the division and the Force are able to fully comply with information requests.

23.10 The Area Commander must ensure that, prior to archiving a traced Force Form 5.8.1, confirmation is sought and documented on the form that previous circulation to the Missing Persons Bureau has been cancelled using a Force Form 5:8:4.

24. DEPARTMENT FOR WORK AND PENSIONS – OBTAINING INFORMATION

24.1 Contact with the Department for Work and Pensions (DWP) for information regarding wanted/missing persons MUST ONLY be made via local intelligence officers. When contact is made, use of the appropriate National Insurance Number will be of assistance. The enquiry officer must complete a Section 29(3) Data Protection Act (1998) enquiry form and have this endorsed by an officer of inspector rank or above. If the missing person is deemed to be vulnerable, evidence must be provided in support of this assessment. The endorsed form must then be forwarded to the Local Intelligence Office (LIO) for onward transmission to the DWP, who will normally refuse to divulge information for all but HIGH RISK categories of missing persons.

25. HUMAN TRAFFICKING

25.1 Missing Person Reports may be received relating to persons who are believed to have gone missing as a result of the activities of criminal trafficking groups. All such reports should be recorded as missing

persons and dealt with in accordance with this guidance. SID logs should be submitted where appropriate.

25.2 Officers should note that human trafficking victims can be vulnerable and maybe fearful of authorities as a consequence of their own experience of authorities from their own homeland or from what traffickers have told them.

25.3 Advice can be sought from Vice and Anti-trafficking Unit, Public Protection Unit, Crime Division or via email

26. CHILDREN MISSING FROM EDUCATION AND NHS MISSING FAMILY ALERT PROTOCOLS

26.1 Whilst it has always been the case that the police service may receive Missing Person Reports from a variety of sources, officers should be aware that recent changes to internal local education authority and National Health Service (NHS) procedures may result in an increase in the number of Missing Person Reports received from these sources.

26.2 In such instances, the date of report to police is likely to be different from the date of last sighting of the missing person(s). This latter date must be recorded as the date from when the person(s) is/are missing and, if appropriate, immediate achievement of long-term missing status considered.

27. ASYLUM SEEKERS AND REFUGEES

27.1 An asylum seeker is someone who asks another country to recognise them as a bona fide refugee and provide them with protection and material assistance. Asylum seekers who abscond from their allocated accommodation should not be treated as missing persons unless the circumstances giving rise to their disappearance dictates it should be treated as such.

27.2 Refugees are asylum seekers who have been given leave to remain in the UK and have the same rights and responsibilities as all UK citizens. The disappearance of any refugee should therefore be treated as a missing person.

27.3 It is not always possible to establish the true identity of the person or if they are intentionally missing in order to establish a new life in this country. When an asylum seeker is not where he or she should be, enquiries should be made by the agency having responsibility for him/her, before any report is made to the police. If the person is an adult, it should be ascertained whether there are any suspicious circumstances or any information that he/she has come to harm before he/she is considered to be missing. Young people can be extremely vulnerable and should be recorded as missing persons when their whereabouts are unknown. If such a young person is accompanied by an adult, consideration should be given to whether there is any cause for concern before deciding to take a Missing Person Report.

27.4 Consideration should be given as to whether the person is intentionally missing and seeking to avoid immigration procedures or repatriation, if there are any suspicious circumstances surrounding their disappearance or if they are the victim of human trafficking. In many cases, young people enter the country in possession of a mobile phone or a telephone number and use this to contact the traffickers who have brought them to this country. It must be remembered that, while they appear to be here willingly, they are often brought here by deception or coercion and honestly believe that they have no other option than to comply and that the authorities in the UK are their enemy.

27.5 Where a person has reported to the Immigration Service, United Kingdom Border Agency (UKBA), records will be kept of their fingerprints, photographs, personal details and information about their history, e.g. whether they were raped or tortured before leaving their home country.

27.6 Where a division is in possession of a Missing Person Report Force Form 5:8:1 for a person who has absconded and the data contained within the report would not be sufficient to identify the individual, then it is reasonable to put the case before a superintendent for a decision as to whether to close the Missing Person Report Force Form 5:8:1.

27.7 Any decision made should take account of:

Whether the missing person's identity is known

Whether there is identification material that could identify them if found

Whether there any likelihood of matching the person against a found person or body

Whether criminality is suspected

27.8 The Force asylum liaison officer (Community Safety, FHQ – out of hours via Force Overview) can be contacted for further advice in any instance.

28. RETENTION OF REPORTS/WEEDING

28.1 One file is to be maintained for current missing person forms in relation to all categories of missing, found, wanted persons, abscondee and escapees.

Once a missing person has reached long-term status and the form is of such a size that it is impracticable to retain it within the current missing person file, then it should be transferred to a long-term missing folder.

All missing person folders are the responsibility of the Area Commander and should be retained hard copy in a safe, secure and clearly identified location, or electronically within the appropriate 'O:\ drive 'folder.

28.3 All long-term missing person enquiries which are exhausted and subject to periodic reviews should be filed professionally and secured within an appropriate location. This will ensure that the paperwork is kept in a professional condition for future reviewers.

28.4 When enquiries have been completed, the forms are to be filed in a folder in alphabetical order. This will assist in the tracing of persons who persistently go missing or abscond.

28.5 Outstanding long term missing person enquiries must be retained indefinitely.

28.6 Documents relating to those missing persons who have been found should be retained for the current year plus six years from the date that the person was found.

29. PERSONS DECLARED LEGALLY DEAD

When a person has been missing for seven years or more, relatives can apply to the court to have the missing person declared legally dead. The office which collates this information is:

General Register Office for Scotland

Room 47

New Register House

Edinburgh

EH1 3YT

Tel: 0131 314 4467

www.gro-scotland.gov.uk

29.2 The SPOC for missing persons, based at Territorial Policing, will check the current Strathclyde Long Term Missing Person (LTMP) list with the General Register Office on a yearly basis to establish whether anyone on the list has since been declared legally dead. Any positive outcomes will be fed back to the division.

Should officers be made aware of this from the family during the annual review, then the full circumstances should be documented on a subject report to the Area Commander, detailing the following:

Court order details

Date missing person registered dead.

Confirmation that there are no longer any lines of enquiry.

Next of kin spoken to.

DNA obtained and submitted for profiling to ensure cross matching, should remains be located in the future.

A decision should be made as to whether the enquiry can be closed, based on the above information. If closed, the subject report, along with the Area Commander's supporting comments, should be attached to the Force Form 5:8:1, which will negate the need for future reviews. All paperwork should thereafter be packaged and filed as per Force procedures. Details of the closure of this investigation should be documented as per Section 30.5.

30. DIVISIONAL GOVERNANCE

30.1 Each division shall maintain a spreadsheet, retained within their divisional 'O:\ drive' missing person folder, which will fully document all current:

Long-term missing persons

Unidentified body or body parts

Persons declared legally dead.

30.2 The folder can be located within the divisional 'O:\ drive' via:

Divisional Bulletin – Divisional Guidance – Missing Persons – Untraced – Divisional Governance – Governance Spreadsheet.

30.3 Long-Term Missing Persons

All LTMP details should be documented on a section of this spreadsheet, detailing.

Full nominal details

Gender, Date of Birth (DOB), address

Sub divisional identifier

Date missing

Stage of the investigation

Date of next review

Next of kin

Location of paperwork

Force Form 5:8:3 submitted to IR and NPIA

DNA obtained and submitted for profiling.

30.4 Unidentified Body/Body Parts

All unidentified body/body part details should be documented on a separate section of this spreadsheet, detailing:

Sub divisional identifier

Description of body/part

Date found

Location found
Officer in Charge (OIC) of investigation
Current location of body/part
Location of paperwork
NPIA notified
DNA taken
Finger/palm prints taken
Dental impressions taken

30.5 Missing Persons Declared Legally Dead

Any persons declared legally dead should be documented on a section of this spreadsheet, detailing:

Full nominal details
Gender, DOB, address
Sub Divisional Identifier
Date missing
Date legally declared dead
Next of kin
Next of kin aware that active enquiry has ceased.
Area Commander authorising cessation of the investigation
Location of paperwork
NPIA updated.

I hope this information is helpful, however, if you are not satisfied with the way in which your request has been dealt with, you are entitled in the first instance to request a review of the decision made by the Force. Should you wish to request such a review, please write to Mrs Sheena Brennan, Information Manager at the above address within 40 working days of receiving this letter.

Once informed of the Review Panel's decision, if you are still not satisfied, then you are entitled to apply to the Scottish Information Commissioner within six months for a decision. Contact details are; Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS, telephone 01334 464610.

I would like to take this opportunity to thank you for your interest in Strathclyde Police. Should you require any further assistance concerning this matter please contact me directly on 0141 435 1204 quoting the reference number given.

Yours sincerely

Colette McFarlane
Freedom of Information Officer