

ViSOR Standards

Produced by the ViSOR National User Group
on behalf of the ViSOR user community.



ViSOR Standards

This document has been produced by the Home Office ViSOR team following consultation and agreement with representatives of the National Police Chiefs' Council (NPCC), Her Majesty's Prison and Probation Service (HMPPS), and Scottish Criminal Justice Social Work Organisations. It will be updated according to legislative, policy and system changes and re-released as required.

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Preface

The purpose of this document is to provide the Responsible Authority agencies within the United Kingdom with a common standard for the use of ViSOR.

It is essential that each individual agency ensures that it is compliant with these Standards.

These Standards will be used by the relevant Inspectorates and other internal audit units to validate the use of the system.

This document has been developed in consultation with the Responsible Authority agencies and is owned by the ViSOR National User Group.

Version Control		
Version	Date	Description Of Change
1.0	11.08.12	First release
2.0	27.08.12	Second version release
2.1	01.10.12	Amendments following review by CMG sub-group
2.2	09.10.12	Review Meeting 9th October
2.3	01.02.13	Final version for review by Review Group
2.4	04.02.13	Removal of track changes for Review
2.5	11.02.13	Additional Subject Access statement at Section 2.6
2.6	27.02.13	Final version for review by CMG 6.3.13
2.7	04.04.13	Completed version following CMG review 6.3.13
2.8	01.08.13	Incorporation of CMG feedback
3.0	15.10.13	Final version
3.1	12.02.14	First review and amendments
3.2	22.01.15	Review meeting 21st January 2015

1.

ViSOR Standards Framework

This section provides an overview of these Standards and places them within the context of other related guidance and documentation. It provides an operational framework for the interpretation of these Standards.

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1.1. Overview

ViSOR is recognised as a key tool in the effective management of offenders and other persons posing a risk of harm to the public. As a multi-agency system, its effectiveness is dependent on the quality and timeliness of information and intelligence recorded within it, along with consistency in the interpretation of that data.

ViSOR is a system that can be accessed by Police, prison and probation teams across the United Kingdom, along with Scottish Health Boards and Criminal Justice and Social Work teams in Scotland. The system allows for agencies to access up to date information about a ViSOR nominal, wherever that nominal may come to notice.

This document is provided to assist the public protection community through the provision of measurable standards of use and business behaviours. This will assist the community's quality assurance function, as well as providing a framework to support the requirements of the Service Inspectorates within each agency and jurisdiction.

1.2. Business Guidance

The current statutory guidance for the Multi-Agency Public Protection Arrangements (MAPPA) provides details of how the Responsible Authority agencies work in partnership in the joint management of relevant offenders.

Each Responsible Authority agency should refer to the current MAPPA guidance, which is available on the MAPPA website, for further information.

Other documentary information sources are available to assist agencies to use the system in order to effectively manage the different categories of ViSOR nominal. This can include Approved Professional Practice (APP) and other such material.

From time to time, individual agencies produce their own instructions on the usage of ViSOR which relate to their own specific characteristics and roles.

These are complementary to the ViSOR Standards and provide context for individual agency governance arrangements; however, any agency producing local guidance must ensure that it is compliant with these Standards.

1.3. ViSOR User Help Guide

Online help within the ViSOR application itself provides context-sensitive definitions and other information to assist in the use of each screen. The Central Point of Contact (CPC) within each agency area should be contacted by users who require additional support.

1.4. Application of ViSOR Standards

The ViSOR Standards provides all agencies with the business rules detailing how records must be created and maintained within the system. It is a requirement that all users have a working knowledge of the mutual responsibilities of the cooperating agencies.

For the purposes of this document, references to “MAPPA” should be interpreted as meaning any Multi-Agency Public Protection Arrangements within each jurisdiction.

In order for these standards to be meaningful and to be applied properly, it is necessary for all users and their managers to be familiar with the business guidance and to have a working knowledge of the functionality within the system itself.

Across the United Kingdom (UK) these Standards shall be considered the principal source of guidance in the use of the ViSOR application to support public protection.

All agencies using ViSOR are required to fully adopt and comply with these Standards.

Any non-compliance or variation of these Standards which cannot be resolved locally should be referred to the ViSOR National User Group Chair for resolution.

2.

Introduction to ViSOR

This section provides an introduction to ViSOR. It provides definitions of the categories of nominals whose details may be stored within the system and describes the governance arrangements of the system.

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2.1. Purpose

The principal purpose of ViSOR is to facilitate the general multi-agency public protection arrangements of agencies within the jurisdictions of the UK. ViSOR is the key facilitator of the business processes in this area.

ViSOR has evolved over time to include the introduction of other categories of offenders and persons into the system, for example Registerable Terrorist offenders and ****REDACTED**** offenders. These additions have been made in accordance with the principle purpose of the system, namely to ensure that the risk assessment and risk management of these nominals is supported by clear pathways for information sharing and co-operation between agencies, across the country.

The system continues to evolve to meet business needs through a network of user groups which recommends and prioritises enhancements to the application.

2.2. Security

ViSOR is classified as OFFICIAL-SENSITIVE (****REDACTED****).

A control set defines the policy for defining assurance of the adequate protection of Policing data and covers areas including (but not limited to) mobile device usage, clearance levels, asset management, access control, and physical, environmental, operations and communication security; ViSOR is considered to require **High** control set given the nature of the data and the risk to safety or life were a breach to occur.

****REDACTED****

This places specific obligations on users of the system and their organisations. Details of these can be found in the Accreditation Document Set (ADS) and System Operating Procedures (SyOPs). Local Information Security Officers (ISOs) will have copies of these documents and are responsible for local compliance and review of the requirements.

****REDACTED****

Users of the system are required to be vetted or security cleared or both, dependent on which agency they work for and which role they occupy.

2.3. Categories of ViSOR Nominal

ViSOR is used to manage offenders and other persons (all referred to as a ViSOR Nominal) who fall into the following categories and subcategories described below:

MAPPA	Non-MAPPA (sub-categories)
Registerable Sexual Offender	Potentially Dangerous Person
Violent Offender	Registerable Violent Offender
Other Sexual Offender	Registerable Terrorist Offender
Other Dangerous Offender	Sexual Risk Order
	REDACTED
	Domestic Abuse and Stalking

Details of the criteria for classification within each of the categories and sub-categorises are provided within the appendices at the end of this document.

For more detailed information on MAPPA offenders, users should refer to the current MAPPA Guidance for the relevant jurisdiction, which is available online.

To qualify for creation on and management within ViSOR each nominal must be placed within one of the above named categories. If the nominal does not meet such a criteria, they must not be added to the ViSOR system.

Every Live ViSOR record must be under active management. If there is no such active management of the relevant nominal, the ViSOR record must be archived.

In order for a Nominal to be subject to active management the following must be current.

The Nominal Record must be assigned to:

- A Central Point of Contact
- A Local Point of Contact
- A Supervisor
- A Manager
- A Partner (where appropriate).

A record that is actively managed must have a current:

- Risk Assessment
- Risk Management Plan.

All records that are actively managed must be validated and reviewed in accordance with nationally set requirements.

2.4. Key Role Responsibilities

This section provides details of the defined responsibilities of key roles.

2.4.1. Central Point of Contact

The Central Point of Contact (CPC) is the key person responsible for the use of ViSOR within a particular agency area, for example a Police area or specialist agency (e.g. ****REDACTED****), a probation area or a prison area.

Each agency area may only have one CPC. This person must be empowered to make decisions in respect of Nominal records and must have compliance oversight.

Police Service, Probation Service (England and Wales), Scottish Health and CJSW (Scotland)

The key functions for the CPC within a Police, Probation (England and Wales) and Scottish Health agency area are to:

- Authorise and monitor user access to ViSOR
- Allocate Nominals to other key roles, including Local Points of Contact (LPCs), Supervisors, Managers and Partners
- Be responsible for archived records, ensuring compliance with data protection legislation
- Assure the quality of area ViSOR records
- Bulk transfer records, as required
- Archive relevant Nominals
- Unarchive records and reallocate when they need to be managed again
- Delete records, when necessary
- Edit, add or delete any data for Nominals
- Transfer records to another agency or area and receive transfers from others; print records, as required
- ****REDACTED****
- Resolve duplicate records
- Produce statistical information
- Conduct audits of the usage of ViSOR and review compliance with the business rules as set out within this document.

Police Service Northern Ireland (PSNI)

The key functions for the CPC within PSNI are to:

- Authorise user access to ViSOR
- Assure the quality of contributions to their area ViSOR records
- Monitor ViSOR usage in their area
- Manage the ViSOR user profiles within their area
- Produce appropriate statistical information.

Prisons

The CPC key functions within a prison region in England & Wales are to:

- Authorise user access to ViSOR in conjunction with the prison ViSOR Lead
- Assure the quality of prison contributions to regional ViSOR Records
- Produce appropriate statistical information
- Monitor ViSOR usage in all establishments in their area
- Manage the ViSOR user profiles within their area.

The CPC key functions within in the Scottish Prison Service (SPS) are to:

- Authorise user access to ViSOR
- Assure the quality of contributions to area ViSOR Records and compliance with SPS minimum data set (Scottish ViSOR Record Management Standards)
- Produce appropriate statistical information
- Monitor ViSOR usage in their area
- Manage the ViSOR user profiles within their area.

All CPCs (except CJSW in Scotland) will be expected to attend their Regional User Group (RUG) meetings or arrange for a person with the same level of knowledge to attend in their place.

In Scotland one CJSW CPC from within each Community Justice Authority Area will be nominated to attend the Scottish Regional User Group on behalf of all local authorities within that Community Justice Authority Area.

2.4.2. Local Point of Contact

The Local Point of Contact (LPC) is the key person in a unit within a particular agency's area. **Each unit may only have one LPC.** The Prison Service does not use the LPC role.

The LPC key functions within a Police and Probation area are to:

- Allocate Nominals to Supervisors
- Assure the quality of unit ViSOR records
- Bulk transfer records as required
- Archive relevant Nominals
- Request removal of records from the archive when they need to be managed again
- Edit, add or delete any data for unit Nominals
- Transfer records to another agency or area and receive transfers from others; print records, as required
- ****REDACTED****
- Resolve duplicate records.

As the LPC token can only be assigned to one person, agencies may consider issuing others with the Central Support Token in order to facilitate some of the above actions.

2.4.3. Supervisor and Additional Supervisors

A supervisor ensures the effective management of ViSOR nominal's within the system. Each unit must have at least one Supervisor (excluding units within the Prison Service).

Supervisors within a probation (England and Wales) area may delegate any of these functions to their local ViSOR administrator, for the administrator to undertake them on their behalf. In instances where a Probation Risk Assessment or Risk Management Plan has been approved by an agency supervisor outside of ViSOR, the Probation administrator can system approve by adding "Administrative Approval Only" in the relevant comments box.

Where Visits, Risk Assessments or Risk Management Plans have been approved by CJSW (Scotland) outside of Visor, the Police Supervisor can system approve by adding "Administrative Approval Only" in the relevant comments box.

Supervisors must not carry out management activities on records for which they are the assigned supervisor.

One or more additional Supervisors can be assigned to a ViSOR Nominal Record, from any unit within any agency area. An Additional Supervisor can perform all the functions that a Supervisor can perform and receives the same set of reminders and messages. Note that it is not possible for the same user to be the Manager and Additional Supervisor for the same nominal.

The Supervisor key functions within an agency's area are to:

- Allocate Nominals to Managers and Partners
- Assure the quality of unit ViSOR records
- Bulk transfer records as required
- Request restoration of records from the archive when they need to be managed or included in current investigations
- Edit, add or delete any data for unit Nominals
- Transfer records to another area or unit and receive transfers from others; print records as required
- Review and validate entries where required, including approval, rejection of visits and Risk Management Plans
- Resolve duplicate records.

2.4.4. Manager (Police) and CJSW (Scotland)

The Manager is the practitioner who manages the Nominal record. This person is responsible for the collation and quality assurance of case records and is key to successful management of ViSOR records. Each Manager will manage multiple Nominals but no Nominal record can be both managed and supervised by the same person.

The Police Manager Key functions are to:

- Carry out or enter Risk Assessments and to produce effective Risk Management Plans
- Allocate Partners to the Nominals they manage
- Assure the quality of ViSOR Nominal records that they manage
- Request the archiving of Nominals that they manage
- Request restoration of records from the archive when they need to be managed or included in current investigations
- Edit, add or delete any data for Nominals that they manage;
- Print records as required.

2.4.5. Manager (Probation)

The manager is the administrator who manages the nominal record and is key to the successful management of ViSOR records. Each manager will manage multiple nominal records but no nominal record can be managed and supervised by the same person.

The Manager Probation/CJSW key functions are to:

- Upload data from other databases and other sources to nominal records
- Allocate partners to the nominal records they manage
- Request the archiving of nominal records they manage
- Request restoration of records from the archive when they need to be managed or included in current investigations;
- Edit, add or delete any data for Nominals that they manage.

2.4.6. Partner

The Partner role is designed for practitioners from any of the Responsible Authority Agencies to assist the Manager in the maintenance of the Nominal record and to allow effective management of the Nominal. Partners are usually allocated by a Nominal's Manager or Supervisor and can also be allocated by a Nominal's LPC or CPC.

Each record may have multiple Partners. Partners are expected to:

- Assure the quality of their contributions to ViSOR Nominal records;
- Add any data for Nominal records they are partnered to;
- Edit information they have entered on Nominal records; and
- Print partnered Nominal records as required (Police only).

2.4.7. Creator

Creators are only granted access sufficient to create basic Nominal records in accordance with agreed minimum standards (see Minimum Data Set).

Creators are expected to:

- Ensure that a record for the relevant Nominal does not already exist prior to creation;
- Record the reason for creating the record within activity logs.

2.4.8. HMPPS Offender Manager

Each Probation area (England and Wales) must identify within the ViSOR record the HMPPS Offender Manager who is responsible for the supervision of the offender. During the custodial period of the offender's sentence it will be the Prison Offender Manager and 10 months prior to release the management will transfer to the Community Offender Manager. All nominal records with Probation Service statutory involvement must have an identified HMPPS Offender Manager recorded.

2.4.9. Roles and Tokens

All the above roles require tokens to be set within the system in order for users to undertake the relevant tasks, details of which are contained within the Help functionality on ViSOR.

3.

Use of ViSOR Data

Reflecting the sensitive nature of the information and intelligence contained within it, the highest classification of ViSOR information that you may process or store on this system is OFFICIAL-SENSITIVE.

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Requests under the Data Protection Act 2018 and/or the Freedom of Information Act 2000 for information contained within ViSOR, such as a Subject Access Request, will need to be considered on a case by case basis.

As ViSOR is a multi-agency system, the information within it may not be solely owned by a single agency. The originator of the information remains responsible for the ownership of it and it cannot be disclosed by another agency without the permission of the owning agency.

Any Subject Access Requests for ViSOR information must be directed to the CPC in the first instance. The department within each agency who are responsible for freedom of information requests will then be engaged with accordingly.

As prisons are always partners (not owners) of ViSOR nominals, prisons will never be in a position to facilitate a subject access request to ViSOR records. Contact the ViSOR owner (Police or Probation) and await their instructions on how to proceed.

Requests made for MAPPA information under FOI legislation should be referred to the MAPPA Coordinator for the relevant jurisdiction. The MAPPA guidance will be considered alongside the legislation governing the release of information, to include the exemptions that may prevent release of information.

These exemptions may be for the following reasons:

- a. Investigations and proceedings by Public Authorities (S.30(1)(B))
- b. Health and safety (S.38)
- c. Personal information (S.40)
- d. Information provided in confidence (S.41)

Further advice can be obtained from the Information Commissioner's Office.

Whilst it is recognised that the ViSOR data is classified up to OFFICIAL-SENSITIVE. It is accepted that information relating to a Nominal, other than intelligence and dissemination-restricted information, may need to be replicated on other systems that may be accredited to OFFICIAL level.

****REDACTED****

4.

Data Input Standards

This section defines standards for the entry of data into ViSOR. For further information, review the online HELP function within ViSOR.

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4.1. Types of Data Entry fields

There are two general ways in which data fields in ViSOR are populated. For some fields, users are presented with a list of values (drop-down lists) from which they can choose the relevant item. For other fields users are expected to enter data as free text. In the former case, the user is constrained to values presented by the system itself. For further information on individual fields see the online HELP function within ViSOR.

4.2. Mandatory Items

All mandatory fields are indicated by a red asterisk (*) and must be completed. If a user fails to enter data in a mandatory field, the user will be warned that he or she must enter the relevant data in order to continue. It should be noted that the entry of data into one field might alter those fields that become mandatory later on the same page.

4.3. Abbreviations

Abbreviations should not be used, except for those defined in Appendix V.

4.4. Names

For all MAPPA category 1 Registerable Sexual Offenders, the primary name is that which is last notified by the offender as part of their requirement to notify under the Sexual Offences Act 2003, or is their legally acknowledged name.

****REDACTED****

****REDACTED****

****REDACTED****

For any type of offender that has a legal obligation to notify the Police of their name as part of any notification requirements or court order, the primary name is to be recorded in the same way as described above for a Registerable Sexual Offender.

Likewise any names used on social media or other digital platforms need to be recorded within ViSOR to ensure that they are searchable.

4.5. Addresses

****REDACTED****

Users should always first try to link to an existing known address and only create a new one where there is not an appropriate address within the database.

When searching for an address to input users should use the postcode wherever possible. Where the address sought is returned, this should be selected by the appropriate hyperlink.

Where no matching address is returned, an option is provided to create a new address from the information provided in the search field. Before doing this, users must ensure that all available information is entered in the appropriate fields.

****REDACTED****

Where addresses need to be entered in free text fields along with other text, they should be entered in Title Case.

An example of a correctly-formatted address would be:

Flat 2/1
123 Main Street
Anytown AT12RN

Punctuation and abbreviations must not be used. For example, Street should be used, not St, and Avenue rather than Ave.

Where an address is recorded as No Fixed Abode (NFA), the point of contact (location where the Nominal may be able to be located) must be detailed within the comments field.

4.6. Dates

Most dates are presented as a list of values for the user to select. Where it is necessary to enter a date into a text field, the format must be dd/mm/yyyy. For example; 7th June 2011 would be entered as 07/06/2011.

Within free text fields we apply the standard of using the UK format (dd/mm/yyyy) in order to ensure that, during a free text advanced search, items will be returned in this format.

4.7. Times

On occasions when a time needs to be entered into a free text field, it must be entered using the 24-hour clock, without a colon between the hours and minutes, followed by a space and the word 'hours'. For example, 3:27pm would be entered as '1527 hours'. Periods of time will be entered in an identical form and interspaced with the word 'and'. If the user wished to indicate the period between 9:14am and 7:46pm, he or she would enter 'between 0914 hours and 1946 hours'.

4.8. Reference Numbers

All reference numbers containing alphabetical characters (letters) will be entered in UPPER CASE, without spacing. Examples of such references are driving licence numbers, vehicle registration marks and National Insurance numbers.

Where reference numbers are entered in free text fields, the user should provide a suitable descriptor, where appropriate, which will identify what the number refers to, for example 'National Insurance number WX546789X'.

Where only partial details are known in free text fields, the user should provide a suitable descriptor, which will identify it as such. For example 'partial telephone number 435654'.

4.9. Vehicle Registration Marks

In free text fields, the abbreviation 'VRM' may be used to indicate Vehicle Registration Mark.

The colour, make and model of a vehicle may be recorded in a standard format, being the colour in lower case, the make and model in Title Case, "VRM" and then the actual VRM without spacing, dashes or other punctuations, for example; 'red Ford Escort VRM SA51XCS'.

4.10. Telephone Numbers

Telephone numbers must be entered without spaces or other punctuation. Examples of valid entries would be 01234567890 or, if an international code is required, +441234567890 (where +44 is the international code and the leading zero of the telephone number is omitted), when placed in a field dedicated to telephone numbers.

4.11. Criminal Record / Intelligence Reference Numbers

In free text fields, all Criminal Record, Intelligence and Case Management System Reference Numbers are entered in UPPER CASE with the use of the oblique/slash ("/") being permitted. Such reference numbers must be prefixed with the appropriate designator and no spaces, for example CRO2343/98Y or PNCID 98/12343.

4.12. Information on Attachments

All relevant information known about a nominal must be entered into ViSOR at the earliest opportunity. ****REDACTED****

It is critically important that, where an Attachment exists for a particular class of information, the relevant information must be entered into that Attachment. For example, if a vehicle is referred to in an Activity Log, then the details of that vehicle must be logged within the Vehicles Attachment. This is to facilitate searching within the system.

5.

Record Management Standards

This section defines the standards for the creation, archiving and deletion of ViSOR records. It sets out the obligations of the Responsible Authority agencies, defining minimum data requirements, record ownership regimes and target timescales.

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5.1. Record Creation

For a record to be created and managed within ViSOR there must be an audit trail detailing the reasoning and authorisation for the record creation.

Where the Nominal record is being created as a Registerable Sexual Offender (RSO), a Violent Offender (VO), Registerable Terrorist Offender (RTO) or an Other Sexual Offender (OSO), there will be a court conviction or Police caution with the corresponding certificate of conviction/caution or, in the case of an RSO, relevant notice of notification for a qualifying offence.

Where the Nominal record is created because an offender has been identified as an Other Dangerous Offender (ODO), the minutes of the MAPPA meeting will clarify the relevant previous conviction or caution or both and the nature of the current behaviour that has led to this decision.

Where there is a requirement for an offender to be managed outside the above relevant categories, this will be done via the relevant Potentially Dangerous Persons (PDPs). Registerable Violent Offenders (RVOs) ****REDACTED****

The PDPs may also include those persons who are not RSOs but are required to be recorded on ViSOR because they are subject to a court-issued Risk of Sexual Harm Order (RoSHO) or a Sexual Risk Order (SRO) or subject of Disqualification Orders.

The following sections outline whose responsibility it is to create a ViSOR record and the action that should be taken after creation to ensure the timely and effective management of the Nominal.

5.1.1. Registerable Sexual Offenders (MAPPA Category 1)

The record will be created by the prosecuting Police Force following the receipt of a certificate of conviction, caution, reprimand or warning. The Force applying for a Sexual Harm Prevention Order upon civil application will be responsible for creating the record should the order be granted.

The prosecuting Police Force will be required to ensure that all relevant prosecution information is up-to-date in relation to the case that has made the Nominal the subject of ViSOR management.

Where the Police Force creating the record is not the Force area where the ViSOR Nominal is resident they will then transfer the record to the Police Force where the ViSOR Nominal is resident.

There will be occasions where the ViSOR record-creating Force, the prosecuting Force (**REDACTED**) and the Force where the Nominal is resident are three different Forces.

Police Case Study

An offender who is resident in West Mercia Police area is arrested and processed for a sexual offence by British Transport Police within the Lincolnshire Police area and convicted at Lincoln Crown Court.

****REDACTED****

It is vitally important that the record is created on receipt of relevant information and transferred to the Force where the Nominal will be managed.

For RSO's in the community in an area different to the area creating the record, the record will be accepted as soon as possible, but the creating area remain responsible for all the minimum data set is completed without delay.

In cases where the Nominal is sent to prison by the court the same logic will apply. The resident Force will be determined by the last known address given to the court. If an offender states that he or she is of no fixed abode at conviction, the Force area where the convicting court is located will be responsible for the creation and ownership of the ViSOR record.

During the period where a ViSOR Nominal is in custody the identified home Force (conviction address as above) will accept ownership of the ViSOR record and will be responsible for the management of that Nominal.

5.1.2. Violent and Other Sexual Offenders (MAPPA Category 2)

The Probation Service are responsible for creating and managing ViSOR records for MAPPA Category 2 offenders, irrespective of which agency is managing the case (i.e. whether it be the Probation Service themselves, the Youth Offending Service (YOS) or Mental Health Services).

The YOS and Mental Health professionals must provide the necessary information required by the Probation Service without delay to ensure the record can be created.

ViSOR records for MAPPA Category 2 offenders must be created as soon as they are accepted into MAPPA level 2 or 3. The responsibility for creating the record will be with the Probation Service area who own the statutory management of the offender.

Prior to December 2017, the Probation Service only had to create and manage ViSOR records for MAPPA level 2 offenders who were subject to MAPPA level 2 or 3 management. Following a Memorandum of Understanding between the Executive Director of the National Probation Service and the National Police Chiefs Council lead for the Management of Sexual Offenders and Violent Offenders at that time, the Probation Service will be responsible for creating and managing records for Category 2 MAPPA offenders managed at level 1. The relevant Police areas will be partnered to the record accordingly.

****REDACTED****

5.1.3. Other Dangerous Offenders (MAPPA Category 3)

It is the responsibility of the Probation Service area (England and Wales) to create and manage ViSOR records for MAPPA Category 3 offenders who are under their statutory supervision and managed within level 2 or 3. There is no MAPPA level 1 for MAPPA Category 3 offenders.

In addition, when a MAPPA Category 2 offender's period of supervision ends whilst they are under MAPPA level 2 or 3 management, the Probation Service area will remain responsible for the maintenance of the ViSOR record for that offender. For all other Category 3 MAPPA offenders it will be the responsibility of the Police area where the MAPPA level 2 or 3 process is being undertaken to create and maintain the ViSOR Record.

In Scotland the CJSW team of the relevant local authority has responsibility to create and manage ViSOR records for MAPPA Category 3 cases where the offender is under their statutory supervision.

5.1.4. Potentially Dangerous Person (PDP)

The definition of a Potentially Dangerous Person (PDP) is:

"A person who is not eligible for management under MAPPA but whose behaviour gives reasonable grounds for believing that there is a risk of them committing an offence or offences that will cause serious harm".

A PDP must only be created on ViSOR following the formal ratification of such a status for a named person, by a Police Officer not below the rank of Inspector. The PDP process is Police managed, so they are responsible for creating and maintaining the record for PDP's residing in their area. The record will be created by the Police Force that has ratified the nominal as a PDP.

5.1.5. Sexual Risk Orders (SRO) – England and Wales

Nominal's subject to Sexual Risk Orders will be created as a PDP by the Police Force who secured the order. The provisions set out within section 5.1.1 must be replicated for nominal subject to SROs, where relevant.

If they are convicted of a breach of the order, they will become subject to the full notification requirements for the length of the order and their ViSOR category will become Registerable Sexual Offender.

****REDACTED****

The record is created from the date that the order is made and remains active for the term of that order.

The police force for the area where the nominal subject to the SRO resides are responsible for the ownership of the ViSOR record and the management of the nominal.

SOPO/RoSHOs issued by Scottish Courts are not governed by ASBCPA 2014 and so continue to be issued.

5.1.6. Registerable Terrorist Offenders

The creation of the ViSOR record for Registerable Terrorist Offenders (RTO) is the responsibility of the Police area where the offender was prosecuted and made subject to the notification requirements. If the offender lives in a different area to where they were prosecuted, the transfer process as detailed for Registerable Sexual Offenders shall be replicated.

The ongoing maintenance and management of the record will be for be the responsibility for the Counter Terrorism policing team that covers the location where the offender resides.

****REDACTED****

If the RTO is also a MAPPA offender under any category, the provisions for creation and maintenance will be as detailed for MAPPA offenders. The MAPPA category takes precedence on ViSOR.

5.1.7. ****This page has redacted****

5.1.8. ****This page has redacted****

5.1.9. Creating the record

Best practice states that in order to prevent duplication of records within ViSOR, user must conduct a ViSOR Find Nominal search before the creation of any Nominal record (this must include those nominals returned on the Archive tab). User's should search both ViSOR and the Police National Computer (PNC), using the PNC id number (where known) or other details available for the required fields. In doing so, it should be recognised that possible matching records might be missed if additional details are entered. The best practice would be to enter minimal details for the initial search and supplement them if too many results are returned.

If the Nominal already exists on ViSOR (live or archived), contact should be made with the existing CPC and agreement reached over who should be primarily responsible for owning the record. This decision may be influenced by geographic, legislative or operational considerations.

Where no record exists on ViSOR but one already exists on the PNC and that record has been verified as correctly pertaining to the Nominal in question, then that record should be selected and the details copied across to ViSOR using the system's functionality.

Where no record exists on either ViSOR or the PNC, the system will prompt the user to create a new record from the information provided. Only when users are satisfied that no record already exists on ViSOR or the PNC should this option be selected.

Where a Nominal has been created from a PNC record, all data transferred to ViSOR should be verified for correctness and completeness against information already held, for example; correct Ethnicity and Nationality.

Where there is disagreement between agencies about who has responsibility to create an initial record, the CPCs should attempt to resolve the disagreement directly between themselves making reference to these standards. If this is not possible, relevant agency leads should first try to resolve between themselves and only in exceptional circumstances should the matter be referred to the NUG chair to resolve.

All Nominal records require validation to ensure that sufficient information has been obtained to initiate management activities.

If the record is to be transferred, non-validation will not prevent this transfer taking place, please refer to section 4.8.

Historically some areas would create ViSOR records at point of charge, rather than after conviction. This is no longer approved practice and at the authority of the chair of the National User Group these records have been deleted.

5.2. Record Ownership

****This section has redacted****

5.3. Prison Service Responsibility as Partner Agency

The receiving prison (in Scotland this will be the Prison Directorate) will, as part of their reception process, check whether an offender is a MAPPA eligible offender and ensure that this is flagged on their case management system. The prison must ****REDACTED**** of the offender's reception into their establishment request partnership, un-archiving or creation of the offender on ViSOR.

The Prison Service are responsible for ensuring that they update any Attachment as relevant, but they must always ensure that the Custody Attachment is updated with key dates and licence conditions, when they are set. The Prison Service is responsible for ensuring that relevant information/intelligence held by them (including security information) pertaining to the risk posed by, or posed towards, the offender is uploaded to ViSOR for the attention of the Supervisor, Manager and HMPPS Manager.

When an offender moves prisons it is the responsibility of the transferring prison to notify the Supervisor, Manager and HMPPS Manager of the transfer and new location. The nominal record must be updated prior to transfer by way of an Activity Log entry confirming the updates and the transfer information. The Activity Log must be assigned to the Supervisor, Manager and HMPPS Manager. The transferring prison should request partnership removal when they completed their transfer updates.

The receiving prison must request partnership on reception or ****REDACTED**** of arrival. Once partnership has been granted, the receiving prison must complete the initial mandatory minimum dataset. Record owners must not remove HMPPS partnerships until Licence Conditions, relevant release dates and any further release information have been updated.

In Scotland, ViSOR records DO NOT transfer between establishments and are managed centrally. All attachments are updated in accordance with any prisoner movement.

REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED

5.4. Record Updates

Each user agency is required to enter onto ViSOR any information it holds or is aware of that is relevant to the management of a Nominal. This should be done ****REDACTED**** of the receipt of that information or sooner in cases where action may need to be taken as a result of that information. Where a Manager, Supervisor, LPC, Partner or CPC relationship with the Nominal exists, the information must be entered directly into the appropriate part of the record. Consideration should also be made as to whether other users involved in the management of the offenders require notification or whether the change requires documenting. In these cases an activity log should also be created.

When an Activity Log is created or other information is entered into a dedicated ViSOR field, there will be the ability to grade the information using the current intelligence grading model. All entries made will be required to have the provenance fields completed.

5.5. Ownership of ViSOR records – Police owned

The physical ownership of a ViSOR record is an administrative process dictated by where the nominal is resident (or has notified residence in accordance with statutory obligations) and does not necessarily indicate which Force or area has the responsibility to manage the risk at any given time. The Force or area where the offender is physically present or where the relevant location is sited will always have the responsibility for managing any risks associated with that person or location. The definition for “Home Address” in the Sexual Offences Act 2003 for the purposes of the notification requirements is *“the address of his sole or main residence in the United Kingdom, or, when he has no such residence, the address of location where he can be regularly found”*.

For this reason it is important that Force’s work together to communicate effectively at the first available opportunity and ensure partnerships are granted for all relevant ViSOR users. Initial contact should always be made via the details contained within the National Contact List for the relevant Force, either by telephone or email as appropriate.

Although not an extensive list, below are some examples of how multi-force working should be achieved. Any disagreement should be resolved via the CPC’s involved, using these Standards accordingly.

If the CPC’s cannot reach an agreement, nor can it be achieved via more Senior Officers/Staff within each Force, then the matter should be referred to the National Policing Lead for ViSOR for arbitration and resolution. This should always be seen as a last resort.

5.5.1. Additional addresses

When a nominal notifies an additional address in another Force area the owning Force should immediately make contact with the Force in which the address is located using the details contained within the National Contact List. The owning Force should make relevant partners to the ViSOR record and where possible provide details of the Nominal’s connection to the address and any other information known about the circumstances of the notification.

In most circumstances the owning Police Force will remain unchanged however some circumstances may require further consideration. The decision regarding ownership of the record should always be made by the CPCs for the respective Forces making reference to this standards document and with consideration of where the offender is spending the majority of their time. It will not always be a simple matter of, for example, the offender spending 3 days in 1 location and 4 days in another, it will be about understanding the context around their presence in a particular area and determining where he/she can best be assessed and managed.

The below are some examples;

- Offender released on court bail to live and sleep at address in new area, with conditions not to reside at previous address – record to be transferred to new area as the former address can no longer be registered as a “home address” due to the bail conditions.
- Nominal staying several nights a week in a different area for work purposes – record to remain with owning Force but the force where the secondary address is located to be made partners. Both Forces to liaise to ensure any risks at both locations are addressed.
- Nominal registering new term time address whilst student – record to be transferred to new Force area whilst residing in that accommodation.

5.5.2. Hospital admissions

When a nominal is admitted to hospital under the Mental Health Act the following will apply and replicates the provisions for the nominal in prison.

- Hospital Order with or without restrictions – no unescorted leave - retained by Force in which offender normally resides or where the Court address is located for those NFA. The ViSOR record is not transferred to the area where the Hospital is located.
- Hospital Order with or without restrictions – unescorted leave - retained by Force in which offender normally resides or where the Court address is located for those NFA, but relevant partners made for Force area in which the hospital is located. The ViSOR record is not transferred to the area where the Hospital is located.
- Hospital Admission under Mental Health Act other than by Hospital Order retained by Force in which offender normally resides or where the Court address is located for those NFA, but relevant partners made for Force area in which the hospital is located. The ViSOR record is not transferred to the area where the Hospital is located.

The ViSOR record will only be transferred to the Force where the Hospital or Care Facility is located (for any type of such establishment) if the nominal's residence there and access to the community triggers a statutory requirement to notify their address to the Police.

5.5.3. No fixed abode – Offenders that are subject notification

If a nominal moves to an area and notifies to the local Police area as being 'NFA', the new area where he is resident will receive transfer of the record and manage the associate risk. The record must be transferred and accepted ****REDACTED**** of the notification being received. The ViSOR record must follow the nominal's journey.

That said, some nominal's regularly notify in different areas on a very regular basis and in these scenario's there should be swift communication between CPC's to determine how the record is transferred and to whom. If the NFA nominal has already notified at a new area (Force 3) before a previous transfer has been completed (Force 2), the originating Force (Force 1) should re-direct the transfer to the current Force responsible for the record (Force 3).

If the transient nominal is 'Wanted' for criminal offences (for example a further sexual offence or theft related offence) and has no specific links to the other areas and is travelling through multiple locations, a multi-force plan should be agreed between each affected area to ensure that all necessary action is taken to locate and detain them. The movement between areas must not be a restriction on the Police being able to manage the risk.

5.5.4. New convictions

Where an offender has been convicted, but gives an address at court in another Force area, the responsibility for creating and maintaining a ViSOR record is with the investigating Police Force. The record should be completed to the minimum data set as set out in this document prior to transfer. In addition the Force where the court address is located should be contacted immediately upon receipt of the Court certificate and relevant partners made.

Where the offender is in custody then record should be accepted by the Force with responsibility for the address given at court.

Where an offender is at liberty the record should be accepted ****REDACTED**** of the address being registered.

Should the offender not register any address the investigating Force will circulate the offender as wanted and the crime transferred to the Force in which he is found to be residing once located.

In the event that a Nominal record has not yet been created on ViSOR and the Nominal crosses a border into another area, it is not acceptable to notify the receiving agency/area without the creation of a validated Nominal record by the agency/area that holds the relevant information.

5.5.5. Prison releases

Similar to above where information is received of an offender being released from prison to another Force area the current owning Force will make contact with the Force covering the release address at the earliest possible opportunity and ensure relevant partners are made.

The ViSOR record should be checked and ensure that the minimum data standards have been met as detailed within these Standards, within the Transfer of Records section 7.

The receiving Force will accept the record ****REDACTED**** of the address being registered. Should the offender not register any address the investigating Force will circulate the offender as wanted and the crime transferred to the Force in which he is found to be residing once located.

5.5.6. Temporary releases from Prison

Where a nominal is subject to temporary release from a custodial or secure hospital setting, unless a notification requirement is triggered, then ownership of the record stays with the current owner.

5.6. Record Searching and Viewing

In every case where Find or Search functionality is used, a reason must be entered, in plain English, explaining why the query was necessary.

Explanations for searching or viewing a record must not be non-specific phrases such as: 'Survey', 'PNC Check', 'Admin', 'Enquiry', 'In Custody', 'MAPPA', 'Stats', 'NIL', 'acronyms' or 'Operation Name', unless these are accompanied by a short plain English explanation.

Where a user accesses a record on behalf of another individual or a third party, full details of the individual or third party must be included in the explanation / reason given, such as: "Sue Smith accessed this record on behalf of John Jones (Senior Probation Officer) to establish the current address of this Nominal".

6.

Managing Nominals who are WANTED/MISSING/ LIVING OR TRAVELLING ABROAD

This section gives an overview of the responsibilities for nominals whose location may not be known or are overseas at any time.

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This section gives an overview of the responsibilities for nominals whose location may not be known or are overseas at any time.

6.1. Overview of categories

The following scenarios detail common categories of offenders who are wanted/missing and/or overseas, for each category there is a suggested process that should be adopted on ViSOR.

****This section has been redacted ****

- **DEPORTED**

Deported nominals must NOT be archived. The nominal record should be amended to reflect the fact that they are deported. Once their notification period ends, then they should be archived.

****This section has been redacted****

6.2. Ongoing reviews of RSOs who known or believed to be abroad

****This section has been redacted****

6.3. RSOs travelling abroad or offending abroad

It is a Police function to record changes to details prescribed by notification requirements. This will be as a result of the notification of the change to the Police by the RSO. Changes to the notified details must be completed within 3 days of notification being made to the Police.

Information received by other agencies relating to notifiable details must be entered via an Activity Log for the attention of the Police Manager ****REDACTED**** of receipt.

In cases where an RSO makes notification of an intention to live outside the UK (and is known to have left the country) and is not subject to an Order preventing travel or relevant licence conditions, the Police Force must change the Nominal's location to Resident Outside the United Kingdom.

Where an RSO travels without making the relevant notification or is subject to an Order preventing travel or to relevant licence conditions, the record will be amended with the Wanted/Missing Attachment being completed in full and the Location will be changed to Whereabouts Unknown and the Status will be changed to Wanted.

Section 72 of the SOA 2003 (England and Wales) makes it an offence for a UK national (or resident) to commit an act outside the UK which would constitute a relevant sexual offence if done in England and Wales. Proceedings may be brought against the person in England and Wales for that sexual offence as if the person had done the act there. The equivalent legislation for Scotland is Section 55 of the SO(S)A 2009 and Northern Ireland is Section 76 SO(NI)O 2008. Should any offender be convicted in such away, it must be highlighted as such in the convictions tab so that this data is retrievable.

6.4. Wanted/Missing Nominals

Whenever a ViSOR Nominal is known to be wanted, for example for failure to comply with notification or supervision requirements, escape from prison etc., the ViSOR Wanted/Missing Attachment must be completed. **This is a mandatory attachment.**

With effect from v20.0 it is not necessary to set the Wanted/Missing warning marker (ViSOR flag) or change the Status to 'Wanted', as the system will automatically activate these fields on completion of the Wanted/Missing Attachment.

All fields, where information is available, must be completed within ****REDACTED**** of becoming aware that a nominal is wanted.

Prison Staff must advise the nominal Offender Manager by telephone or email as soon as practicable, and provide relevant information to ensure the nominal manager can update the Wanted/Missing Attachment.

When a Nominal has been located, the Date Resolved field must be completed ****REDACTED****. This will clear the Wanted/Missing warning marker and the Status will be returned to compliant. **Do not delete the attachment.**

Nominals that are wanted for breaching their notification requirements may be archived when they reach the end of their notification period on a case by case basis but only after a decision has been reached that there is no likelihood of a prosecution occurring. Liaison with CPS may be necessary in making this decision. Where a decision to archive is made in this context it is essential that the ViSOR record is updated to reflect this decision and the W/M entry removed from PNC and your local Management Systems.

Nominals that are wanted for any other reason must not be archived until the offender has been located and the matter has been resolved.

7.

Record transfers

This section provides details of the procedures for ViSOR users to follow when a ViSOR nominal moves areas.

7. Record transfers

This section provides details of the procedures for ViSOR users to follow when a ViSOR nominal moves areas.

7.1. Record transfers

(Police owned records RSO,RVO, RTO, PDP, SRO **REDACTED****)**

When an offender or other ViSOR nominal moves area it is essential that the record is transferred promptly to the Force area where the offender resides or resides for the majority of the time (see additional addresses) and that both Forces communicate effectively to manage the risk during transfer. This could be as part of a statutory notification requirement or other means, for example a bail address. This is also relevant for nominals not subject to any statutory direction to reside at a particular address or a requirement to notify their address but choose to move elsewhere. Police could become aware of information that the nominal is resident in a new area (for example, ****REDACTED**** or PDP who decide to leave their current home area of their own free will) and so swift transfer of the record is required.

Where it becomes known that a nominal intends to move away from the area that currently manages them the new area should immediately be contacted, using the details contained within the National Contact list. The new area should be made partner of the record until the nominal has registered their new address.

7.2. Record transfers for offenders already subject to management in the community (Police records)

Where a nominal has already been subject to management in the community. The ViSOR user undertaking the transfer must ensure that the following requirements are completed (where available) before a ViSOR record is considered to be ready for transfer to another.

- The record is validated
- All data is correct and entered to the standards set out within this document
- Any data cleansing required has been completed
- A current Risk Assessment and Risk Management Plan is included and approved
- Details of the index offence are included, along with any other relevant convictions
- A synopsis of offending, relationships, general conduct with the relevant agencies and any current concerns with behavior are included where such information is known (if not on the current RMP)
- A current photograph should be added
- A Modus Operandi
- Case Summary (MG3 or MG5) Certificate of Conviction and any relevant Orders
- Any adverse intelligence or impending investigations are updated

7.3. Record transfers for offenders who have not been subject to management in the community (Police records)

****This section has been redacted****

In addition to the above for either scenario any data cleansing required should be completed, any adverse intelligence or impending investigations updated and any Supervisory Instruments added. In either case absence of any of the above, with the exception of the minimum data set, should not stop the transfer, however the responsibility to obtain and populate the missing data rests with the transferring Force.

The transferring Force should also review all partnerships and ensure only those required for ongoing management issues are retained. This is especially important when data is incomplete or there are ongoing cross border management issues.

The receiving area must accept the transfer request within 7 days and complete its own Risk Assessment review in light of the Nominal's change in circumstances, considering all the factors current at that time.

In all cases, **a Manager must be allocated within 7 days of accepting transfer** of the record.

7.4. Offenders at National Probation Service Approved Premises

When an offender registers at an Approved Premises in another force area, the owning force should transfer the Visor record to that force for the duration that the offender is there. The original force will remain partners on the record as the offender will normally be still under the original forces MAPPA. When the offender moves on, the record will be transferred as normal.

If the offender is recalled from the approved premises, the Visor record will be transferred back to the original force area. (The Approved Premises address will not be used as his last registered address).

7.5. No fixed abode and Cross Border activity (Police records)

When a nominal notifies in a new area as NFA, the record will be transferred in accordance with the rules set within this section at 7.2 and 7.3. In addition, there is further information about oversight of nominal who are NFA within sections 5.5.3. On the very rare occasion that a nominal continually moves to different areas on a weekly basis, professional agreement should be sought on who is best placed to own the risk management/ViSOR record, as such transient behaviour should not hinder the oversight of the offender through a lack of ownership of the case. ****REDACTED**** The force where the RSO is present at a particular time will be responsible for managing the risk in that moment. That said, once the nominal has remained at a particular location for more than a week then the record will be transferred to the new area.

In the event that a Nominal record has not yet been created on ViSOR and the Nominal crosses a border into another area, it is not acceptable to notify the receiving agency/area without the creation of a validated Nominal record by the agency/area that holds the relevant information.

7.6. Temporary release from custodial sentence

Where a nominal (RSO, RVO, RTO) is subject to temporary release from a custodial or secure hospital setting, unless a notification requirement is triggered, then ownership of the record stays with the current owner. However, the other relevant Police Force may be made a partner to the record.

7.7. Transfers (National Probation Service)

When a formal transfer has been confirmed between probation areas the transferring area should offer the ViSOR record to the receiving area.

7.8. Summary of transfer rules (all agencies)

Created by	Transfer to	Transfer by	Accept by
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED

Where there is disagreement between agency areas about who has responsibility to accept or initiate a transfer, this must be referred to the National Policing Lead who will provide up-to-date information with respect to arbitration and resolution of the disagreement. This must only be as a last resort and areas must make every effort to reach an agreement first. **Individual Forces cannot formulate their own policies on transfer outside of these Standards**, the record must be accepted in accordance with information contained within this section, namely ****REDACTED**** of transfer request.

8.

Record Closure and Restrictions

When a Nominal is no longer managed within MAPPA or as a non-MAPPA case (for example, the requirement to notify as a Registerable Sexual Offender has expired, or Category 2 MAPPA offender is no longer under supervision and not managed within level 2 or 3) the ViSOR record must be archived by the CPS or other designated person.

8. Record Closure and Restrictions

8.1. Overview

When a Nominal is no longer managed within MAPPA or as a non-MAPPA case (for example, the requirement to notify as a Registerable Sexual Offender has expired, or Category 2 MAPPA offender is no longer under supervision and not managed within level 2 or 3) the ViSOR record must be archived by the CPS or other designated person.

A closing Risk Management Plan should be created by the Manager and approved by the Supervisor. The Risk Management Plan will detail the facts that the person is no longer under any statutory supervision/active management, that all risks have been reviewed and are not considered significant and that under the circumstances there are no other concerns that would require the individual to be the subject of further management.

Note that the Nominal category should not be changed during this process. For example; an RSO remains set to that category but the status will automatically change to Archived when the record is archived. A red marker (Archived) will show on the top right of the record indicating that the record has been archived. As Visor is linked to PNC, the PNC Visor marker will automatically be updated indicating that the record has been archived.

When prompted by the system, the CPC of the holding agency area should review the record 2 years following archiving and then every subsequent 10 years from the archive date to ensure relevance and accuracy.

When a record is required to be restored from the archive the relevant CPC should be contacted to arrange the restoration and the record can be unarchived.

8.1.1. Setting an Archive Date — Registerable Sexual Offenders

Once a record is created although the system suggests an archive date in relation to RSOs and this date should always be checked for accuracy, ViSOR has a default setting for the Archive Date of 10 years which appears on the front page of the nominals record.

However, for those RSOs who are subject to extended sentences, the creator or assigned manager should ensure that the extended sentence is counted as part of the term of imprisonment when calculating the RSO notification period.

Ensure the correct Archive Date is recorded in the Archive Date section, in accordance with the period they are subject to notification requirements by virtue of sentence of Court Order. This will ensure that the record flags up to be archived on the correct date.

8.1.2. Setting an Archive Date – Other Offenders

In all other categories of offenders the system sets a suggested Archive Date. This date must be checked by the assigned record manager and amended as necessary to coincide with the date that statutory management finishes.

In the case of MAPPA Category 2 Offenders, the archive date will be the Sentence End Date (SED). For MAPPA Category 3 offenders, the archive date should be either at sentence end date OR when the requirement for management at level 2 or 3 ceases.

8.2. Quashed Convictions

Where a conviction relating to a ViSOR nominal has been 'quashed' by the Court of Appeal, the following should be completed on the Nominal Record:

The relevant conviction record must be updated to show the decision of the Court of Appeal;

An Activity Log should be recorded stating that the relevant conviction has been quashed and should include a suggestion that the record is archived. The Activity Log should be flagged for the attention of the Supervisor;

The current Risk Management Plan should be closed stating that the nominal is no longer under active management as the relevant conviction has been 'quashed'.

The Supervisor should accept the Activity Log and review the Risk Management Plan, once the Supervisor is satisfied that the Risk Management Plan has been completed and contains sufficient information (regarding the quashed conviction) to close the plan.

The record should not be deleted, it should be archived by the CPC. It is important that the historical information is kept and is available should the nominal come to notice again.

8.3. Deceased Nominals

When a nominal has been confirmed 'dead', the date of death must be recorded in the relevant Dates Attachment field and the record should be archived. Official confirmation of death is required, this does not necessarily need to be a Death Certificate.

8.4. Record Review/Deletion

Only when a Nominal record is created in error should it be deleted. Before deleting the record, the CPC must review the entire record to ensure that there is nothing relevant that needs to be retained, all Partners must be consulted and an explanation of the rationale for the deletion must be entered. Where a record is identified as a duplicate, it should be merged with the original record rather than being deleted. This will ensure that all relevant information is retained.

8.5. This section has been redacted under ****REDACTED****

9.

Nominal Management Events

This section provides an overview of management events within ViSOR.

9. Nominal Management Events

This section provides an overview of management events within ViSOR.

9.1. MAPPA Meeting

There is a National MAPPA Document Set, (Level 2 and Level 3 MAPPA management) operating within England, Wales and Scotland that may be used by MAPPA areas, in accordance with the guidance that has been issued.

Records and minutes of all meetings held must be entered onto ViSOR within the Risk Management Plan Attachment, by the host areas on every occasion, according to the following timescales for England and Wales. The meeting minutes should be copied into the meeting tab of the relevant Risk Management Plan, rather than the document being uploaded to ViSOR:

- ****REDACTED****
- ****REDACTED****

Separate Timescales will apply for other jurisdictions and will be:

- Scotland - refer to Scottish MAPPA Guidance;
- Northern Ireland - refer to Northern Ireland Multi-Agency Guidance;

Any meeting held on a MAPPA nominal, e.g. professional, core group, IRMM are to be entered on ViSOR within the meetings tab, with the minutes of the meeting copied in to this section. The current Risk Level within the Risk Management Plan must be as recorded within the MAPPA level 2 or 3 minutes, or as set by the Lead Agency for MAPPA level 1 cases. For example, if the latest MAPPA meeting determines that the risk level has been reduced to level 1 the risk level must show level 1, even though the meeting was a level 2 meeting.

9.2. Non-MAPPA Meetings

For all Nominals that are outside MAPPA all meetings shall be recorded on ViSOR consistent with any operational guidance issued for such Nominals.

HMPS Internal Risk Management Meeting minutes can be placed in Risk Assessments, Others.

9.3. Recording of third party disclosure

Third party disclosure can be a fundamental part of risk management. The disclosure tab within the Risk Management Plan should always be used to record such activity so that it is clearly identifiable to any person who has contact with that case, who has had information disclosed to them, rather than it be lost within unsearchable areas of ViSOR (ie Free Text).

9.4. Actions set as part of risk management (Police cases)

For Police led cases, it is mandatory that any actions generated as part of risk assessment/risk management of a nominal are added to the Action tab of the Risk Management Plan. This is to ensure that there is ongoing oversight of such actions, an auditable trail of their progression and completion.

9.5. Victim details

It is permitted for the details of the victim to be recorded within the ViSOR record of the nominal when it is proportionate and necessary to do so. This can include the victim's contact details, but only when it is relevant to the case management of the nominal and such details should not be record as a routine function or without documented justification.

Such recording of victim details could, for example, be included within the risk assessment, risk management plan or MAPPA meeting minutes for the nominal.

****REDACTED****

****REDACTED****

The ViSOR record is the only system that is consistently used throughout the lifetime of the RSOs management, so the recording the victim's details on ViSOR ensures that they are available should such an application be made at any time in the future. Recording such information on local police systems, which vary from Force to Force, is not suitable for such purposes.

9.6. End of Statutory MAPPA Supervision and Termination of MAPPA status

The MAPPA Guidance (England and Wales) reports the following with regards to Termination of MAPPA status.

Standard - Termination of an offender's MAPPA status is recorded by the lead agency

Offenders will cease to be MAPPA offenders in the following circumstances:

Category 1 - when the period of registration expires. In the most serious cases, offenders will be subject to lifetime notification requirements. Please see paragraph 6.32 below in relation to revoking lifetime notification requirements.

Category 2 - when the licence expires, the offender is absolutely discharged from the hospital or guardianship order or when the Community Treatment Order expires. An offender on licence for a consecutive or concurrent sentence will remain subject to MAPPA until the whole sentence has expired. An offender does not remain automatically subject to MAPPA as a result of Post Sentence Supervision.

Category 3 - when a Level 2 or 3 MAPPA meeting decides that the risk of harm has reduced sufficiently or the case no longer requires active multi-agency management.

All Category 1 and 2 offenders managed at Level 2 or 3 who are coming to the end of their notification requirements or period of licence must be reviewed and considered for registration as a Category 3 offender. Registration as a Category 3 offender should only occur if they meet the criteria and continue to require active multi-agency management.”

In the six months preceding the end of statutory MAPPA supervision for a Nominal, the relevant Offender Managers and Supervisors from any of the Responsible Authority agencies should actively discuss the risk management needs of the Nominal after the end of statutory MAPPA supervision (i.e. the end of notification requirements or the end of the relevant custodial licence), in order to consider the on-going ViSOR categorisation and management of the nominal.

Unless the offender is to be managed as another MAPPA Category then the ViSOR record should be fully updated to the relevant end date and then archived. The ViSOR Category should be altered as appropriate only if the record is to remain live.

If the Nominal continues to be managed via MAPPA meetings as an ODO, then those meetings should continue to review the case. It will be that forum which finally decides when the case should be closed on ViSOR and archived.

9.7. Inspectorates access to ViSOR records

Inspectorates users will be granted Activity Log and Partner access to ViSOR (this supersedes the original intent of Read Only access); it should be noted that this will provide the ability to update records as any other Partner can; this capability should not be used as a general rule – Activity Logs may be added as appropriate (including for the purposes of requesting Partner access).

The standard vetting rules will apply to Inspectorates users (RV/NPPV2 for all but CPC, Central Support and Administrator/Live Support roles, who require MV/NPPV3)

10.

Attachments

10. Attachments

Following a review of this document and in discussion with the ViSOR Training Team it was decided to remove the details of the individual attachments from this document.

Attachment content and details can be found in the ViSOR User Guide and Data Standards Document.

Appendix I

**Relevant England and Wales
Legislation and Guidance**

Appendix I:

Relevant England and Wales Legislation and Guidance

England and Wales Legislation: Application of ViSOR Nominal Category Definitions.

Registerable Sexual Offender (Category 1 MAPPA)

Under section 327(2) of the Criminal Justice Act 2003, a person is MAPPA eligible as a Category 1 offender if he or she is subject to the notification requirements of Part 2 of the Sexual Offences Act 2003. Sections 80 and 81 of the Sexual Offences Act 2003 require that certain offenders be subject to notification requirements and list the categories of persons subject to these requirements.

This includes those offenders who were formerly subject to Part 1 of the Sex Offenders Act.

These persons are commonly referred to as Registerable Sexual Offenders (RSOs) (MAPPA Category 1).

The relevant offences are listed in Schedule 3 to the Sexual Offences Act 2003. Individuals may also be subject to notification requirements as a result of a Sexual Harm Prevention Order (SHPO), Notification Order (NO) or breach of a Risk of Sexual Harm Order (RoSHO) or Sexual Risk Order (SRO) and if they were formerly subject to Part 1 of the Sex Offenders Act 1997.

Periods of notification depend on the offence disposal, but many offenders will be subject to notification requirements for life. In September 2012 the Sexual Offences Act was amended to allow those RSO subject to lifetime notification a right to review their lifetime registration requirements, further details can be obtained from the Sexual Offences Act 2003 (Remedial) Order 2012.

If the offender is not required to notify for life, and if at the end of the notification period there is considered to be an on-going risk of serious sexual harm, he or she may continue to be subject to notification requirements under this category through a SHPO.

The notification requirements process means that the identification of offenders within Category 1 is the primary responsibility of the Police, although many such offenders will also be subject to statutory supervision by the providers of the Probation Service or Youth Offending Services (YOS).

An offender is no longer a Category 1 offender when their period of notification comes to an end.

The final review of an RSO (Category 1 MAPPA) could result in them being assessed as a Category 3 offender: see ODO (Category 3 MAPPA).

Where this is not the case the Nominal record must be archived.

Violent Offender (Category 2 MAPPA)

Those offenders convicted of a violent offence (murder or any of the offences in Schedule 15 to the CJA 2003) and who receive the following sentences are included in the Category 2.

- Imprisonment for a term of 12 months or more (please note that this includes a sentence of an indeterminate term and cases where the sentence is suspended)
- Detention in a Young Offender Institution for a term of 12 months or more
- Detention during Her Majesty's Pleasure
- Detention for public protection under section 226 of the CJA 2003 (regardless of tariff)
- Detention for a period of 12 months or more under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000 (offenders aged under 18 convicted of certain serious offences)
- Detention under section 228 of the CJA 2003
- A detention and training order for a term of 12 months or more (regardless of the length of the custodial element)
- A hospital order (with or without restrictions) or guardianship order.

Those found not guilty of a relevant offence by reason of insanity or to be under a disability (unfit to stand trial) and to have done the act charged who receive a hospital order (with or without restrictions).

Those subject to a Disqualification Order imposed under sections 28 to 29A of the Criminal Justice and Court Services Act 2000. (CJCSA2000) The order disqualifies the offender from working with children and may be used in a case where the court is sentencing for any of the sexual and violent offences set out in Schedule 4 to the CJCSA 2000, plus the offence of supplying class A drugs to a child.

Other Sexual Offender (Category 2 MAPPA)

In the majority of cases where sexual offenders attract serious penalties they will also be liable to registration as a sexual offender and therefore listed in Category 1. There will be a small number of cases where either the sexual offence itself does not attract registration, or, with Disqualification Orders, where the sentence does not cross the threshold to registration. In both cases the offender will be listed in Category 2.

Those convicted of sexual offences who have served their sentences before the introduction of sex offender registration in 1997 should not be listed under Category 2 on this basis, nor should those offenders who have completed their period of registration (unless they also have a Disqualification Order) If there are concerns about the risk an offender presents, options for consideration are:

Applying for a Sexual Harm Prevention Order.

Considering whether they meet the criteria for Category 3.

The legislation is not retrospective and therefore only includes those offenders who have been sentenced (or received a Disqualification Order) since April 2001 or who were serving a sentence for a similar offence on that date. They remain in Category 2 only for so long as the relevant sentence or Disqualification Order is current.

Other Dangerous Offender (Category 3 MAPPA)

This category contains offenders who do not meet the criteria for either Category 1 or Category 2 but who are considered by the Responsible Authority to pose a risk of serious harm to the public which requires active multi agency management. It could also include those offenders on a community order who are, therefore, under the supervision of the Probation Trust.

To register a Category 3 offender the Responsible authority must:

Establish that the person has committed an offence which indicates that he or she is capable of causing serious harm to the public and

Reasonably consider that the offender may cause serious harm to the public which requires a multi-agency approach at level 2 or 3 to manage the risks.

The person must have been convicted of an offence, or have received a formal caution or reprimand / warning (young offenders) Offenders convicted abroad could qualify for Category 3.

In most cases the offence itself will be of a clearly sexual or violent nature, although it need not be listed in Schedule 15 to the CJA 2003. There may, though, be some cases where only an examination of the circumstances surrounding the offence will indicate that the offender has a capacity for serious harm. This may show, for example, a pattern of offending behaviour indicating serious harm that was not reflected in the charge on which the offender was ultimately convicted.

Although any agency may refer a case for consideration as a Category 3 offender, it is for the MAPPA Co-ordination unit on behalf of the Responsible Authority to determine whether the offender meets the criteria.

Non-MAPPA: Potentially Dangerous Person

There is no multi-agency definition of a Potentially Dangerous Person (PDP) and no legislation recognises the existence of this class of person. For the purposes of these Standards, a PDP is a person who is not eligible for management under MAPPA but whose behaviour gives reasonable grounds for believing that there is a present likelihood of them committing an offence or offences that will cause serious harm. Unlike in relation to offenders who fall within MAPPA, there is no statutory multi-agency framework which governs the management of PDPs. However, it is assumed that live ViSOR Nominal records should only exist when there is active management continuing for the identified person. It is a police responsibility to identify and manage PDPs, and relevant College of Policing Approved Professional Practice (APP) should be followed.

Non-MAPPA: Sexual Risk Orders

A Sexual Risk Order (SRO) is a civil order which can be sought by the police against an individual who has not been convicted, cautioned etc. of a Schedule 3 or Schedule 5 offence but who is nevertheless thought to pose a risk of harm.

An SRO may be applied for on free standing application to the magistrates' court by the chief officer of police or the **** REDACTED ****. An SRO may be made in respect of an individual who has done an act of a sexual nature, and as a result of which, there is reasonable cause to believe that it is necessary to make an order to protect the public from harm. It is a police responsibility to manage a nominal who is subject to a SRO on ViSOR.

Non-MAPPA: Registerable Terrorist Offenders

Part 4 of the Counter-Terrorism Act 2008 came into force in October 2009, placing notification requirements upon designated offenders found to have been convicted of offending linked to terrorist activity. It is likely that in most cases a terrorist offender who is required to notify under this legislation will be the subject of MAPPA management; and, due to the sentence threshold of 12 months, he or she will also be subject to statutory supervision under licence upon release by the Probation Service (or the Youth Offending Team for those offenders under the age of 18). As such these offenders could be recorded on ViSOR as either VOs (MAPPA Category 2) or ODOs (MAPPA Category 3) depending on the specifics of their conviction. It would normally be expected that under existing ViSOR arrangements the Probation Service would create the ViSOR record and then manage it on ViSOR.

When the statutory involvement of the Probation Service or YOT with the offender ceases, the police in the form of the local Counter Terrorism / Special Branch will become the lead ViSOR agency, and the record will be categorised on ViSOR under Non-MAPPA: Counter-Terrorism.

Non-MAPPA: Registerable Violent offender (VOOs)

In certain specific circumstances, for a limited number of more serious violent offences, it is possible for the police to apply to the courts for a person to be made subject to a civil order placing notification requirements on them as a Violent Offender. Violent Offender Orders (VOOs) are provided under sections 98-117 of the Criminal Justice and Immigration Act 2008.

If granted, the requirements of this order would only come into force once a person has ceased to be subject to any relevant prison or YOI licence or other form of conditional release requirement. Offenders subject to VOOs are managed by the relevant local police Force who are responsible for formal management of the ViSOR Nominal record and who will take transfer of an existing record once any previous ViSOR Category responsibility expires.

Nominals subject to a VOO could be managed solely by the police as a Non-MAPPA case: Violent Offender Order Nominal, although it is possible that they could also be managed via MAPPA as a Category 3 offender and thus initially be recorded on ViSOR under the Other Dangerous Offender category.

In either case the police should be assigned as the Nominal record owners and the MAPPA Category should take precedence until such management ceases.

****REDACTED****

MAPPA Category 1 Registerable Sexual Offenders,

MAPPA Category 2 Registerable Terrorist Offenders subject to Part 4 notification requirements

- It is the responsibility of the police to enter all of the above cases on ViSOR. Best practice is to create a nominal entry ****REDACTED**** after sentence. The Police should ensure that the record is maintained to the National ViSOR Standards.
- While the offender is in custody, they should create the Prison service (the prison establishment where the offender is located) as a partner to the ViSOR record in all cases, and the Probation Trust as partner MAPPA level 2 and 3 cases. After local Responsible Authority agreement, they could also create the Probation Trust as partners in relevant MAPPA level 1 cases.

MAPPA Category 2 Violent and Other Sexual Offenders

It is the responsibility of The National Probation Service to enter all Category 2 cases (with the exception of RTOs subject to Part 4 notification requirements) managed at level 2 or 3, including cases managed by YOT and mental health services, ****REDACTED**** before release from prison, youth custody, or hospital, and to manage the record thereafter.

The National Probation Service will be responsible for:

- Ensuring that the ViSOR record is maintained according to National ViSOR Standards
- Ensuring that the Prison Service (the prison establishment where the offender is located) is created as a partner to the ViSOR record whilst the offender is in custody
- Ensuring that the relevant MAPPA coordinator is created as a partner to the ViSOR record, in cases where offenders are detained in hospital out of area
- Activating the MAPPA flag on local (national) case management systems ****REDACTED**** of the sentence; the flag to include MAPPA level whenever this is determined but to be no later than ****REDACTED**** before release.

MAPPA Category 3 Other Dangerous Offenders

- Probation Trusts will enter and manage information on ViSOR in those Category 3 cases where the offender is under statutory supervision, in addition to those which have transferred directly from Category 2, for example where the licence has ended but the case still requires MAPPA management at Level 2 or 3.
- The Police will be responsible for managing information on ViSOR in relation to all other Category 3 offenders.

All ViSOR records must be actively and accurately maintained and updated by ViSOR record managers and relevant partners.

Appendix II

**Relevant Scottish
Legislation and Guidance**

Appendix II:

Relevant Scottish Legislation and Guidance

Scottish Legislation: Application of ViSOR Nominal Category Definitions.

MAPPA in Scotland (S-MAPPA), as enshrined in Sections 10 and 11 of the Management of Offenders (Scotland) Act 2005, currently legislates for three categories of offender: Registerable Sex Offenders, Violent Offenders and Other Offenders.

However, current practice and implementation in Scotland presently only includes:

1. All sexual offenders subject to the notification requirements of the Sexual Offences Act 2003; and
2. Restricted patients who may also be sexual or violent offenders (in that there has been a Court finding of fact regarding their culpability for the relevant offending behaviour). The relevant legislation for Compulsion Orders and Restriction Orders are sections 57A and 59 of the Criminal Procedure (Scotland) Act 1995.

The definition of Restricted Patient also includes prisoners who are made subject to a Hospital Direction under section 59A of the above legislation or a Transfer for Treatment Direction under section 136 of the Mental Health (Care and Treatment) (Scotland) Act 2003, but only whilst these orders/directions are in force or until the expiry of the original prison sentence.

3. Other Risk of Serious Harm Offenders - individuals who by reason of their conviction are subject to supervision in the community by any enactment, order or license, are assessed by the responsible authorities as posing a High or Very High risk of serious harm to the public and require active multi-agency management at MAPPA Level 2 or 3.

Registerable Sexual Offender

Sections 80 and 81 of the Sexual Offences Act 2003 require that certain offenders be subject to notification requirements and list the categories of persons subject to these requirements. These persons are commonly referred to as Registered Sexual Offenders or Registerable Sexual Offenders (RSOs). The relevant offences are listed in Section 80, Schedule 3 of the Sexual Offences Act 2003. Individuals may also be subject to notification requirements as a result of a Sexual Offences Prevention Order (SOPO), Notification Order (NO) or breach of a Risk of Sexual Harm Order (RoSHO) and if they were formerly subject to the Sex Offenders Act 1997.

Periods of notification depend on the offence disposal, but many offenders will be subject to notification requirements for life. If the offender is not required to notify for life, and if at the end of the notification period there is considered to be an on- going risk of serious harm, he or she may continue to be subject to notification requirements under this category through a SOPO.

The police role in the notification requirements process means that the identification of offenders within this Category is the primary responsibility of the police, although many such offenders will also be subject to statutory supervision by Criminal Justice Social Work Departments in Scotland or by relevant health staff.

An offender is no longer an eligible person in this Category when their period of notification comes to an end.

Violent Offender

This ViSOR category is likely to be used for many of the relevant restricted patients covered under S-MAPPA.

Other Sexual Offender

This ViSOR Category is not widely used in Scotland.

Other Dangerous Offender

Category 3 offenders in Scotland are known as Other Risk of Serious Harm Offenders.

These are individuals who by reason of their conviction are subject to supervision in the community by any enactment, order or license, are assessed by the responsible authorities as posing a High or Very High risk of serious harm to the public and require active multi-agency management at MAPPA Level 2 or 3.

The CJSW team of the relevant local authority has the responsibility to create and manage records on ViSOR for Category 3 cases where the offender is under statutory supervision with them.

Non-MAPPA: Registerable Terrorist Offenders

Part 4 of the Counter Terrorism Act 2008 provides that convicted terrorist offenders who have been sentenced to 12 months or more imprisonment are subject to a number of notification requirements in relation to relevant offences under the Terrorism Act 2000, the Anti-Terrorism, Crime and Security Act 2001 or the Terrorism Act 2006.

The length of notification period is dependent upon the length of the sentence the offender receives and their age at conviction however the period will last for between 10-30 years and Police will manage the ViSOR record.

Non-MAPPA: Registerable Violent Offenders

Such orders are not obtainable through Scottish Courts. Where such a case transfers jurisdictionally from England and Wales, the conditions of such an order can be monitored and enforced within Scotland.

NON-MAPPA: Potentially Dangerous Persons

There is no multi-agency definition of a Potentially Dangerous Person (PDP) and no legislation recognises the existence of this class of person. For the purposes of these Standards, a PDP is a person who is not eligible for management under MAPPA but whose behaviour gives reasonable grounds for believing that there is a present likelihood of them committing an offence or offences that will cause serious harm. Unlike in relation to offenders who fall within MAPPA, there is no statutory multi-agency framework which governs the management of PDPs. However, it is assumed that live ViSOR Nominal records should only exist when there is active management continuing for the identified person. It is a police responsibility to identify and manage PDPs.

Appendix III

Northern Irish Legislation

Appendix III:

Northern Irish Legislation

Northern Irish Legislation: Application of ViSOR Nominal Category

Definitions

Enabled through the Criminal Justice (NI) Order 2008, Public Protection Arrangements Northern Ireland (PPANI) builds on the previous Multi-Agency Sexual Risk Assessment Management (MASRAM) procedures, and provides statutory backing for sharing risk information and working together with both sexual offenders and certain violent offenders.

It is important to note that in Northern Ireland relevant offenders are to be assessed and managed (where necessary) through 3 varying types of Categories of Risk (1, 2 and 3) which probably best equate to MAPPA Levels in England and Wales. The categories identify the degree and nature of risk assessed and the level of resultant risk management response to that risk. These should not be confused with ViSOR Nominal Categories which simply identify the type of offender/offence and the likely ViSOR responsible agencies.

PPANI requires that three types of relevant persons are to be eligible for assessment:

- (a) Relevant Sexual Offender
- (b) Relevant Violent Offender
- (c) Other Sexual or Other Dangerous Person

The Police Service of Northern Ireland (PSNI) is currently responsible for creating and maintaining all relevant ViSOR Nominal records. It is also their current responsibility to identify relevant offenders for the purposes of PPANI supported by any information from all other interested agencies.

Registerable Sexual Offender

A person subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 accounts for one of the criterion for entry into PPANI as a Relevant Sexual Offender. Sections 80 and 81 of the Act require that certain offenders be subject to notification requirements and list the categories of persons subject to these requirements. These persons are commonly referred to as Registered Sexual Offenders or Registerable Sexual Offenders (RSOs). The relevant offences are listed in Schedule 3 to the Sexual Offences Act 2003. Individuals may also be subject to notification requirements as a result of a Sexual Offences Prevention Order (SOPO), or breach of a Risk of Sexual Harm Order (RoSHO) and if they were formerly subject to Part 1 of the Sex Offenders Act 1997.

Periods of notification depend on the offence disposal, but many offenders will be subject to notification requirements for life. If the offender is not required to notify for life, and following the end of the notification period there is considered to be an ongoing risk of serious harm, he or she may continue to be subject to notification requirements under this category if a SOPO is in place.

The police role in the notification requirements process means that the identification of offenders within this Category is the primary responsibility of the police, although many such offenders will also be subject to statutory supervision by staff from the Probation Board of Northern Ireland or relevant Health Department staff.

An offender is no longer an eligible person in this Category when their period of notification has come to an end.

Violent Offender

This ViSOR category is to be used for:

Persons who have from 6 October 2008 been convicted of a violent offence (including homicide) against a child or vulnerable adult; or who have a previous conviction for a violent offence against a child or vulnerable adult and about whom an agency has current significant concerns.

Persons who have from 1 April 2010 have been convicted of a violent offence (including homicide) in domestic or family circumstances; or who have a previous conviction for a violent offence in domestic or family circumstances and about whom an agency has current significant concerns. *From 1 July 2013 new referrals for violence in domestic or family circumstances must (save for exceptional cases) have a minimal of Assault Occasioning Actual Bodily Harm (AOABH).*

For cases with AOABH convictions prior to 1st July 2013 (excluding those currently in Prison) referrals or re-referrals must demonstrate a current significant concern. A significant concern is defined as “where an agency has current evidence of behaviour on the part of an Offender that indicates the risk of his/her causing serious harm to another has increased”. Serious harm is defined as ‘harm (physical or psychological) which is life threatening and/or traumatic and from which recovery is usually difficult or incomplete.

Persons who have been convicted on or after 1st September 2011 of a violent offence (including homicide) where the offence, in certain circumstances, has been aggravated by hostility, and the person has received an enhanced sentence; or who have a previous conviction for such an offence and about whom an agency has current significant concerns.

Prisoners sentenced prior to 6th October 2008*- on referral by the NIPS on the basis of current significant concerns and no later than three months prior to their Earliest Date of Release (EDR) or end of tariff. NIPS should make enquiries with relevant other agencies to ensure the necessary evidence of current significant concerns are available prior to referral.

The seriousness of the behaviour that led to the conviction and whether it resulted in serious harm being caused, coupled with the impending release, will be counted as current evidence of behaviour on the part of an offender that indicates the risk of his/her causing serious harm to others has increased.

*The offence for which the prisoner is currently serving sentence must be an offence highlighted as stated in one of the above three violent categories.

Other Sexual Offender

Another criterion for eligibility as a Relevant Sexual Offender under PPANI is a person who has been convicted of a sexual offence or sexually-motivated offence, and is not subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 but about whom an agency has current significant concerns.

He or she should be recorded on ViSOR under this category.

Other Dangerous Offender

This is not currently relevant in Northern Ireland.

Non-MAPPA: Other Sexual (managed under PPANI)

This category is to be used in Northern Ireland for a person who is subject to a Risk of Sexual Harm Order (RoSHO).

[Please see “Guidance to Agencies on public protection arrangements (PPANI)” for further information].

Appendix IV

Abbreviations and Acronyms

Appendix IV:

Abbreviations and Acronyms

ADS	Accreditation Document Set
APP	Approved Professional Practice (College of Policing)
ARMS	Active Risk Management System – Risk Assessment method.
ASSET	Youth Offending Service Risk Assessment tool
REDACTED	**REDACTED**
CHS	Criminal History System – the primary database in Scotland for recording convictions and pending cases
CJA	Criminal Justice Act 2003
CJSW	Criminal Justice Social Work (Scotland)
CMG	Change Management Group
COP	College of Policing
CPC	Central Point of Contact
CPO	Community Payback Order (Disposal at Court)
CPS	Crown Prosecution Service
CRO	Criminal Records Office
DASH	Domestic Abuse, Stalking and Honour-Based Violence Offending Assessment
DO	Disqualification Order
E&W	England and Wales
EEA	European Economic Area
FOI	Freedom of Information
FTO	Foreign Travel Order
GSC	Government Security Classification Policy
GPMS	Government Protective Marking Scheme
HMPS	Her Majesty's Prison Service
HOT	Home Office Technology – Department responsible for support and maintenance of ViSOR.
IPP	Indeterminate Public Protection Sentence
ISO	Information Security Officer
LAPPP	Local Area Public Protection Panel (Northern Ireland)
LPC	Local Point of Contact
LRO	Lead Responsible Officer
MAPP	Multi-Agency Public Protection - meeting
MAPPA	Multi-Agency Public Protection Arrangements
MO	Modus Operandi
MOSAVO	Management of Sexual and Violent Offenders
NFA	No Fixed Abode
NFA	No Further Action
NIM	National Intelligence Model
NIR	National Intelligence Report
NPCC	National Police Chiefs' Council
NPS	National Probation Service
NO	Notification Order
NUG	National User Group

OASys	Offender Assessment System
ODO	Other Dangerous Offender
OGP	OASys General Predictor
OGRS	Offender Group Reconviction Score
OLR	Order of Lifelong Restriction (Disposal at court)
OM	Offender Manager
OSO	Other Sexual Offender
OVP	OASys Violent Predictor
PACE	Police and Criminal Evidence Act 1984
PBNI	Probation Board of Northern Ireland
PDP	Potentially Dangerous Person
PINS	Prisoners Intelligence Notification System
PNC	Police National Computer
PND	Police National Database
PPANI	Public Protection Arrangements Northern Ireland
PPU	Public Protection Unit
PSNI	Police Service of Northern Ireland
PSOS	Police Service of Scotland.
PSR	Pre-Sentence Report
RANSg	Responsible Authority National Steering Group (England/Wales MAPPA)
ROTL	Release on Temporary Licence
RoSHO	Risk of Sexual Harm Order
RSO	Registerable Sex Offender
RTO	Registerable Terrorist Offender
RUG	Regional User Group
RVO	Registerable Violent Offender
SAM	Stalking Assessment and Management – Risk Assessment Tool
SARA	Spousal Assault Risk Assessment
REDACTED	**REDACTED**
SHPO	Sexual Harm Prevention Order
SID	Scottish Intelligence Database
SIO	Senior Investigating Officer
SOA	Sexual Offences Act 2003
SMB	Strategic Management Board (MAPPA)
REDACTED	**REDACTED**
SOPO	Sexual Offences Prevention Order
SPCB	Service Police Crime Bureau
SPS	Scottish Prison Service
SRO	Sexual Risk Order
SyOPs	System Operating Procedures
TPMU	Technical Product Management Unit
VO	Violent Offender
VOO	Violent Offender Order
VRM	Vehicle Registration Mark
YOS	Youth Offending Service

Appendix V

****REDACTED****

Appendix V:

****This page has been redacted ****

Appendix VI

ACRO Guidance

Appendix VI:

ACRO Guidance

ACPO Criminal Records Office (ACRO)

The ACPO Criminal Records Office (ACRO) was founded in 2006 following a decision by the [Association of Chief Police Officers \(ACPO\)](#) (as was, now the National Police Chief Council) to establish an operationally focussed unit that would organise the management of criminal record information and improve the links between criminal records and biometric information.

ACRO has four portfolio areas that have responsibility for delivering services. One of these is dedicated to the exchange of criminal conviction information between the UK and other foreign countries known as International Criminal Conviction Exchange (ICCE).

ICCE hosts the 'United Kingdom Central Authority for the Exchange of Criminal Records' (UKCA-ECR) which is responsible for the exchange of conviction information with Member States of the European Union (EU). Governed by an EU Framework agreement and working on behalf of UK Government, the UKCA-ECR supports UK law enforcement by receiving and requesting conviction information from EU Member States.

The UKCA-ECR submits requests on behalf of UK law enforcement agencies and other authorised authorities to EU Member States to obtain previous conviction information for persons who are subject to various proceedings in the UK, mainly criminal proceedings, or where there are public protection issues. They also respond to inbound requests from other Member States who require extracts from the UK criminal registers for equivalent purposes.

Additionally, the UKCA-ECR automatically notifies other EU Member States when one of their nationals is convicted of a criminal offence in the UK. Reciprocal arrangements are in place where inbound notifications are received by the UKCA-ECR from other Member States when a UK national is convicted of a criminal offence in their country.

ICCE performs a similar function as the UKCA-ECR with countries outside of the EU. The NEU-ECR submits requests on behalf of UK law enforcement agencies to countries outside of the EU to obtain previous conviction information for persons who are subject to various proceedings in the UK, mainly criminal proceedings.

Additionally, the NEU-ECR automatically notifies a number of non-EU countries when one of their nationals is convicted of a criminal offence in the UK and receives inbound notifications from a number of non-EU countries when UK nationals are convicted of criminal offences overseas.

Where appropriate and possible, both units match the conviction data of UK nationals who have offended overseas to equivalent, recordable offences in England & Wales and update the Police National Computer (PNC) accordingly. Where a link to Scotland or Northern Ireland is identified the information is disseminated to appropriate agencies.

However, conviction information for non-UK nationals received as the result of an outbound request to an EU Member State can only be used for the purposes for which it was requested. This stipulation prevents the PNC being updated unless knowledge of the conviction on the PNC may prevent an immediate and serious threat to public security. A list of offences called the 'Serious Offence List' has been created and most sexual and violent offences that would subject a person to ongoing management are included.

ACRO ViSOR Unit

ACRO has an Intelligence Unit which seeks to provide law enforcement with intelligence opportunities from the ACRO portfolio areas, including ICCE. Within this team is a ViSOR Unit who seek to monitor UK nationals convicted overseas who if they were convicted in the UK would be placed on the Sex Offender Register and subject to Sex Offender Orders and other restrictions. Direct management is not possible as the offender is absent from the UK, but if the offender does return to the UK local MAPPA teams can be notified for ongoing effective management.

ICCE are notified of UK Nationals who have been convicted overseas of sexual offences. After updating the PNC they forward these notifications to ACRO ViSOR Unit for management on ViSOR.

Increasingly notifications about a foreign national who has convictions for sexual offences outside the UK are reported to UK Police Forces by the ACRO Intelligence Unit.

The UKCA-ECR and NEU-ECR can be contacted on ****REDACTED**** and can provide assistance and guidance inspecific cases. Alternatively, there is an International Criminal Conviction Exchange Community on the Police Online Knowledge Area

(POLKA) which holds a wealth of additional information and guidance.

The ACRO ViSOR Unit can be contacted on ****REDACTED**** and also can provide assistance and guidance in respect to foreign offenders. ACRO acknowledge the support provided by colleagues in offender management and in particular the MPS Op Jigsaw who frequently intercept returning offenders at the UK Border.

Public Protection, Police and others managing Sexual and Violent offenders are especially encouraged to request conviction data of persons of interest if those persons originate from outside of the UK.

Appendix VII

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