

BSc (Hons) Professional Police Practice

LEVEL 4 - 40 Credits

**Workbook title: Competency Based Workbook 1
(PCDA)**

**(SOUTH WALES POLICE, GWENT POLICE AND
UWTSD)**

Learner name: Jamie Gough

**Learner's University Registration Number:
1920839**

FACULTY OF BUSINESS AND MANAGEMENT PUBLIC SERVICE PROGRAMME

Module title: Professional Police Practice 1 (PCDA)

Workbook Guidance

Please read these notes carefully; they provide essential information.

What is the workbook for?

The purpose of this workbook is to enable learners to demonstrate and provide evidence of how they meet the learning outcomes set by the College of Policing, for the BSc programme. Essentially, you are being asked to outline your experiential learning based upon your theoretical understanding in a range of operational situations.

Area of Professional Practice covered, (called elements in your module descriptor):

- Wellbeing and Resilience
- Communication Skills
- Managing Conflict
- Valuing Difference and Inclusion
- Criminal Justice
- Decision making, discretion
- Conducting Investigations
- Criminal Justice (Managing offenders)

You may wish to use the same incidents as you've outlined in the Occupational Competence Portfolio.

How should the workbook be presented?

Blank electronic copies can be found on Moodle of this workbook. You must submit this document electronically therefore it is important that you save your work regularly and upload the final typed version through Turnitin on Moodle.

Word count policy can be found in chapter 7 of the Academic Quality under section 7.7 (this applies to presenting work above and under the specified word count).

(https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/agh-chapters/chapters---en/Chapter_07_Assessment-Taught_Programmes_Pages_72-79-UPDATED-05-11-2019.pdf)

Reflective practice is a core aspect for your workbooks and although there is a variety of useful resources on Moodle, there is one particular book, that is specifically based on reflective practice in policing, here is a link to one chapter from Selina Copley's Reflective Practice for Policing Students:

https://moodle.uwtsd.ac.uk/pluginfile.php/298870/mod_resource/content/1/Reflective%20Practice%20for%20Policing%20Students%20-%20Selina%20Copley%20Chapter5.pdf

How is the workbook assessed?

Advice and support about the completion of this workbook will be provided by university staff as part of your initial training day. Your tutor constable and in-force

training staff will not be involved in assessing or marking your workbook after it has been submitted.

Dates of workbook submission will be made available during the initial training day and posted on Moodle.

Once submitted your workbook will be assessed and marked independently.

Confidentiality

It is important that no individual can be identified either directly or indirectly from the information in the workbook. Therefore, you must:

- adhere to guidance in the Student Handbook about unfair practice and plagiarism;
- not identify individuals including witnesses, victims or offenders by name;
- not write information that enables any individual to be identified indirectly through the description you provide. This includes references to names, colleagues, places (including hospitals, schools, town, villages, streets) specific incidents which were high profile and could be identified due to past publicity, other professionals or any other personal information including medical or other conditions;
- take personal responsibility for adhering to confidentiality rules.
- not include any dates of any incidents or anything that specifically identifies an actual incident.

NOTE

Your workbook will be submitted electronically via Turnitin on Moodle. Guidance on this is in the Student Handbook.

Remember that the workbook is YOUR responsibility you must not rely on the assessor or anyone else to pick up any confidentiality breaches as this is your work and you must accept full responsibility for confidentiality. Meeting all the confidentiality requirements is very important.

Dyslexia and other special circumstances

If you have any condition that you feel may affect your ability to deal with any part of the programme, please see the Student Handbook for further guidance. The University has a Student Services Unit that may be able to help but ***it is the learner's individual responsibility to contact them.***

Guidance:

- *Your workbook must contain the items specified in the table below (clearly identified and in the order given);*
- *You should use this particular document to insert your text / answer within each section of this workbook;*
- *You should upload your completed document as a saved pdf of this workbook; if this is not possible then a Worddoc file is acceptable. Do not send a scanned file from a photocopier, an apple.dot file, or a Microsoft publisher file as Turnitin will not be able to assess them despite you being able to upload them.*

Contents:

Workbook	Area of Professional Practice	Word count
Task 1	Wellbeing and Resilience	500
Task 2	Communication Skills, Managing Conflict, Valuing Difference and Inclusion	1500
Task 3	Criminal Justice, Valuing difference and inclusion	1500
Task 4	Decision making and discretion, Conducting Investigations and Criminal Justice (Managing offenders)	1500
	Bibliography	
Task 5	Development Plan	This plan and the signed O.C.P. is equivalent to 1000 words
Task 6	Recognition and confirmation of the progress of your Occupational Competency Portfolio (OCP)	
	Confirmation of Confidentiality and Plagiarism <i>This is confirmed by submitting through Turnitin</i>	

Task 1

Relevant areas of the National Policing Curriculum: Wellbeing and Resilience

Guidance:

Focussing on your initial 6 months of learning and since being attested as a Police Constable, outline the coping strategies you have applied to develop resilience and minimise stress.

500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

Throughout the six months of learning and being attested as a Police Constable, I have developed numerous coping strategies which I have applied to minimise stress and develop resilience. Subsequently, coming into a new role with new demand and high expectation, I adapted myself to thrive through the densities and develop a learning strategy that worked for me. I will discuss this complexity and how I minimised stress throughout this essay.

Stress for me, I consider to be a build-up of tension within the body, this can be from feeling overstretched or concerned with a situation I originate across. *"Stress is your body's reaction to pressure from a certain situation or event. It can be a physical, mental, or emotional reaction."*(WebMD, 2020) Therefore, if I evaluate and acknowledge my personal situation I am able to come up with an effective strategy. Implementing this strategy makes me feel more comfortable and self-assured. *"Building resilience is one way to successfully manage stress. It gives us the ability to persevere and continue to function at a high level in times of adversity, despite failures, setbacks and loss."*(Pinches, 2018)

Physical exercise is an extensive stress reliever for myself. It lets me focus on something different while taking my attention away from the revision. Once I exercise, my mind feels at ease which enables me to come back to my revision with a refreshed approach. Unquestionably this improved my mind set to absorb new information as well as broaden my knowledge. *"Exercise can provide stress relief for your body while imitating effects of stress, such as the flight or fight response, and helping your body and its systems practice working together through those effects. This can also lead to positive effects in your body—including your cardiovascular, digestive and immune systems—by helping protect your body from harmful effects of stress."* (Mayo Clinic, 2020)

From this, focusing on word patterns along with flash cards assisted me to develop my understanding in each fundamental subject throughout the course. This contributed a huge element on me ascertaining key mnemonics. Creating flash cards made me focus on key points, by regularly reading over my flash cards this helped me conserve information while furthering my knowledge. *"You may feel that one technique may be more suitable to your natural learning style but using a variety of techniques helps your brain learn in different ways."*(The Open University, 2020)

To conclude, by reflecting on the past six months I perceive I have been able to deal with moments of stress and resilience effectively. By putting measures in place when dealing with stress, being able to take the strategies I have talked about throughout this essay forward by implementing them when dealing with similar circumstances. To add to this, I have been able to improve myself since studying by applying new coping mechanisms. My resilience

has gave me the ability to pull through challenging experiences throughout the course. This has improved my approach, which will benefit me in the future when applying these new coping mechanisms. Since learning and training to be a Police Constable I have developed vital methods in dealing with stress and resilience that not only can I take with me into the future, but also how I can apply these to situations I will face with the public.

Word count – 550 words

Task 2

Relevant areas of the National Policing Curriculum: Communication Skills, Managing Conflict, Valuing Difference and Inclusion

You must choose a policing incident involving conflict in which you played a significant role with an offender/service user/victim and reflect on what happened.

Give a brief description of the incident including social and legislative contexts and any relevant cultural, ethnicity and language issues.

Review the fundamental elements of effective communication used (verbal, non-verbal, active listening skills, open and closed questions, building rapport and negotiation skills).

Describe the process for determining whether the use of force was necessary in a conflict situation (including any theories or models underpinning the causes of conflict within policing interventions – e.g. Betari's Box, The Drama triangle, Emotional versus rational brain) and provide a reflection on the outcome of the incident.

Your reflection must illustrate your understanding and application of core principles of ethics, equality, diversity and human rights, as well as any relevant Code of Practice considerations, culturally sensitive practice and language preference.

1500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

This essay will deliberate a policing incident, in which I played a significant role with a victim. This incident was in relation to theft and handling from a vehicle which took place within a street on two occasions, within the space of two days. My colleagues and I pulled up outside the victim's house when I noticed a male stood outside his vehicle. Upon speaking to the female within the house she informed me that the male was her husband who was the victim of the incident.

When approaching the male I noticed from his body language that he was particularly upset but more infuriated. From this, I approached the male cautiously by maintaining a safe distance and then proceeded to ask him a few open and closed questions to gain an understanding of his view of the occurrence. The male had his vehicle window smashed two times in the space of two days, with the suspects taking numerous items out of his vehicle. Following from this, while communicating with the male he was aggressive in relation to the manner he was speaking, both of his fists were clenched and he was clearly aggravated by the incident. While speaking with the male I maintained a safe distance from him just in case the situation escalated. Therefore I implemented the five step appeal, I asked him to calm down as a first simple request with a reasoned appeal by appreciating his anger due to the circumstances. By using just two steps of the appeal and implementing my active listening skills I was able to build a rapport with the male. From this, I was able to acknowledge his observations of the occurrence which showed him I respected his views. Furthermore, I gained

a clear analyse from his engagement to my questions by utilizing my de-escalation techniques as well as my active listening skills this allowed me to gain knowledge of the incident. From this, I took the males details and gathered a witness statement. Following this, I took upon house to house enquires within the street, managing to gain some key evidence in relation to the incident captured on CCTV at a neighbouring household. Due to the poor quality of the footage and time of day it was difficult to obtain a clear description of the two suspects. There were no further lines of enquiry so the occurrence was closed, therefore I updated the victim in relation to the outcome.

I will be using the Betari's box model to clarify why the use of force was not necessary during this conflict situation. Throughout this occurrence my attitude and behaviour reflected positively towards the male's attitude. A key factor within this incident I felt was to build a strong rapport with the individual. Therefore, by using my de-escalation techniques and utilizing the five step appeal with the male there was no need to use any force within this incident. Additionally, by appreciating his anger and acknowledging his views in relation to this occurrence I was able to calm him down. *"Communication is at the heart of all positive and negative encounters. Police officers who develop proper de-escalation techniques, use them when appropriate, and mitigate the need for force will see improved job performance".(Mcfarlin, 2017)* However, I believe if I did not use the appropriate de-escalation techniques when speaking with the male then I believe use of force could have been necessary due to the male's persona at the time. Furthermore, if I came across with a negative attitude this would have added to his anger, thereby aggravating the situation which could have led to a conflict incident. However, my behaviour throughout the incident followed the code of ethics thoroughly. By acting in a professional manner, being respectful and putting my duties and responsibilities at the forefront of this incident ensured a positive outcome. Therefore by understanding his views, I was then able to negotiate with him to calm down by explaining what I intend to do in relation to this crime. From this he appreciated the investigations I obtained, acknowledging his views and then understanding the upcoming process.

I will be using the Gibbs Reflective Model (1988) throughout this essay to answer this question. To begin with by reflecting on my feelings during this incident, I knew my key aspect when approaching the male was to de-escalate his anger and potential conflict to ensure my colleagues and my safety. This would then provide me with a key analysis of the victim's views to evaluate my next lines of enquiry. Therefore, by assessing the threats and risks at the time I was able to develop a de-escalation plan by utilizing the national decision model. Following this I ensured a calm approach as well as acknowledging his views. This then allowed me to build a strong rapport and produce the best evidence when obtaining the statement. Before the situation I wanted to gain key information and intelligence in relation to the incident. Gathering crucial descriptions of the suspects allowed me to ensure an observation of the potential suspects on the way to the incident. Equally as important from this was to obtain key evidence within the vehicle as well as house to house enquires by utilizing the golden hour enquires principles. Furthermore, after the situation I ensured I obtained CCTV footage from houses within the neighbourhood, then investigating this footage between the hours this incident occurred. From this, I also gathered any witness statements from whom may have witnessed this incident as well as ensuring I exceeded all lines of possible enquiry.

Evaluating the situation now, I feel pleased with how I responded in relation to my duties. By implementing key de-escalation skills I was able to diffuse the conflict when dealing with the victim. Therefore, by not having to use any force was a positive outcome during this instance looking back on it now. Following this, another essential point I introduced was by building a strong rapport with the victim to appreciate his needs as well as support during this incident. Additionally, by discussing with the victim how it's impacted his work due to him being a taxi driver, therefore needing this vehicle for his work is essential. From this I offered the opportunity for the male to complete a victim personal statement, explaining how this has affected him and his work. Moving on to what didn't go so well during this incident would be

due to the lack of evidence the occurrence had to be closed. Upon obtaining the CCTV footage from a neighbour within the street, the footage was too poor to obtain clear descriptions and due to no other witness statements this impacted the case. However, I tried to expose the most out of the lines of enquiry, by obtaining the footage, conducting house to house and trying to obtain further statements from potential witnesses.

Analysing the situation now, I believe by putting the code of ethics at the forefront throughout this occurrence ensured things went well. Following this by obtaining a professional standard throughout, implementing my de-escalation techniques to diffuse any major conflict as well as building a strong rapport with the male. From this, I was able to use my key communication skills to ask appropriate open and closed questions to gain an understanding of this incident. Additionally, I was able to gather essential evidence by following the golden hour principles as well as exceeding all lines of enquiry. Subsequently I did conduct a search of the area, to see if any individuals matched the description I had been given by the victim. However, not being able to identify the suspects and due to lack of evidence this concluded the investigation. Furthermore by making sense of this situation now, I was able to implement key strategies by using the national decision model throughout. From this, I ensured the correct protocols were implemented and updated the victim regularly as well as offering the appropriate support such as the victim personal statement.

To conclude this essay, I have learnt from this incident that effective communication skills can be a major factor when trying to manage a conflict situation. Therefore, by assessing my risks and threats I was able to develop a working strategy that worked well for me. From this, I was consistently re-assessing the risks present to me to ensure my safety and acknowledge when use of force was necessary. Additionally by implementing the national decision model and building a strong rapport with the male I was able to use my de-escalation techniques to calm the situation down. Furthermore inclusion was implemented when I ensured the male felt valued throughout, by obtaining valuable information and offering him the appropriate support. Despite this, the situation could have been more positive for everyone involved if the potential suspects had been found. However, I did produce a safety plan for the victim to support further potential occurrences. Following this, to develop my skills for future situations I will continue to always review my decisions by utilizing the national decision model. Also, I will further my learning into de-escalation techniques to improve managing conflict situations I come across in the future. As you can see by me using the Betari's box model I was able to explain the understanding of why the use of force was not necessary during this occurrence. Finally, by reflecting on the outcome of my rational as well as decision making to get a clear conclusion and to implement the positives attributes for future incidents I come across. Overall, I consider I can take many learning points from this instance as well as reflect on the positive points I have executed throughout this occurrence. Additionally by taking these learning points I will be able to utilize them as a police constable to further my knowledge, as well as improve my understanding of managing future conflict incidents.

Word count - 1647

Task 3

Relevant areas of the National Policing Curriculum: Criminal Justice, Valuing difference and inclusion

You must choose **a policing incident** in which you played a significant role with an offender/service user/victim and reflect on what happened.

Give a brief description of a relevant incident including social and legislative contexts and any relevant cultural, ethnicity and language issues.

Explain and reflect on your responsibilities and procedures in line with the relevant Codes of Practice to support victims and witnesses through the criminal justice system.

Illustrate how policing values were engaged, as well as any other considerations including culturally sensitive practice and language preference.

1500 words (+/- 10%: *include your actual word count at the end of each section*)

ANSWER:

This essay will deliberate a policing incident, in which I played a significant role with a victim. This incident is in relation to a vulnerable male who needed support due to his mental health. My colleagues and I attended a call in relation to a male refusing to leave and being disruptive outside of a resort hotel. The hotel was closed due to the coronavirus regulations in place within the area, however the resort was still open for gym members. The male had tried to gain access to the resort to search it to find an unknown individual, also stating he was part of the SAS. Upon trying to gain access, understandably he was denied by members of staff due to the resort being shut. From this he then became abusive towards them, stating they were lying to him and that he has a serious set of skills he can use.

However, upon attendance my colleagues and I identified the male outside of the resort seeming agitated but unwavering. While I spoke with the male he explained to me that he didn't realise the resort was shut and was looking for someone who he believed to be staying at the resort, also stating staff members had lied to him. After speaking with the male for a few minutes, he was continuously speaking about arbitrary things but nothing worrying and did not discuss much in relation to the incident that had just occurred. However, gaining information previous to attending this incident I understood that the male has a mental health condition. While risk assessing the male, although he was speaking about arbitrary things I did not perceive that he was in need of immediate care and control at the time, therefore I did not believe a Section 136 under the mental health act was appropriate at the time. Although, I felt with the information I was provided with by the employees at the resort and due to some of his conversation with me being non-specific but not worrying. Therefore, I felt it was necessary to put a public protection notification in place to provide further support to

the male due to his vulnerability. The public protection notification was declined by the male when asking him if he would like to receive any further support. Following the code of ethics I thought it was necessary to input the notification so that the male could receive the support he required. In relation to the resort they did not want to proceed with anything further as they anticipated the victim was vulnerable and stated he did not cause them any harm.

I will be using the Gibbs Reflective Model (1988) throughout this essay to answer this question. My foremost responsibilities throughout this occurrence was to ensure the safety of the employees and the victim as well as support his vulnerability by providing the appropriate support. Therefore, by implementing the codes of practice I was able to gather information and intelligence in relation to the male. From this information I was able to get an idea of the vulnerable victim I was dealing with, which allowed me to provide the suitable care. Consequently, by outlining the circumstances of the incident, implementing the strengths I collected from the victim as well as evaluating the risks and concerns I have by utilizing the national decision model. From this, I was able to refer the victim for further support by carrying out a risk assessment of the individual and input a public protection notification.

Following this during the situation I experienced many emotions, dealing with my first vulnerable victim. Therefore, by building a rapport with the victim I was able to get an understanding of his views and analyse the appropriate support required. Assessing the situation was key throughout to establish the support needed for this vulnerable victim. From this, my main sentiment was to ensure the safety of this individual knowing he was vulnerable, which gave me the responsibility of his requirements. Additionally by being able to provide further support to this victim made me feel positive, by knowing that I have assisted in his future wellbeing and welfare following my duties as a police constable. Before attending any incident you come to terms that the information you're provided with is not always accurate. So to prepare myself for any incident I always expect the unexpected, processing my thoughts by utilizing the national decision model. Before attending this incident I thought it was going to be an aggressive male, refusing to leave with the potential of arresting the male. However the male was in fact a victim, clearly suffering with his mental health so my support responsibilities were at the forefront and safety was my main priority.

After the situation, I ensured another officer completed a welfare check on the victim while I completed the necessary referrals. Even though the male had declined further support, I knew due to his vulnerability he was unable to understand what he was going through. Knowing I had been in contact with the appropriate agencies as well as outlining the key risk factors with regards to the male made me sense a great satisfaction in relation to my duties as a police constable. Being able to support vulnerable people effectively is a key aspect of policing, applying these skills within this situation gave me a great honour knowing the victim will receive the support he requires. Therefore, I feel self-assured in my capability to put forward the technique and abilities by reflecting on what I have absorbed within this situation to put into practice in future circumstances. *"The most useful reflection involves the conscious consideration and analysis of beliefs and actions for the purpose of learning. Reflection gives the brain an opportunity to pause amidst the chaos, untangle and sort through observations and experiences, consider multiple possible interpretations, and create meaning. This meaning becomes learning, which can then inform future mind-sets' and actions."* (Jennifer Porter, 2017) This quote explains the reflection I have made following this incident which will become a learning curve for future situations. By reflecting on previous circumstances and taking the positives out of these occurrences will broaden my knowledge as a constable.

Evaluating on the situation now I would say there were many good points in relation to this incident as well as a few bad points. Therefore by evaluating the good points, the victim received the support he required due to his vulnerability. Additionally by ensuring a public protection notification and conducting a welfare check ensured the appropriate measures were applied. My colleagues and I supported the resort by implementing safe guarding measures for

any future incidents that may occur. In addition, I was able to build a rapport with the victim by implementing my active listening skills, this encouraged the victim to disclose relevant details in relation to this matter. Also, by building a rapport the victim spoke to me about his mental health which made me acknowledge I ensured the correct approach. Therefore I was able to provide the correct support to the victim utilizing my responsibilities as a constable. However, as you can see the negative points corresponding to this incident would be that the victim is clearly suffering with his mental health. Knowing he may have been suffering for some time previous to this incident makes me feel confident that he will now be able to receive the additional support he requires.

Subsequently, upon analysing this occurrence I believe things went well during the incident as I prepared myself by gathering information and intelligence to acknowledge the circumstances I was dealing with. From this, I recognised the actions that had to be taken and ensured a professional manner throughout this incident by supporting the victims as well as my colleagues. Following this situation, I have developed the informative side of informing services by ensuring key risk factors are announced when dealing with this occurrence, knowing how I will respond when coming up with incidents similar to this in the future. Therefore, the sense I can make from this situation is to put my developed coping mechanisms in place as well as the positive points I have reflected on. Also putting professional standards at the forefront of every situation I deal with by implementing the code of ethics as well as supporting vulnerable people and ensuring their safety.

To conclude by capturing the learning points from this situation. In short knowing how to support those different individual needs, by being able to adapt to those needs in a professional manner. Personally, I will develop these required skills by reflecting on this situation and using my points to improve to focus on my next incident. Referring to colleagues about similar circumstances they have dealt with and how they reflected for future occurrences will help me to acknowledge different circumstances I may come across. Furthermore, I have utilized my responsibilities and procedures through the codes of practice throughout this incident. As you can see I have also supported victims throughout this process by putting the relevant referrals in place as well as building rapports with individuals. In addition I have been able to reflect on this occurrence throughout this essay, also elaborating on my feelings throughout it too. Therefore, I will ensure that I deal with the next incident in a similar mind set as this worked well for me, as well as reflect on the points to improve. In summary by concluding I can take many learning attributes from this instance that I will utilize in future circumstances I originate across as a police constable.

Word count - 1601

Task 4

Relevant areas of the National Policing Curriculum:

Decision making and discretion, Conducting Investigations and Criminal Justice (Managing offenders)

You must choose **a policing incident** in which you played a significant role with an offender/service user/victim and reflect on what happened.

Give a brief description of the situation including social and legislative contexts and any relevant cultural, ethnicity and language issues. **Reflect** on how you applied the National Decision Model (NDM) to assist in resolving this incident. **Consider** the role of discretion in the decision-making process.

Explain your responsibilities with regards to the provision of the CPIA when conducting this investigation including when managing the offender and suspects and recording and retaining significant information.

Illustrate how policing values were engaged particularly through an **analysis** of the potential impact of bias on the decision-making process.

1500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

This essay will deliberate a policing incident in which I played a significant role with an offender. This incident is in relation to a traffic offence report that I produced to an offender due to him committing a road related traffic offence. My colleagues and I were parked on a street at midday accessing the data base to look at the emergencies happening within the area, ahead of me was a no right turn junction. This street can become a consistent built up area in relation to traffic and people, at times becoming very hectic. The junction is clearly marked on the floor and there are also two signs on each side of the road stating 'no right turn' at this junction. Approximately a few hundred yards to the left of the junction there is a small round about that allows you access to the right hand side of the road. My colleagues and I were approximately one hundred yards away from the junction, I had a clear visibility of the junction with no obstructions.

I will be using the Gibbs Reflective Model (1988) throughout this essay to answer this question. While in the car I witnessed a male turn right at this 'no right turn' junction, then proceeded by continuing to park a few meters away outside a nearby shop to deliver an item. I also noticed the vehicle had a driver's side break light out. From there, I followed the male and pulled up behind his vehicle outside of the shop to discuss this offence. While speaking to the male and building a report with him, I asked him relevant questions in relation to the incident. Following this I then conducted the POCLAROC procedure by pointing out the offence he had committed, as well as gathering information on his decisions. From this I then cautioned the male and ensured he understood the caution. The male had an ethnic background and there were a few language issues. Therefore, I used my improvisation skills by utilizing Google translate on my mobile to ensure the male had a clear

understanding of the offence he had committed. This was a vital asset due to wearing a mask because of the pandemic. However, by utilizing Google translate this ensured the male had a clear understanding of the offence he had committed, also allowing me to build a strong rapport. Furthermore by using simple language while communicating with the male due to wearing a mask helped me ensure a rapport, rather than just using translate communication.

Following this, I asked him if he knew the area well to get an understanding in relation to his knowledge of the location. From this he responded that he did know the area well, stating that he lived locally. Furthermore I also gathered information that he regularly delivers to this address as well as other local addresses within the area. Understanding this I then explained he is free to leave but on leaving without providing his details he will be committing further offences. In addition I then conducted further investigation checks on the male and his vehicle on him providing his details. However, there were no outstanding offences as well as this being the first offence committed in relation to gathering information on the male. From conducting the checks the male had a full driving licence, insurance, MOT and tax all valid and up to date. *"Gathering information is the most important part of the critical thinking process. Getting all of the information you need to make a decision will always lead to the best outcome". (Schmitz, 2016)* Therefore, using my discretion I gave strong words of advice to the male in relation to his driver's side break light not working. Explaining that he needs to get that sorted now by taking it to the garage and that I will not be reporting him for that offence due to this being his first, in which I feel I utilized my discretion well. However, I still proceeded with reporting the male for turning right at a 'no right turn' junction due to this being a heavy built up area consisting of a lot of accidents in relation to people committing this offence. Upon this I then filled out the traffic offence report with the male present by ascertaining his details correctly on the form and following with the 'now' caution. Explaining to the male that he will receive a letter in relation to this offence, with it clarifying the next steps. From there, by retaining and recording significant information I was able to pass it on to the appropriate service to ensure the offence was dealt with correctly.

I will now discuss my responsibilities in relation to the Criminal Procedure and Investigations Act 1996. Upon gathering information and intelligence in relation to the male by conducting checks on the vehicle as well as the male. Furthermore, by conducting these checks I was able to investigate any offences he had prior to this incident or any discrepancies in relation to the vehicle. Therefore by conducting investigations and asking relevant questions to get an understanding of his knowledge of the area, which provided me with the appropriate support relating to the charge of the offence. This incident can be backed up through body worn video footage which also recorded the information being provided by the male. Using my responsibilities within the criminal procedure and investigations act I ensured this by, retaining and securing the information from the traffic offence report, I was then able to proceed with the offence as well as providing the offender with a copy for his understanding. In addition then processing the copy to the appropriate service to proceed with the offence that had been committed.

Furthermore, during the situation the male was very apologetic about the incident, accepting and understanding the offence he had committed. However before the situation I was preparing myself for possible conflict which did not occur. While after the situation I felt I was respectful to the individual, by following the code of ethics as well as using my discretion. Upon thinking about the situation now, I believe I came across by showing integrity in a professional manner, stating the appropriate legislative context and ensuring safety for other road users and pedestrians. *"To have integrity means that a person is self-aware, accountable, responsible, and truthful and that their actions are internally consistent". (Heathfield, 2020)* This supports my point of showing integrity by ensuring I am consistent throughout every similar occurrence I deal with in the future, as well as being responsible for

my actions. Knowing when a similar incident arises in the future to be consistent with my actions depending on the information provided.

Upon evaluating this incident now I believe I can reflect on the positive points of this experience. Therefore by furthering the knowledge of an incident like this, enforcing the guidelines to other road users to ensure the safety of others is key when implementing rules. Following on from this I enforced professional standards as well by reiterating the seriousness of these guidelines which I felt was a worthy attribute of the experience. However in relation to the bad points from the experience, knowing the offender is from the area and regularly uses this street makes me worry for the safety of others. Despite this by implementing the seriousness of this offence as well as explaining the outcomes that could arise to the offender, he was able to understand the severity of this offence. Therefore, this led me to believe that a positive effect had come from this instance personally.

Analysing the whole situation now I contemplate things went well due to enforcing procedures, implementing professional standards as well as engaging and explaining to the offender. Therefore, by implementing these key points I was able to use the national decision model to gather vital information relating to the vehicle and offender. This provided me with essential knowledge of who I was dealing with as well as ensuring the correct legal requirements were in place in relation to the vehicle. Following this the knowledge helped me to evaluate the correct powers and policies to use within this instance. Thereby allowing me to assess the threats and risks around this situation while developing a working strategy. Utilizing the national decision model I was therefore able to implement discretion by giving strong words of advice into this instance from the information I had gathered. In addition to this, it also helped me to consider my options in relation to this situation. Therefore, by taking appropriate action I was able to issue a traffic offence report as well as reiterate the measures in place and the implications of breaking these measures.

Concluding on this essay now, by utilizing the national decision model this assisted me to resolve this incident. Therefore by using this model, it will enable me to improve my decision making when dealing with future circumstances. It is clear after close analysis that, this will benefit me enormously when also implementing discretion attributes to similar situations. Being able to conduct investigations through the criminal procedure and investigations act broadens my knowledge each time when dealing with versatile situations, knowing how to record and retain significant information when dealing with an offender. From this, I engaged policing values throughout this incident by enforcing my decision making process. Consistently reviewing my decisions prior to using them helped me to maintain a professional approach while dealing with this incident. Therefore being able to identify those decisions and deciding whether they are reasonable for the circumstance as well as being beneficial to me. Finally by reflecting on my decision making and showing how policing values were engaged I can utilize this to my advantage during my career as a police constable.

Word Count - 1635

Task 5

Personal Development Plan (PDP) / Learning Plan.

As part of your reflective process, please use this table to aid you in identifying the next steps for development. This is equivalent to 500 words. Please note that this not the actual number of words you need to use, the wordcount reflects the thought and research you put into it.

Identified area for development	How it will be achieved	Who can provide support?	Timeline
Taking more witness/victim statements	• This will be achieved by taking on other officer's handovers of having to write statements up from their occurrences will give me more experience in taking statements. • To improve myself on taking more statements I would like to read over some 'good' examples from experienced officers which will help me achieve this area of development. • This will be achieved by attending more diary car appointments to obtain statements from booked in appointments	• My current tutor can provide support to me by booking the diary car out to complete statements from previous handovers. • My colleagues on my shift can provide support to me by informing me when they have statements to be taken which I can then take on.	I will want to complete this area of development within a four week period.

	with victims/witnesses. • This will be achieved by assessing my current statements and asking for any positive and negative feedback from tutors and colleagues.		
Dealing with more conflict situations	• This will be achieved by attending more conflict situations I will gain my experience when coming across future conflict incidents. E.g. domestic incidents/assaults • This will be achieved by watching body worn video footage of conflict situations that have been dealt with well to learn from good practice. • This will be achieved by conducting more night patrols of the city centre just after pub closing hours.	• My tutor can provide support to me by providing knowledge in previous conflict experiences they have dealt with. • My tutor can provide support to me by taking me to more conflict calls which will allow me to deal with further conflict incidents. • My colleagues can support me by explaining how they have dealt with conflict situations well and any bad experiences	I will want to complete this area of development within a four to eight week period.

		they have learnt from.	
Conduct more house searches	• This will be achieved by attending more Section 18 warrant searches that are pre/planned and attend briefings previous to attending to understand key areas when conducting the searches. • This will be achieved by informing my colleagues that I would like to conduct more house searches so they can notify me when one arises.	• Support can be provided by accessing Body worn video footage to learn from good practice and understand key areas where items can be hidden. • Further support can be provided to me by asking my colleagues who conduct regular searches to provide me with beneficial advice when conducting house searches.	I will want to complete this area of development within a two to four week period.

Bibliography

The bibliography should only include sources referenced within the workbook using the Harvard referencing system. Information about referencing in written assignments and how to avoid plagiarism can be found on Moodle. It is important that you are aware of the importance of ensuring that the work submitted is your original work.

Clinic, M., 2020. Exercise And Stress: Get Moving To Manage Stress. Mayo Clinic. Available at: <https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/exercise-and-stress/art-20044469?pg=1> (Accessed 10th October 2020)

Heathfield, S., 2020. *What Is Integrity*. The Balance Careers. Available at: <https://www.thebalancecareers.com/what-is-integrity-really-1917676> (Accessed 25th October 2020)

Help.open.ac.uk. 2020. Revision Techniques | Help Centre | The Open University. Available at: <https://help.open.ac.uk/revision-techniques> (Accessed 10th October 2020)

Mcfarlin, C., 2017. *Integrating De-Escalation Techniques Into Policing - In Public Safety*. [online] In Public Safety. Available at: <https://inpublicsafety.com/2017/07/integrating-de-escalation-techniques-into-policing> (Accessed 6th November 2020)

Pinches, M., 2018. Building Resilience To Deal With Stress In The Workplace. Available at: <https://www.westfieldhealth.com/blog/building-resilience-and-managing-stress-at-work> (Accessed 11th October 2020)

Porter, J., 2017. Why You Should Make Time For Self-Reflection (Even If You Hate Doing It). Available at: <https://hbr.org/2017/03/why-you-should-make-time-for-self-reflection-even-if-you-hate-doing-it> (Accessed 25th October 2020)

Schmitz, T., 2016. *Gathering Information | The Conover Company*. [online] The Conover Company. Available at: <https://www.conovercompany.com/gathering-information/> (Accessed 8th November 2020)

WebMD. 2020. Stress: What Is It And What Does It Do To Our Bodies? Available at: <https://www.webmd.com/balance/stress-management/what-is-stress#1> (Accessed 11th October 2020)

CONFIDENTIALITY and PLAGIARISM – Will be confirmed through Turnitin.

Recognition and Confirmation of the progress on the Occupational Competency Portfolio (OCP).

By signing the section below you are acknowledging your progress on O.C.P. This is recognised by the university as work that is fully supporting this module and is equivalent to 500 words towards the overall wordcount.

I confirm that I am progressing with the Occupational Competency Portfolio (OCP) in accordance to the regulations.

Signed: Jamie Gough (Learner - Electronic signature or type name)

Date: 08-11-2020