

Graduate Diploma Professional Police Practice

LEVEL 6 - 40 Credits

**Workbook title: Competency Based
Workbook 2 (DHEP/DET)**

***To be completed by DHEP Detective students
only***

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

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FACULTY OF BUSINESS AND MANAGEMENT PUBLIC SERVICE PROGRAMME

Module title: Policing in the Workplace 3 (DHEP) - BMPP6009D

Workbook Guidance

Please read these notes carefully. They provide essential information. The documents you will use in developing your workbook are on the following pages.

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 Graduate Diploma in Professional Policing Practice. You are being asked to outline your experiential learning based upon your theoretical understanding in a range of operational situations.

- Wellbeing and Resilience
- Criminal Justice
- Conducting Investigations
- Decision making and discretion
- Maintaining Professional Standards
- Leadership and Team working
- Policing the roads
- Information and Intelligence

You may wish to use the same incidents as you have 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 is available to you. Please contact Kelly Andrews direct using k.andrews@uwtsd.ac.uk with any questions or queries you may have.

Dates of workbook submission can be located within the General information tile within Moodle.

Once submitted your workbook will be assessed and marked independently. You will be provided with individual feedback once the work has been marked.

Confidentiality

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

- adhere to guidance in the Candidate Handbook about confidentiality.
- 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.

Please be aware that any content that is deemed to be inappropriate, disrespectful, or abusive will not be tolerated. Following review of any content of this nature the information will be shared with the employer of the student responsible.

Should any health and wellbeing concerns be raised because of disclosures made by the student within this workbook, the employer of the student will be informed.

NOTE

Your workbook will be submitted electronically via Turnitin on Moodle. Guidance on this is in the Candidate 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 particularly 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 Candidate 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.***

Competency Based Workbook 2 - Learner Workbook

Guidance:

- Your workbook must contain items 1 - 5 below (in the order given).
- You should use the pro-forma to insert your text within each section.
- You should upload your completed document as a saved pdf file of this workbook; if this is not possible then a Word Doc 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.

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Task 1

Relevant areas of the National Policing Curriculum: Vulnerability and Risk, Evidence-based policing

You must choose serious and complex investigation in which you played a significant role with a victim of crime and reflect on what happened.

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

Critically evaluate the appropriateness of different approaches (by professionals and the police) in supporting or managing vulnerable people or people at risk of harm during the **investigative process**

Explore what works in relation to tackling repeat victimisation and repeat offending during this **investigation**. Consider the use of evidence-based policing.

2000 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

During this essay I will be discussing a serious and complex investigation, which I have been the officer in case for. Being appointed the officer in case for such investigations means I have a significant role regarding not only the investigation itself, but to the victim of the crime. I will reflect on my role within the investigation and critically evaluate the approaches that I had used to support the victim and minimise harm moving forward as well as how this impacted the investigation (College of Policing, 2024). This essay will be discussing an incident which occurred during the time in which I worked as a response police officer. I will be discussing what was effective in reducing the risk of escalation of repercussion to the victim throughout the investigation, as well as whether my methods of investigating were productive (Singer, 1988).

I had been allocated as the officer in case for an investigation of Grievous bodily harm which had occurred. Grievous Bodily harm is the highest level of assault that can be caused to an individual and can include physical or mental damage, which can cause irreversible effects (legislation.gov.uk, 2011). The initial report of the incident held very little detail as to what had occurred, with no circumstances or details of any relationship between the suspect and victim. It is difficult to establish the risk to the victim moving forward, therefore, making it essential that victim safeguarding was made a top priority (College of Policing, 2024). I had attended to speak with the victim and obtained a statement at earliest opportunity and it was established that the assault had caused injury to the victim, which had required emergency surgery and will have life lasting effects.

With serious crime such as grievous bodily harm, it is essential to obtain the victim's statement, in case of any health complications they may face due to their injuries.

Moreover, victims of serious crime can forget details of the crime as a coping mechanism for trauma, therefore, these early investigative actions were essential (Harbor Mental Health, 2023). I believe that I had acted promptly and with the victim providing a description of the suspect, this enabled me to continue to progress the investigation at this pace, which was imperative to the golden hour principles (Carr and Davies, 2025).

Following this, I was able to gather a date, time and location of the incident, however, I had established that the incident was reported four days later than when it had taken place. Due to the delay there were no potential forensics to be preserved. The scene of the incident was outdoors in a busy central area, which had been exposed to the elements for the four days, therefore, this was not a line of enquiry that could be followed (Poetsch et al., 2022). Additionally, the victim had received surgery and washed clothing worn at the time of the incident, therefore, skin swabs or seizure of clothing were not applicable to this investigation (Wüllenweber and Giles, 2021). It could be argued that the lack of any forensic opportunity is a downfall to this investigation, however, this was not due to a lack of investigation and only made me work more efficiently with the lines of enquiry that we did have.

Moreover, I had obtained a victim personal statement after explaining to the victim what this was and the effect this can hold in court if we were able to successfully identify the suspect. Victim personal statements are very impactful and can be read out via the victim or another to explain how the incident has affected them (Windsor and Roberts, 2020). I had explained the use of special measures and what is available to the victim, should the matter go to court, which they opted for because the idea of facing the suspect was very daunting for them (Singer, 1988). Additionally, I had offered a victim focus referral to the victim, which they opted for. I believe that throughout the investigation, I remained victim focused and ensured the victim felt supported, to which they were pleased with and had stated the victim focus referral had been very helpful to them.

The suspect was unknown to the victim and it was evident to me that due to the suspect being unidentified, the victim was more anxious of a potential secondary attack, as they would not recognise the suspect if they were to see them again (Papp et al., 2017). I had discussed this with the victim and safeguarding advice was offered to the victim throughout the investigation (Aihio, 2017). Although I believe that I was very supportive of the victim throughout the investigation, the victim's family continued to call on their behalf to get updates. Due to the high demand of the policing world, it was not practical for me to be in contact with multiple people during this complex investigation. I discussed with the victim that they would be my single point of contact, to ensure the simplicity of communication and that all updates were provided to the victim directly, so they were always up to date, which they were happy with (Victim Support, 2011).

Extensive CCTV enquiries were conducted within the area that the offence took place, however, they were continuing to come back negative. Many businesses did not have camera's covering the area and others' footage was of such low quality that we were unable to identify the suspect through facial recognition (Ashby, 2017). I had checked the council cameras, which had captured the incident from afar,

however, this footage was also of poor quality, and the facial recognition was rejected (Ribeiro et al., 2024). I was able to identify a police vehicle driving past the area at roughly the same time as the incident. Following this, I contacted the officer who was showing as the driver of the vehicle at this time, however, they stated they had not seen the incident occur and had no dashcam footage of the incident, therefore, this line of enquiry was beginning to look unlikely.

The investigation was becoming increasingly difficult as numerous lines of enquiry had amounted to no progress being made in finding out who the suspect was. Throughout the investigation I continued to contact the victim to update them of the lines of enquiry that had been followed, however, the victim understandably became frustrated that the suspect had not been identified (Victim Support, 2011). I had obtained medical consent from the victim at the time that I had obtained their statement, therefore we were able to prove that the injuries that they had sustained from the assault were to the level of grievous bodily harm, however, with no suspect identified the investigation could not progress (Osterburg, 2013).

I spoke with my supervisor in regard to the matter and we both agreed that unfortunately at this point, the final line of enquiry would be to have a media appeal posted, to see if any potential witnesses or general public were able to identify the suspect (Mawby, 2007). There was a key witness who was present with the suspect at the time of incident. There was nothing to determine whether this witness directly knew the suspect, or whether they had just met in the busy city centre, however, I remained hopeful that someone may know either the suspect or the witness. I liaised with the department who create and administer the media pages and it was decided that initially, just the image of the suspect would be released. As we had no evidence that the witness had any involvement in the offence, it would remain their anonymity (Mawby, 2007). I contacted the victim and made them aware of this and ensured that they knew I would contact them following any successful leads from the media appeal.

There were multiple lines of enquiry, which were generated from the media appeal, however, when I investigated the people who had been suggested, there were clear differences between them and the suspect as shown on the CCTV. I was aware that the CCTV footage we had available was of low quality, however, the CCTV and description provided by the victim bared no resemblance to anyone suggested via the media appeal, with clear discrepancies such as age, race, height and build (Ashby, 2017). Following the investigation of these leads, I had concluded that they were not reasonable lines of enquiry. I had decided this due to the large discrepancies between the appeal suggestions and the CCTV and description we had of the suspect. I believed that there were insufficient grounds to interview these individuals, who bared no resemblance to the person I was looking for (Carr and Davies, 2025).

Despite the unsuccessful media appeal, this did mean that the victim was able to see the efforts made online, as well as see the image of the suspect. I spoke with the victim to explain that there had been successful lines of enquiry at present and they had stated that they felt more at ease having seen the image online (Victim Support, 2011). I could understand why the victim felt unsafe when they could not remember much detail of their attacker, however, prior to the media appeal release

I would not have been able to send them any images of the suspect, as this would have breached data protection (Osterburg, 2013). At this stage in the investigation, I believed that it had been a stranger attack, with neither the victim or suspect known to each other. I tried to reassure the victim that although it is not impossible, it is highly unlikely a second attack would occur if they are completely unknown to each other. Moreover, the victim had stated that they, as well as the suspect were both drunk at the time, which in turn will have likely impaired their memory of one another (Shepherd and Brickley, 1996).

Lastly, following the leads from the media appeal coming to a standstill, I had liaised with the team who administers them again and discussed whether the image of the key witness could be released (Osterburg, 2013). I was aware that the victim would have felt better knowing that the witness image had been released, but also, it was the last line of enquiry I could identify. The image of the witness was released; however, this generated no leads at all.

Unfortunately, the investigation could not progress any further without any other evidence coming to light. I had checked camera footage to try and trace the suspect and witness walking from the scene, however, they had walked in a direction with no camera coverage, and I was unable to identify them on any footage later, therefore, all lines of enquiry had closed (Ashby, 2017). I spoke with the victim to make them aware of this, they were understandably unhappy with the outcome of the investigation, and I advised them that they could review it and ensured they had the correct reference numbers. Although it was not the outcome I was hoping for, I knew I had exhausted all lines of enquiry that I had available to me and documented this throughout my investigation so that the victim could review this if they wished to and see the effort that had gone into the investigation (Adams, 2025).

In conclusion, despite the investigation not having the outcome that I wish I could have given the victim, I had exhausted all reasonable lines of enquiry and liaised frequently with my supervisor, to ensure I had not missed anything throughout the investigation due to the seriousness of the offence, which had been committed (Adams, 2025). I believe that I supported the victim well throughout the investigation and offered all relevant agencies and safeguarding advice that I could for them (Victim Support, 2011). Despite this, with an investigation that goes cold, it made me feel as if I had not done enough. It can be difficult to accept that sometimes crimes go unsolved regardless of how much time, effort and resources you put into them, but most of all, it is difficult because you know the life changing effect it has had on your victim and I felt that I could not bring them justice. Although I felt this way, on reflection of my investigation, I do not believe I could have done much more with the information and evidence that was available to me.

Word Count: 2064.

Task 2

Relevant areas of the National Policing Curriculum:

Conducting Investigations

You should choose an serious and complex investigation that you have been involved in **that was of a complex nature**, in which you played a significant role.

Critically evaluate the processes employed in a **complex investigation** you have been involved in, and the fast-track actions that you have utilised.

Evaluate the support you have provided to victims, witnesses, and offenders (where appropriate) during a **complex investigation** and reference the management of your own personal values and attitudes in relation to this.

2000 words (+/- 10%: include your actual word count at the end of each section)

Answer:

Throughout this essay, I will be discussing a complex investigation, for which I was allocated as the officer in case. The officer in case has responsibility to make decisions regarding the investigation, lines of enquiry and overseeing all aspects of the investigation, which in a complex investigation, such as this one, I found mentally challenging due to stress. During this essay, I will be discussing the actions which I had chosen to utilise for the investigation to be time efficient, thus preserving potential evidence of the offence (Rose, 2021). Furthermore, I will be evaluating the support that I have offered different people within the investigation, which in this case were witnesses and suspect. Lastly, I will also be evaluating the ways in which I have managed my personal values during this investigation (Gaur, R. Sangal and G.P. Bagaria, 2010).

I was allocated as officer in case for an offence of possession with intent to supply a controlled substance of Class A. Possession as a singular offence can often be simpler to prove, however, due to the intention to supply the substance, I was aware from early in the investigation that this would become increasingly complex throughout (McSweeney, Turnbull and May, 2010). Possession with intent to supply is legislation under the Misuse of Drugs Act 1971, it is a triable either way offence, which due to the complexity of the investigations is imperative as there is no statutory time limit, which gives officers more time to gather sufficient evidence of such offence (Sentencing Council, 2021).

Staff at a licensed premises had suspicion that the suspect was potentially selling a controlled substance within the premise. Staff had confronted the suspect, who at that time had the substance in small snap bags in his hand, therefore staff detained him awaiting police arrival. The suspect was suspected to have been in possession of a Class A controlled substance, which under legislation, is the most serious of substances to be in possession of (Sentencing Council, 2021). Whilst the suspect was searched under S32 of the Police and Criminal Evidence Act 1984, three mobile devices were located on their persons, which were subsequently seized (Turner and Corteen, 2023). Due to the circumstances surrounding the incident, as well as the multiple mobile devices, I believed that it was best to keep the suspect incommunicado, meaning they are unable to contact anyone whilst in police custody, whilst the potential discussion of a S18 PACE search of his house could occur. I chose to do this in order to minimise any tampering or destruction of further evidence that may have been at their property seized (Turner and Corteen, 2023).

A S18 search was subsequently authorised and conducted at the address we believed they were residing in. During the search, numerous items of drug paraphernalia were recovered from the property, including weighing scales and snap bags identical to the ones the suspect had been holding when detained by security (Marion and Oliver, 2015). Moreover, there were a further three mobile devices recovered during the search, which were seized as potential evidence of the offence. (Cambridge Dictionary, 2025) I believe that keeping the suspect incommunicado was essential to preserving any potential evidence whilst we were awaiting authorisation of the S18, therefore, the initial golden hour actions were successfully assisting the investigation (Roycroft, 2019). With regards to CCTV of the incident, there was no footage which captured anything of evidential value to the investigation, This was a disappointing outcome and could be described as a weakness of the investigation (Ashby, 2017), however, due to the nature of the offence it can be difficult to capture such activity on CCTV, due to various factors such as lighting in the premises, volume of people covering visibility and that offenders are commonly aware of the CCTV cameras.

Following this, I interviewed the suspect for the matter. There was no delay in interviewing, as the suspect was sober on arrival at custody. During interview the suspect had given a prepared statement which denied the offence in question (Home Office, 2024). Furthermore, the suspect made no admission as to whether the address the S18 was conducted at was his address or not, therefore, without further proof that it was their address, it would render the seized evidence from that search as valueless (Turner and Corteen, 2023). The suspect was subsequently bailed for further enquiries. I ensured the suspect understood what this meant and asked if there was any support they may have needed whilst the investigation was ongoing, to which they requested if I could return them back to their home address in a police vehicle as they had no means of getting home. The suspect then stated their home address, which was the address the S18 had been conducted, therefore, solidly linking them to the items seized within that search (Home Office, 2019).

I believe that the initial enquiries of this investigation were efficient and in line with the golden hour principle (Roycroft, 2019), however, following this I found that the investigation continued to grow in complexity, and I began to find this very challenging. I completed the relevant forms for the substance to be tested, as well

as trace tests on the drug paraphernalia seized during the search (Jenkins, 2020). Although I could understand that the testing of this evidence could take some time, I found myself frustrated as I was awaiting results, but in the meantime the suspect's bail date was rapidly approaching (Crown Prosecution Service, 2017). I found this part of the investigation difficult, as many of the forms I was completing were new to me, therefore, I sought guidance and received many reworks for my form submissions, which in turn, I was aware would make the possibility of a bail extension slim, as although I was working as hard as I could, the actual progression of what I had achieved did not evidence this. Moreover, (Jenkins, 2020) the results then came back and confirmed that the substance within the suspects possession was Class A – cocaine.

Furthermore, the next key evidence to be downloaded, were the mobile devices seized from the suspect during arrest and also found within the search. The suspect did not provide the passcode for any of the devices and there were a mixture of smart phones and 'burner' style phones, therefore, there were multiple types of phone downloads required (McMillan, Glisson and Bromby, 2013). Ultimately, I decided that due to the passcode remaining unknown, It was best to complete a specific form that requests the force mobile device examiners to download the devices. It is the most extensive of the downloads and can investigate social media apps as well as regular phone calls and texts (Information Commissioner's Office, 2020). Due to the high volume of material that can be obtained by these downloads, It was essential to involve specific key words or topics to the examiner, which covered the commonly used language in drug supply (Information Commissioner's Office, 2020). However, prior to any download of devices, I had to attend to the suspect to provide them with the paperwork to explain that their phones were to be downloaded.

Although I knew that there could potentially be high volumes of data to be obtained from the download, I did not realise exactly how long these downloads can take, therefore, the suspects bail date was about to expire (Crown Prosecution Service, 2017). I was frustrated that there was not an outcome of the investigation by the time they were due to answer bail, however, I knew that I had worked as hard as I could to complete the forms to request all drug and phone testing as soon as possible. I was also aware that staff who work within these departments work tirelessly and that the wait for results was due to the complexity of work they deal with (McMillan, Glisson and Bromby, 2013). I had consulted with my supervisor and was open and transparent about the fact that these forms had taken me sometime to complete, as they were all new to me, and due to this I did not believe a bail extension was achievable (Crown Prosecution Service, 2017). However, due to the witnesses and suspect being completely unknown to each other, as well as the offence being against the crown and no reason to believe the suspect had committed any further offences whilst on bail, I believed that releasing them under investigation for the remainder could be justified and was suitable given the circumstances (Sosabowski and Johnston, 2022).

The phone downloads came back shortly after this. I found that the key words and phrases I had selected for the examiners were effective and provided me with specific evidential downloads from the majority of the devices, except for the 'burner' style phones, which they were unable to pull any data from supply (Information

Commissioner's Office, 2020). Although I had hoped to gather evidence from all devices, due to the two being 'burner' phones with unknown passcodes, I was aware it was unlikely to pull data from them, therefore, I remained positive and focused on the evidential data which was obtained and how to move forward with it. I had asked an analyst to provide me the data in a clearer format, and once I had this, it was much easier to understand what information I was looking at (Keay and Kirby, 2017).

Although I believed from the confirmation of Class A substance, quantity of substance and digital device download, that the suspect had committed the offence I had been investigating, it is essential to remain impartial during all parts of the investigation and I am not an expert drugs witness (Sanja Kutnjak Ivković and Haberfeld, 2019). Therefore, I contacted the relevant team to enquire into an R V BRIEN statement for the matter. An R V BRIEN statement will be written by a drugs expert witness, and they will take all evidence into account within their statement to provide a well-rounded, expert opinion of the evidence presented to them (Forensic Access, 2020). I found that although it may be easy to draw conclusions in investigations such as this, it was imperative to have the statement provided to ensure the investigation was credible and unbiased.

Following the R V BRIEN statement being provided, I just needed to build the case file to reflect the suspect's denial of the offence within interview, which generated many reworks and details for myself to change. I found one of the more stressful parts of the investigation was ensuring everything was correct and ready for court by the deadlines provided, as I had very little prior experience of case file building until this investigation (Gershon et al., 2008).

In conclusion, this investigation was by far one of the most complex, time and resource consuming investigations I had been a part of, therefore, being the officer in case for it was very challenging for me (Gershon et al., 2008). Overall, I believe that the initial golden hour principles were utilised effectively and enabled me to gather further evidence of the offence (Roycroft, 2019). As discussed, I found the length of time parts of the investigation can take as initially frustrating, however, when the evidential results began to come back and the investigation continued to strengthen, it was clear that the hard work from all involved made it worthwhile. It was difficult at times to manage your personal attitudes towards things within an investigation, however, (Sanja Kutnjak Ivković and Haberfeld, 2019) in investigations with circumstances like this, it is important to reflect on why the suspect may be involved in this type of criminality and potential vulnerabilities they may have. (Sanja Kutnjak Ivković and Haberfeld, 2019) I found that these only fuel me to ensure the investigation is conducted within the police code of ethics and all actions can be justified, they are proportionate and ethical because I am accountable for my actions and they can make the difference between a guilty suspect receiving the correct verdict or not.

WORD COUNT: 2000.

Authentication signature: Z.Atwood

Please sign to confirm that the work submitted is your own and has not been copied from another:

Signed: Z. Atwood

Date: 27/04/2025.

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