

Mobile PPN – Public Protection Notification Report



Mobile PPN – Public Protection Notification Report

ANDROID VERSION

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Mobile PPN – Public Protection Notification Report

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About the application

The mobile PPN application allows officers to complete a PPN report on a mobile device and submit to the relevant Public Protection Unit. Once submitted, the PPN report is attached to an Occurrence as per the current desktop procedure. The app has in built features to make its completion as easy as possible. To improve data quality mandatory fields are highlighted. A new feature allows the officer to capture a signature from the victim. There are also a number of automatic endorsements to the submitting officers EPNB as well as an automatic OEL entry when the PPN is completed. The submitting officer's supervisor is also automatically tasked.

The creation and submission of a PPN report using the mobile app is a three-stage process.

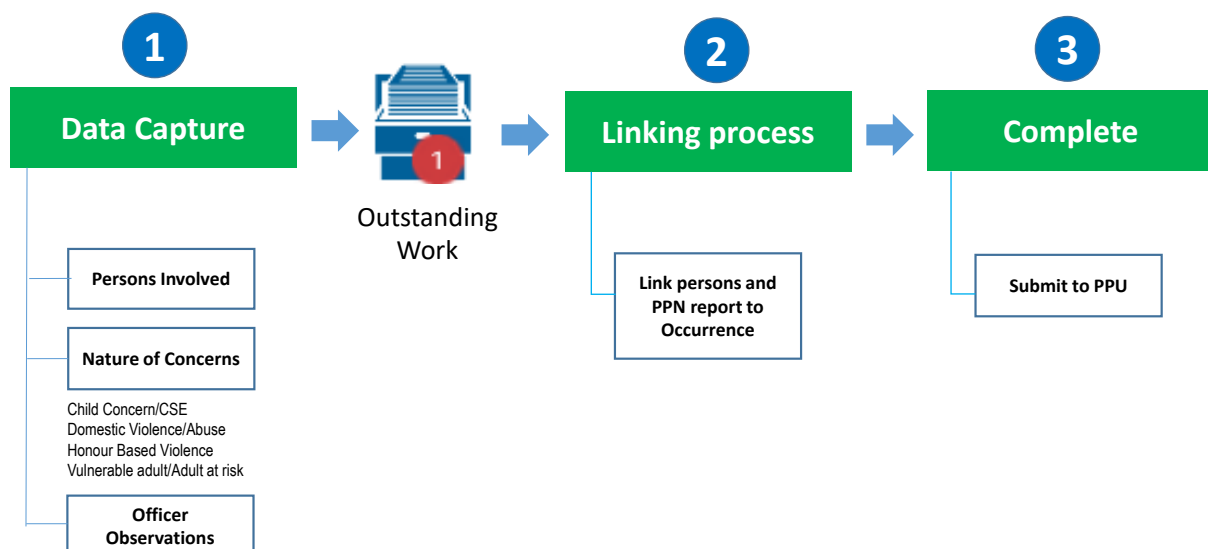
Stage 1: record details of the involved people, complete nature of concerns and officer's observations. Report is saved in officers Outstanding Work.

Stage 2: link involved persons to an occurrence.

Stage 3: submit to a PPU.

As the PPN report is built all data is saved in the officers '**Outstanding Work**' which can be accessed at a later time for the linking and submission process.

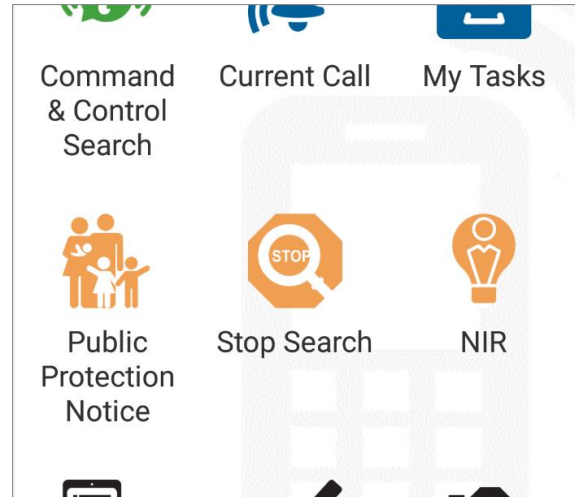
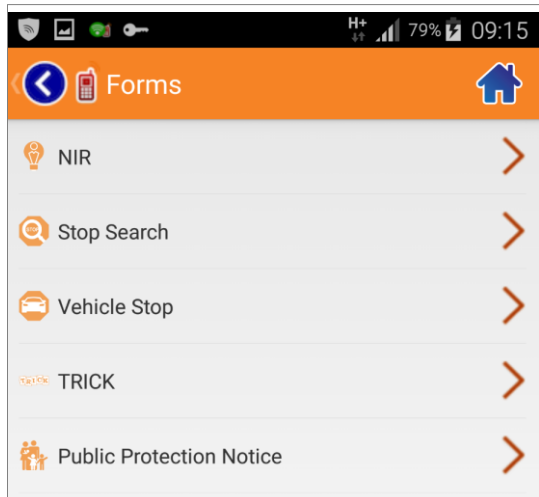
Mobile PPN overview



Mobile PPN – Public Protection Notification Report

The mobile PPN report

The mobile PPN report can be found in the Forms section of iPatrol. For convenience, we suggest the icon is pinned to your homescreen.



Naming your PPN report

Click on the icon to open the application. You will then need to enter a name for the PPN report. This will allow you to easily recall it from within your Outstanding Work.

A screenshot of the iPatrol mobile application's 'Public Protection Notification' screen. The screen has an orange header bar with a back arrow and a home icon. Below the header, the text 'Enter a name for this PPN' is displayed, followed by '(so you can identify it later on)'. There is a text input field with the placeholder text 'Enter a name' in red. At the bottom right, there is a 'NEXT' button with a right-pointing arrow.A screenshot of the iPatrol mobile application's 'Public Protection Notification' screen, showing the same interface as the previous screenshot but with the text 'BLOGG JOHN' entered into the text input field. The 'NEXT' button is still visible at the bottom right.

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PPN sections

After you have named your PPN report you will automatically be presented with a screen showing the various PPN sections that need completion.

There are three sections:

(1) **Involved People**

This is the section where details of the Subject/Victim and other involved people is recorded.

(2) **Nature of Concerns**

There are four nature of concerns that can be selected. A nature of concern must be added on every PPN without fail.

(3) **Officers Observations**

This is the section where supplementary officer notes can be added to the PPN.

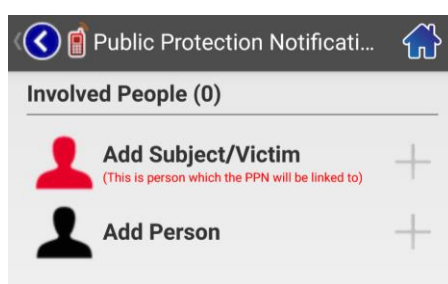
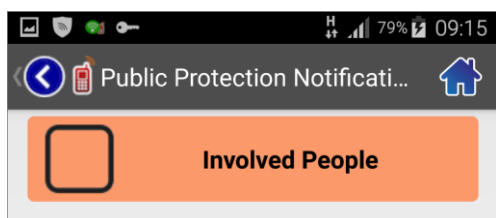
The screenshot shows a mobile application interface for a Public Protection Notification (PPN) report. At the top, there is a status bar with icons for signal, battery (79%), and time (09:15). Below the status bar is a navigation bar with a back arrow, a document icon, the text 'Public Protection Notificati...', and a home icon. The main content area has a light gray background. It features three large, rounded rectangular buttons with checkboxes on the left and text on the right. The first button is orange and labeled 'Involved People'. The second button is blue and labeled 'Nature of concern', with four sub-options listed below it: 'Child Concern/CSE', 'Domestic Violence/Abuse', 'Honour Based Violence', and 'Vulnerable adult/Adult at risk'. The third button is pink and labeled 'Officers Observations'. At the bottom right of the screen is a gray button labeled 'SAVE & CONTINUE'.

Complete the Involved People section first then complete the Nature of Concern(s) and Officer Observations. After each section is saved it is automatically saved into your Outstanding Work with the file name previously allocated for the PPN report.

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Completing the Involved People section

Press on the Involved People tab. You will then have an option to **Add Subject/Victim** and **Add Person**. The Subject/Victim is the person which the PPN report will be linked to. Use the **Add Person** button to add the other involved people.



Adding the Subject/Victim

Press on the 'Add Subject/Victim' button and a template will appear with a set of questions which must be filled in to record the subject/victim details. Mandatory fields are marked in red font. The app will automatically add the category of Subject; Victim for this person in the PPN report. Once complete press **SAVE**.

Subject/Victim #1, page 1

Surname: **ENTER FAMILY NAME**

First Name: **ENTER GIVEN NAME**

Middle Name(s): ENTER MIDDLE NAME

D.O.B: Pick Date...

Street Number: ENTER STREET NUMBER

Street: ENTER STREET NAME

City/Town: ENTER TOWN / CITY

Postcode: ENTER POSTCODE

Tel. No.: ENTER TEL. NO.

Email: ENTER EMAIL

Safe Contact

Tel. No.: **ENTER TEL. NO.**

Contact Times: **CONTACT TIMES**

> NEXT

Subject/Victim #1, page 2

Relationship to victim/subject: SELECT RELATIONSHIP TO SUBJECT/VICTIM

Relationship to others: ENTER RELATIONSHIP TO OTHERS

Age at time of event: ENTER AGE

Preferred means of contact: SELECT CONTACT TYPE

Self defined ethnicity: SELECT ETHNICITY

Relevant aggravating factors: SELECT AGGRAVATING FACTORS

GP Surgery: ENTER GP SURGERY

GP Telephone: ENTER GP TELEPHONE

< BACK

Subject/Victim #1, page 3

Children only

School: _____

Present at time of incident? Select Yes/No

Welfare check of children made? Select Yes/No

Is there a communication barrier? Select Yes/No

What is the spoken language or methods of communication? _____

Interpreter used? Select Yes/No

Are there any passport/legal issues? Select Yes/No

If yes, consider Honour Based Violence.

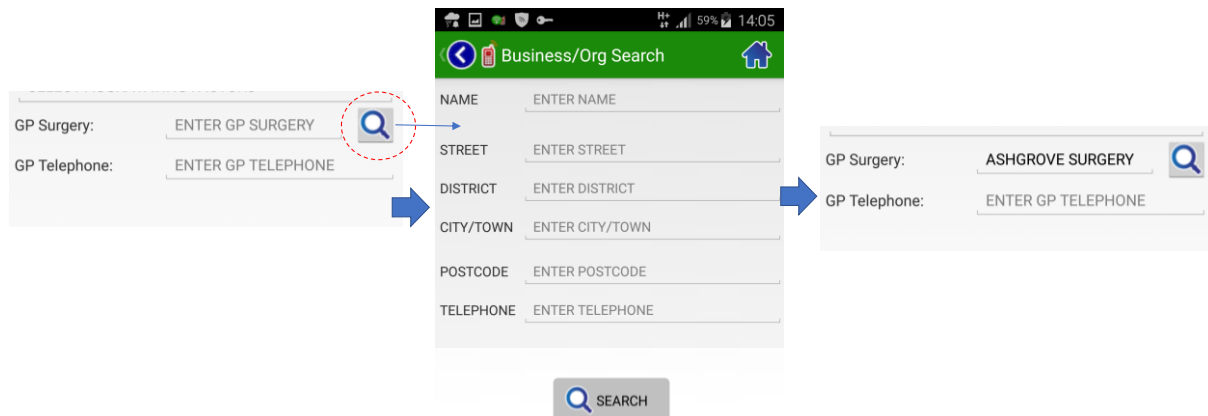
< BACK

SAVE

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Filling in the GP Surgery field

The GP Surgery field is a look up field. Press on the magnifying glass to display a screen where you can search for the surgery in Niche. If it exists link it to the person. You should only freetext the name of the surgery if it does not exist in Niche or if connectivity is unavailable.



Once you have completed all the required fields press SAVE. You will be taken back to the Involved People page where a brief summary of the Subject/Victim you have just recorded will appear in red.



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Adding other involved persons

Press on the 'Add Person' button and a template will appear with a set of questions which must be filled to record the details of other involved people e.g. the perpetrator. Mandatory fields are marked in red font. Once complete press **SAVE**.

The form consists of three pages for 'Person #2'.

Page 1: Surname: ENTER FAMILY NAME, First Name: ENTER GIVEN NAME, Middle Name(s): ENTER MIDDLE NAME, D.O.B: Pick Date..., Street Number: ENTER STREET NUMBER, Street: ENTER STREET NAME, City/Town: ENTER TOWN / CITY, Postcode: ENTER POSTCODE, Tel. No.: ENTER TEL. NO., Email: ENTER EMAIL.

Page 2: Category/Classification: SELECT CATEGORY, Relationship to victim/subject: SELECT RELATIONSHIP TO SUBJECT/VICTIM, Relationship to others: ENTER RELATIONSHIP TO OTHERS, Age at time of event: 26, Preferred means of contact: SELECT CONTACT TYPE, Self defined ethnicity: SELECT ETHNICITY, Relevant aggravating factors: SELECT AGGRAVATING FACTORS, GP Surgery: ENTER GP SURGERY, GP Telephone: ENTER GP TELEPHONE.

Page 3: Children only section (highlighted with a red box): School: , Present at time of incident? Select Yes/No, Welfare check of children made? Select Yes/No, Is there a communication barrier? Select Yes/No, What is the spoken language or methods of communication?, Interpreter used? Select Yes/No, Are there any passport/legal issues? Select Yes/No, If yes, consider Honour Based Violence. A SAVE button is at the bottom right.

After pressing SAVE you will be taken to the Involved People page where a brief summary of the person you have just recorded will appear in black.

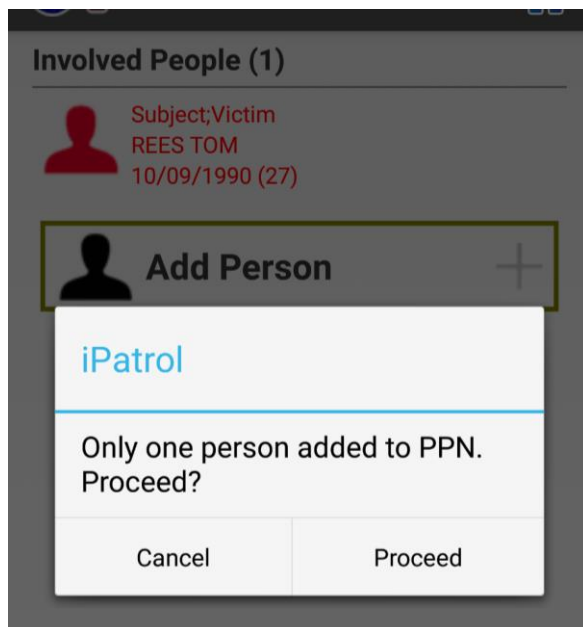
Involved People (2)

- Subject;Victim
BLOGG JOHN
10/09/1990 (27)
- Aggressor
BLOGG TINA
06/08/1991 (26)
- Add Person

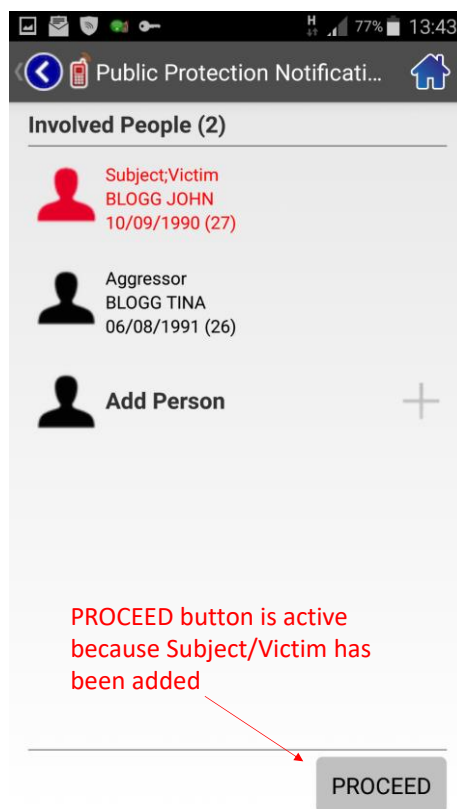
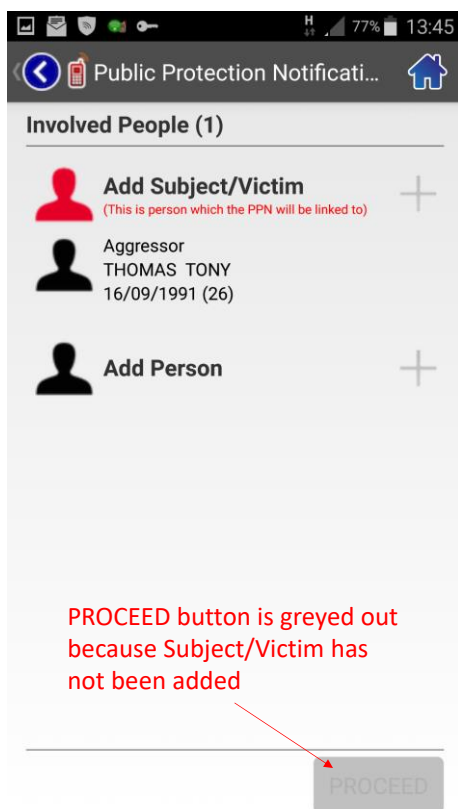
There is no limit to the number of other involved people that can be added to the PPN report. Just continue to use the 'Add Person' function.

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If the PPN report only involves one person, the Subject/Victim, the app will ask you if this is the case before allowing you to proceed.

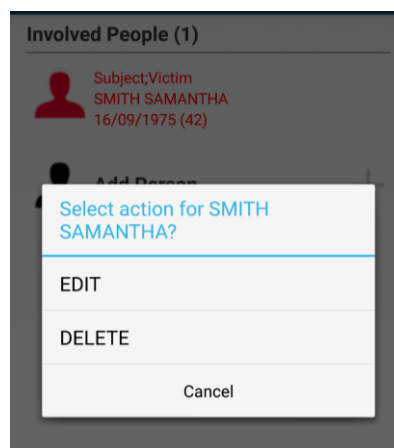


Once you have added all the involved people press the **PROCEED** button. Note the PROCEED button is greyed out until you have recorded the Subject/Victim.



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Once you have entered people into the Involved People section, you will see on the PPN homescreen a tick in the check box for Involved People. This is a visual reminder that you have data in this section. You can at any time press on the Involved People tab to either edit details of an existing person, delete the person or add another person.



Completing the Nature of Concern section

Click on the relevant Nature of Concern tab to open up the assessment.



Complete the assessments using choice list answers or free text entry. Once complete press SAVE.

Once you have entered a Nature of Concern into the Nature of Concern section, you will see on the PPN homescreen a tick in the check box for relevant Nature of Concern that has been completed. This is a visual reminder that you have data in this section. You can at any time press on the Nature of Concern tab to reopen the assessment and edit it.

Consent Signature

When completing the Domestic Violence/Abuse, Honour Based Violence and Vulnerable adult/Adult at risk Nature of Concerns you will come across a Consent section. The mobile app has an additional feature that invites the Subject/Victim to provide a signature for consent to share information. If signed, the name of the person, signature and type of

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Nature of Concern is saved as an entry in the officer's EPNB. If required, this EPNB entry can be attached to the Occurrence by simply long pressing on the EPNB entry and an option to 'Add to Occurrence' appears. This will only work if you have connectivity.

Public Protection
PPN 'MARY SMITH' Nature of Concern:
Domestic Abuse

I consent to the information I have
provided from this incident to be shared
with interested third parties for the
purposes of prevention and detection
of crime and protection of vulnerable
persons.

12/09/2017
07:41

NAME: MARY SMITH

Signature:

Mary Smith

iPatrol

Add to Occurrence

Send by Email

Cancel

12/09/2017
07:41

NAME: MARY SMITH

Signature:

Mary Smith

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Child Concern/CSE - Nature of Concern

CHILD CONCERN

Were police powers of protection used on this occasion? Select Yes/No

Where are the children now? (if not at the recorded address):

Has the incident resulted in injury? Select Yes/No

> NEXT

CHILD CONCERN

Home circumstances

Was the child well presented? Select Yes/No

What was the condition of the address? Select Condition

Was there sufficient food at the address? Select Yes/No

Has the child previously gone missing from the address? Select Yes/No

< BACK > NEXT

CHILD CONCERN

Aggravating factors

Was alcohol a factor? Select Yes/No

Did this place the child at risk? Select Yes/No

Were drugs a factor? Select Yes/No

Did this place the child at risk? Select Yes/No

Is there a mental health indicator? Select Yes/No

< BACK SAVE

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Domestic Violence/Abuse - Nature of Concern

DASH QUESTIONS

CURRENT SITUATION

Has the aggressor had a previous abusive relationship?

Select Yes/No

If yes how many? ENTER QUANTITY

1. Has the current incident resulted in injury?

Select Yes/No

What is the nature of the injury?

ENTER NATURE OF INJURY

Is this the first injury caused by assailant? If no record details in summary:

Select Yes/No

2. Are you very frightened?

Select Yes/No

> NEXT

DASH QUESTIONS

CURRENT SITUATION

3. Are you afraid of further injury or violence?

Select Yes/No

Attempt to kill?

Select value

Attempt to kill (other, please specify):

ENTER OTHER ATTEMPT TO KILL

Further injury or violence?

Select value

Further injury or violence (other, please specify):

ENTER OTHER INJURY, VIOLENCE

Is there anything else you are afraid of?

ENTER WHAT YOU ARE AFRAID OF

4. Do you feel isolated from family & friends?

Select Yes/No

Does this person try to stop you from seeing family friends/doctor's/others?

Select Yes/No

5. Are you feeling depressed or having suicidal

< BACK > NEXT

DASH QUESTIONS

CURRENT SITUATION

7. Is there conflict over the child contact?

Select Yes/No

8. Does this person constantly call, text, contact, follow stalk or harass you?

Select Yes/No

Is there previous domestic abuse or stalking/harassment history?

Select Yes/No

Has this person vandalised or destroyed property?

Select Yes/No

Has the abuser turned up unannounced more than three times a week?

Select Yes/No

Have they followed or loitered near your home or workplace?

Select Yes/No

Has this person been harassing any third party since the harassment began? (i.e. family, children, friends)

Select Yes/No

< BACK > NEXT

DASH QUESTIONS

CHILDREN/DEPENDANTS

9. Are you currently pregnant?

Select Yes/No

Have you been pregnant or had a baby in the past eighteen months?

Select Yes/No

10. Are there any children/step children that aren't in the household?

Select Yes/No

Are there any other dependants in the household (e.g. older relatives)?

Select Yes/No

11. Has this person ever hurt children/dependants?

Select Yes/No

Please provide details:

ENTER DETAILS

12. Has the person ever threatened to hurt or kill the children/dependants

Select Yes/No

< BACK > NEXT

DASH QUESTIONS

DOMESTIC ABUSE HISTORY

13. Is the abuse happening more often?

Select Yes/No

14. Is the abuse getting worse?

Select Yes/No

15. Does this person try to control everything you do or are they excessively jealous?

Select Yes/No

Consider Honour Based Violence and Stalking

Please specify the behaviour:

ENTER DETAILS

16. Has this person ever used weapons or object to hurt you?

Select Yes/No

17. Has this person ever threatened to kill you or someone else and you believed them?

Select Yes/No

18. Has the person ever attempted to strangle/suffocate choke/drown you?

Select Yes/No

< BACK > NEXT

DASH QUESTIONS

DOMESTIC ABUSE HISTORY

19. Does this person say things of a sexual nature that makes you feel bad or do things that physically hurt you or someone else?

Select Yes/No

Specify who or what?

ENTER DETAILS

20. Is there any other person who has threatened you or who you are afraid of?

Select Yes/No

Please specify who?

Consider Honour Based Violence.

ENTER DETAILS

21. Do you know if this person has hurt anyone else? (e.g. children/sibling/elderly relative)

Select Yes/No

Please specify who?

Consider Honour Based Violence.

ENTER DETAILS

< BACK > NEXT

DASH QUESTIONS

ABUSERS

23. Are there financial issues?

Select Yes/No

24. Has this person had problems in the last years with prescription or controlled drugs, alcohol or mental health causing them difficulties in leading a normal life?

Select Yes/No

Please describe

ENTER DETAILS

25. Has this person ever attempted or threatened suicide?

Select Yes/No

26. Has this person ever breached a bail/injunction or any agreement as to when they can see you and/or the children?

Select Yes/No

Select from the following:

Select Type

Other, please specify

ENTER DETAILS

< BACK > NEXT

DASH QUESTIONS

OFFICER INITIAL RISK ASSESSMENT

Officer initial risk assessment:

High

Rationale:

TEST ENTRY

Does the person wish to be sent a Domestic Abuse Help information card?

Yes

ENTER EMAIL ADDRESS

< BACK > NEXT

Public Protection Notification...

CONSENT

Is consent given for information to be shared with partner agencies?

If refused, information will be shared with partner agencies when necessary for safeguarding purposes

Select Value

If the person is unable to consent or refuses, please explain:

ENTER REASON

Name: NAME OF SUBJECT/VICTIM

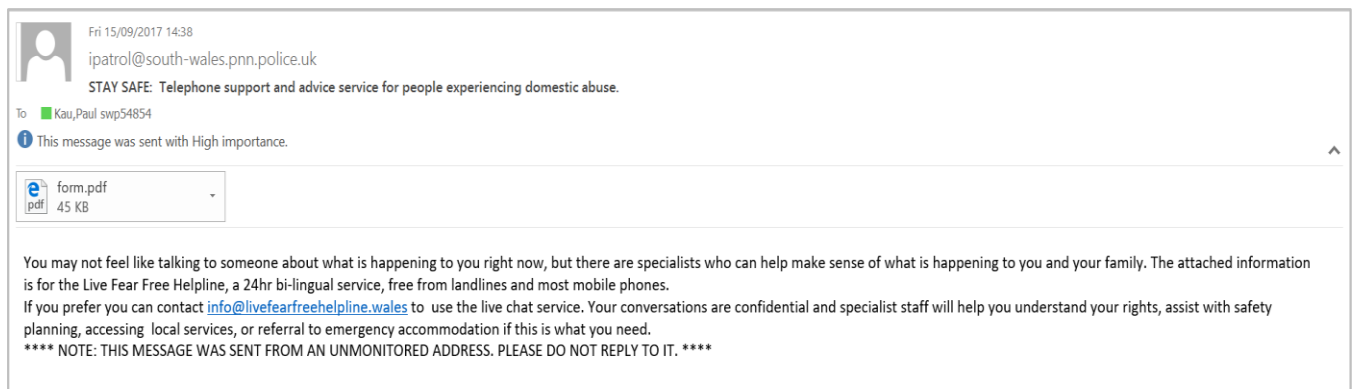
☐ Unable ☐ Refused ☒ Ok to sign

< BACK NEXT

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In the Officer Initial Risk Assessment page there is a new question which offers the Subject; Victim a Domestic Abuse Help Information card. The information card is sent via email.

This is the email that is sent to the Subject; Victim:



This is the Domestic Abuse Help Information card

Live Fear Free Helpline **Llinell Gymorth**
Byw Heb Ofn

0808 80 10 800

The helpline welcomes calls from anyone experiencing domestic abuse and sexual violence, or concerned family and friends. Open 24 hours a day, 7 days a week.

Alternatively email our helpline advisors and start a conversation: info@livefearfreehelpline.wales

www.livefearfree.gov.wales
www.bywhebofn.llyw.cymru

Mae'r llinell gymorth yn croesawu galwadau gan unrhyw un sy'n dioddef cam-drin domestig a thrais rhywiol, neu ffrindiau a theulu sy'n poeni am unigolyn. Ar agor 24 awr y dydd, saith diwrnod yr wythnos.

E-bostiwch ein hymgynghorwyr llinell gymorth a dechrau sgwrs: gywbodaeth@linellgymorthbywhebofn.cymru

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Honour Based Violence - Nature of Concern

HONOUR BASED VIOLENCE

Aggravating features/risk factors

Has violence been used or threatened?

Has sexual abuse been used or threatened?

Is there imminence of forced marriage?

Has there been any physical or emotional control of victim?

Is the victim being followed, harassed or stalked?

Does the perpetrator(s) has the criminal history for violence?

Has the perpetrator breached an injunction or bail conditions?

Is there a family history (including siblings) of forced marriage?

> NEXT

HONOUR BASED VIOLENCE

Aggravating features/risk factors

Is the forced marriage to a first cousin?

Is the victim planning to flee?

Is there a potential threat to take victim overseas/abduction?

Has there been any weapons used?

Have threats to kill been made?

Are the victims actions considered dishonourable/shameful?

Is the victim pregnant or concealing pregnancy?

< BACK **> NEXT**

HONOUR BASED VIOLENCE

Aggravating features/risk factors

Is there a strong extended family network?

Vulnerability of victim (including age, maturity, disability)?

Has there been substance misuse by the perpetrator?

Is there evidence of self harm?

Are there any threats that the children will be taken away?

< BACK **> NEXT**

Public Protection Notification

CONSENT

Is consent given for information to be shared with partner agencies?

If refused, information will be shared with partner agencies when necessary for safeguarding purposes

If the person is unable to consent or refuses, please explain:

ENTER REASON

Name:

☐ Unable ☐ Refused ☒ Ok to sign

< BACK **NEXT**

Sign

CONSENT - Signature

I consent to the information I have provided from this incident to be shared with interested third parties for the purposes of prevention and detection of crime and protection of vulnerable persons.

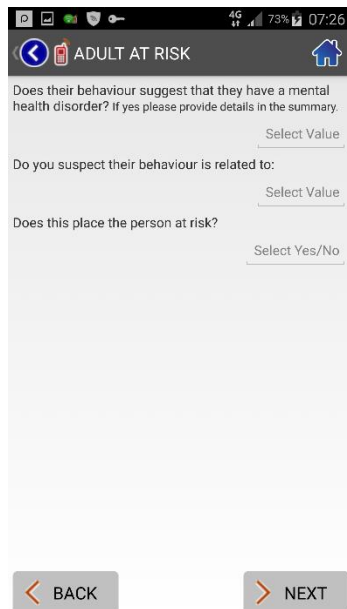
Clear

Sign Here

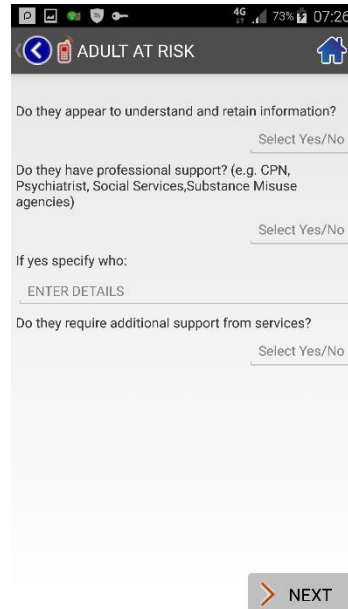
< BACK **SAVE**

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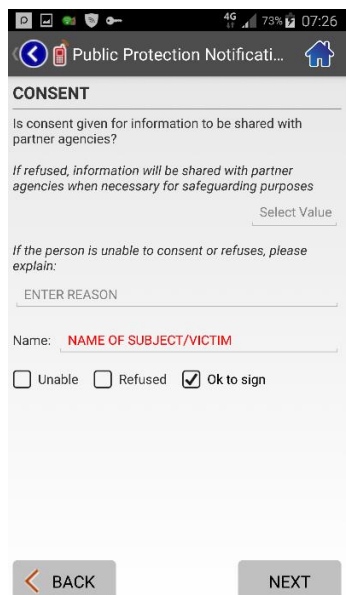
Vulnerable adult/Adult at risk - Nature of Concern



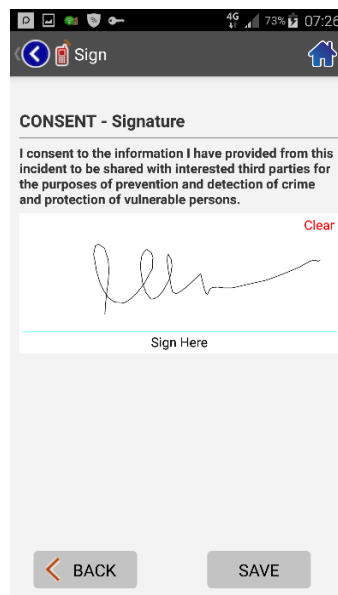
Mobile app screenshot showing the 'ADULT AT RISK' screen. The screen has a dark header with a back arrow, a home icon, and the title 'ADULT AT RISK'. The main content area contains three questions, each with a 'Select Value' button below it. The questions are: 'Does their behaviour suggest that they have a mental health disorder? If yes please provide details in the summary.', 'Do you suspect their behaviour is related to:', and 'Does this place the person at risk?'. At the bottom, there are two buttons: '< BACK' and '> NEXT'.



Mobile app screenshot showing the 'ADULT AT RISK' screen. The screen has a dark header with a back arrow, a home icon, and the title 'ADULT AT RISK'. The main content area contains three questions, each with a 'Select Yes/No' button below it. The questions are: 'Do they appear to understand and retain information?', 'Do they have professional support? (e.g. CPN, Psychiatrist, Social Services, Substance Misuse agencies)', and 'If yes specify who:'. Below the third question is an 'ENTER DETAILS' button. At the bottom, there are two buttons: '> NEXT' and a partially visible '< BACK' button.



Mobile app screenshot showing the 'Public Protection Notification' screen. The screen has a dark header with a back arrow, a home icon, and the title 'Public Protection Notification'. The main content area is titled 'CONSENT' and contains three sections. The first section asks 'Is consent given for information to be shared with partner agencies?' with a 'Select Value' button. The second section asks 'If the person is unable to consent or refuses, please explain:' with an 'ENTER REASON' button. The third section asks 'Name: NAME OF SUBJECT/VICTIM' with a text input field. Below the text input field are three checkboxes: 'Unable', 'Refused', and 'Ok to sign'. At the bottom, there are two buttons: '< BACK' and 'NEXT'.

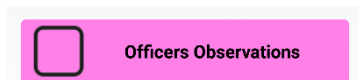


Mobile app screenshot showing the 'Sign' screen. The screen has a dark header with a back arrow, a home icon, and the title 'Sign'. The main content area is titled 'CONSENT - Signature' and contains a paragraph of text: 'I consent to the information I have provided from this incident to be shared with interested third parties for the purposes of prevention and detection of crime and protection of vulnerable persons.' Below the text is a signature field with a 'Clear' button. At the bottom, there are two buttons: '< BACK' and 'SAVE'.

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Completing the Officer's Observations

Click on the Officer's Observation tab.



You will be presented with a screen that has automatically been populated with the safe contact number and times for the Subject/Victim.

In addition, there is a free text field for the officer to enter supplementary text.

Once complete press SAVE.

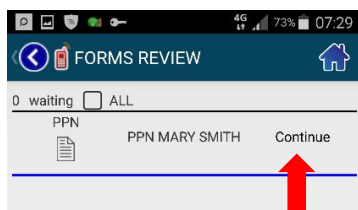
Once you have entered the Officer's Observations you will see on the PPN homescreen a tick in the check box for Officer's Observations. This is a visual reminder that you have data in this section. You can at any time press on the Officer's Observations tab to reopen and edit it.

A screenshot of the "OFFICER'S OBSERVATIONS" screen. The header shows a back arrow, a red notification icon, and the text "Public Protection Notificati...". Below the header, it says "OFFICER'S OBSERVATIONS" and "Please be mindful that your observations are disclosable to partner agencies." The main text area contains "Safe Contact number/Times: FHJ, FH, 07701234567, DG" and "ENTER OFFICER OBSERVATIONS". At the bottom right is a grey "SAVE" button.A screenshot of the "ENTER OFFICER OBSERVATIONS" screen. The header shows a back arrow, a red notification icon, and the text "Public Protection Notificati...". Below the header, it says "ENTER OFFICER OBSERVATIONS". The main text area contains a test entry: "This is a test entry for Mobile Data testing of freetext entry screens. This was entered using hot key number 1. Testing 123 Fusion Mobile Data dummy text entry." At the bottom right is a grey "Save" button.A screenshot of the "OFFICER'S OBSERVATIONS" screen. The header shows a back arrow, a red notification icon, and the text "Public Protection Notificati...". Below the header, it says "OFFICER'S OBSERVATIONS" and "Please be mindful that your observations are disclosable to partner agencies." The main text area contains "Safe Contact number/Times: FHJ, FH, 07701234567, DG" and a test entry: "This is a test entry for Mobile Data testing of freetext entry screens. This was entered using hot key number 1. Testing 123 Fusion Mobile Data dummy text entry." At the bottom right is a grey "SAVE" button.

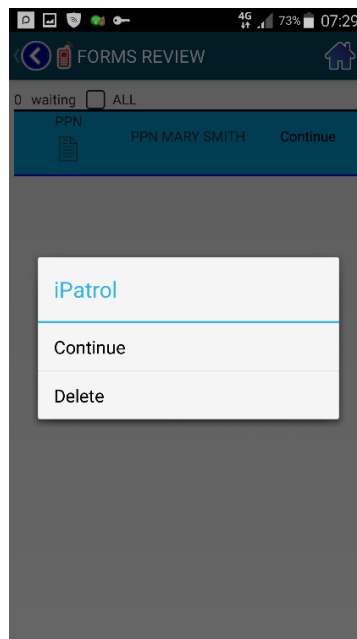
Mobile PPN – Public Protection Notification Report

Saving your PPN to Outstanding Work

As you build your PPN report, your work is automatically saved at various points to your Outstanding Work. To access your saved PPN go into your Outstanding Work where you will see your PPN report. Your PPN entry will have the status '**Continue**' alongside it. Pressing on the entry gives you the option to **Continue** or **Delete** the PPN. Pressing Continue reopens the PPN homescreen allowing you to continue building the report.



If entry has
Continue
status, PPN can be
reopened for
continuation



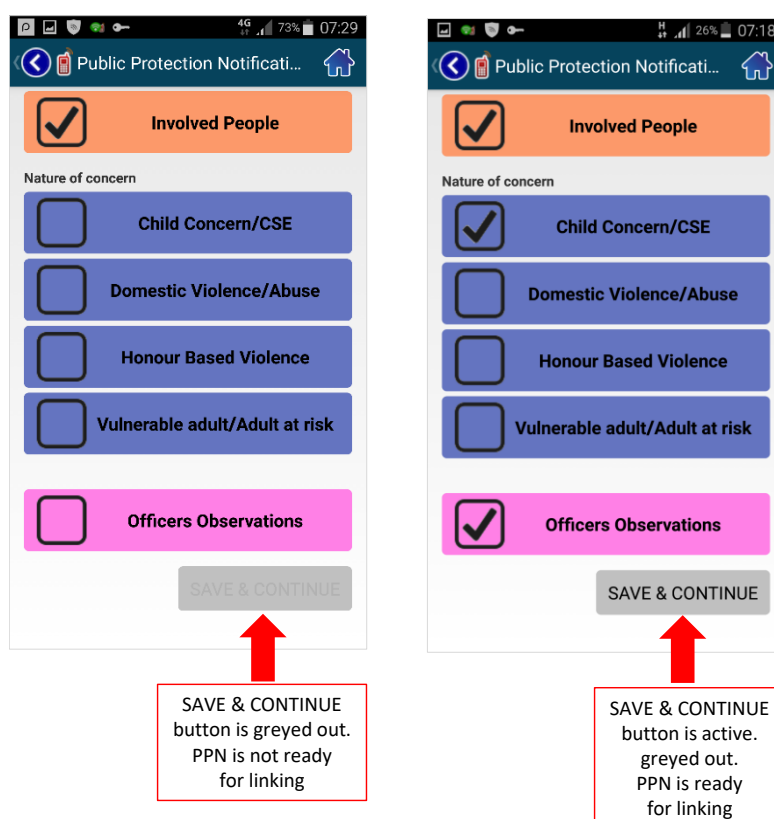
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Saving recorded data for Linking

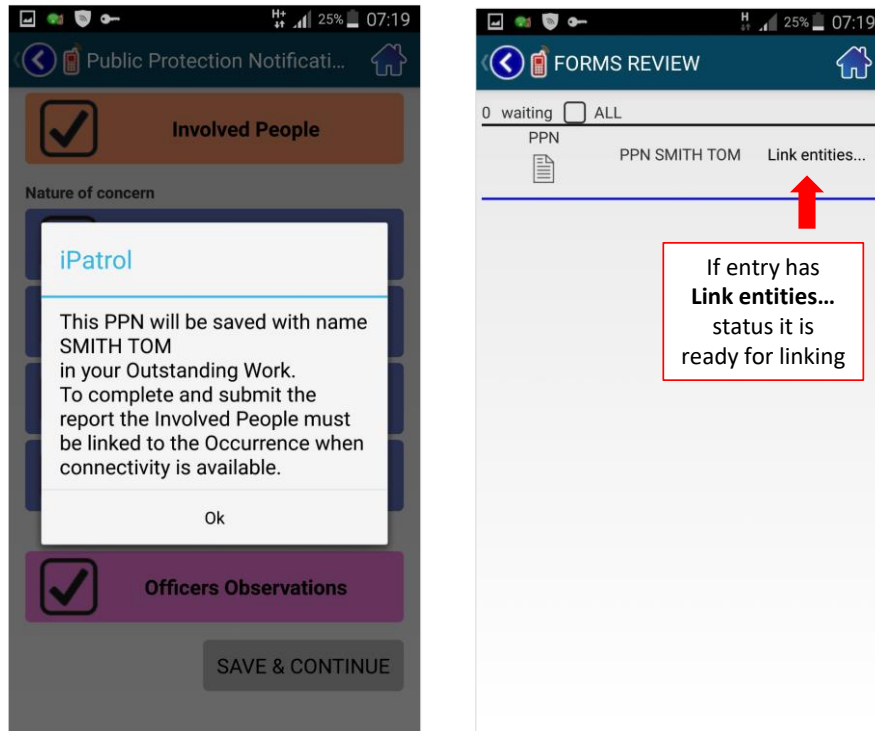
You will notice at the bottom of the PPN homescreen a button '**SAVE & CONTINUE**'. Whilst you are still building your PPN report with involved people, nature of concerns etc, this button is greyed out. Once the Involved People, Officer's Observations and at least one Nature of Concern tab has a tick in their checkbox, the 'SAVE & CONTINUE' button becomes active. This means the officer can now save the PPN report to their Outstanding Work for linking. If the 'SAVE & CONTINUE' button is pressed a pop up message informing the officer of the next steps will appear.

IMPORTANT: Only press the 'SAVE & CONTINUE' button if you have recorded all the information you require. Once saved to Outstanding Work it is not possible to edit any of the information.

After pressing 'SAVE & CONTINUE', when you go into Outstanding Work you will see alongside the PPN entry a status '**Link entities**'. This is informing you that this PPN report is ready for the linking and submission process.



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Linking People

At this stage of the process you are ready to link the involved people to the occurrence and submit the PPN report to the PPU. You will need to ensure you have mobile connectivity for this process.

Go into your Outstanding Work and find your PPN report. It must say '**Link Entities**'

Open the PPN by pressing on it. You will be presented with an option to Link or Delete. If you press Delete you are given one final chance to abort, if not the PPN will be deleted.

If you wish link chose 'Link' to proceed. You will be presented with a screen to search for the Occurrence.

When the app returns the Occurrence, check it is the correct one for linking then press the '**Link to PPN**' button at the bottom of the screen.

The first screenshot shows the 'FORMS REVIEW' screen with a list of PPNs. The second screenshot shows the 'PPN - Link' screen with a red text prompt 'Occurrence File No (10 digits)'. The third screenshot shows the 'DETAILS' screen for a specific occurrence, with the 'Link to PPN' button circled in red.

FORMS REVIEW

0 waiting ☐ ALL

PPN PPN MYSTERIO PETER Link entities...

PPN - Link

OCC. NO#:

Occurrence File No (10 digits)

OK

1700136959

DETAILS INVOLVES REPORT T

Dispatch type: Administration

Occ. type: AD14 Test/Training

Source: Tel 999

CAD Priority: 3

Reported Time: 07/09/2017 18:10

Occ. Between: 07/09/2017 17:11-07/09/2017 18:11

Status: New

Status Date:

Summary:

Test Occurrence for PPN testing

New Search Link to PPN

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A screen will appear showing the Involved People. Note there is a button at the bottom of the screen called 'ADD PERSON'. Pressing this allows you to add another involved person to the PPN report.

Public Protection Notificati...

Link people to PPN?

People (2)

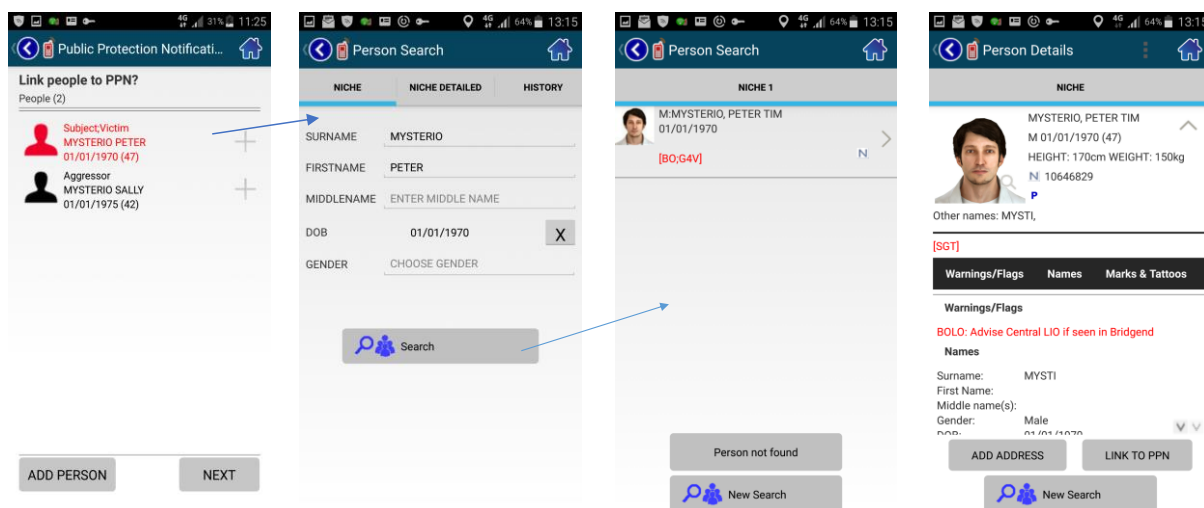
Subject/Victim MYSTERIO PETER 01/01/1970 (47)	+
Aggressor MYSTERIO SALLY 01/01/1975 (42)	+

ADD PERSON NEXT

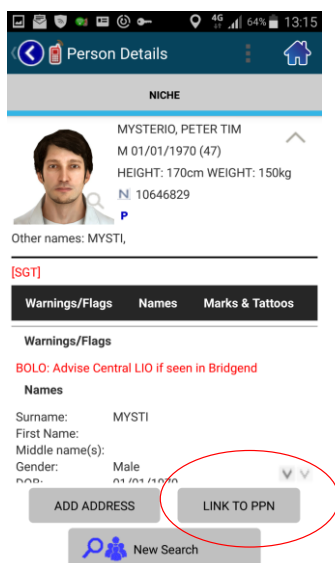
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Linking a person

Select the person for linking. The person details originally recorded will appear. The details can be edited at this stage if required. Once you are satisfied with the person details press '**Search**' to invoke a search of Niche for the person. If the search returns a match open the record.

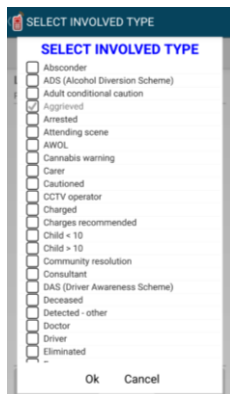


If details are correct press '**LINK TO PPN**'. This will link the person to the occurrence and PPN report.

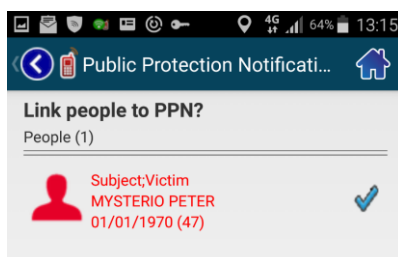


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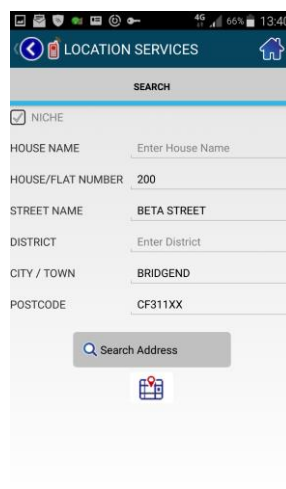
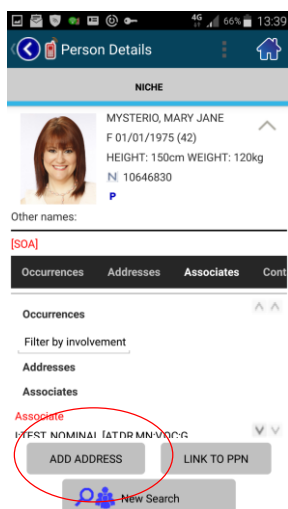
A menu will also appear allowing you to add additional occurrence involvement types. For the Subject/Victim the person will automatically be assigned the occurrence involvements of 'Aggrieved' and 'Subject'. Press **Cancel** or **Ok** to proceed.



You will be returned to the 'Link people to PPN' screen. The person that has just been linked to the occurrence will have a blue tick alongside them. This signifies that the person has been linked.



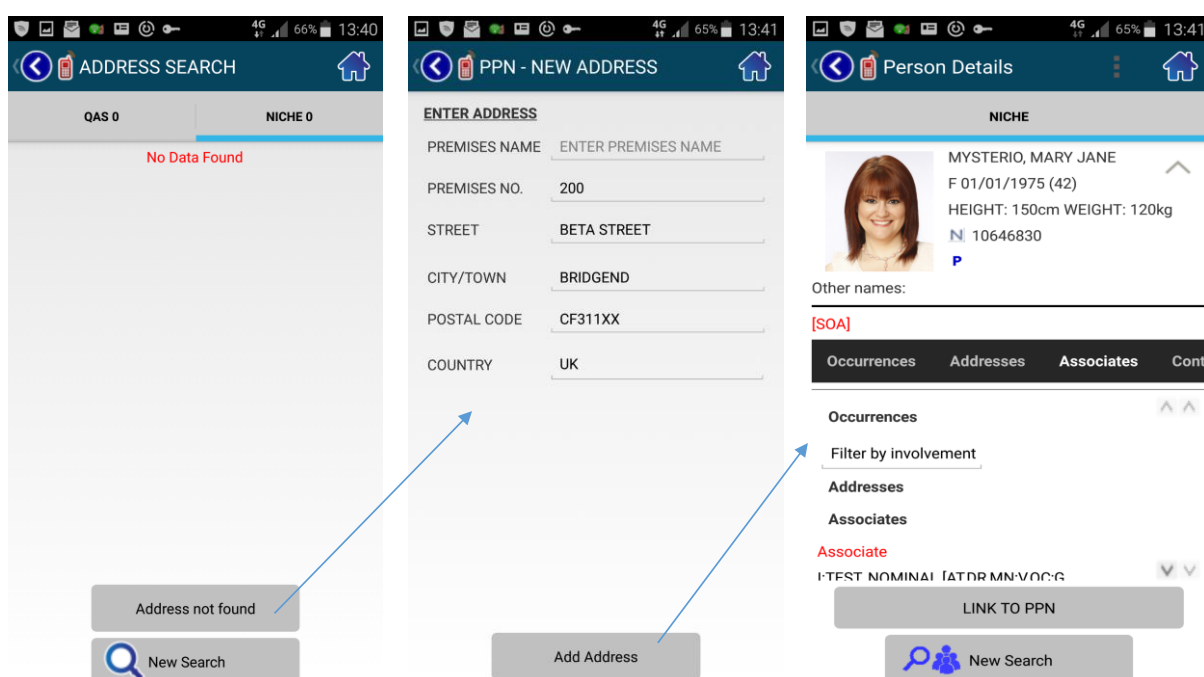
If the persons address requires updating press the 'ADD ADDRESS' button.



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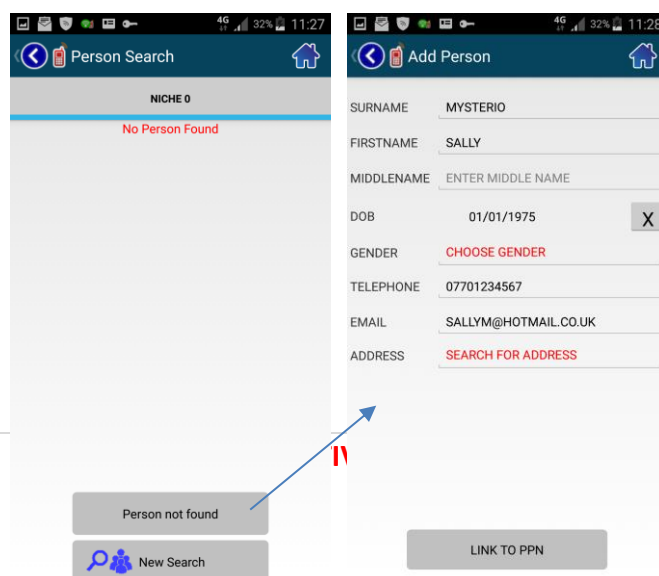
Search for the address in Niche. You will notice the search details have been part populated with any address details that were initially recorded. If the address exists, link it to the person.

If it does not exist, press '**Address not found**' and complete the pro forma to create the address as an unverified entity. Press '**Add Address**'. If an unverified address is created, upon submission of the PPN a workflow task is sent to SWP NON STANDARD ADDRESSES to verify the address. Finally on the person record press '**LINK TO PPN**'.



If the person does not exist in Niche

Press on the '**Person not found**' button. Complete the pro forma to create the person as a new linked entity on Niche.



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You are also required to include the persons address. Press on the '**SEARCH FOR ADDRESS**' field and search for the address in Niche. You will notice the search details have been part populated with the address details that were initially recorded.

LOCATION SERVICES

SEARCH

☒ NICHE

HOUSE NAME

HOUSE/FLAT NUMBER

STREET NAME

DISTRICT

CITY / TOWN

POSTCODE

If the address exists, link it to the person. If it does not exist, press '**Address not found**' and complete the pro forma to create the address as an unverified entity. If an unverified address is created, upon submission of the PPN a workflow task is sent to SWP NON STANDARD ADDRESSES to verify the address. Press '**Add Address**'.

ADDRESS SEARCH

QAS 0 NICHE 0

No Data Found

PPN - NEW ADDRESS

ENTER ADDRESS

PREMISES NAME

PREMISES NO.

STREET

CITY/TOWN

POSTAL CODE

COUNTRY

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Press '**LINK TO PPN**', add an **Involvement type**. You will be notified that you have selected an unlinked person and by continuing, a new linked record for the person will be created. Press '**Continue**'.

The first screenshot shows the 'Add Person' screen with fields for SURNAME (MYSTERIO), FIRSTNAME (SALLY), MIDDLENAME (ENTER MIDDLE NAME), DOB (01/01/1975), GENDER (Female), TELEPHONE (07701234567), EMAIL (SALLYM@HOTMAIL.CO.UK), and ADDRESS (100 ALPHA STREET BRIDGEND CF...). A 'LINK TO PPN' button is at the bottom.

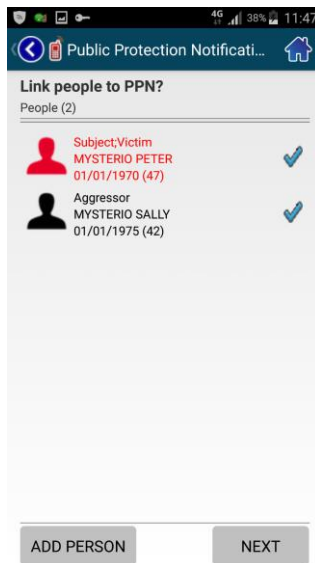
The second screenshot shows the 'SELECT INVOLVED TYPE' screen with a list of checkboxes. The 'Cautioned' option is selected. The list includes: Absconder, ADS (Alcohol Diversion Scheme), Adult conditional caution, Aggrieved, Arrested, Attending scene, AWOL, Cannabis warning, Carer, Cautioned, CCTV operator, Charged, Charges recommended, Child < 10, Child > 10, Community resolution, Consultant, DAS (Driver Awareness Scheme), Deceased, Detected - other, Doctor, Driver, and Eliminated. 'Ok' and 'Cancel' buttons are at the bottom.

The third screenshot shows the 'Link people to PPN?' screen with a list of people. A modal dialog box from 'iPatrol' is displayed, stating: 'You have selected an unlinked person. If you continue a new linked record will be created.' with 'Cancel' and 'Continue' buttons.

Once you have linked all the involved people they will appear in the 'Link people to PPN' screen with a blue tick mark alongside them.

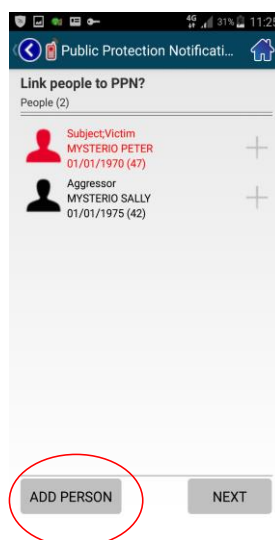
IMPORTANT: Once a person has been linked to the Occurrence they cannot be unlinked or deleted. The persons will appear in the Involvements tab of the occurrence as linked entities.

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Adding a new involved person

If you wish to add a person to the PPN report you can do so by pressing the '**ADD PERSON**' at the bottom of the screen. This is your opportunity to add another involved person if he/she was originally missed.



Press on the **ADD PERSON** button and input the person's details then **press SAVE**.

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The image displays three sequential screenshots of a mobile application for creating a Public Protection Notification (PPN) report.

- Page 1:** Personal details for 'Person #2'. Fields include Surname (TEST), First Name (YASMIN), Middle Name(s) (ENTER MIDDLE NAME), D.O.B. (16/09/1990), Street Number (ENTER STREET NUMBER), Street (COWBRIDGE ROAD), City/Town (BRIDGEND), Postcode (ENTER POSTCODE), Tel. No. (07701234557), and Email (YAS@HOTMAIL.CO.UK). A 'NEXT' button is at the bottom right.
- Page 2:** Classification and relationship details. Fields include Category/Classification (Other), Other, please specify (ENTER CLASSIFICATION DETAILS), Relationship to victim/subject (Family member), Relationship to others (ENTER RELATIONSHIP TO OTHERS), Age at time of event (27), Preferred means of contact (Mobile), Self defined ethnicity (W1. White British), Relevant aggravating factors (SELECT AGGRAVATING FACTORS), GP Surgery (ENTER GP SURGERY), and GP Telephone (ENTER GP TELEPHONE). 'BACK' and 'NEXT' buttons are at the bottom.
- Page 3:** Children-specific questions. A red box highlights the 'Children only' section, which includes 'School:' and 'Present at time of incident?' (Select Yes/No). Below this are questions about communication barriers, spoken language, interpreter use, and passport/legal issues, all with 'No' as the selected answer. A 'SAVE' button is at the bottom right.

The person will then appear in the Link People to PPN screen ready for linking

The screenshot shows the 'Link people to PPN?' screen. It lists three people with their roles, names, and dates of birth, each with a plus icon for linking:

- Subject/Victim: MYSTERIO PETER, 01/01/1970 (47)
- Aggressor: MYSTERIO SALLY, 01/01/1975 (42)
- Other: TEST YASMIN, 16/09/1990 (27)

At the bottom are 'ADD PERSON' and 'NEXT' buttons.

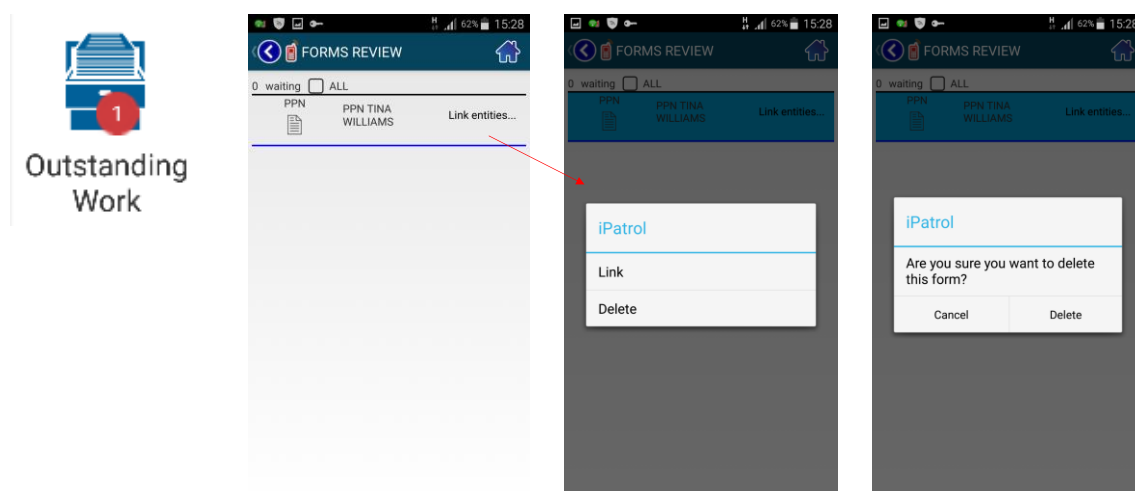
This person has been added and is ready for linking

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Saving work during the Linking stage

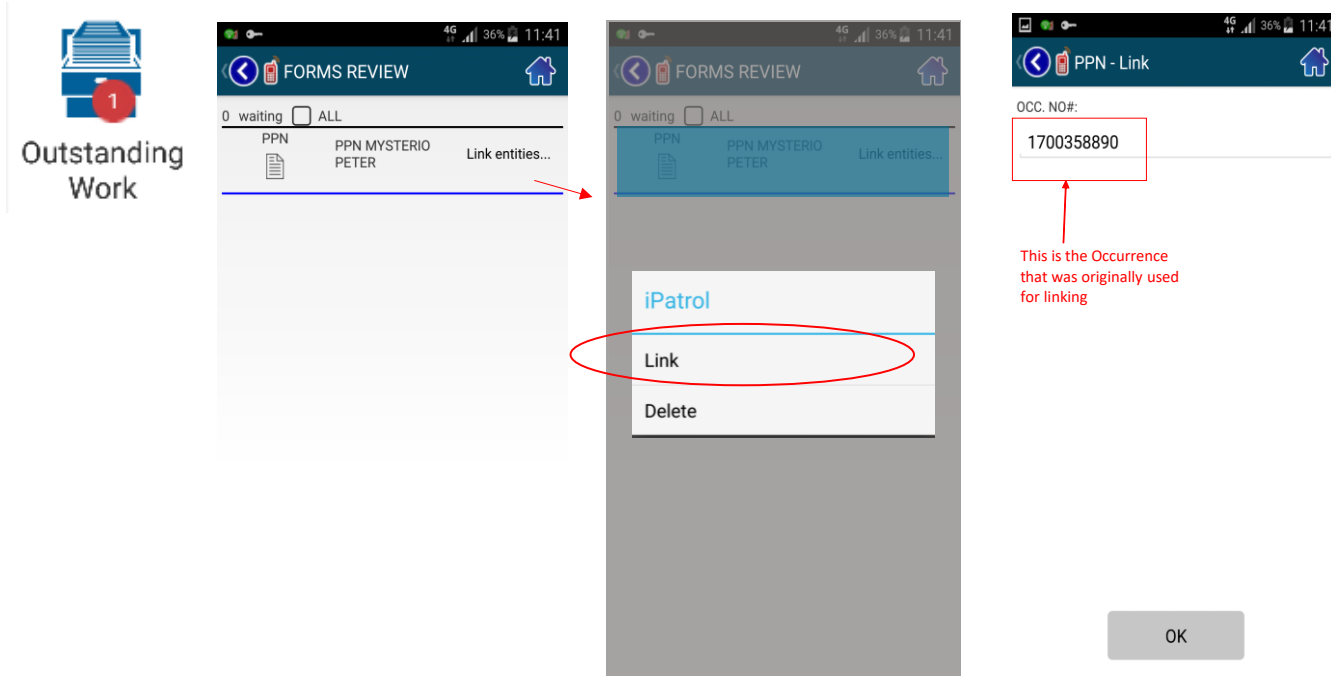
If the PPN report is exited before submission your work is saved in Outstanding Work. When you access Outstanding Work the PPN entry will have the status '**Link entities.**'

Pressing on the entry gives the option to Link or Delete. Press Link to continue with the linking process. **Important; if you press Delete you will have an opportunity to cancel the request otherwise you can delete the PPN report. Note that if you have already linked people to an occurrence they will still remain on the occurrence as linked entities.**



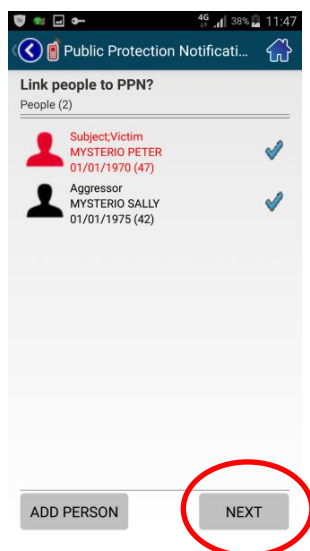
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If you decide to continue and Link, you will be presented with a screen with the Occurrence number originally selected. Press okay to open the occurrence and continue your work again. Persons that were previously linked will still be linked.



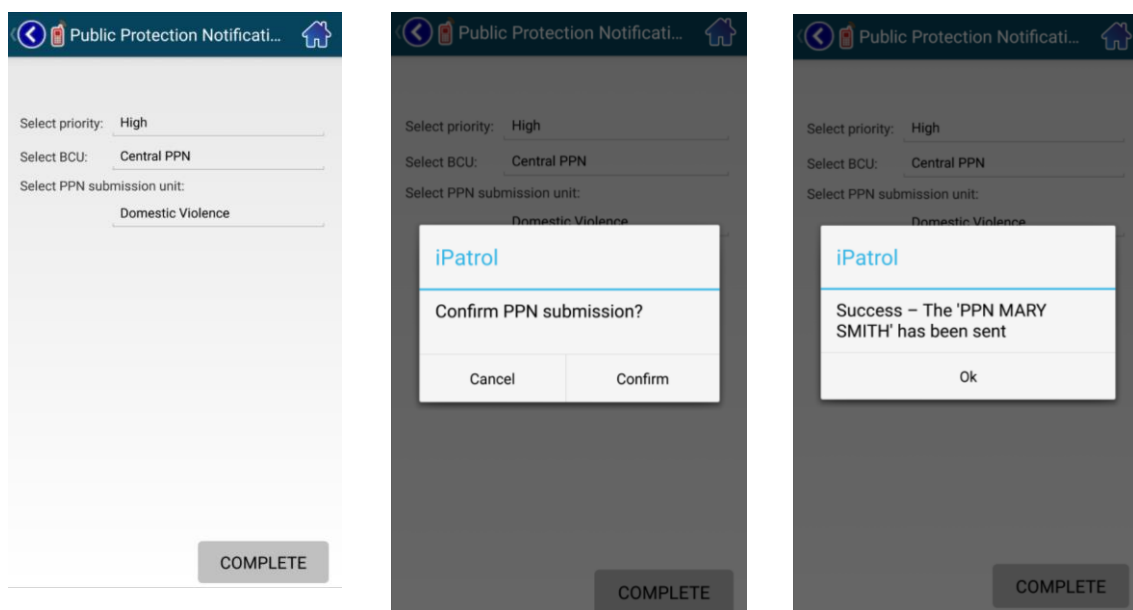
Submitting the PPN report

Once you have linked all the involved people (they will be marked with a blue tick), press on the **NEXT** button.



Select the priority, BCU and PPU unit then press **COMPLETE**. A pop up will appear asking you to Confirm. Press **Confirm** to submit.

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On successful submission, a task is automatically sent to the submitting officer's supervisor as well as endorsements made to the occurrence OEL and the officers EPNB. A task is also sent to the submitting officer if more than one Nature of Concern assessment has been completed reminding them to task all relevant PPU departments.

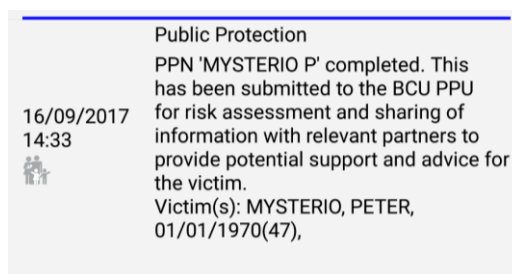
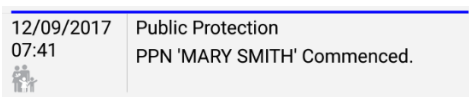
Notifications

Activity	Notification
Commencement of PPN report	EPNB entry signifying PPN has commenced with Subject; Victims name shown
Consent signature	EPNB entry showing signature, type of Nature of Concern, Subject; Victim name
Completion of PPN report	EPNB entry signifying completion of PPN Niche task to PPU Niche task to supervisor Niche task to SWP NON STD ADDRESSES (if an unverified address created) OEL entry signifying PPN completed and submitted to PPU Niche task to submitting officer when PPN report submitted with more than one

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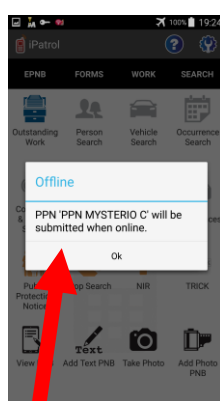
	Nature of Concern risk assessment attached
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Screenshots of notifications:



Submitting a PPN when there is no connectivity

On pressing the COMPLETE button, a pop up will appear informing you that the device is offline.

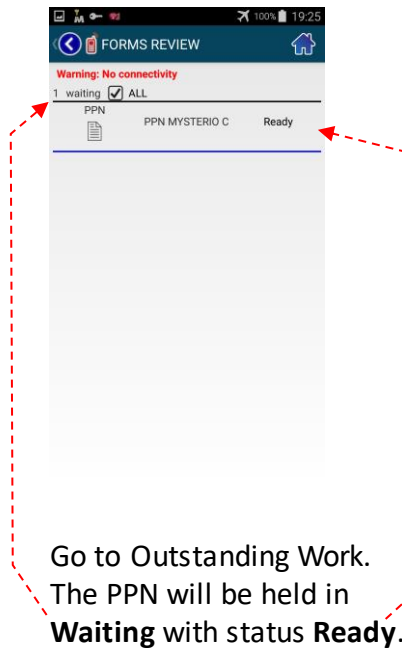


This message will appear if the device detects there is no connectivity

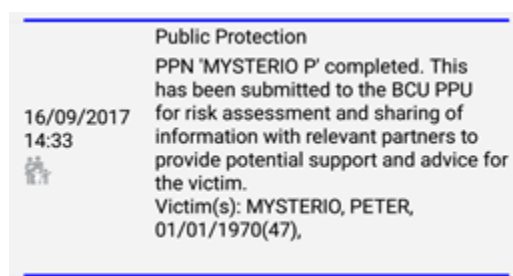
If this should happen the app is designed to hold the PPN report and automatically upload it when connectivity is re-established. There is no notification when the PPN is uploaded. The user can check on progress by entering their Outstanding Work.

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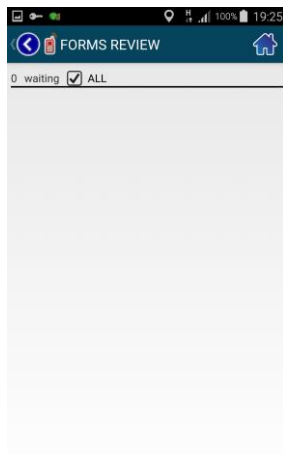
If the user sees this screen the PPN report is being held and Ready for uploading when connectivity is re-established. **IMPORTANT: At this stage the PPN has not been uploaded to Niche.**



Once connectivity is re-established, the app will automatically upload the PPN report. The entry will then be removed from Outstanding Work. This is confirmation that the PPN has been uploaded. The user can also check their EPNB.



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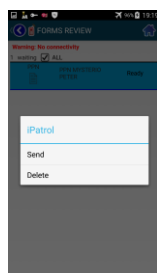
When connectivity is re-established the app will automatically upload the PPN report. It will then disappear from Outstanding Work.

If a PPN report is being held in the Waiting section of Outstanding Work with Ready status, there is no requirement for the user to do anything. The app will automatically handle its upload.

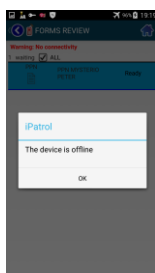
If the user presses on the entry, the following screens will appear. The user can attempt to invoke a manual Send of the PPN, but unless there is connectivity, the app will inform the user that it is offline and return the user to the Ready status.



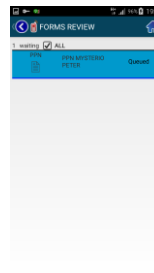
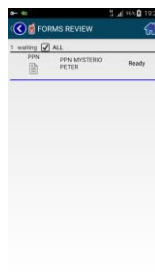
A pop up will appear



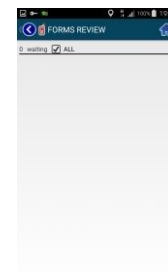
Pressing **Send** will display the above pop up



The app will return to the above screen



You may see status **Queued**



When connectivity is re-established the app will automatically upload the PPN report. It will then disappear from Outstanding Work.