

Graduate Diploma in Professional Police Practice

LEVEL 6 - 40 Credits

Workbook title: Competency Based Workbook 1 (DHEP)

(SOUTH WALES POLICE, GWENT POLICE AND UWTSO)

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FACULTY OF BUSINESS AND MANAGEMENT PUBLIC SERVICE PROGRAMME

Module title: Policing in the Workplace 3 (DHEP)

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 Graduate Diploma 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)
- Problem Solving
- Evidence Based Policing
- Maintaining Professional Standards
- Public Protection.

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 file 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.*

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Task 3	Criminal Justice, Valuing difference and inclusion	2500
Task 4	Decision making and discretion, Conducting Investigations and Criminal Justice (managing offenders)	2500
	Bibliography	
Task 5	Development Plan	Equivalent to 500 words
Task 6	Recognition and confirmation of the progress of your Occupational Competency Portfolio (OCP)	Equivalent to 500 words
	Confirmation of Confidentiality and Plagiarism <i>Confirmed by submission through `Turnitin</i>	

Task 1

Relevant areas of the National Policing Curriculum: Developing Resilience

Guidance:

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

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

ANSWER:

When I began the process of applying to become a Police Officer I spoke to serving Officers and conducted research into the skills and attributes required, and the pressures that the job entailed. The recurring theme during this research was that the work was demanding and varied and that in order to function fully within the role it is necessary to develop resilience. This is required in order to ensure that you can deal with the competing demands of difficult work-based situations, a heavy workload and anti-social working hours. Serving Officers were also keen to highlight that it is important to develop a good work-home balance and that where possible coping strategies should be developed to reduce stress. Sleeping patterns were also mentioned and to ensure that where possible sleep should be of good quality.

When I began the training course, I then completed research into the causes of stress and how to develop resilience. I did this at the start of the course in order to trial various strategies and techniques prior to beginning on shift. At this stage it is important to note that not all stress is negative, indeed positive stress can improve energy and awareness (*The Stress Arc – Leadership Academy, 2021*). However, negative stress has an opposite affect and it is therefore important that it is avoided where possible.

The first area I investigated was developing good sleep hygiene. Prior to enrolling into Gwent Police, I had worked in roles which involved anti-social hours, but I had not considered how to maximise the quality of my sleep. As I have generally slept well over the course of my working life, I hadn't really considered the importance on getting quality sleep in order to have a positive effect on health and wellbeing. The importance of sleep on mental and physical health has been explored by the American Sleep Association (*How Important Is Sleep for the Body & Mind?, 2021*), and insufficient sleep was found to have negative impacts on brain function, weight, cardio-vascular function and the immune system; negatively affecting life span. I was therefore keen to implement strategies to assist my sleeping patterns when going on shift.

Quite a lot of the advice regarding good sleep hygiene involves developing and sticking to routines. This is not possible during shift work but during the initial 6 months of this course I kept regular hours, Monday to Friday, and it was at this stage that I first looked into my sleeping regimen. During my first month in training I kept a sleep journal which had been developed by the Loughborough University Sleep Research Centre (*Daily Sleep Diary, 2021*). This included a record of the number of hours I slept per night, the times that went to bed and woke up, and a rating for the quality of the

sleep. Over the course of this experiment I found that I averaged approximately 7.5 hours sleep per night, it took on average 30 minutes for me to settle at night, and that the quality of my sleep was generally good. I found that the occasions when I stayed up later at night had an adverse effect on the time it took me to go to sleep; and I also discovered that if I had more than 8 hours of sleep per night, I felt worse for it.

Based on this information I took steps to improve my sleeping habits. Firstly, I improved my bedroom environment and I did this by removing the television from this room and installing black-out blinds. The object of these changes was to regulate the environment in this room and to disassociate it from being anything other than a room for sleep. I also reduced my caffeine intake by setting a 6pm deadline for drinking tea or coffee, and I tried to go to bed at 10:30pm each night. I also tried to limit screen time in the final hour before going to bed and to replace screen time with activities which relaxed rather than stimulated my mind.

After 2 months of following these changes I kept another sleep journal to assess the impact. The results were similar in that I slept for roughly the same duration each night and I rated the quality of the sleep to be good. However, I found that it took less time for me to sleep each night and that I quite often woke before my alarm. As such I considered that these changes had been beneficial, and I intended on keeping to these practices where possible when I started on shift.

I also looked specifically into strategies for adjusting sleeping patterns when working anti-social hours. I specifically looked at industries which involve 24-7 working patterns and I found a useful resource which gave advice to members of the NHS (*Our Members*, 2021). The main things that I took from this was to take a short nap prior to the beginning of night shifts and to eat smaller meals during the shift in order to reduce lethargy. This is something that I intended on doing when I started on shift as they seemed like sensible steps to help my body to adjust to different working patterns.

The second area I researched in regard to developing resilience was the importance of regular exercise. Exercise has been shown to have a positive impact on both mental and physical health, it aids good sleep and has been shown to reduce stress levels (*Benefits of exercise*, 2021). Prior to beginning with the Police, I exercised regularly, attending circuit training classes on average 3 times per week and I went running twice a week. Whilst this was a good starting point, I realised that this would not be sustainable when I started shift work as I only normally exercised in the evenings between the hours of 6pm and 8pm. As such I took steps to vary my exercise times in the months leading up to starting on shift and I joined a gym in order to have 24-7 access to facilities. I also downloaded a fitness app so that to monitor to record the amount of exercise I was doing before and after working anti-social hours.

I have now been working on shift for several months I think that I am now in a reasonable position to determine if any of the changes have been positive and whether they have increased my resilience within the role. I am much aware that the strategies that I've developed over the past 9 months are very much inter-linked, however I have found some of the changes made to my life to have been easier than others. I have found maintaining a regular exercise regime when working on shift to have been the most difficult. I feel happier and healthier when I do exercise, however whilst on night shifts and when re-adjusting my sleep from night shifts, I have found motivation to exercise very difficult. This is something that I am currently trying to improve, and I think that this will be easier in the spring and summer.

In relation to my sleeping habits, I have found that I have generally slept well and transitioned between the different shift patterns well. My sleep hygiene is much improved since starting with Gwent Police and I have found the introduction of short naps prior to starting night shifts to have been beneficial. I have started shifts well-rested, I have generally been very alert, and to date I have not been in a position where I didn't feel able to do the work to the required standard. I think that I have been helped in this regard by the fact it has been so busy, and I have had little time to relax during working hours. As per the Stress Arc, anecdotally I think that I have been in the good stress area for most of my time working in Response and I intend on maintaining this in the future. The only area that I can see for improvement at the moment is to regulate my exercise patterns and this is something that I am currently reviewing in order to make further changes.

Word Count: 1361

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.

Critically assess the incident including social and legislative contexts and any relevant cultural, ethnicity and language issues.

Reflect on your application of 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 a **critical evaluation** of 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.

2500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

Since I started working on shift for Gwent Police, I’ve attended a number of incidents which involved conflict with members of the public. I have dealt with large scale public order issues policing the city centre on weekend nights and I’ve dealt with aggressive individuals in several different situations. The example that I have chosen involves a domestic dispute as I consider that this is the most appropriate in order to discuss how I used the training I’ve been given in managing conflict and how I considered the powers and policies of Gwent Police in reaching the desired outcome.

The incident I was called to was approximately half-way through my initial 10-week tutorship, and I attended with my on-shift mentor. We were assigned an emergency call at approximately 10pm, 1 hour from the end of our shift that day. The reporting person was the adult daughter who had reported a domestic disturbance, but limited information was available prior to our arrival at the address. The caller only said that “my step-father is kicking off” and there was an allegation of assault against her mother prior to the line going dead. As such we were unaware if there was any ongoing potential threat, risk and harm to those involved. In order to risk-assess I requested details from the control room about the persons involved and asked for them to be checked by the Police systems. None of the involved persons were known to Police and there had been no previous

reported incidents at the address. As such we responded to the call as an emergency and requested the attendance of another unit, who met us outside the address.

Upon arrival we could hear raised voices within the property, however when I knocked and opened the door this stopped, and I was met at the door by the caller. The other persons present were her father-in-law, his son and his son's girlfriend, all of whom were in the lounge. The father-in-law initially presented as aggressive and started swearing when he saw us. I immediately went towards him due to his demeanour, as he was the immediate threat. At that point however we didn't know what had happened. My mentor and I hadn't discussed what we were going to do prior to our arrival, however we had been to several domestic calls previously. I knew that where possible, and considering risk, that we would separate the parties to find out what had happened and take appropriate action from there. The male was clearly under the influence of alcohol, but I did a dynamic risk assessment and considered that I could restrain him alone if necessary. As such we split and took the parties into separate areas of the house.

I spoke to the father-in-law of the caller; my mentor spoke with the caller and our other colleague attempted to speak to the victim on the telephone. The male had calmed by this point and he disclosed to me a minor disagreement with his wife that evening. I used open questions to allow him to give a free narrative of events and used appropriate closed questions to confirm details that he had provided. I asked that he sit during this exchange, but I remained standing in order to put me in a tactical advantage and also so that I was in an assertive position of authority. However, I tried to build rapport with him and show active listening in order to encourage him to disclose what had happened.

He advised that they had an argument in the upstairs bathroom of the property and that he had soaked her slightly with water from the shower head. He advised that after this she had left the property approximately 30 minutes prior to our arrival to go to her daughter's house and that he considered she would blow off steam and return either later that night or in the morning. He advised that his daughter-in-law had subsequently arrived and that they had an argument about what had happened between him and the mother. He advised that his son and his son's girlfriend could attest to this version of events. He disclosed that he had been drinking and he became quite emotional at this point, claiming that he also had problems with his mental health, for which he was currently taking medication.

As his son was in the same room, I asked what had happened and he declined to get involved. I then went to speak to my mentor in order to compare stories. He had been speaking to the reporting person and she disclosed a history of coercive and controlling behaviour from her stepfather towards her mother. My other colleague had been unable to speak to the mother and we were therefore unable to corroborate this. Gwent Police policy is that positive action should be taken in all domestic incidents and as such I returned to the lounge to the stepfather in order to agree that he would leave the property overnight. The idea was that this would stop any ongoing Breach of the Peace and allow time for the mother to return to the home address. We could then check with her what had taken place that evening and if she wanted to make any complaint.

When I said this to the stepfather, he began to become very irate and took exception to the fact that I was asking him to leave his home address. I tried to remain calm and not to raise my voice as I have found that this has a positive affect on calming situations. I explained the rationale for this

decision, but he became increasingly agitated and started to swear at us. He demanded that we leave the property and he got up from the sofa and took an aggressive stance. I maintained a tactical distance as taught during operational training and became more assertive in language with him. The male didn't calm and at this point I decided that it was not possible to have a rational conversation with him and that I needed to take action to resolve the issue. As we hadn't been able to confirm if any offences had taken place with the victim I decided to arrest for Breach of the Peace. I took hold of the male by the left arm and told him he was under arrest. The male started to resist at this point and tried to pull his arm away from me. I pulled his arm behind him with some force and applied the first handcuff and at this point my colleague assisted me in putting his other hand behind his back. The male was still resisting and when the handcuffs were applied, I intertwined my left arm behind his and pushed his back forcing him to bend at the waist. As I was now in a position of control, I was able to remove him from the address with minimal further resistance. The male however was being verbally abusive, and my colleague requested a van in order to transport him to custody.

Whilst we were waiting for the van the male calmed and apologised for his actions within the address. I was aware that I had only arrested for Breach of the Peace and as such I again enquired if he had anywhere else where we could take him for the night. I intended to negotiate with him an outcome which was suitable to both of us. The male was compliant at this point, but he alleged that he had nowhere else to go and asked why he couldn't stay at the home address as his wife was at her daughter's address. I told him that I was unhappy with this arrangement and he started to become aggressive again. As such I considered that the only option was for him to go to custody.

Shortly after the van had removed the stepfather, the mother arrived at the home address. She disclosed that she had been assaulted that night and that her husband had also broken property within the address. She confirmed that she was willing to provide a statement and as such I contacted the escorting Officers and requested that they further arrest for criminal damage and assault. I then took a statement from the mother and photographs of the damage, whilst my colleague took a statement from the daughter and the other Officer completed house-to-house enquiries. The son was still unwilling to provide a statement, but he was more talkative away from his father's presence and he was supportive of his mother making a complaint.

After the statement I also completed a DASH assessment and this catalogued a long history of domestic abuse, which was centred on controlling behaviour and verbal abuse. The victim disclosed that this incident was the final straw and that she didn't want him to return to the address and that she was intent on divorcing him. I then went through a safety plan with her. The safety plan advised her to keep the doors and windows locked and to not allow her husband access. It also advised her to keep her mobile telephone charged, to keep that phone on her person and to call 999 in case of emergency. When everything was completed, we returned to the station and I completed the necessary file work ready for handover to the night shift, including a Public Protection Notice. Based on the disclosed history of abuse I graded this as medium.

When I next came into the Station, I checked the occurrence and found that during interview the male had admitted criminal damage but had denied the assault. He had been released on bail, with the conditions that he couldn't contact his wife or attend the home address. When I checked the occurrence there was also a task for me which advised that the safety plan that I had agreed with the victim was insufficient for a MEDIUM graded PPN. As such I re-attended the address at the earliest opportunity and completed a more comprehensive safety plan with the victim.

The victim presented as calm and relaxed, and she was very thankful for our attendance on the night in question. She advised that she hadn't heard from her husband since, she confirmed that he didn't have a key to the property and that via their son she had arranged for him to be provided with his belongings so that he had no legitimate reason to re-attend the address. She confirmed that she was steadfast in her decision to end the marriage and that this incident had been the wake-up call that she had needed. I explained to her that the advice I had given was insufficient based on the risk that she had disclosed. I then talked her through an updated safety plan which included planning escape routes at work and home, advising work colleagues to alert her if he attends her work address and where possible to be accompanied when out of doors.

On reflection I think that I generally handled this situation in line with Gwent Police policy and procedures and that I achieved the desired outcome. I took positive action by removing the male from the property, completed Golden Hour enquiries at the scene, completed a DASH assessment, safety plan and a PPN referral. However, there are a few areas which I have reflected upon using Borton's Model of Reflection, and I've highlighted for improvement for next time.

First, I considered the justification I had to initially arrest the male. Article 5(1)(c) of the Human Rights Act, (Human Rights Act 1998, 2022), states that no-one shall be deprived of their liberty unless for a lawful arrest. As such the decision to deny someone their liberty is something that shouldn't be taken lightly. In this case I arrested the male for Breach of the Peace, in lieu of being able to confirm other offences with the victim and in order to take positive action as per Force policy. Breach of the Peace is a civil rather than criminal matter, but an arrest is permissible in order to stop an ongoing breach or to prevent an imminent breach. In this case I considered that if the male was left at the property the BOP would continue and there would be the risk of further offences taking place. As such I think that I was justified in making the arrest. However, when he had been removed from the address the risk of a breach no longer existed and I therefore had to reconsider his arrest. I spoke to the male outside and tried to negotiate a solution in order to de-arrest him and avoid taking him to custody. As the male stated that he had nowhere else to go I considered that there was a very good chance that he would return to the home address and a further breach would take place. As such, he remained under arrest and was taken to custody and I think on reflection that I would still follow this course of action.

Secondly, I considered if I should have arrested him earlier for the offences that were disclosed during the initial call. Limited information was available at the time of our arrival, but the caller did state that her mother had been assaulted. When we arrived at the address this couldn't be corroborated as the caller hadn't witnessed the assault, no witnesses came forward and the victim couldn't initially be contacted. As such, on reflection I don't think that an arrest for assault would have been appropriate at that stage and he was arrested for this offence as soon as practicably possible. In hindsight, I therefore think that I arrested for the correct offence.

I also considered my actions when initially investigating this matter. When I initially spoke to the father I did so in the company of his son, who was a potential witness. I didn't realise it at the time, but the presence of the father meant that the son felt that he couldn't speak candidly with me. If I had spoken to him away from his father, then he may have disclosed what he had witnessed, and I could have been more assertive in arresting the father earlier for the disclosed offences. In the future I therefore intend to create separation from all parties in order to investigate properly.

Another area I've reflected on was my communication with the stepfather and whether I had negatively influenced his reaction during our discourse. I think that I had tried to remain calm and to build a rapport with him whilst I was initially questioning him, however my attitude was perhaps prejudiced against him prior to entering the room. As he was the subject of the 999 call and the male in the domestic dispute, I think on reflection that I was less inclined to believe his version of events. This may have been evident to him and lead to his attitude towards me and my colleagues later in the exchanges. This is perhaps best explained by the Betari's Box model, which states that my attitude has an affect on my behaviour, which in turn affects the other person's attitude, and therefore their behaviour. Although statistically the male is generally the offender in such disputes, this should not be taken as a given and to do so exhibits a degree of sexism. As such, in the future I think that I will actively try to remain as impartial as possible when entering such environments. If I do so then I think that this will translate in my behaviour and communication to all parties and avoid escalating things unnecessarily.

The last area for improvement that I have reflected upon is that I didn't recognise that the safety plan that I produced was insufficient. The reviewing Sergeant was happy that the PPN grading accurately assessed the threat, risk and harm of the situation but that this was reflected by the safety advice that I had given the victim. In this case there was no negative outcome and I was able to re-attend the home address and rectify my error. However, there is potential for further incidents to occur and by providing insufficient safety advice I may be exposing the victim to unnecessary risk. As such, this is something that I have reflected upon and I will safety plan according to level of risk in future domestic incidents.

Word count: 2744

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

Critically assess a relevant incident including social and legislative contexts and any relevant cultural, ethnicity and language issues.

Consider 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.

2500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

I have attended a wide range of calls during my short time with Gwent Police and the example that I wish to give in support of this question involves a spiking incident that I attended. On the night in question I was on foot patrol in the company of my mentor when we attended a concern for welfare call for a lone female who appeared to be drunk and incapable on the town centre. We were alerted to her presence by a member of the public and on attendance the unknown female confirmed that she had been on a night out with work but had lost the rest of her group and was unable to get home. The female was clearly inebriated, and our concern was that without assistance that she would be unable to get herself safely to her home address and that in her current state she was very vulnerable to harm. We managed to get some information from her by checking her wallet and by liaising with the control room we obtained a telephone number for her father who was subsequently called to collect her.

Whilst we were waiting with her, we were approached by a middle-aged male who was struggling to carry a similarly aged woman. I assisted the male and sat them on a nearby bench to that of the female who we were assisting. I asked about the welfare of this female and the male immediately disclosed that he was concerned that his wife had been spiked. He advised that they had been out for a meal and had only consumed a few drinks each, but that after the latest drink she had gone rapidly downhill. He advised that she had suddenly become emotional, was unable to walk unassisted and was no longer in control of her faculties. He advised that she had gone to the bar

alone to buy the last drink and that he was concerned that something had been put into her drink as she had never behaved like this before.

I witnessed the female's behaviour whilst speaking to the male, and on first appearances she did appear to be just drunk and emotional. However, we had recently received guidance in how to deal with such incidents as there had been a number of high-profile cases nationwide in the previous couple of weeks. This is a very hot topic at the moment, and it is important that the public have confidence in the way the Police deal with and investigate these matters. Gwent Police policy is that the victim should be believed, even if the attending Officer has reason to believe that this is not the case. As such, I made the decision that this should be treated as a spiking incident and we proceeded as per Force policy (*Trigger Plan in Response to reports of spiking/spiking by injection, 2021*).

My colleague contacted the control room to request a further unit to assist but due to staffing levels there were none available and we therefore had a decision to make in how best to proceed. Both females with us were in a vulnerable state, the first was alone and unaccompanied and the second was under the care of her husband but could be considered a medical emergency if she had ingested an unknown substance. I discussed what to do with my mentor and we jointly assessed the threat, risk and harm to both females. We used the National Decision Model (NDM) and we decided that as the first drunken female's immediate needs had been safeguarded, she was at minimal risk. The second female's needs were less certain and as such we decided that she was our priority. We mitigated the risk to the first female as we were close at hand should anything happen.

Our immediate concern with the spiked female was for her welfare and on this basis, I contacted the control room to request an ambulance. I was told that the current waiting time was 4-6 hours and I deemed this to be inadequate to safeguard the victim's health, and it was also inappropriate as we were outside exposed to the winter weather. I therefore contacted the control room to request permission for us to remove the female to the Hospital in a Police car due our concerns. Again, I used the NDM to assess the situation and I concluded that the main risk in taking her in the car was that something could happen to her on the way to the Hospital. However, on balance I considered that this was a calculated risk as her medical needs could be better met by immediate transfer to the Hospital for assessment by medical professionals. The Force Incident Manager (FIM) approved our request and another unit was tasked to attend with a vehicle and a Spike evidence kit.

The other unit arrived a short time later. These Officers provided the requested spike kit and gave us the keys of the vehicle in order to convey the female and her husband to hospital. Although we were addressing the physical welfare of the female, I was also aware that golden hour enquires would also need to be completed in order to preserve evidence. As such I asked the 2 attending Officers to go to the bar in which the couple had been in order to secure any available CCTV and/or witness evidence. We provided them with all required information, and they left the scene in order to complete their enquiries. The first female was still waiting for her father and in order to mitigate the risk to her by us leaving I asked for the CCTV operator to supervise her and I also approached the reporting person who was nearby, and they agreed to sit and wait with her. We then transported the second female to the local Accident and Emergency Department, taking the spike kit with us.

At the Hospital the spiked female went through cycles of being relatively lucid and through periods of being very emotional and in a drunken like state. The medical staff that attended to her thought

that her behaviour was consistent with a spiking and they were concerned by her heartrate which was extremely raised. Blood-samples were collected by the nurse and an ECG was also completed. Due to their concerns she was admitted into the Accident & Emergency ward of the Hospital for monitoring, but no intrusive treatment such as stomach pumping was considered necessary.

Whilst his wife was being assessed I took a statement from the husband. He presented as sober and he was able to give a good recollection of the evening. He advised that his wife was a professional female who drinks socially on a regular basis but that her behaviour was completely out of character. He confirmed that she drinks wine most evenings and could be considered to have a good level of tolerance to alcohol. He advised that they had gone for a meal that evening and over the course of they had consumed approximately 5 drinks each, which was normal for them both. He confirmed that she had been her usual self all night until approximately 5 minutes after returning from the bar to buy their final drinks of the evening. At this point she started to become very emotional for no apparent reason and she was unable to support her own body weight. He had removed her from the bar as he thought it was time for her to go home, and it had only occurred to him just prior to seeing us that she may have been the victim of a spiking incident. His awareness of spiking was due to recent news reports and he disclosed that there were two males in the bar whose behaviour he had since began to question. A description of these males was included in the statement.

No statement was possible from the victim due to her medical state; however, my colleague was able to collect 2 samples of urine from her in order to preserve evidence. We were aware that blood samples had been taken, but access to these would require medical consent from the victim which was also not possible at this time. The nurse who took these samples was also asked to check the victim for needle-prick evidence, which was negative. As the victim was under medical supervision and we had completed all possible golden hour enquires we decided that we should leave and return to the Station. Before we left, I explained the process in full to the victim and her husband and they confirmed that they were happy for me to return the following day to take a statement from her. We then left the Hospital to complete the necessary paperwork and I entered the urine samples into evidence and stored them in the freezer within the property store.

The following day we re-attended the victim and I took a statement from her, which was less detailed than that of her husband as she had a limited memory of the incident. She confirmed that the Hospital were unable to confirm what if anything she had ingested and that she had been released later that morning with no ongoing medical treatment required. She also completed a Victim Personal Statement (VPS) and I obtained a medical consent form from her so that we could apply for her medical records and have access to the blood samples taken. Although she had suffered no physical harm the victim reported that she was emotional at the thought that someone had spiked her drink and what could have happened to her. Due to her distress I gained approval from her for a referral to victim support.

We then attended the bar in question and obtained a copy of the CCTV from the Manager, which had been saved by them when the Officers had attended the previous evening. The CCTV was reviewed and there was nothing obvious of note. The two males which the husband had described were not witnessed and there was no clear evidence that anything was put in her drink at the bar or to suggest that the female was the victim of a needle-stick spiking.

I have reflected upon this incident using Borton's Model of Reflection and I think this was quite a difficult incident to deal with, especially given that it was something that neither of us had dealt with before. We were fortunate in that the Force policy had recently been communicated to us and therefore we had an idea on how best to proceed. I think that the main areas for reflection are the decision to leave the first female to attend to the second, how we dealt with the incident in regard to Gwent Police procedures), and how I dealt with the victim in regard to policy (*Code of Practice for Victims of Crime in England and Wales (Victim's Code)*, 2022).

Firstly, in relation to leaving the first female to attend to the second, I can see that this could be questioned. She was in a very vulnerable state when we came into contact with her and although we made provisions to ensure that her welfare was safeguarded, we didn't see this through to its conclusion. However, that is why I consider the NDM to be a useful tool as it leads you through the logical steps to consider. We gathered all information available and considered the relative risk to both parties and we arrived at the course of action to prioritise the spiked female. Another Officer may well have come to a different decision based on the same information provided to us, however I consider that we are able to justify the decisions that we made and therefore can't be criticised. In the future I would follow the same course of action in similar circumstances.

In relation to how we handled the situation thereafter it is important to consider Gwent Police policy in relation to spiking incidents. This states that the immediate health and welfare of the victim should be prioritised, that samples should be collected where possible for external examination and that a medical consent form should be obtained. The policy also details the relevant enquiries which should be worked through, including seizure of any suspect glasses/bottles, CCTV enquires and area searches etc. On reflection I think that we did our best to support the victim, complete golden-hour enquiries and to preserve evidence. We adhered to policy as we ensured the victim was transferred to Hospital in a timely manner, we obtained the relevant samples and consent, and we secured all possible evidence. This was important as we met the health needs of the female and we also maximised the chances of identifying any possible offender. If an offender is subsequently identified, then this has a positive affect on public confidence and potentially saves any future victims. As I don't think that there were any alternative actions that we could have taken in this case, I would proceed in the same way during any future calls.

In regard to how the victim was treated, I think it is important to consider the relevant sections of the Victim's Code. This code sets out the minimum standard that victims of crime in England and Wales should be afforded. Not all sections are relevant to each victim but I have considered the following in this example; the right to have the crime recorded, the right to be provided with information when reporting, the right to referral to support services and the right to make a VPS. I think that we met all these rights as the crime was recorded when reported, the victim and her husband were given all relevant information and I explained the process to them. The necessary referrals were also made to victim services, and a VPS was obtained. I don't consider any of the other sections are relevant as this is still an ongoing investigation, we are awaiting toxicology results, and no offenders have been identified. The only area for improvement is my initial attitude towards the victim when I assumed that she was just drunk. I don't think that I communicated this with my attitude but as per the Betari's Box model of conflict my attitude in thinking this may have negatively affected my behaviour. I don't think it did in this case as I made sure to follow Force Policy in believing the victim, however, on reflection I think that I will adjust my attitude so that it does not prejudice my actions towards potential victims.

In summary, I think that we dealt with this matter in an expeditious manner and that we followed the correct procedures in order to safeguard the victim, preserve evidence and maintain public confidence. Public confidence in the Police is very important and I believe that we upheld this by believing the victim, ensuring that she received early medical attention and that all relevant enquiries were made in order to identify an offender. In the future I think that I am well equipped to deal with any future incidents of this kind and to provide guidance to other Officers where necessary.

Word Count: 2534

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.

Critically assess 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. **Evaluate** the role of discretion in the decision-making process.

Determine 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 assessment** of the potential impact of bias on the decision-making process.

2500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

At the beginning on an afternoon shift we were requested to attend an emergency call from a member of the public who had reported that a male was on her street in the middle of the day holding what appeared to be a machete and a metal scaffolding pole. The male was reported to be walking up and down the street in an agitated manner and that he had been witnesses taking the weapons from a nearby vehicle. No details were known about the male as he was unknown to the caller, but the report came from a residential housing area and the time was approximately 2:45pm in the afternoon. The vehicle registration confirmed an elderly female owner, but the named driver on the insurance was her son who had a minor Police record and markers for mental health.

I was paired with a member of my shift who was Taser trained and on the way to the call we did a collaborative NDM review of the situation. There was no further information available to help our planning, but we knew that the threat was a male who was reported to be armed, and the risk of harm was to attending Officers and members of the public. The time of the day was also significant as it was a weekday and there was potential for children to be going to and from the nearby school. We considered that due to the threat we were entitled to use force as reasonable, based on Section 117 of PACE. We reviewed our options and determined that my colleague would take the lead as he was more experienced, and Taser trained. We decided that based on the unknowns we would need to do a dynamic risk assessment upon arrival, but that we would try to maintain distance between us and the subject male and that I would only approach the male to handcuff when given instruction by my colleague. As a contingency we would use the vehicle or other vehicles/street

furniture as a barrier in order to maintain separation if necessary. Due to the potential harm we also requested attendance from other Taser and / or Firearms Officers.

Upon arrival at the scene another unit had already approached the subject male. As we approached, he was on his knees next to a car and he was being handcuffed by one of the Officers. These Officers were from the Road Policing Unit and we liaised with them whilst they were searching and placing the male in the back of their vehicle. We agreed that we would take control of the suspect male and deal with the incident from then on in order to free them up as soon as possible. These Officers confirmed that the male was located on the street, near the reporting person's address, and that they observed him throw the machete and the tyre iron onto nearby grass. These items were still in situ upon our arrival. The male had been arrested on suspicion of possession of an offensive weapon, and after a van was called, he was escorted to Custody, where his detention was authorised.

The RPSO Officers left and we remained on the scene to complete our enquiries. A Section 32 PACE search of his vehicle was completed, and this located two further offensive weapons. There was also a bag underneath the car which was checked and confirmed to contain two sports drink bottles. These bottles contained a clear liquid substance and they appeared to have been adapted for squirting as the necks of the bottle tops had been taped and holes had been drilled into their lids. Each of these items were secured as evidence in separate evidence bags and we arranged for the removal of the vehicle by a recovery company.

We remained on the scene and I obtained a statement from the reporting person. This confirmed no more relevant information than had been previously disclosed during the initial call. We also carried out golden hour enquiries to locate any further witnesses or CCTV, but these were negative. As such we returned to the station to enter the evidence into storage and to prepare for interview.

On arrival at the Station I spoke to the Custody Sergeant who confirmed that the male had been processed, that he was ready to be interviewed and that he had declined legal representation. The Sergeant also confirmed that he didn't consider that an Appropriate Adult was required in this case. I was scheduled to be the interviewing Officer, but my colleague would be secondary Officer and he assisted me in my planning. I checked the Police systems for details regarding the suspect male and these confirmed his previous offending history and his warning markers for mental health. These enquiries also confirmed that the day prior to his arrest he had also attended the Station to report that he was being followed. However, when questioned at the time he had been unable to provide any details about the vehicles that he alleged were following nor any details about the persons within.

After the completion of my interview planning, we went to the Custody suite and I took the suspect out of his cell and into the interview room. As no Solicitor was requested, I completed disclosure directly with the suspect prior to interview. In this I disclosed the evidence we had secured at the scene, that an independent witness had provided a statement, that there was a statement from the arresting Officer and a statement from me as the exhibiting Officer. I advised that there was no CCTV of the incident, but the witness had confirmed that she had observed him with the machete and pole in his hands and that the arresting Officer had confirmed that these weapons were close to him at the time of arrest.

When the suspect male was ready to begin, I started the interview. I initially went through the Aide Memoire, which includes a formal caution, and I explained the legal rights of the interviewee. The male confirmed that he didn't want legal representation as he didn't consider it necessary as he would be admitting all charges. I advised him that this was an ongoing right and that should he wish to consult with a legal representative that he could stop the interview at any time.

During the interview the suspect was compliant but emotional. He admitted all the offences put to him but gave a defence of self-defence. He advised that he had armed himself with those weapons as he was afraid for his life and had been followed by unknown males in an unknown car over the last couple of days. He confirmed that the substance in the bottles was white spirit and that he intended to use these to squirt the white spirit in the faces of the unknown males should that be deemed necessary. He confirmed that the weapons were all his and that he had taken them from his home address, that he had these items for domestic purposes but that he had them on his person at the time to be used as weapons. However, he stated that he had no intent to use these against members of the public, nor Police. I questioned him about his defence, and he was vague and unable to provide any detail, even the colour, make or model of the vehicles which had apparently been following him for a couple of days. His answers to questioning didn't appear rational and he gave the appearance of being paranoid and delusional. He was distressed when questioned about the males following him and he did appear to be genuinely fearful.

Post interview I took the suspect back to his cell and I provided an interview summary to the Custody Sergeant. I advised him that the male had admitted to being in possession of the offensive weapons and that he had armed himself with the intention of using them in self-defence. However, I advised the Sergeant that based upon the rationale he had given me, his previous history and his behaviour during interview that I considered that this to be linked to a mental health episode. The Sergeant was inclined to agree with me based on this summary and from the suspect's behaviour when booked into custody. The Sergeant advised that he considered the immediate threat, risk and harm to have been negated as these weapons had been confiscated. His main concern was the substance within the bottles as this would have a serious impact on the severity of the offence. I advised that the Roads Policing had done a preliminary test on the liquid that confirmed it as white spirit. As such the male was released pending further enquiries, those being toxicology results on the liquid within the bottles. The Sergeant also advised me to go through a safety plan with the male in case the allegations he was making were true, in order to safeguard his wellbeing.

I conveyed the male to his home address, and he was happy for me to speak with his mother to explain what had happened. I advised her that I was concerned for his welfare and that I thought that he may need mental health support. She confirmed that she was happy to receive him into her care and that she would contact their GP in the morning. I went through a safety plan with them and I also advised them to detail any vehicle registrations or persons of concern if it was safe to do so. I also completed CCTV enquiries with the neighbouring houses to check if these would have captured any details of suspect vehicles, but these were negative. I then returned to the Station where I completed the necessary paperwork, and I also submitted a PPN to the local authority detailing my concerns for the mental wellbeing of the male.

At present I am waiting for the toxicology results on the substance within the bottles so I am unaware of how this case will proceed. However, I have periodically checked the Police systems for this male for any future occurrences involving him and none have been reported to date.

In review of this incident I think there are a number of areas which I consider further reflection is necessary, these being how we used the NDM on the way to this incident, whether I adhered to the CPIA in dealing with this matter and whether I was initially biased in not believing the offender's version of events. As such I will use Borton's Model of Reflection to review the above areas and identify areas that I could improve on when deals with future incidents.

Firstly, I will evaluate our use of the National Decision Model and whether there was scope for any discretion to be used in this incident. As previously discussed, the NDM is a very useful tool in order to analyse situations, assess risk and to develop working solutions. The NDM is a circular process and as such dynamic changes to situations can be processed and changes made accordingly. In this incident our NDM planning took place en route and the information available was relatively limited. We did develop a working strategy prior to our arrival though, which in very simple terms was to locate the male, maintain a working distance and use the minimum level of force or threat of force to disarm him. As it was the male was already detained upon our arrival, however, had this not been the case then we would have implemented this plan. In this case due to the serious nature of the offence I don't think that there was much scope for discretion to be used. The male was in a public space with offensive weapons and the only course of action is to disarm him and arrest him for this offence. There is no reasonable excuse that could have been made for being in possession of a machete in this scenario. As such on reflection I think that I would follow the same course of action as the arresting Officers in any future incidents such as these.

The Second area for review is whether I adhered to the Criminal Procedure and Investigations Act 1996 (CPIA). The full Code of Practice is available from the Ministry of Justice (*Criminal Procedure and Investigations Act 1996, 2021*) and a summary is available via the College of Policing (*APP Content | Investigation, 2021*). In this case I consider that I adhered to these principles and that the rights and entitlements of the suspect were met in full. He was provided with relevant disclosure prior to the interview, and the interview was conducted in a fair and legal manner. I also ensured that all evidence was recorded and retained. As such, in review I don't think that this requires much reflection and I would proceed in the same manner in the future.

The final area for review is whether I was biased into not believing the reports of being followed had any credence. Based on his previous history and his performance under interview I considered this to be a mental health issue, rather than a genuine fear for his safety. However, I don't think that I would have considered completing a safety plan with him if I hadn't been prompted by the Custody Sergeant and I wouldn't have considered doing door-to-door enquiries at his property had this not been the case. Although I wasn't the recording Officer when he made his initial claims about being followed, it could be questioned whether I met his needs in terms of the Victim's Code (*Code of Practice for Victims of Crime in England and Wales (Victim's Code), 2022*). I did try to safeguard him in terms of alerting the local authority via a PPN submission, but I may have been able to do more to investigate his allegations in support of his self-defence claim. I think it unlikely in this case, however this is something that I will consider in the future more carefully and try to deal with such matters with a more open mind.

Word Count:2362

Task 5

Personal Development Plan (PDP)

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 towards the overall wordcount, please note this is not the actual number of words used in completing the table, the count reflects the thought and research behind it.

Area of Development	How it will be achieved	Who can provide support	Timeline
Preparing Case Files for the Crown Prosecution Service.	The only way to really develop these skills is by familiarity and practice. I will inevitably begin to pick up more files which require referral to the CPS, both pre and post charge, however I can prepare myself by arranging a departmental visit to spend time with the Case File Team. I can also develop my skills by going through a file with the SME within my team who deals with numerous files per day as he is on light duties at the moment.	1. The Case File team within Justice Services. 2. In-team SME	3 months
Developing working knowledge of relevant legislation.	Since I have left the training school, I am aware that my recollection of certain legislation has deteriorated. As such I intend on improving my knowledge by having a reference guide to hand on shift (pocket Sergeant), by signing up to the Police National Legal		2 months to re-fresh knowledge & thereafter an ongoing process

	Database to keep up with legislation changes and to re-review my course notes in order to refresh my knowledge.		
OST Skills	I am aware that I have had little opportunity to date to practice the skills that I was taught on OST. My OST refresher was very close to the completion date of my original OST course and therefore it will be a while before I have my annual refresher. In the meantime I intend on using the online resources on the OST section of the Gwent Police website in order to refresh my knowledge.	1. On-shift colleagues 2. OST department	1 month & then ongoing process

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.

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CONFIDENTIALITY and PLAGIARISM – confirmed by submission through Turnitin

Task 6

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

By signing the section below you are acknowledging your continued progress on O.C.P., this is recognised by the university as work that is fully supporting this module. Signing it 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: Stewart Huw Rowlands (Learner, Electronic signature or type name)

Date: 3rd January 2022