

BSc (Hons) Professional Police Practice

LEVEL 4 - 40 Credits

Workbook title: Competency Based Workbook 1 (PCDA)

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

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FACULTY OF BUSINESS AND MANAGEMENT PUBLIC SERVICE PROGRAMME

Module title: Professional Police Practice 1 (PCDA)

Workbook Guidance

Please read these notes carefully; they provide essential information.

What is the workbook for?

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

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

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

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

How should the workbook be presented?

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

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

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

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

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

How is the workbook assessed?

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

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

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

Once submitted your workbook will be assessed and marked independently.

Confidentiality

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

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

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

The content of this workbook should be your own work. Do not allow anyone else to see your work or use your work for their own submissions.

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

NOTE

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

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

Dyslexia and other special circumstances

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

Guidance:

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

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Task 5	Development Plan	500
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	Confirmation of Confidentiality and Plagiarism <i>This is confirmed by submitting through Turnitin</i>	

Task 1

Relevant areas of the National Policing Curriculum: Wellbeing and Resilience

Guidance:

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

1000 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

In this essay, I will be discussing my last 6 months as a student constable with South Wales Police, and what coping strategies I have used to assist me in developing resilience and minimise stress. I will also be talking about what resilience is. I will look at what stress means and what impact it can have on mental health. Lastly, I will move on to explaining what coping strategies I have used and the result of using these and whether the coping strategy has worked and what could be done differently next time. For this essay I will be using the Gibbs Model of Reflection (Mind Tools, 2022) and referencing throughout.

This was a completely new career for me and something I have not experienced in the past. I was a little worried about starting this new journey as I haven't been in the educational environment for over 8 years, and I found this a little daunting. I knew I was going to have to be resilient during the process as I knew when applying, that the police force looks for people with specific values and standards. I have researched what resilience is. Cherry (2022) argues that resilience is based on facing the problems that you come across head on and using skills and strengths to combat them, making sure that whilst doing so, you have a good ability to manage emotions. She talks about the fact that resilient people have a 'survivor' mentality and use healthy coping mechanisms to deal with problems that they are facing, and they must have the ability to adapt to changes and uncertainty whilst moving forward.

I had a lot of challenges that I faced over that 6-month period, possibly more than my other peers had. Ultimately this brought on a lot of stress and caused me to suffer with my mental health which was affecting my thinking and judgement as well as my physical health, such as my appetite. I have researched what stress is and how it can affect health. Karl Burton, (30th August 2019) will argue that when an incident happens, the brain considers this event to be a threat and the body puts itself in to fight or flight. This means a person will come up with a solution for the problem and fight it or the body and mind will fear the event unfolding and will cause the person to avoid the problem. This then affects the persons brain along with increasing blood pressure and a faster heart rate. This is not controlled by the person and is an involuntary reaction. Considering this, when the stressors and challenges are arising more frequently, this influences a persons thinking and health as well.

Learning about the role of a Police Constable I knew that there will be a lot of stressful situations ahead of me and I found myself thinking of a solution to help me combat this.

I found that a coping strategy would assist in doing this. Upon researching coping strategies, Dianne Davies (2019) states how coping is the process of using behavioural and cognitive approaches to manage difficult or threatening situations and plays an integral role in maintaining the physical and mental well-being of an individual. There are two broad categories of coping strategies. The first is the emotion focussed coping strategy. This is where the individual addresses their emotional needs and are centred around comfort or consolation. The second type of coping is problem solving coping strategy. This is where the individual confronts the problem and eliminating the stressor.

My coping strategy is problem solving by talking and this assisted me the most. Mental Health First Aid USA, (22nd August 2019) argues that by talking to other people about challenges and problems you have, this is a way of dealing and coping with the challenges and stresses you may have. By talking to family and friends, I was reassured that I wasn't alone through each challenge, and I was able to identify a large support network that would help me through each problem. Individually from the support network, I found that in the police service there is a culture of comradery that I had been exposed to, my team had a way of dealing with incidents through jokes and being able to debrief something in a way that took the seriousness away from it in relation to my work challenges like the exams. I then identified that my partner was also struggling with the likes of moving home and that we were in the same boat with the same challenges. This meant that when talking to her, we were both able to help each other through discussing those issues and this improved both of our mental health and reactions to challenges at home.

To find out how police officers feel about stress and if they think that talking helps their mental health, I created an online survey on the SurveyMonkey platform and distributed this to my colleagues. The results indicated that 83.33% of colleagues said that talking helps with stress and their mental health and is a good coping strategy.

My conclusion of this coping strategy is that, because of this problem-solving technique through talking, I passed my initial course with South Wales Police, completing and passing both university exams. In respect of this I will be using both this strategy going forward for the following academic years and policing career. I have been able to supply evidence that backs up my coping mechanism. I have however identified room for improvement. In the future I will talk to my parents more regarding my challenges, mainly health, as my original thought process was that I didn't want to worry them, but it came apparent that by doing so, this it affected them mentally even more. I will combat this by speaking to them more often and keeping them up to date on my challenges and what I am doing to fix them. I will also going forward review this coping strategy to make sure I am still able to benefit from this.

Word count - 1015

Task 2

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

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

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

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

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

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

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

ANSWER:

In this essay I will be writing about an incident I attended after leaving police training. Whilst writing this, I will be evidencing how I managed conflict and how I used my communication skills whilst abiding by the Code of Ethics. During this essay I will be using the Gibbs Model of Reflection (Mind Tools, 2022) and referencing throughout to assist me in writing this essay and I will also refer to the National Decision-Making Model (College of Policing, 2014). Then I will be reflecting on my decisions that I had made and what could be done to improve my decision-making next time.

I received a request to attend an address with my colleague. We had a report that a son of the family home was heavily intoxicated and was refusing to leave the address and a disturbance could be heard in the background of the 999 call. We were requested to attend as an emergency response. Whilst on route to the call, I gathered as much information as possible over the police radio and on my police issued device as I could on the people that were involved and who resided at the address. In the police service we hold information on people that gives us warnings on prior engagements with police or hazards that could arise when dealing with persons or locations. This information has been backed by research on (Home office, 2020) To help me identify the warning markers, I used the Police National Computer via my

work device to gather this information and intelligence. On doing so, I learnt that there has been a lot of incidents involving the same persons in the past and a lot of them being domestic related incidents. (Police and Crime Plan, 2022) states that South Wales Police hold domestic abuse as one of their force missions to tackle I was also able to obtain warning markers for the male in question that helped me risk assess the male himself; officers and any other persons present at the scene. One of the warning markers obtained stated that the male has previously threatened his family with a knife. I thought of a working strategy. This is where I asked myself a few questions in order to guide subsequent stages. (College of Policing, 2014). I established that I would need to keep this male away from family and the kitchen area where the knives are stored day to day.

On My arrival I could hear shouting coming from the address, I approached the door and knocked loudly. I waited approximately 1 minute, however, there was no answer from the occupants within. At this point I started to consider my Powers and policies. I identified that section 17 of Police and Criminal Evidence Act 1984 gives an officer the power to force entry to a property if he or she believes that there is a person inside that has committed an indictable offence, to preserve life or limb and to protect property, to recapture any person that is unlawfully at large and to execute a warrant. (legislation.gov.uk, 2020).

Based on that information, I knew I had a power that could be utilised. I wanted to explore one last opportunity first. I thought I would give one last attempt at getting the occupants attention to prevent causing damage to the address. I shone a light in the window with my torch, this caused a female to come to the window where she saw officers outside the address. I requested the male leave the house and speak with me outside. I gathered that I would have to speak with the male and build rapport and find common ground for him to leave and not come back that night. I used the Mindtools website to help me understand building rapport. (Mind Tools, unknown date suggests that by asking short questions like, what is your name? and how are you? Will contribute to deescalating a situation and aids in humanising the police.

I made my way out of the address where the male was with my colleague, I explained to him he was not in trouble with us, and that the family just wanted him to leave. The male implied that he lived there and was not going to leave the address. When talking to the male I considered Betari box (Mind Tools, unknown date) where my attitude and behaviour will affect their attitude and behaviour. In line with this theory, I lowered my voice in the hopes he would mimic my attitude. I used this as I did not want the incident to escalate, and I knew that it was going to be difficult to persuade the male to leave but I made sure I understood the male and used good listening skills by nodding my head and using short words like “okay” and “yes”. I implemented a welcoming body posture by looking relaxed, whereby I didn’t cross my arms. This allowed the male to feel more at ease and relaxed the atmosphere. In turn this allowed me to work in line with the police codes and values. Codes and values that I must uphold consist of honesty, integrity, professional. All values and codes are there to support the police service (College of policing, unknown date).

I asked the male about family and identified that he has a sister that has moved from the address recently. This was a great opportunity and option to use as this would result in the male being able to stay with someone who could care for him whilst he

sobered up and not be in the locality of the address. Based on this new information and acknowledging the previous facts that involved the male threatening family with a knife, I checked with the control room operator over the radio who was involved with that previous incident. I did not want to put a family member at risk to solve this incident. I have a duty as a police officer to protect persons against violence. (Gov.uk, 2022).

I was made aware that the persons involved now lived at another location and was not the sister. I got a contact number from the male and called his sister. I explained to her on the phone that he was asked to leave by family at his address due to being intoxicated and I am trying to find him a place to stay overnight so that offences could not be committed and prevent officers from arresting the male. This was a good way of using officer discretion. Discretion is being able to decide based on professional judgements and have the authority to make a choice for the best course of action whilst recognizing considerations and alternatives. (Encyclopedia.com, 2018). The sister agreed to have him over night, and I explained this to the male. He was happy to go to her address and stay there in the care of his sister. Based on the information above I decided to run with this course of action.

Based on the above, I was happy with the result. I was able to gain information whilst on the way to the call which in turn allowed me to identify risk and threat. I was able to gather more intelligence and information when at scene. The positive however is that I could instantly protect persons inside the address that may or already may have been subjected to harm. By using this option, I was able to effectively protect persons and prevent further escalation of the incident.

I have, after reflecting on this incident, been able to see other options and ways of dealing with the incident. One of these options would have been to arrest the male for breaching the peace. This is used by Police officers to prevent a breach of the peace occurring and that the police officer reasonably and honestly believes a breach may occur. (Donoghue solicitors, unknown date).

This option would have been able to prevent any further offences and stop the male from returning to the address later that night.

My conclusion is that by using the national decision-making module and identifying the options I had at the time of the incident as well as recognising the powers and policies available to me. Understating Betari box and using this tool during this incident has proved vital in being able to exhaust other options and painted a bigger picture that police work is not all about making arrests and using discretion can help solve problems. I was able to act when necessary whilst abiding the core values of the police service.

Word count - 1434

Task 3

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

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

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

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

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

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

ANSWER:

This essay will be focused on a police incident I attended where I will be discussing how alcohol influences crime. Then I will be explaining my responsibilities for guiding a victim through the criminal justice system where I faced some culture and language barriers that I had to overcome. I will then look at the victim's code and the process for a victim of crime when undergoing the criminal justice system. Lastly, I will reflect on my work using the Gibbs Model of Reflection, (Mindtools, 2022) and I will be referencing my findings and research throughout.

It was reported to me and my colleague that a domestic incident was taking place at an address and the reporting person didn't speak fluent English however a disturbance could be heard in the background. On arrival at the location, a male left the address that we were attending. I spoke to the male and considered my body language and tone of voice. To help me do this I used the betari box model. Revolution learning and development says that This is where our attitude and behaviour can affect other peoples attituded and behaviour. Therefore, if my attitude and behaviour is negative, this is more likely to reflect from the other person. (The betri box model, unknown date). This was to help defuse any animosity between me, the police, and the male. (Studdycorgi, 2022) argues that there is animosity between police and the public and this is due to excessive force that the police have used against persons in the past or if this has been witnessed and has caused fear amongst the police as well as loosing trust.

When talking to the male, I could smell intoxicants on the male's breath and I could see that his eyes were glossy. I suggested that my colleague continued the conversation with the male to establish his course of events and why we were called whilst I entered the address to ascertain if all members of those inside were safe and establish any crimes committed. This is a fundamental task I must do as a police officer. (Lucy Trevelyan LLB, unknown date) states that under the police and criminal evidence act 1984, a constable may enter an address if "in an attempt to save a life or prevent injury to someone or serious damage to property". On doing so, I found a lone female in the kitchen who transpired to be the intoxicated male's mother. I asked if she was okay, and I could tell by her accent and short replies that her English language was poor. This made me adapt the way I was talking to her by asking short questions, giving her time to explain and find the correct words to use and to be respectful in the way of not making her feel intimidated. (Marcia Carteret, M. Ed. 21 October 2010) suggests many tips when speaking to people who struggle speaking English. Some of these are speaking slowly and keeping it simple. I used Google translate to begin with to assist in communication. Google translate (Google translate, 2006), is a translation system, created by Google that searches the internet with words, phrases and short sentences that you type into it. This system can translate over 103 languages and is still growing today. As I needed information on what has happened to help in safeguarding her and the son outside. Usually, we would as the police separate parties at a domestic as this is a volatile and heated situation and we do this to help defuse the situation.

I quickly established that the son made threats to kill and was drinking all morning and she thinks this had had an influence on his actions as he only becomes violent when he has consumed alcohol. To back this (Lee Webber, 27 February 2019) states that there is a connection between alcohol addiction or abuse and violence. She goes on to say that 72% of men and 50% of woman that are in rehab have committed a crime whilst being under the influence of alcohol. Lastly, she mentions that a study in 2010 found that violence rises when alcohol is involved. She said that the drinking was becoming a problem for him, and he is not open to any support services. Based on this information I arrested the male for the offence of threats to kill. (Legislation.gov.uk 22 October 2019) states "A person who without lawful excuse makes to another a threat, intending that that other would fear it would be carried out, to kill that other or a third person shall be guilty of an offence". I escorted him to the police station where he was then awaiting an interview. Whilst in custody, I made a referral to Dyfodol based on that the male wasn't seeking help with his alcohol abuse. Dyfodol is a service that offer help with addiction to alcohol and drugs to people who have been arrested by South Wales or Gwent police as well as offering a service to those in prison. Dyfodol strive to help reduce risk of offending drug and alcohol crimes and place themselves within the criminal justice system. They also have the ability to direct these persons to other services and charities if that opportunity arises. (Dyfodol de Cymru, unknown date).

Now that the female was safeguarded by removing the suspect from the address, I was able to invite her to the police station to take a statement on the events of that morning however due to the family being catholic, the female was going to be attending church that same day at lunch time. Because of this I decided that I would collect her from church and take her to the police station when she was ready. This helped me build rapport (Mindtools, unknown date) with her which would assist me

when taking a statement. To take the statement I used an interpreter to secure the best evidence.

As part of the victim's code, I am responsible for many parts of the process. (Ministry of justice, 1 October 2005) states that, the victim has rights to be treated with respect, dignity, sensitivity, compassion, and courtesy. To make informed choices that are fully respected. Have privacy rights. Be offered help so that the victim can understand and engage with the criminal justice process this help will be offered in a professional manner, without discrimination of any kind. These rights also fit in with the code of ethics I must adhere to. Code of ethics is what governs us as police officers and is at the heart of every decision we make. (College of policing, 2014). Furthermore, to the victim's code, based on this being classed as a serious crime because of the domestic element to it, the victim was eligible for the enhanced service whereby they will see themselves being referred to other support services as well as being able to utilise the special measures available to them. This consists of things like, screens around the witness box as well as having the evidence being held privately. However, the courts will have the final approval of this if it was recommended by the police. This will be offered during the statement taking part of the process. This is also the area in which I would offer a victim personal statement. This allows the victim to express their thoughts and feelings and how the crime has affected their everyday life. I will also have the responsibility of keeping the victim updated with the investigation, through the means of, phone call, email and in person. Finally, the victim will also have the decision, at any time in the process, to not support prosecution and refuse to attend court. If this was to happen, then the police will seek advice from the Crown Prosecution Service, (Crown Prosecution Service, Unknown date) and potentially pursue a victimless prosecution.

Based on what I have said above I am now going to reflect on the information and what I have learnt from this. Firstly, I have learnt what happens with victims and how they are supported through the criminal justice system and that it is not just victims we support but it is those that commit crime also receive support. I have also learnt that updating the victim throughout the process is paramount as it is the police services responsibility. I have been able to recognise the importance of a victim personal statement and the difference it can make on a case.

Because of my little experience with the police so far there is little I could comment on as I have not managed to see a case through the courts at present however, I have been able to research the long-term support that a victim and suspect will receive whilst the process takes place.

Word count – 1472

Task 4

Relevant areas of the National Policing Curriculum:

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

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

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

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

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

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

ANSWER:

For this essay, I will be discussing an incident of a serious assault I attended whereby I had to use the National decision-making model that influences my decision making where I will then discuss what went well and what didn't go so well and what I can do

differently next time. Then, I will look at discretion and how I utilised it for this incident and weather it was appropriate, before lastly moving on to my responsibilities for managing information under the criminal procedure and investigations act 1996. Throughout this essay, I will be using the Gibbs model of reflection (mindtools, 2022) to assist me in reflecting on the key points above and I will reference any research throughout the essay.

Whilst on mobile patrol with my tutor, we received a request to attend a location where it was reported that a serious assault took place at the location. Whilst on route, I asked our Police camera operator to scan the public cameras in the area to see if there was anything we could use evidentially in the future.

When I arrived at scene there was multiple persons arguing and one male holding his white t-shirt covered in blood against the head of another male. Immediately I have started to use the NDM. National decision model (2013). This is a decision-making model that helps operational officers from all over the police service make proportionate and reasonable decisions so that the decision can be managed effectively. This can be utilised prior to an incident, during the incident and after an incident has taken place. The model is a circular diagram that starts with, Gather information and Intelligence. For this stage, I gathered witness information for what they seen prior and during the assault as well as searching persons details through my police issue mobile phone to gather intelligence on persons at seen. I was also identifying if any weapons were involved so I can safeguard myself and colleagues as well as the public to prevent further assaults and offences. Next in the model is to assess threat and risk and to develop a working strategy. For this stage, I was able to identify risk and threat from speaking to persons at scene as well as making person searches via the police issue phone. The police phone has access to PNC as well as NICHE. Both systems are the same however, NICHE is a local police database and PNC is national database and both hold information on people such as correct names and addresses and any warning markers. To develop a working strategy, I asked myself questions like is there a threat still at scene? And do I need any other agencies? From this I found that the suspect has since left the scene, and I would need an ambulance based on the level of head injury. Witnesses said the male was hit at the back of the head and then was further assaulted on whilst on the floor. I then started to consider my powers and policies that form the next stage of the NDM. The information led me to believe that the suspect was going to be arrested for Grievous bodily harm which is a serious offence. Legislation.gov.uk (2004). The level of injuries with fractures and bruising to the head amounted to the level of assault for this offence. I now had to consider my options and contingencies, I had to make sure that my options were proportionate, ethical, reasonable, and necessary. My biggest task ahead now was the medical treatment for the victim. The ambulance was a 4 hour wait based on the level of injuries explained to the ambulance call handler. Mark Smith (2021). The ambulance service waiting times have increased over the years where statistics show that 56.7% of 999 calls taken by the ambulance service recommended within 8 minutes. This is below the target set by the Welsh government of 65%. I acted by assessing that the risk of a bleed on the brain made it vital that I take the victim straight to hospital. I had to inform my Inspector, who is my line manager, of this decision as it is not policy to transport patients via a police vehicle. I recorded this in my electronic pocket notebook so I could justify my actions in the future. Merseyside Police state that, "The details of all incidents they are evidentially involved with and clear rationale for any decision making, in sufficient detail that a Police Officer or Police

Staff member will be able to recall the full facts during any subsequent court proceedings". When at the hospital and after the relevant treatment was received for the victim, it was confirmed that the victim had a bleed on the brain, three fractures to the cheek bone and a bruised eye. The last part of the NDM is to review my decision making. I followed the principles of the codes of ethics by being accountable, respectful, and adapting to change, I gathered all information and intelligence available to me at the time so I could make a formal decision. I developed a working strategy by identifying that the perpetrator had left the scene, so the threat was gone however a new threat to life emerged and I established a new strategy by taking the victim to hospital. During reviewing I noted that I didn't follow policy however I was able to justify this and the decision on doing so was reasonable and proportionate.

During the investigation that took place for this offence, I have responsibilities under Criminal Procedure and Investigations Act 1996 when investigating a crime like this. College of Policing (2021) explains that all investigators of crime have responsibilities to investigate crime but most importantly retain and manage this information and records. Firstly, the investigator must develop an investigative strategy. This is so the investigator can identify all lines of enquiry, to determine the objectives of the case and to gather the maximum amount of material to gain further lines of enquiry when available to the investigator. For my incident, I conducted general trawls for information, and I done this by conducting a crime scene investigation of the area by speaking to the victim and witnesses, as well as protect any forensic opportunities and establishing any CCTV material. This was in line with the 'Golden Hour Opportunity'. College of Policing (2021) states that "The golden hour is the term used for the period immediately after an offence has been committed, when material is readily available in high volumes to the police". I then followed specific lines of enquiry by interviewing witnesses and victims as well as identifying a suspect. Finally, I moved on to my actions taken during the initial investigation phase by arresting the suspect and evidencing CCTV that caught the incident and helped identify the suspect of the crime. As part of this, I must record and retain information under the Management of Police Information policy. This is a national policy that all police forces follow. College of Policing (2019) says that the Management of Police Information governs the way the police store and manage information known to them and whether it is necessary to store that information. Collection of information is at the start of the management process and can be collected by any 1 of 3 ways. They are routine collection, tasked information, and volunteered information. It then moves on to recording of that said information and is categorised.

I now want to touch upon Bias and how it can affect a decision made by me as a police officer. Nicole Murphy (2021) explains that Bias is a prejudice way or decision based on someone's characteristics like race, religion, belief, sexual orientation or simply how someone is dressed. Everyone has at some point in their life experienced Bias whether that is being the one that is prejudicial or the one on the receiving end.

For my incident, there wasn't any prejudicial decisions because of the nature of the incident, however I can see how easy it can be to fall into the trap of prejudice if there was an ASB incident reported for example and on arrival there is a group of teenagers with their hoods up, it is easy to assume that they are the subjects before establishing true facts first.

To finish, I am now going to reflect on the incident above. When I attended the scene, I am not able to identify anything I would do differently based on the immediate use of

the NDM. This allowed me to make an informed decision and identify other options to navigate a positive solution for the incident. I did, at one stage, decide to take the victim to hospital that could have been treated differently. I could have gained advice from the inspector and asked for him to speak with the ambulance service to further justify my actions and I have digested this for any future incidents that require it. I gathered all information necessary for the incident and I was able to look after the victim and arrest the suspect based on my evidence gathering with in the golden hour opportunity.

Word count - 1530

Task 5

Personal Development Plan (PDP) / Learning Plan.

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

Identified area for development	How it will be achieved	Who can provide support?	Timeline
Statement writing for victims and witnesses.	I will volunteer my help with statement writing. I have already identified that this is a skill that is developed over time. I will speak with the crime investigation department as they take a lot of statements from victims and witnesses every day including the complex cases that we don't see often on the response team.	Crime investigation department will be able to support with this. I will seek to do a shift with them before the end of tutor ship.	I would like to see a development at the earliest opportunity but based on the skill of writing statements it is time and practice that will determine how long it will take to achieve this.
Case file building for a range of cases.	I would like to take an opportunity of a secondment with our case progression team that deal with a range of cases. I will be looking to sit with an experienced colleague that has seen a lot of complex cases that will be able to guide me through tough tasks and deadlines.	HUB team and their sergeant. I will also seek assistance from the experienced team members on my shift.	I would like to accomplish this before the end of my tutorship in 4 weeks' time.

Speaking with vulnerable persons as a first responder to an incident.	I will seek advise with the public protection unit that works in South Wales Police and deal with vulnerable people. I am going to seek more training from my training department so that I can effectively communicate with those that need the extra time and understanding when being asked questions. I will volunteer my self forward to speak or to deal with vulnerable person to boost my confidence.	The PPU department will assist me in this. I will also ask for support from peers and my shift sergeant.	I would like to achieve this before the end of my tutorship in 4 weeks' time.
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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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Recognition and Confirmation of the progress on the Occupational Competency Portfolio (OCP).

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

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

Signed: _ JORDAN – LEE CHAPLIN _

Date: _09/10/2022 _